

**Final Acceptance is required for ALL projects with public infrastructure. The following are instructions to clarify the process and items needed:**

1. Section 5.05 of Town of Prosper Subdivision Ordinance defines the final acceptance process and items required prior to final acceptance.

Update: Inspections and final acceptance of the public infrastructure as defined in the Sub. Ord. has been moved from Public Works to the Engineering Services Department.

2. Final acceptance is required for all residential developments prior to issuance of any residential home permit.
3. Final Acceptance is required prior to any Certificate of Occupancy or Certificate of Completion (for shell buildings) as well as prior to even a Temporary Certificate of Occupancy (TCO)
4. Final Acceptance shall include passing all field inspection and any, and all, testing as listed in the Town standards and specifications.
5. In addition to field inspections and testing, the items as listed on the attached checklist shall be furnished prior to final acceptance. To help understand the format of these items, the below are clarifications on items needed:
  - **Final Inspection by Construction Inspectors** – this is as stated in number 4 above.
  - **TxDOT Acceptance of Improvements in TxDOT ROW** – written conformation (email form is acceptable) is required for all improvements conducted in TxDOT ROW as associated with a development.
  - **One (1) Hard Copy set of as-built / record plans (required prior to final walk)**  
– this set is intended to be a preliminary set to aid the construction inspector during final walk. This preliminary set of as-builts should reflect any revisions made during construction.
  - **Digital set of as-built / record plans and landscape plans (include both individual .pdf and matching .dwg formats)** – files can be sent via file hosting/sharing service (i.e. Dropbox) but need to be in the following format:
    - Individual PDF's of all sheets as identified in the civil and landscape plans
    - Individual CAD files for all linework and labeling as depicted in the civil plans. See additional attached sheet for detailed information.
      - I. Computer Aided Drafting Files (CAD) in .dwg format that is properly projected (with ground-to-grid, offset, rotation corrections as necessary) in the local coordinate system NAD83(2011) Texas State Plane Zone 4202.
      - II. All features are single-part, meaning individual records/features per object.
      - III. Features are appropriately attributed to the type of asset that they represent through the use of distinct layers or an object attribution model.

- **Breakdown of all public facilities installed (no lump sums) and fire lane construction costs** (as applicable) – this is in conjunction with the item below for support documents. Breakdown of public infrastructure will be required if support documents are unclear on what applies and what does not apply to the construction costs of the public infrastructure (and fire lanes). This should be an itemized spreadsheet (Microsoft excel preferred) listing all items to be included and tabulated at the bottom. Non-residential development should omit private improvements (i.e. parking lot, dumpster pad, etc) with the exception of fire lanes. Typically the General Contractor, Design Engineer, or Construction Manager provides this information.

Public infrastructure can usually be identified by facilities that fall in a public easement or public right-of-way.

- **Support Documents for Final pay tabulations of public improvements** – Any official documentation that shows all construction costs for a given development. This typically is in the form of final pay applications for all of the individual subcontractors involved (in the civil site work, and not the building or structure) including all change orders generated throughout the process.
- **An affidavit from all contractors and subcontractors that all bills, liens, subcontractors, suppliers, etc. have been paid** – Town currently has no standard form. Affidavit must be signed by contractors working on public infrastructure and notarized.
- **All Retaining Walls finalized by Building Inspections Dept** – applies for residential developments. All retaining walls with an issued permit and built in conjunction with lot grading shall be finalized by the Building Inspection Dept prior to release for final acceptance.
- **Payment of inspection fees** - See attached fee sheet for details on fee calculations.
- **Escrow funds for required improvements to be constructed at a later date** – this applies to all development that is located adjacent to a roadway or similar that is not in its ultimate configurations (i.e. only 2-lanes of an ultimate 4-lane divided roadway). These required improvements and associated costs/estimates should have been identified prior to release for construction, but shall be required to be paid prior to final acceptance of a given development.
- **Final Inspection of Landscape / Screening** – Required thoroughfare landscaping and associated screening shall be complete prior to final acceptance. Deference of landscaping after final acceptance may be obtained by the Parks Dept with an escrow deposit covering costs associated with its installation.
- **Address Plats** – If not complete prior to release for construction, an address plat, prepared by the design engineer or surveyor, shall be provided to the Planning Dept
- **One (1) Hard Copy of the Filed Final Plat, and one (1) Digital Version recorded plat in .pdf format** – *the final plat (or replat) shall be filed at the county and copies provided to Planning Dept prior to final acceptance. Consider starting this process as early as possible to allow adequate amount of time for acquiring signatures and recordation at County offices.*
  - *Email staff the most current version of the plat for review.*
  - *Review takes about one week*
  - *Staff will notify the applicant/developer if/that further modifications are needed.*
  - *If revisions are needed, staff will release for printing after verification*
  - *Applicant will print hard copies of the plat. A minimum of three (3) 24x36 copies are required.*
  - *Each copy will need to be fully executed by the development team i.e. owner, surveyor, etc.*
  - *The executed copies will need to be delivered and dropped off at the Engineering/Planning counter for staff to execute. This may take a few days.*
  - *The applicant will be notified when pickup is ready.*
  - *The copies of the fully executed plat will need to be taken to the respective county office to be recorded.*
  - *We will require one physical copy be returned as well as a digitally scanned copy be sent to staff.*