


Council Policy 265 Engineering Drawing Submission Requirements

October 30, 2023

What is the Engineering Drawing Submission Requirement Policy?

- ▶ Comprehensive list of drawing standards for engineering design submissions
- ▶ Details for the types of drawings, detailed content, formatting, and appearance.
- ▶ Consulting Engineers, on behalf of Developers, prepare drawings based on these requirements.
- ▶ Submissions are reviewed for construction approval and record intake.

POLICY 265



City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4
250 469-8500
kelowna.ca

Council Policy
Engineering Drawing Submission Requirements
Established January 25, 1999

Contact Department: Utility Planning

Guiding Principle

- To define standards for drawing submissions to the City.

Purpose

- The purpose of this policy is to outline the minimum standards and requirements the City will accept in the submissions of work(s) and services.

Statement

- These procedures support submissions consistent with Bylaw 7900 - Subdivision, Development & Servicing. The City Engineer or designate will review each submission for conformance.

A. GENERAL

Drawings may combine various services on one plan but must be clear, readable and agreed upon by the City Engineer or designate prior to the acceptance of Issued for Construction drawings. Refer to the table below for requirements.

Drawing Submission Options			
	Combining Services	Color	Greyscale
Preliminary Designs	Yes	Yes	Yes
Detail Designs	Yes	Yes	Yes
Issued for Construction	Yes	Yes	Yes
Record Drawing	No	Yes	Yes

B. DRAWING STANDARDS

Drawings shall clearly show the existing, proposed and to be abandoned locations of all utilities using offsets from property lines or boundaries of rights-of-way.

Dimensioning and "offset measurements" required by this policy may be minimized on the construction drawings. However detailed field measurements are required on the record drawings, for City records, in accordance with this policy.

Elevations shall be relative to geodetic datum. The horizontal coordinates shall be referenced to the UTM NAD 83 coordinate system. A minimum of one (1) reference bench mark with elevation shall be shown on each design drawing.

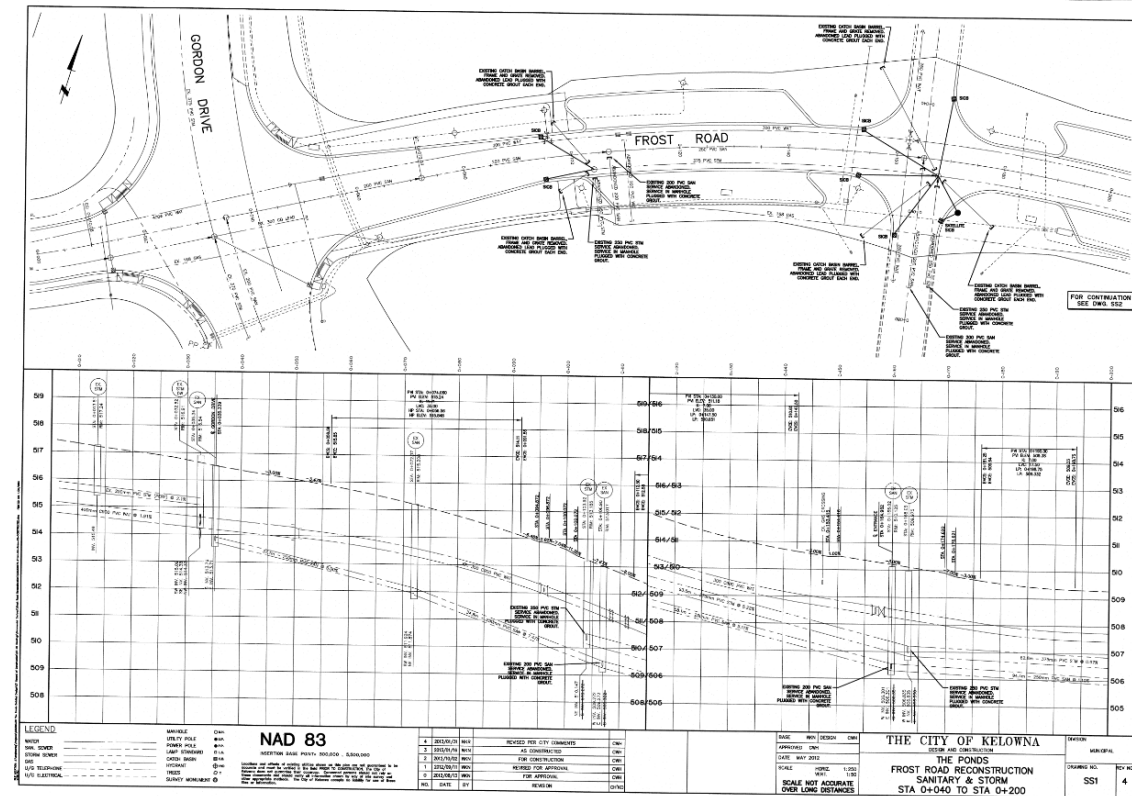
Chainage shall increase from left to right and from bottom to top on a drawing. North should be at the top or right side of a drawing. North arrow should be placed on the drawing as to not obstruct the design elements.

Where a City of Kelowna standard drawing exists, it shall be sufficient to refer to the appropriate drawing by reference number and date of issue. Where a standard drawing does not exist, or is unsuitable for a particular case, detail drawings shall be provided.

