



Standard Closeout List for Development Projects

1. Prior to Final Inspection:

- a. Engineer of Record (EOR) is to inspect project and have corrected all site, utility, roadway and landscape punch list items;
- b. Engineer of Record is to submit signed and sealed certificate of completion; EOR shall produce Record Drawings from the approved plans (see #2 below)
- c. Submit copies of weekly erosion control inspection reports;
- d. Submit copies of all compaction, concrete and asphalt test results, pressure testing results;
- e. Submit 2 signed and sealed paper copies of the As-Built Survey;
- f. Submit 4 signed and sealed paper copies of the EOR's Record Drawings;
- g. Submit two (2) CD's containing PDF and AutoCAD files of the EOR's Record Drawings.
- h. Submit two copies of any utility easements, including the survey with legal description and the City's "GRANT OF EXCLUSIVE CITY SERVICE EASEMENT" form for recording.

2. Record Drawings shall be the original construction drawings which have been marked with as-built dimensions and elevations, and be in State Plane Coordinates, including:

- a. All sheets shall indicate that they are Record Drawings. The AutoCAD files shall be in State Plane Coordinates (NAD 1983) per the City Utilities Manual.
- b. All boundaries, rights-of-way, property lines, improvements and utilities;
- c. Location, size, top rim and invert elevations on all pipes, manholes and structures;
- d. Spot elevations at maximum fifty (50) foot intervals along pond top of berm, toe of slope, and other points sufficient to demonstrate pond has been constructed to plan grade;
- e. Spot elevations at maximum fifty (50) foot intervals along drainage ditches and swales;
- f. Utility as-built information.

3. Additional items which may be required for final project close out and issuance of Certificate of Occupancy (CO) or Certificate of Completion (CofC):

- a. Roadway and Drainage System Maintenance bonds (20% - three years);
- b. Bill of Sale with itemized cost breakdown for all Roadway and Drainage System items to be turned over to City;
- c. Recorded plat;
- d. Dedication of easements and or R/W;
- e. Copies of certifications / clearance requests to SJRWMD, FDEP, FDOT, and other permitting agencies;
- f. Lift station start up report;
- g. Utility Maintenance Bond (20%-three years) for all public water, reuse and sewer utilities dedicated to the City;
- h. Bill of Sale for water and wastewater utilities with cost breakdown for all items being dedicated to the City;
- i. Any other items required by Development Order or Commission approval.

Once all the items are provided and deemed complete, the Planning Engineer will schedule a final inspection. The contractor will also need to request a CO through the Building Department.

Questions? Mike Cash, Planning Engineer, 407.688.5148 or Richard Blake, Utility Engineer 407.688.5101