

Engineering Department - Land Development Division

Issue Date: July 12, 2019**Reference No. 5210-30 (Bulletin)**

AUTHORITY: GENERAL MANAGER, ENGINEERING

ATTENTION: LAND DEVELOPMENT CONSULTANTS

SUBJECT: SUBMISSION OF ELECTRONICALLY SEALED AND DIGITALLY SIGNED DRAWINGS/DOCUMENTS

EFFECTIVE: October 1, 2019

Effective October 1, 2019, all land development related engineering drawings/documents shall be submitted in digital format, with exception to As-Constructed drawing submissions. This change will allow the City to support more environmentally sustainable practices and reduce the developer's costs related to printing/courier fees.

All electronic documents which require an Engineer's seal must be affixed with the appropriate digital signature and electronic seal, as per the Engineers & Geoscientists of British Columbia (EGBC) guidelines. Professional Engineers and Licensees may obtain their Digital Signature and Electronic Seal technology through an application and fee payment. Visit www.egbc.ca for more information.

Engineers and designers are reminded to adhere to the City's current Drawings Standard Specifications, which is accessible per the following link:

<https://www.surrey.ca/files/DrawingStandardSpecifications.pdf>

Submission requirements for digitally signed and electronically sealed documents:

- 1) Electronically Sealed Design drawings
 - a. Files shall be in unlocked Vector PDF/A format.
 - b. Project Scoping/Detailing drawings with multiple pages shall be submitted as a single file. Final Servicing Agreement drawings shall be submitted as individual files. Note that every drawing submission shall be electronically sealed and digitally signed. Refer to **Appendix I: Sample Drawing of an Electronically Sealed and Digitally Signed File** for your information.
 - c. All electronic drawings shall be submitted via the Managed File Transfer Service (<https://mft.surrey.ca>), as per current practice.

- 2) All other Electronically Sealed documents (i.e. letters, reports, etc.)
 - a. Files shall be in unlocked Vector PDF/A format.
 - b. Design phase submissions shall be emailed to the assigned Project Supervisor, as per current practice.
 - c. Construction phase submissions shall be emailed to EngIS@surrey.ca, as per current practice.
 - d. Large files (>20MB) shall be submitted via the Managed File Transfer Service (<https://mft.surrey.ca>), as per current practice

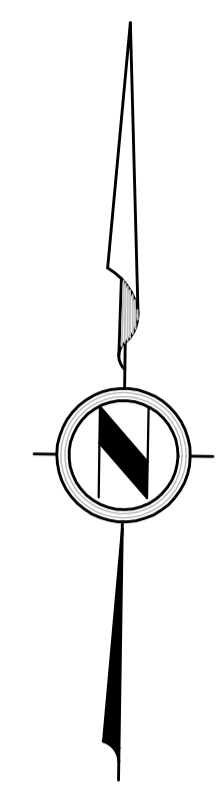
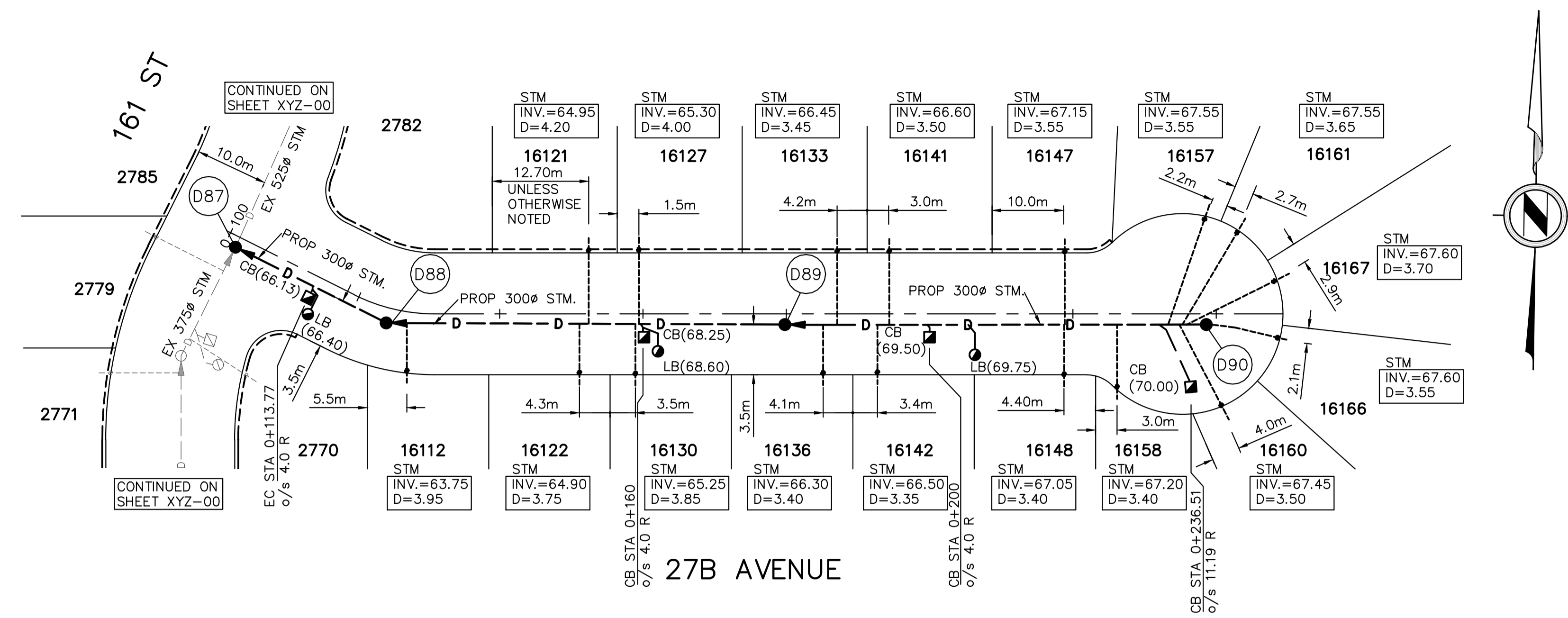
The following list of documents shall be submitted with the Engineer's electronic seal and digital signature:

