

Development Final Checklist:

(To be completed by Design Professional and included with Submittal)

The following is a summary of the items which constitute a large-scale development plan submittal. This list is a summary of the regulations of the City of Centerton. It is required that the developer become familiar with all regulations pertaining to Developments adopted by and with all standard practices followed by the City in the Development Plan approval process.

PROCEDURES FOR COMPLETION OF PROJECT:

➤ **Submittals at Completion of Project:** The following information must be submitted at the end of construction before a Certificate of Occupancy will be issued.

- Certificate of Completion: The Engineer of Record shall submit a signed and sealed letter certifying that all improvements and installations have been completed in accordance with the approved construction documents and City specifications (a template can be provided upon request). This letter should be submitted with or prior to the first submittal of Record Documents.
- Record Drawings of as-built improvements for changes made from approved plans or upon the request by any City department head.
- If needed, any Easement Plat or recording document for dedication of utility and drainage easements.
- As-built survey and calculations for the detention pond, if required, and as-built drainage analysis report.

➤ **Final Inspections and Approvals:** The following will be required before a Certificate of Occupancy will be issued by the building inspector's office. Normally, the City engineer will not make regular inspections of the project site but will instead respond to requests for inspections either from the contractor, the developer, the developer's engineer, or another City department head. If the developer, the developer's engineer, or the contractor requires the assistance of the City engineer, charges will be incurred at the expense of the developer.

- Record Drawings of all site improvements by paper and digital format, PDF and AutoCAD (dwg), shall be submitted to the City prior to final inspections. GPS and coordinates of drainage system and water & sewer are to be provided on record drawings.

Deliver to: City of Centerton – 290 Main St., PO Box 208, Centerton, AR 72719

- (5) Full size set paper copies of Final Approved Drawings
- (5) Digital copies of all Final Approved documents, pdf & dwg (CD)

- Final inspection shall be conducted by the City of all site improvements, including any public improvements. Any corrections or deficiencies noted must be corrected. The developer will be charged for actual cost of inspections and any follow-up inspections for final approval.
- Inspections by the Fire Chief may be made while the building is being constructed. A final inspection by the Fire Department will be required before occupancy is allowed. The final fire inspection will include, but not be limited to, fire safety codes for the structure(s) and the site itself.
- Normally the Building Inspector makes frequent inspections during construction. A final inspection of the structure will be conducted by the Building Inspector.
- Developer shall have an As-built Survey conducted for any stormwater detention basin included in the project. The Survey shall be as defined in the Centerton Drainage Manual. Check the Centerton Drainage Manual or with the City Engineer for complete requirements. The Engineer of Record shall model the As-built detention basin information and Certify by written letter that the detention facilities were constructed

in accordance with the approved construction plans and drainage report. Any corrections or deficiencies must be completed. [Note: Contact City Engineer 48 hours prior to survey in order for City Engineer to schedule attendance. City Engineer will notify Public Works Director.]

➤ **Certifications and Bonds:** Maintenance bonds will be required before a Certificate of Occupancy will be issued by the building inspector's office. Bonds apply only to public street, water and sewer improvements associated with the project.

Street Maintenance Bond - 100% for 2 years.

Drainage Maintenance Bond -100% for 2 years.

Water & Sewer Maintenance Bond (50% for 1 year).

Signed Certificate and Affidavit for the Water & Sewer Department from the Centerton Water and Sewer Commission Standard Specifications and Standard Details, Page 80 Certificate of Completion. The Engineer of Record shall submit a statement certifying that all drainage improvements and installations have been completed in accordance with the approved construction documents and City specifications.

Payment of outstanding engineering review charges for the project billed by the City.

Additional Information: Verify if any additional information is required based on the latest regulations or practices.

➤ After comments from staff, written responses to staff's comments will need to be submitted along with the revised plan submittal to the City Planning Department. These will be reviewed by City Staff and a new set of comments will be given to the engineer/developer.

➤ After approval of the Development Plan, it is the responsibility of the Developer to deliver five (5) copies plus one (1) electronic copy (plus the number of copies needed by the developer) of the approved Development Plan to the City of Centerton for signatures or this can be done at the Pre-Construction meeting.

➤ Submit plans to private utility companies according to their requirements.

➤ Schedule a Pre-Construction Meeting – This meeting can only be scheduled after the utility plans have been approved by the Arkansas State Health Department and after any contingencies of approval by the Planning Commission have been satisfied.

➤ For sites required to have an NPDES storm water discharge permit, a copy of the Storm Water Pollution Prevention Plan prepared for the site must be submitted to the City

Printed Name and Signature of Owner/Applicant or Authorized Agent: (Need Proxy signed below if other than Property Owner Signature)

Owner/Company/Partnership/Trust Name

Property Owner / Authorized Signature

Date

