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 Certificaiton Letter ☐ _____
Donated Assets Form: ☐ _____

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

Final Acceptance Letter Issued: ☐ _____

Miscellaneous Notes