

ENGINEERING DIVISION REQUIREMENTS FOR FINAL ENGINEERING UTILITY PERMIT CLOSE-OUT AND TURNOVER PACKAGES FOR LAND DEVELOPMENT PROJECTS PERMITTED BY TOWN

The following documentation shall be issued directly to the Engineering Division. Copy of transmittal letter shall be forwarded to the Stormwater Division.

1. **One (1) COMPLETE set of BLACKLINE prints (bluelines are not acceptable) of the record drawings.** Requirements for the record drawings include:
 - a. Drawings shall be rolled, not folded.
 - b. Drawings shall be 24" x 36" size.
 - c. All drawings shall be signed, sealed and dated by the Engineer of Record, and by Surveyor of Record, as appropriate.
 - d. Set shall include all development engineering drawings, including, paving, drainage, striping, sanitary sewer, water main, storm water, etc., drawings. (i.e., the complete set of design and permit drawings and any additional plans developed for record document purposes.)
 - e. Record drawings shall include all applicable record drawing information, including denotation of any significant changes from the permit plans regarding horizontal/vertical control, details, or scope of development/improvements.
 - f. All areas of drawings shall be verified for legibility prior to transmittal, to ensure adequacy for Town's document imaging program. Note: Documents will be returned if not completely legible.
 - g. Plan set shall include complete as-built horizontal control for project, including all curb or pavement radii, offsets of improvements from property lines/right of way lines, as well as as-built signage and striping.
2. **Signed and sealed Engineer's Certification that the infrastructure defined on plan set (per Item 1 above), have been constructed in substantial accordance with the plans and specifications (see Town Code, Section 25-35).**
3. **Other Documents, as applicable to the Project.**
 - a. Bill of Sale, Warranty Deed, etc., for any Right-of-Way to be transferred to the Town.
 - b. Bill of Sale/Transfer Agreement for road Right-of-Way improvements to be transferred to the Town.
 - c. Easements for sidewalk, storm drainage, shared access, etc., or similar purposes.
 - d. Maintenance agreements between Town and Developer/Development regarding landscaping, irrigation, paver blocks or other similar specialty improvements (exclusive of standard roadway paving, sidewalk, sod, etc) located within public right-of-way.
 - e. Street lighting agreement for Town to agree to reimbursement for maintenance and energy cost for street light located within public right-of-way.

Note: Please contact the Town Water Utilities Department and ENCON, for definition of the required water, sewer, and storm water system record documents to be delivered directly to those respective divisions and entities, in accordance with their standards and procedures.