CITY OF SOUTHLAKE TEXAS

Public Works Development Project Checklist

Project Name: _____

Pre-Construction Requirements

Project Manager _____
PW Inspector Assigned: _____
Developer Agreement Executed: ☐
Pre-Construction Meeting Held: _____
Plans Released for Construction: ☐
Developer Information
Name: _____
Street Address: _____
City, State & Zip Code: _____
Phone: _____
Contractor Information (General) ☐
Name: _____
Street Address: _____
City, State & Zip Code: _____
Phone: _____
Contractor Information (Utilities) ☐
Name: _____
Street Address: _____
City, State & Zip Code: _____
Phone: _____
Contractor Information (Paving) ☐
Name: _____
Street Address: _____
City, State & Zip Code: _____
Phone: _____
SWPPP ☐
Name: _____
Street Address: _____
City, State & Zip Code: _____
Phone: _____
Notice of Intent ☐
Fees and Payments
A&I Fees RCVD (Paving): ☐
A&I Fees RCVD (Utilities): ☐
Park Fees RCVD: ☐
Critical Drng Structure Fees RCVD: ☐
Bonding Information
Perf. & Pmnt. Bond (Paving): ☐
2-yr. Maintenance Bond (Paving): ☐
Perf. & Pmnt. Bond (Utilites): ☐
2 yr. Maintenance Bond (Utilities): ☐
Insurance Information
RCVD (General) ☐
RCVD (Utilities) ☐
RCVD (Paving) ☐

Acceptance Requirements

Street Lighting Information
Electric Company Name: _____
Street Lights Installed and Operational: ☐
Street Light Agreement Executed: ☐
Street Light Payment Received: ☐

Vegetation Established: ☐
Permanent Erosion Control: ☐
Permanent Street Signs Installed: ☐
Benchmark Letter Received: ☐
Monuments Established: ☐
Offsite/Sep. Easements Recorded: ☐
Final Plat Recorded: ☐
Red-Lined Drawings Received: ☐
Record Drawings Received: ☐
Insp. OT Reimbursement Received: ☐
Detention Pond Certification Letter ☐
Donated Assets Form: ☐
Stormwater Maint. Agreement: ☐

Substantial Completion Date: _____
Release 10% (___) lots: _____

Final Acceptance Letter Issued: ☐

Miscellaneous Notes