Architecture, Engineering, and Construction Division

Abbreviated Civil Analysis,

Design and Drawing Checklists

Release Date: March 20, 2017

All previous versions of this document are obsolete.

A copy of this document is available for download to Church Employees,

Consulting Architects and Consulting Engineers on the AEC Website located at:

* http://aec.ldschurch.org/aec/
* Select “Design Guidelines” under “Support Documents”
* Select “[*Abbreviated Civil Analysis, Design and Drawing Checklist*](http://aec.ldschurch.org/aec/design_guidelines/SupportDocs/AbbreviatedStructuralAnalysis-DesignAndDrawingChecklist.docx)” under “Supplemental Documents” to download the document
  + Alternatively, use the following hyperlink: http://aec.ldschurch.org/aec/design\_guidelines/SupportDocs/AbbreviatedCivilAnalysisDesignAndDrawingChecklist.docx.

Contact Chris Barker (email: [Chris.Barker@ldschurch.org](mailto:Chris.Barker@ldschurch.org); phone: 801-240-1667)

with questions or suggestions for improvement.

Salt Lake City, Utah

Project Name:

Project Number:

Date:

This abbreviated civil checklist is provided as a guide to encourage thorough review of the civil contract documents. The [*Extended Civil Analysis, Design, Drawing and Construction Checklists*](http://aec.ldschurch.org/aec/design_guidelines/SupportDocs/ExtendedCivilAnalysisDesignDrawingAndConstructionChecklists.docx) are available on the AEC Website (<http://aec.ldschurch.org/aec/design_guidelines/>).

**Abbreviated Civil Analysis, Design and Drawing Checklist**

Obtain, read and understand the civil portion of the “[*United States and Canada Design Guidelines*](http://aec.ldschurch.org/aec/design_guidelines/AECDesignGuidelines.pdf?t=2015_2_4_14_33)*”* and “[*Architectural, Civil, and Landscaping Site Development Checklist*](http://aec.ldschurch.org/aec/design_guidelines/SupportDocs/Architectural_Civil_and_Landscaping_Site_Development_Checklist.pdf?t=2015_2_4_14_33)” available on the AEC Website?

Use materials, methods, and design techniques as described and site adapt the specifications to reduce maintenance and save costs long term?

Download and use the Approved Civil Detail Sheets located at [*Site Civil Resources*](http://aec.ldschurch.org/aec/civil/) using the password “nephi”. The details, including the storage buildings, are to be site adapted and supplemented with additional details according to the needs of the project. If a pavilion is used, download and site adapt the Approved Pavilion Drawings located at [*Approved* *Pavilion Drawings*](http://aec.ldschurch.org/aec/standard_plans/pavilion/) using the password “nephi”.

Determine applicable codes and any special design provisions required by the AHJ (erosion control,

Determine whether the “authority having jurisdiction” (AHJ) has a stormwater utility; if so, identify utility credit procedures and application? Carry forward through design BMPs necessary to obtain utility credits?

Will culinary water source be a well or the municipal water supply?

Will a septic sanitary sewer system be used or will the sanitary sewer be connected into the city’s sanitary sewer system?

Confirm with the Architect whether the building will be fire sprinkled or not?

Contact the local Fire Marshall to confirm if new onsite and/or offsite fire hydrants are required?

Contact the Water District to confirm if onsite fire hydrants and fire mains will be publicly or privately owned?

Determine easement requirements?

The building should be appropriately sited for good visibility to maximize community awareness (steeple towards the primary street and so forth)?

Ensure site grading and drainage is designed to utilize existing topography to the greatest advantage, minimizing cut and fill requirements?

For landscape areas adjacent to the building, the finish elevation at the face of the building should generally be 6" minimum below the finish floor. The elevation should then drop another 6" minimum in the first 12' horizontally from the building?

The use of retaining walls has been minimized?

Design the finish grades so there are no stairs into the building, if possible?

Subsurface and surface storm water systems have been designed and detailed?

Down-spouts and gutters are used on the building where expansive (clay) or collapsible (silt) soils exist?

Water does not drain onto adjacent properties?

Site structures (trash enclosures, storage buildings, etc.) are located not to detract from the meetinghouse?

The paving system has been designed and detailed to last 40 years, minimum (refer to the geotechnical evaluation report)?

Subgrades are required to be prepared?

Aggregate base is required to be prepared?

Concrete paving is of adequate thickness and surfaces slope a minimum of 1% to drainage outlets?

Specifications have been site adapted?

Asphalt paving is of adequate thickness and surfaces slope a minimum of 2% to drainage outlets?

Specifications have been site adapted?

The parking lot layout includes handicap accessible stalls next to the main entrances?

Elevations, dimensions and details for civil utility systems, water systems, subsurface drainage systems, surface drainage systems, sanitary sewer systems, mow strips, sidewalks, inverts, retention basins and detention basins have been provided?