Design Phase	<ul style="list-style-type: none">- Design drawings- Engineer's Cost Estimates- Letter from Engineer of Record that third party utility designs are coordinated- Drainage/Geotechnical/Environmental reports- Water network analysis (i.e. review of interim fire flows, ultimate fire flows, domestic demand analysis, etc.)- Letters/memos describing any special technical issues- SDR Table & Letter- Latecomer, DCC Front-Ending agreements, and DWA applications
Construction Phase	<ul style="list-style-type: none">- Pre-Construction Meeting Request- Letter of Appointment- Interim Release Request- Reimbursement Request- Sustainable Drainage System Certification- Storm Detention Certification- Video Certification- Certification of Testing Packages- Tangible Capital Asset Report- Holdback Reductions- Certificate of Acceptance- Certificate of Completion



Tommy Buchmann, P.Eng.
Development Services Manager

APPENDIX 1: SAMPLE DRAWING OF AN ELECTRONICALLY SEALED AND DIGITALLY SIGNED FILE



ENGINEER'S CERTIFICATION

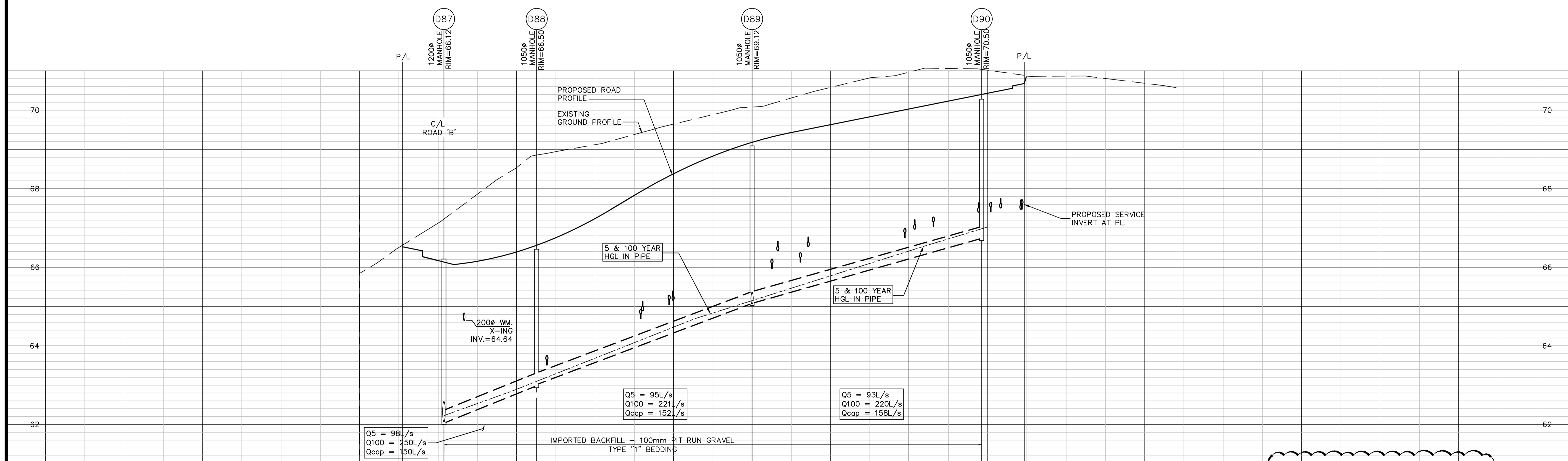
I, _____, PROFESSIONAL ENGINEER, IN GOOD STANDING IN AND FOR THE PROVINCE OF BRITISH COLUMBIA, HEREBY CERTIFY THAT THE WORKS AS HEREIN SET OUT ON THE ATTACHED DRAWINGS HAVE BEEN DESIGNED TO GOOD ENGINEERING STANDARDS AND IN ACCORDANCE WITH THE LATEST EDITION OF THE CITY OF SURREY DESIGN CRITERIA MANUAL, THE MASTER MUNICIPAL CONSTRUCTION DOCUMENTS (MMCD), AND THE CITY OF SURREY STANDARD CONSTRUCTION DOCUMENTS (GENERAL CONDITIONS, SUPPLEMENTARY SPECIFICATIONS AND SUPPLEMENTARY STANDARD DRAWINGS) ADOPTED BY THE CITY OF SURREY.