(December, 2019)

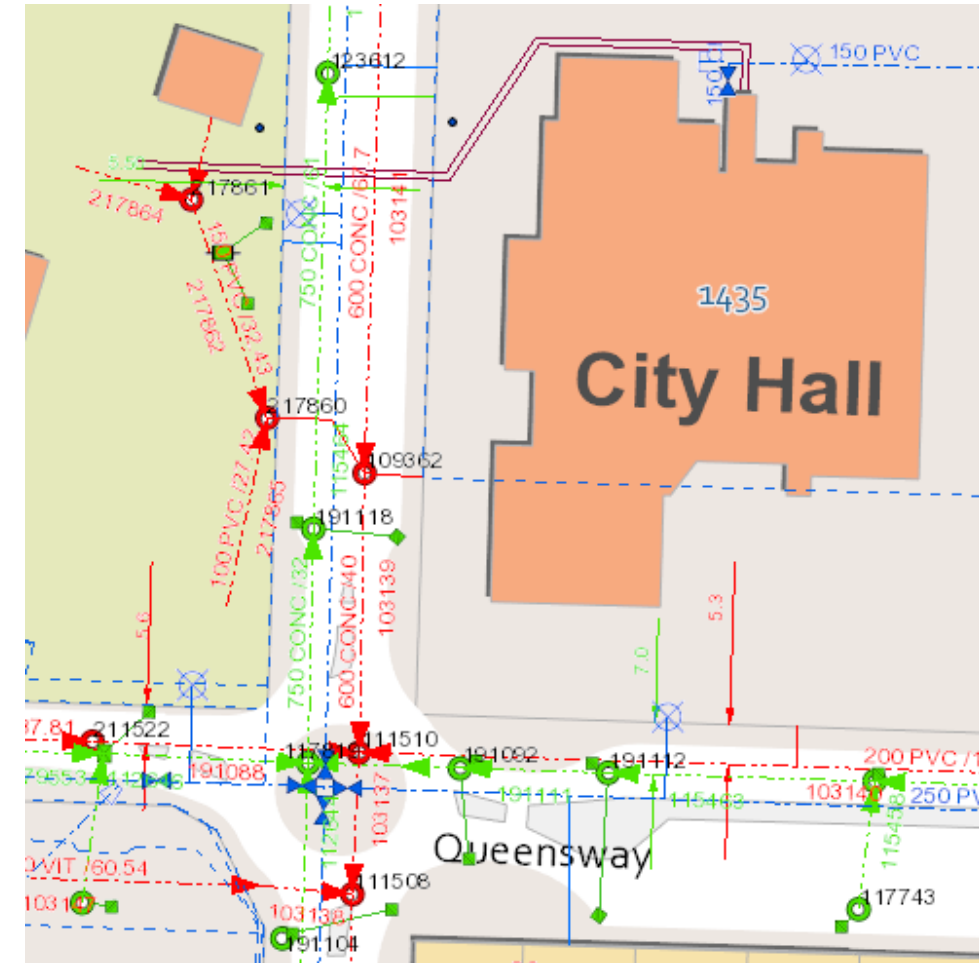
Purpose of Policy

- ▶ Required information is provided with consistent formatting and detailing to a defined minimum standard.
- ▶ Supports established operational and asset management practices.
- ▶ Ensures consistent appearance and quality for engineering drawings of City-Owned infrastructure.



Why Rescind the Policy?

- ▶ Current policy for a paper intake system, not for digital and future automated practice.
- ▶ City uses a digital GIS platform to visualize and store infrastructure asset data.
- ▶ Various types of infrastructure with dozens of unique attributes (pipe size, material, etc.)
- ▶ Frequent and highly technical information to Council for approval is less efficient than an interdepartmental committee for changes.




What will it be replaced with?

- ▶ Council Policy would be replaced with Administration Policy
- ▶ Administration Policy will include:
 - ▶ Updated standards for future automation of data collection,
 - ▶ Evaluation committee that reviews changes,
 - ▶ Sign-off by General Manager, Infrastructure
- ▶ Council approval no longer required for changes

Next Steps

- ▶ Rescind Council Policy 265
- ▶ Amend Bylaw 7900 – Subdivision, Development & Servicing Bylaw
- ▶ Staff will finalize development and implement Administration Policy
- ▶ Consultation with Industry Stakeholders



City of
Kelowna

ADMINISTRATIVE POLICY
Engineering Drawing Submission Requirements
APPROVED DATE: ____-____-____

PURPOSE

The purpose of this policy is to outline the minimum standards and requirements the City will accept in the submissions of designs, drawings, and data for engineering work(s) and services regulated under Subdivision, Development & Servicing Bylaw No. 7900.

POLICY SCOPE

This policy applies to all submissions of engineering designs, drawings, and data submitted related to works and services regulated under Subdivision, Development & Servicing Bylaw No. 7900. The City Engineer or designate will review each submission for conformance.

BACKGROUND

This policy replaces Council Policy 265: Engineering Drawing Submission Requirements.

PROGRAM GUIDELINE

The Engineering Data Submissions (EDS) Committee will regularly review and assess submission requirements and forward recommendations for updates to the General Manager, Infrastructure.

ENGINEERING DRAWING SUBMISSION REQUIREMENTS

A. GENERAL

Drawings may combine various services on one plan but must be clear, readable and agreed upon by the City Engineer or designate prior to the acceptance of Issued for Construction drawings. Refer to the table below for requirements.

Questions?

