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.