

# ENGINEERING NON-RESIDENTIAL FINAL ACCEPTANCE CHECKLIST



The checked items have been received and completed, or are not applicable

PROJECT NUMBER:

PROJECT NAME:

## Construction Inspections Requirements:

- One (1) Black Line Or Blue Line Set Of As-Built / Record Plans (Required Prior To Final Walk)
- Final On-Site Inspection:
- All Final Checklist Items Complete:
- TxDOT Acceptance Of Improvements In TxDOT Row

## Financial Documents:

Breakdown of all public facilities installed (no lump sums) and fire lane construction costs

Paving (including sidewalks)

Water

Wastewater

Storm

## UTILITIES:

- Town Affidavit Form – must match Final Pay Application and Show contractor has been paid 90% of contract cost or paid in full
- Final Construction Costs – include an itemized list of all Public and Private improvement costs and all change orders      Original Bond Received
- Maintenance Bond – Bond should cover 100% of construction costs for a two (2) year period. **Affidavit and Final Pay**

**Application must be reviewed approved prior to submission of bond.**

## PAVING:

- Town Affidavit Form – must match Final Pay Application and Show contractor has been paid 90% of contract cost or paid in full
- Final Construction Costs – include an itemized list of all Public and Private improvement costs and all change orders      Original Bond Received
- Maintenance Bond – Bond should cover 100% of construction costs for a two (2) year period. **Affidavit and Final Pay**

**Application must be reviewed approved prior to submission of bond.**

## SUBGRADE:

- Town Affidavit Form – must match Final Pay Application and Show contractor has been paid 90% of contract cost or paid in full
- Final Construction Costs – include an itemized list of all Public and Private improvement costs and all change orders      Original Bond Received
- Maintenance Bond – Bond should cover 100% of construction costs for a two (2) year period. **Affidavit and Final Pay**

**Application must be reviewed approved prior to submission of bond.**

- Fire Lane Certification Letter

## Fees:

- Payment of inspection fees** (3% of construction costs of public improvements, 1% of Fire Lane construction costs) = \$ \_\_\_\_\_
- Escrow funds** for required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc...) = \$ \_\_\_\_\_

## Parks:

- Final Inspection of Landscape / Screening (as applicable). Contact Parks Planner, Michael Zachary, at [mzachary@prospertx.gov](mailto:mzachary@prospertx.gov)

## Public Works:

Final Inspection (as applicable). Contact Public Works Inspector, Justin Blythe, at [jblythe@prospertx.gov](mailto:jblythe@prospertx.gov)

## Planning:

- One (1) hard copy of the Filed Final Plat, and one (1) digital/scan copy in .pdf format. Email to Evelyn Mendez ([emendez@prospertx.gov](mailto:emendez@prospertx.gov))

## Final Record Drawings:

- Email link/PDF of Final Record Drawings with CADD to [data@prospertx.gov](mailto:data@prospertx.gov) and Evelyn Mendez ([emendez@prospertx.gov](mailto:emendez@prospertx.gov))

## Department Final Acceptance Complete (office use):

- Building
- Parks
- Landscape
- Public Works
- Engineering
- GIS