

PROCEDURE GUIDE

Construction and Final Acceptance

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Prior to Construction

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



Post Security for Public Improvements

Applicant shall provide letter of credit, performance bond or similar security document for 25% of public improvements cost. GESCP security (same or similar form as above) in the amount of 100% of the cost of temporary Construction control measures plus 25% of that amount for admin costs. Project Planner reviews to verify if amount is correct. Once correct, proceed to Step 2.

2

Notice to begin Construction

- Pre-construction meeting and initial stormwater inspection completed
- Planner will advise the applicant, and all applicable parties, via email that construction of public improvements may begin.



Construction Period

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

3

Request for Construction Acceptance and Inspections

Applicant shall submit a letter via email or regular mail addressed to the Director of Planning 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, not to exceed 15 business days.
- The Town's Construction and Stormwater Inspectors will work with the applicant and general contractor in the field to complete all necessary inspections

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Inspection Findings

The Construction and Stormwater Inspectors prepare a response to the Project Planner with either of the 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*

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Issuance of Construction Acceptance

The Town will issue 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

The Town will issue the applicant a letter stating that 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 1-Year Warranty Period

- In accordance with the construction acceptance letter, the security being held by the Town may now be reduced by an additional 60% and shall remain valid for no less than 15 months from the date of construction acceptance. Following the 1-year warranty period, proceed to Step 7.
- GESCP security will be returned upon Final Stabilization, or sale to another owner (s), of ALL areas disturbed as noted in the GESCP

(The Town will return the original security to the applicant once the new security has been accepted)

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Request for Final Acceptance and Inspections

Applicant shall submit a letter via email or regular mail addressed to the Director of Planning requesting final acceptance.

- Project Planner reviews the request and establishes an inspection deadline, not to exceed 15 business days.
- The Town's Construction and Stormwater Inspectors will complete all necessary inspections

ACRONYMS:

DA – Development Agreement

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Inspection Findings

A. The Construction Inspector prepares a response to the 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. The Stormwater Inspector prepares a response to the Project Planner with either of the two findings:

- 1) Final Stabilization of all disturbed areas is complete; final acceptance of improvements may be granted, proceed to Step 9, or
- 2) Final Stabilization of all disturbed areas is NOT complete; final acceptance of improvements may be granted but stabilization efforts and sediment and erosion control maintenance must continue per the terms of the GESCP, proceed to Step 9

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Issuance of Final Acceptance Letter

The Town will issue the applicant a letter granting final acceptance. The security in place for the public improvement warranty period will be released and returned to the applicant.

OR

The Town will issue the applicant a letter granting final acceptance, with the provision that stabilization efforts and associated sediment and erosion control maintenance must continue until complete on all property under the applicants control. The security in place for the GESCP will be released and returned to the applicant upon passing a Final Stabilization inspection or notification is given to the Project Planner that all areas of the development have been sold or otherwise dedicated to another entity.

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.*