



Subdivision Acceptance Checklist

Last Update: June 11, 2015

Subdivision Name: _____

The following must be provided to the Engineering Department as a single package prior to initiating the process of being added to the next City Council agenda. Please see Section 12.15.003 of the City Code for more information.

- Walk-Thru Completed And All Punchlist Items Addressed
 - Date Of Walk-Through: _____
- Approved Final Plat
 - Date of P/Z Plat Approval: _____
- Set Of Construction Plans On Mylar Including Recorded Plat
 - If not recorded yet (no fiscal posted), provide mylar recorded plat upon receipt
- CD Containing As-Builts In PDF, TIFF, and CAD Format (including recorded plat)
- 2 Year Maintenance Bond equal to 10% of the cost of the improvements
- Signed And Sealed Engineer's Concurrence Letter
- Final Contractor Pay App (To Determine If All Fees Are Current). Additional Fees Must Be Paid Prior To Placing Approval On Agenda.
- Copy Of PEC Contract With Proof Of Payment
- Approval from Traffic Signals Department on the wire size used in street light conduit.
- Copy Of All Material/Geotech Test Reports
- TDLR Approval Memo
- Have any parkland dedication deeds prepared for City execution. Documents should have been provided prior to plat approval at P&Z.

- Location map of subdivision improvements (8.5"x11") for inclusion in council acceptance packet.
- All overtime inspection invoices paid

Please note that it takes a minimum of 3 weeks to be included on the agenda and approved at Council.