

# 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