

**GENERAL GUIDELINE
TO OWNERS, DEVELOPERS, ENGINEERS & CONTRACTORS
SUBDIVISIONS**

Steps to final a Subdivision:

1. **Complete all** on-site and off-site improvements and all utility testing, including tracer wire and sanitary sewer camera inspection, prior to requesting a **Subdivision Final**.
2. **Engineer of Record** shall perform an internal final inspection and create a punch list which shall be submitted to the City Engineer for review. The contractor is to complete the punch list. The Engineer of Record shall confirm in writing to the City Engineer that the punch list has been completed. Subdivision Final will not be scheduled until certification is received.
3. **Schedule a Subdivision Final.** All non-bondable items (listed below) should be complete to schedule a Subdivision Final. Re-inspections will be billed to the owner/developer.

All subdivision finals including re-inspections are scheduled on **Tuesdays**. Comment letters will be available to the Engineer by Monday of the following week. Comments will not be available the same day as the inspection.

All bondable items and associated estimate(s) must be approved **before** a letter of credit or cashier's check will be accepted. Personal checks will not be accepted. The letter of credit or cashier's check must be submitted prior to final plat application.

4. **Submit for Final Plat.** Once the **Subdivision Final** has an approval (all non-bondable items complete) you may submit a Final Plat application to the Planning Department.

NON-BONDABLE ITEMS—

FIRE DEPARTMENT IMPROVEMENTS:

1. Fire lanes marked, if applicable.
2. All fire hydrants installed per specs and operational.
3. Secondary access installed and complete per plans and specs.

STREET IMPROVEMENTS:

1. All curb and gutter completed and backfilled.
2. Street base in-place and completed to required thickness.
3. Final layer of pavement in-place to the required thickness and density.
4. Street signs paid for.
5. Sidewalks constructed.

DRAINAGE IMPROVEMENTS:

1. Drainage swales in-place, sodded or concrete-lined properly constructed with erosion control measures in place.
2. Detention / retention facilities to grade and draining properly.
3. Outlet structures, pilot channels, and headwalls, flumes, etc. in-place and constructed to approved plans and specifications.
4. Any needed off-site improvements or easements in place.
5. Final sodding of detention / retention ponds complete.
6. Aeration facilities for retention ponds complete and operational.
7. All drainage inlets, outlets, and conduits in proper location and constructed to approved plans and specifications.
8. Fencing of detention/retention ponds in-place.
9. Final layer of drainage paving in-place as required by approved plans, including parking lots.

WATER IMPROVEMENTS:

1. All water lines in-place, pressure tested and bacteriologically tested safe.
2. All hydrants and valves in-place, accessible, and operational (facing street).
3. Meter tiles and setters in-place and operational.
4. Tracer wires in-place, tested and any discrepancies corrected.
5. Draft of as-builts.

SEWER IMPROVEMENTS:

1. All sewer lines constructed to grade.
2. Mandrel and pressure tests complete.
3. Televising and any discrepancies repaired, re-televised.
4. All manholes complete to required elevations, vacuum tested and any discrepancies corrected.
5. Sewer services marked.
6. Permits and passing test results for all backflow devices provided.
7. Tracer wires on force mains, tested and any discrepancies corrected.
8. Lift station alarm deposit paid at Wastewater Department. (1901 NE A St.)
9. Lift station extra pump delivered to Wastewater Department. (1901 NE A St.)
10. Draft of as-builts.

ELECTRIC IMPROVEMENTS:

1. All conduits installed per plans and specs.
2. All structures, footings, pads and associated fixtures complete per specs.
3. Conduit termination points in proper location per design layout, marked, & protected.