How-to Obtain STAMPED ENGINEERING for 8 Feet & Under Retaining Walls
WHAT YOU PROVIDE

1. Completed Request Form
2. Wall Sketches or Drawings
3. Photos of the future retaining wall site
4. Soil sample from future retaining wall site
5. or a professional soil report
1 | Completed Request Form

request form: HTS STAMPED ENGINEERING for 8’ & Under Retaining Walls

<table>
<thead>
<tr>
<th>project name</th>
<th>McDonald Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Address</td>
<td>4816 Crescent Moon Ave., Minnesota</td>
</tr>
<tr>
<td>Property Owner</td>
<td>Donald McDonald</td>
</tr>
<tr>
<td>Property Phone</td>
<td>(510) 555-9576</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Installer/Company</th>
<th>Professional Landscape Design, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contacts Name</td>
<td>George Scores</td>
</tr>
<tr>
<td>Address</td>
<td>2600 Hilltop Ave.</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Richmond MN 56142</td>
</tr>
<tr>
<td>Phone and Fax</td>
<td>(507) 234-6574 (507) 234-6587</td>
</tr>
<tr>
<td>Contacts Email</td>
<td><a href="mailto:professionallandscape@net.com">professionallandscape@net.com</a></td>
</tr>
</tbody>
</table>

### general wall information

- **What block do you plan to use?** ABC Block
- **What geogrid do you plan to use?** Universal
- **Company buying materials from?** ABC Block Supply
- **Maximum exposed wall height(ft):** 4 feet

#### slope information

- **Is there slope at the TOP of the wall?** *(Ex: 2 horizontal to 1 vertical; aka 2/1)*
  - YES  ❑ NO
  - If YES, what is the angle of slope? 3/1

- **Is the slope rise the same or greater than 2x’s the height of the wall?** *(This is the elevation change from top of wall to top of slope. See figure 1 above.)*
  - YES  ❑ NO
  - If NO, what is the slope height(ft)? 7

- **Is there slope at the BOTTOM of the wall?** *(Ex: 2 horizontal to 1 vertical; aka 2/1)*
  - YES  ❑ NO
  - If YES, what is the angle of slope? __________

#### surcharge (load) information

- **Indicate type of surcharge (load) on top of the wall:**
  - ✔ Lawn/Grass  ❑ Light auto parking/drive (car)  ❑ Heavy vehicle parking/drive (RV)

- **Is there any surcharge close to the wall (within a distance of 2x’s the walls height)?**
  - NO  ❑ YES
  - Type of load: __________ Distance from wall(ft): __________

#### soils information

- **Is there a recent soils report available?**
  - YES (Include soils report with this request)
  - NO (See manual page A•10 Soil Sampling Instructions)

Confused? refer to your HTS manual “section one: PLANNING”
5. Other proposed project/site variables

Is there any type (steel, wood, PVC) of fence going on top of the wall?

[ ] YES [ ] NO

Are there utilities, or anything else needing to go through the facing or reinforced soil?

[ ] YES [ ] NO

Additional Notes:

6. Send final stamped engineering to

- [ ] Send to Installer address

Attention: George Scores
Company: Professional Landscape Design, Inc.
Address: 2600 Hilltop Ave.
City, State, Zip: Richmond, MN 56142
Phone and Fax: (507) 234-6574 (507) 234-6587
Contacts Email: professionallandscape@net.com

7. Purchasing Information

(Optional: To better serve our dealers/customers)

Where do you plan on purchasing the materials for this project?

Hardscape Central.com

If known, what company manufactured the block you will be using?

ABC Block, Inc.

How did you hear about HTS?

Referred by another contractor

8. Payment Information

(HTS accepts the following credit cards or checks)

Card Type: [ ] VISA [ ] MASTERCARD [ ] Business [ ] Personal
Account Number:
Exp Date: CID (3-digits on back)
Name on Card:
Billing Address:
City, State, Zip:

PLEASE FILL OUT ALL ITEMS ON THIS FORM: By submitting and signing this form I certify that the information provided herein is accurate and correct. HTS will forward all required information to a licensed and registered engineer in the state of the project. If any site conditions change (e.g. water seepage, soil changes, surcharge changes, or height changes etc.), are encountered, construction of retaining wall must be stopped and Hardscape Technical Services informed of the new conditions before placing ANY retaining wall units. It can then be determined if the stamped designs are appropriate or if changes are required. If your local building authorities accept stamped engineering documentation in a fax or email format, the turnaround time is estimated to be no longer than five working days from the day that Hardscape Technical Services receives ALL the required information (including payment). If embossed (raised) stamping is required by your local building authorities, add the necessary time to return the stamped engineering by means other than electronic.

Information Supplied By:
Signature and Date:
TIP!
If professional plans/drawings are included, sketching your future wall site is not necessary. See pages A•6 and A•7 of your HTS manual for more information.
Photos of the site are a necessary component of the information gathering process. The preferred methods of transmittal would be via email in JPEG or JPG format; on CD; or hard copies. Email to hts@hardscapetech.com (reference your name and the project name in the email), or send photos (printed or on a CD) with the “Stamped Engineering Request Form”.

**TIP!**
See page A•8 and A•9 of your HTS manual for specific instructions on how to take proper photos of your future wall site.

**TIP!**
See page A•10 of your HTS manual for specific instructions on how to take a proper soil sample from your future wall site.

