



Development Services / [deveng@maranaAZ.gov](mailto:deveng@maranaAZ.gov)

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## COMMERCIAL PROJECT CLOSEOUT CHECKLIST

Project Name: \_\_\_\_\_ Engineer of Record: \_\_\_\_\_

Plan #'s \_\_\_\_\_

Permit #'s \_\_\_\_\_

☐ Site Inspection

☐ Initial site Inspection and Generate Punch List

☐ Final Site Inspection to verify Punch List items have been corrected.

☐ Inspection Reports

☐ Engineer of Record inspection reports of work completed.

☐ Material test reports of work covered by the issued permit.

☐ Other supplemental data pertinent to the work \_\_\_\_\_

☐ Water Utilities

Not Applicable ☐

☐ Letter of Acceptance for Public Infrastructure (☐ Marana Water ☐ Tucson Water ☐ PDEQ ☐ NWFD)

☐ Sewer Utilities

Not Applicable ☐

☐ Letter of Acceptance for Public Infrastructure (☐ Marana Water ☐ Pima County Wastewater)

☐ Applicant's Engineer / Surveyor's record of benchmarks

☐ Certificate sealed by the Engineer of Record that "The improvements were installed, constructed, and completed in accordance with the approved plans, specifications, and Town Standards."

☐ Sealed As-Built Plan's (Hard copy)

☐ Grading ☐ Paving ☐ Drainage ☐ Sewer ☐ Water ☐ Utilities

NOTE: Mylar required for Infrastructure Dedicated to the Town

☐ Sealed As-Built Plan's (Electronic Copy) – PDF Copy for Digital Archive

☐ Copies of recorded easements not dedicated by the Final Plat or Letter from the Engineer stating that no additional easements have been recorded.

☐ Certified Final Cost Estimate for the project.

☐ Bill of Sale for Infrastructure dedicated to the Town of Marana.

Not Applicable ☐

☐ License agreement for Private improvements within the Town Right of Way

Not Applicable ☐

☐ Construction Redlines for improvements with the Right of Way (Irrigation systems and devices, etc.)

☐ Filled out a form of (☐ One Year ☐ Two Year ☐ \_\_\_\_ Year) guarantee

Not Applicable ☐

☐ Performance Bonds

Not Applicable ☐

☐ Other \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**Town Reviewed:** \_\_\_\_\_ / \_\_\_\_\_

**Permits Closed:** \_\_\_\_\_ / \_\_\_\_\_

Notes