



FINAL ACCEPTANCE CHECKLIST

Prior to final acceptance of public improvements the Developer must complete and submit this checklist along with the listed documents to the Director of Public Works.

Project Name _____ Project Phase _____ Date _____

- Preliminary inspection scheduled with Construction Inspector and completed. **Do not submit this form until this item has been completed.**
- Final inspection scheduled with Construction Inspector and completed. **Do not submit this form until this item has been completed.**
- Provide verification from City Inspector that punch list items noted by City in final project walk have been completed.
- Submit record drawings. 2 full-size, 2 half-size, 1 Mylar and 2 digital .pdf and .dwg files.
- Submit affidavit of value on City approved form.
- Supply final contract documents and cost quantities.
- Inspection fee paid (3% of public improvement value).
- Review fees paid in full.
- Submit Engineer's Certificate of Completion.
- Submit Affidavit of All Bills Paid.
- Provide list of all owners, contractors and suppliers providing labor and/or materials for public improvements.
- Provide unconditional lien releases from contractor(s).
- Provide Maintenance bond on City approved form (2-year, 100%).

Note: The Final Plat will not be filed until final acceptance has been issued.

The required City forms may be provided to the owner's representative upon request. Public Works may be contacted at (972) 924-4510. When the above items are approved the Director will recommend final acceptance of the project to the City Manager. If the City Manager concurs a letter will be issued to the owner advising that the public improvements have been accepted by the City of Anna.

This section for City Use Only

Reviewed by _____ Date _____

- Approved Rejected Revise and Resubmit

Notes _____