

# Procedure Guide

## Construction and Final Acceptance

1

### Prior to Construction

The executed Development Agreement (DA) with the Town will include an exhibit listing all public improvements and cost estimates to be dedicated to the Town, as well as temporary construction erosion and sediment control measures.

Then

### Post Security for Public Improvements & GESCP

Applicant provides letter of credit, performance bond or similar security document for 100% of public improvements cost to Planning and 125% GESCP security to Stormwater Manager. Once security has been posted, proceed to Step 2.

2

### Notice to begin Construction

- Applicant requests pre-construction meeting with staff & initial stormwater inspection is completed.
- Planner will advise the applicant and all applicable parties, via email that construction of public improvements may begin.

Then

### Construction Period

Development of all public improvements and associated site improvements are completed in conformance with the improvement plans and GESCP.

3

### Request for Construction Acceptance and Inspections

Applicant submits letter via email or regular mail addressed to Planning Department requesting construction acceptance.

*\*\*Note: All improvements shall be complete at the time of the request.*

- Project Planner reviews the request and establishes an inspection deadline for Town inspectors.
- The Town's construction and stormwater inspectors will work with the applicant and general contractor in the field to complete all necessary inspections.

4

### Inspection Findings

Town's construction and stormwater inspectors prepare response to Project Planner with either of two findings:

- 1) All public improvements are complete and construction acceptance may be granted; or
- 2) The inspection failed. The inspectors provide to the Project Planner the 'Inspector Punchlist' outlining all outstanding items that shall be corrected.

*\*\*Acceptance is not granted on a piecemeal basis*

5

### Issuance of Construction Acceptance

Town issues the applicant a letter stating that construction acceptance has been granted; Proceed to Step 6.

*\*Note: Construction Acceptance is only one component required for the issuance of permits, review the DA for all necessary requirements.*

Or

### Incomplete Construction Acceptance

Town issues applicant a letter stating construction acceptance is incomplete and include the 'Inspector Punchlist'. Once all outstanding items are complete, return to Step 3.

6

### Posting of Reduced Security for One-Year Warranty Period

- In accordance with CA letter, public improvement security being held by Town may be reduced by 90% and shall remain valid for no less than 15 months from the date of construction acceptance. Following the one-year warranty period, proceed to Step 7. *(Town will return the original security to the applicant once the new security has been accepted)*
- GESCP security will be returned upon final stabilization or sale to another owner, of **all** areas disturbed, as noted in the GESCP.

7

### Request for Final Acceptance and Inspections

Applicant submits a letter via email or regular mail addressed to the Planning Department requesting final acceptance.

- Project Planner reviews the request and establishes an inspection deadline for Town inspectors.
- The Town's construction and stormwater inspectors complete all necessary inspections.

8

### Inspection Findings

A. Town construction inspector prepares a response to Project Planner with either of the two findings:

- 1) There are no warranty issues and final acceptance may be granted, proceed to Step 9; or
- 2) There are warranty issues. The Inspector provides to the Project Planner the 'Inspector Punchlist' outlining all outstanding items that shall be corrected. Once all warranty improvements are complete, return to Step 7.

B. Town stormwater inspector prepares a response to Project Planner with either of the two findings:

- 1) Final stabilization of all disturbed areas is complete; FA may be granted, proceed to Step 9, or
- 2) Final stabilization of all disturbed area is **not** complete; FA of improvement may be granted, but stabilization efforts and sediment and erosion control maintenance must continue, per terms of the GESCP. Proceed to Step 9.

9

### Issuance of Final Acceptance Letter

Town issues applicant a letter granting FA. Security for public improvement warranty period released and returned to the issuer/creditor. *\*Note security for GESCP released once terms have been met per DA.*

### Congratulations!

Your development has completed final acceptance of public improvements.

*\*Please review your DA for all requirements of Building Permit issuance or Certificate of Occupancy issuance.*

#### Acronyms:

DA = Development Agreement; GESCP = Grading Erosion Sediment Control Plan

CA = Construction Acceptance; FA = Final Acceptance