

**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. 1 full-size, 1 half-size, 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 (4% of public improvement value).
- Submit Engineer's Retaining Wall Letter of Inspection & Completion.
- 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%).  
Provide ADA/TAS Inspection Report.

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.**

<b>This section for City Use Only</b>	Reviewed by _____	Date _____
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Revise and Resubmit		
Notes _____		
_____		

v. 8/9/18 JJ