

PUBLIC WORKS DEPARTMENT

3300 Corinth Parkway • Corinth, Texas 76208 • (940) 498-3251 • (940) 498-3266 fax • www.cityofcorinth.com

Final Acceptance Checklist -Civil Construction

Note: These requirements must be met prior to the Final Acceptance Letter being issued by the Public Works Department. The Final Acceptance Letter releases the **civil construction** of the project. **Building Permits and/or Certificates of Occupancy will not be issued by the Planning Department until they have received a copy of the Public Works Final Acceptance Letter.**

General Information:

Staff	Applicant	
_____	_____	<u>Development Agreement – Must be received as soon as possible after first DRC Meeting</u> <u>All exhibits must fit or be folded to fit into the 8-1/2” x 11” submittal packet</u>
_____	_____	<u>Payment Bond must be received immediately after the Development Agreement has been executed by all parties</u>
_____	_____	<u>Performance Bond must be received immediately after the Development Agreement has been executed by all parties</u>
_____	_____	Park Land Dedication Fees or Park Land Dedication must be shown on the plat 1. Developer must get City Council Approval to pay fees in lieu of land dedication 2. This step must take place early in the process as prior to plat approval
_____	_____	Maintenance Bond(s) must be received after civil construction has been completed
_____	_____	Affidavit of Debts and Claims paid must be received after civil construction has been completed
_____	_____	Vegetation on the entire site must meet the 70% coverage requirement
_____	_____	Any offsite easements must be cleared (certified filed copies must be provided to the City)
_____	_____	A final walk through inspection must be completed by a Public Works Inspector
_____	_____	If a fire lane will exist on the property being developed you must note on the plat that it is to be maintained by the property owner
_____	_____	A Copy of the HOA or POA Agreements/Deeds and Covenants must be submitted to the City’s Planning Department
_____	_____	A Title Policy “SHALL” be provided to the Planning Department with all required signatures
_____	_____	3% Public Works Inspection Fees must be paid
_____	_____	All other fees owed the City, i.e. Engineer Review Fees, Water Sample Fees, Overtime Reimbursement, Plat Filing Fees etc
_____	_____	Screening Fences must be completed as part of the civil construction
_____	_____	All platting issues including retaining wall inspections must be completed
_____	_____	Plat Documents for filing must be submitted to the Department of Planning and Development

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Construction Water Meter must be turned in and/or paid current

Record Drawings must be received and approved

(a) Two full sets of Blue or Black Line Drawings

(b) One full set of Mylar Drawings

(c) A CD containing the electronic base files in AutoCAD 2000 or greater and in Microstation if the construction documents are created in Microstation. They must contain alignments of all sewer and water lines, storm drain facilities, roadways, pavement and plat. Include the seal and signature of the Licensed Professional Engineer in the State of Texas who prepared the Construction Plans on the record drawings and the words "Record Drawings" must appear on the cover page.