EXCEPTION TO THE CITY SPECIFICATIONS AND DESIGN CRITERIA MANUAL:

DATE _____ SIGNATURE _____

CITY'S CERTIFICATION

CITY'S CERTIFICATION FOR ACCEPTANCE OF THE DESIGN DRAWINGS. THIS AREA IS TO REMAIN BLANK FOR CITY'S USE



STORM INVERT, LENGTH, SIZE TYPE AND GRADE	24.10m-300 DR35 PVC STM @ 4.15%	55.31m-300 DR35 PVC STM @ 3.78%	58.50m-300 DR35 PVC STM @ 2.85%
INVERT ELEVATION	61.91 N 62.11 E	63.11 W 63.14 E	65.21 W 65.23 E
CHAINAGE	0+101.50	0+125.14	0+238.50

PLACE PDF IMAGE OF ENGINEER'S SEAL AS PROVIDED BY THE EGBC, ELECTRONICALLY SEAL AND DIGITALLY SIGN DOCUMENT.

LEGAL DESCRIPTION

SURVEY BENCHMARK
 MON: XXXXXXXX N XXXXXXXX.XXX E XXXXXX.XXX
 SCALE FACTOR:
 ELEV. XX.XXXm

REV.	DATE	DESCRIPTION	BY
5			
4			
3			
2			
1			

"BY SEALING AND SIGNING THIS DRAWING, I CERTIFY THAT THE INFORMATION CONTAINED IN THESE DRAWINGS ACCURATELY REFLECTS THE ORIGINAL DESIGN, ADDENDA, CHANGE ORDERS AND MATERIAL DESIGN CHANGES MADE DURING CONSTRUCTION AND FIELD REVIEWED BY ME, OR MY REPRESENTATIVE, AND THAT THE AS-CONSTRUCTED WORKS SUBSTANTIALLY COMPLY WITH THE ORIGINAL DESIGN INTENT. HOWEVER, I DO NOT ACCEPT RESPONSIBILITY FOR THE ACCURACY OR COMPLETENESS OF THE AS-CONSTRUCTED INFORMATION SUPPLIED BY OTHERS CONTAINED IN THESE DRAWINGS."

CONSULTANT NAME

CITY OF SURREY

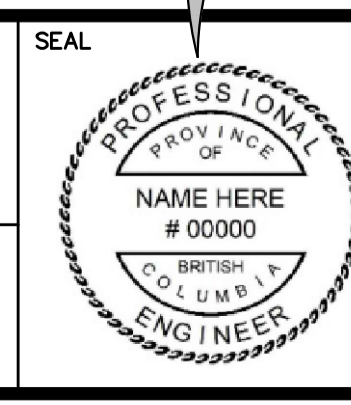


CLIENT

DEVELOPER NAME

ADDRESS 1
 ADDRESS 2

TITLE 27B AVE. STORM SEWER
 STA. 0+00 TO 3+60
 PLAN & PROFILE



SCALE: HOR. 1:500
 VERT. 1:50

DESIGNED XX
 DRAWN XX
 REVIEWED XX

DATE (YYYY.MM.DD)
 2020.01.01

CONSULTANT PROJ. NO.
 123

DWG. NO.
 01

REV. 1

SURREY PROJECT NUMBER

Project No.

DRAWING TYPE

DRAINAGE