A soil sample bag is included in each HTS manual. If one is not available, measure out two cups of dirt from your future wall site and put it into a resealable or zip top bag.
**NOTE:** A soil report can take the place of the soil sample if you have one available. This is NOT a REQUIREMENT of the program. Just an option, if it is available.

## BOREHOLE LOG

### SAMPLES & TESTS

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<tr>
<th>Depth</th>
<th>Type No</th>
<th>Test Result</th>
<th>Water</th>
<th>Reduced Level</th>
<th>Legend</th>
<th>Depth (Thick. ness)</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>1.00-1.40</td>
<td>U1</td>
<td>55</td>
<td>1.00</td>
<td>123.55</td>
<td>0.90</td>
<td>Dark brown sandy soil with some roots. (TOPOCAL)</td>
<td></td>
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<tr>
<td>1.40</td>
<td>J1</td>
<td>H17</td>
<td>1.40</td>
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<tr>
<td>1.50-1.93</td>
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<td>Ni</td>
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<tr>
<td>3.00-3.45</td>
<td>S7</td>
<td>Ni</td>
<td>3.00</td>
<td>119.95</td>
<td>3.50</td>
<td>Stiff brown silty CLAY with some fine to medium sub-rounded gravel of mixed lithology. (GLACIAL)</td>
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<td>5.50-5.95</td>
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### BORING PROGRESS and WATER OBSERVATIONS

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Depth</th>
<th>Casing</th>
<th>Casing Dia</th>
<th>Water Dpt</th>
<th>From</th>
<th>To</th>
<th>Hours</th>
<th>From</th>
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<td>150</td>
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<td>7.8</td>
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<td>3.8</td>
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<tr>
<td>23-07-97</td>
<td>13:00</td>
<td>4:00</td>
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<td></td>
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</table>

**GENERAL REMARKS**: Cable snapped between 14:00 - 14:30 hrs. Cable percussion boulders extended from 7:00 by rotary coring. Mylar lining used for full depth.

*All dimensions in metres - Scale 1:50*
WHAT YOU RECEIVE

1. Notification (via e-mail) when process is started

2. Notification (via e-mail) when engineering process has been completed. Attached in that e-mail, will be the following:
   - Cover letter from HTS
   - Engineer’s stamped cover page
   - Stamped table page

3. Your “Project Packet” will be mailed to you with the following items:
   - Copies of your submittal documents
   - Hard copies of e-mailed documents
   - Product samples
   - Complimentary copy of the HTS manual used on your engineered wall.
Subject: HTS Engineering Services
Date: Thursday, April 1, 2010 1:54 PM
From: Wendy Bursch <wendy@hardscapetech.com>

Dear :

Thank you for submitting your "Engineering Request Form" for < address >. We have begun getting your request processed. This should take approximately 5 business days. Should you have questions regarding this project or need to update information that may have changed, please refer to Project # _______ when contacting us.

The amount of $495.00 will be charged to your _______ ************ ______.

Attached is the receipt for your request, if you could please sign and fax it back to 763-390-3206.

Thank you,

Wendy Bursch
HTS Hardscape Technical Services
hts@hardscapetech.com
763-631-9530
E-mail Notification - Engineering Complete

Subject: [no subject]
Date: Thursday, April 1, 2010 1:53 PM
From:

Dear:

The engineering for your retaining wall project is complete and includes as follows:

1) Engineer’s signed and sealed cover letter
2) Geogrid placement (table indicating the geogrid to be used, the soil type, and signed and sealed on the appropriate area (site configuration))

A copy of the Hardscape Technical Services retaining wall manual must be in your possession. All procedures and sequences of construction must follow the guidelines outlined in the manual.

Hardscape Technical Services will maintain a copy of these files. Should questions arise regarding this project, please refer to Project # when contacting us.

Thank you,

Wendy Burach
HTS Hardscape Technical Services
703-681-3337

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Engineer’s stamped cover page

I have received the soil samples, all geometry, wall loading and site conditions as shown on your request. Based on this information, the proposed reinforced wall height is 15 feet and total wall height is 8.5 feet. The wall should be constructed with the geogrid shown for Case A of the Standardized Engineering for Construction. Walls 2.5 feet and Under of geogrid reinforcement should be shown on the tables. These tables are prepared in conjunction with our office and client. The Reinforcement shall be installed in accordance with the installation instructions shown in Section 3 of the Guide. The following steps shall be noted:

1. Installation of geogrid reinforcement shall be complete before the construction of the wall. The geogrid reinforcement shall be installed in accordance with the installation instructions shown in Section 3 of the Guide. The following steps shall be noted:

2. The wall shall be constructed in accordance with the installation instructions shown in Section 3 of the Guide.

I appreciate this opportunity to be of service to you. Should you have any questions on design, placement or construction of any material, please do not hesitate to do your convenience.
This folder is your complete package for submittal. Your project packet will arrive shortly after you receive the complete engineering documents via your e-mail.
Step-by-step instructions for material estimating.

Installation methods to help your job go smoothly.

Helpful tips & techniques.

THE MOST COMPLETE GUIDE to PLANNING, BIDDING, ENGINEERING & BUILDING 8 Feet & Under Retaining Walls

INCLUDED IN EVERY BOOK

www.hardscapetech.com

Log onto the HTS website for a time-saving material estimating spreadsheet and wall ideas.

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EVPOLVING RETAINING WALLS