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PUBLIC/PRIVATE SUBDIVISION – 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 or Record of Final Inspection (☐ Marana Water ☐ Tucson Water ☐ PDEQ)

☐ Sewer Utilities

Not Applicable ☐

☐ Letter of Acceptance – Sewer line and Manhole (☐ 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) For Digital Archives

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

☐ Certified Final Cost Estimate

☐ Filled out Release of Assurances

Not Applicable ☐

☐ Bill of Sale for installations accepted by 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 ☐

☐ Pavement preservation assurance. (Public Roadways)

Not Applicable ☐

☐ Performance Bonds

☐ sidewalk ☐ Pavement Preservation ☐ Other _____ ☐ In Lieu Fee _____

FOR OFFICIAL USE ONLY

Town Reviewed: _____ / _____ **Permits Closed:** _____ / _____