



Peter G. Crummey  
Town Supervisor

**TOWN OF COLONIE**  
DEPARTMENT OF PUBLIC WORKS  
DIVISION OF LATHAM WATER  
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John W. Frazer, Jr., P.E.  
Superintendent

**LATHAM WATER DISTRICT  
GUIDELINES FOR RECORD PLANS**

1. Plan Details

- A. Plan Size 22" X 34" Preferable  
24" X 36" Acceptable
- B. Two paper copies to be submitted
- C. Electronic copy in Adobe Acrobat .pdf format and Autocad .dwg format shall be transmitted
- D. Plans to be so noted "Record Plans"
- E. Plan View to include Water Information Only
- F. For projects with Public Water Main, a record map profile must be provided that shows the following:
  - 1. Profile shall include water, storm and sanitary sewer infrastructure
  - 2. Offsets/bends shall be shown
  - 3. Variations from the design profile must be shown as necessary
  - 4. Regions that utilized push-on joint restraint i.e. field-lok gaskets, TR Flex, etc. must be identified

2. Pertinent Information – Designation Box or Table

- A. Developer:
- B. Contractor:
- C. Engineering firm inspecting and certifying installation and testing:
- D. Date construction started:
- E. Date hydrostatic test completed:

- F. Date chlorinated:
- G. Date bacteria sample taken:
- H. Date system put into service:
- I. Summary of water utilities:
  - 1. Number of hydrants installed:
  - 2. Number of valves installed:
  - 3. Linear feet of water main installed by size and class:

### 3. Specific Details

- A. Size, type and class of water mains
- B. Stationing of any tie-ins with existing mains (using existing hydrants or valves)
- C. Type of tie-in with existing main, include detail, showing existing utilities when encountered
- D. Linear feet of water main between valves, bends, tees, hydrants and miscellaneous fittings
  - 1. If tees are used in lieu of corporation taps, so note
- E. All gate valves to have two ties (excluding hydrant valves)
- F. All hydrant leads to be detailed
- G. Show all water services and curb ties
  - 1. All water services to have separate work order sheet. Please contact Latham Water District to obtain blank work order sheets.
- H. All easements to be shown
- I. All R.O.W.'s, lot lines, lot numbers and property corners to be shown
- J. Basemap must include street names, north arrow and a scale bar

### 4. Under Separate Cover – Subdivision Map and Description