

## **CHECKLIST FOR CERTIFICATE OF COMPLETION**

### Engineering

#### **Documents**

- A signed and sealed Engineer-of-Record Certification Letter.
- Two (2) copies of each test result onsite and offsite (densities, compaction, concrete cylinder test and asphalt, etc.)
- Nine (9) sets of as-built survey and two (2) CD copy of as-built in AutoCAD to be submitted at least five (5) working days prior to request of Certificate of Completion (see as-built survey below).
- A copy of Floodplain Permit Closeout and Elevation Certificate or surveyor certified letter stating that no structures are in the floodplain area. Contact Jim Williams at (321)733-3042 (if applicable).
- A copy of Cross Access, Cross Parking, Cross Drainage and Cross Sewer Maintenance Agreement for common areas and Utility Use Management recorded with the Brevard County Clerk of Court (if applicable).
- Two (2) copies of Hold Harmless / Maintenance Agreement for work in the right-of-way (if applicable).
- Two (2) copies of Homeowner Association Document recorded with Brevard County Clerk of Court (if applicable).
- A copy of Design Landscape and Architectural Plan Approval Letter from Fairway Management (for all Bayside Lakes projects if applicable).
- A two (2) year maintenance bond and inspection fee of ½% of total project cost required for all public improvements (if applicable).

#### **Approval from Permitting Agencies**

- A copy of certification letter from St. Johns River Water Management District (SJRWMD).
- A copy of certification approval from Florida Department of Environmental Protection (FDEP).
- A copy of close-out approval letter from Melbourne -Tillman Water Control District Permit (MTWCD).
- A copy of close-out approval for right-of-way, driveway and drainage connection State of Florida or Brevard County Permit (if applicable).

#### **Approval from City of Palm Bay Departments**

- Land Development Division
- Public Works Department
- Utilities Department
- Fire Prevention Division
- Building Division

## AS-BUILT SURVEY REQUIREMENT

### A. Paving & Grading / Drainage As-Built (See Figure I)

1. **Site Perimeter:** Sufficient elevation spots to show "as-built" topography and property line boundaries.
2. **Parking and Driveway Area:** Sufficient elevation spots to show drainage. All sign and pavement markings. Setbacks to curb or pavement. Traffic signage locations. Paving tapers and transition stationing and widths. Stop sign, stop bars, crosswalks, handicap parking marking and signs. Top of sidewalk elevations and slope for on-site or off-site sidewalk outside right-of-way. Station and installation verification of all survey monuments.
3. **Right-of-way Swale/Drainage:** All culvert inverts, swale flow line grades frontage, location of Right-of-way and easements, elevations, location, length and size of all pipes, lines and conduits located in the right-of-way.
4. **Elevations:** Finished floor of all buildings. Crown of all abutting roadways. Finished pad elevations for all lots. Provide necessary lot corner grade elevations and spot elevations as needed. Provide all gutter and pavement grade break elevations, concrete including gutter elevations, grade breaks, aprons, catch basins, and right-turn lanes. Station and curb flow line elevations of catch basins and spillways. Storm sewer manhole rim elevations.
5. **Swales:** Beginning and end bottom elevations and highs along flow line. Top of bank elevations and lows along top. Distances between elevation spots.
6. **Retention Ponds:** All top of bank, bottom elevations necessary to compute storage. Show distance between elevation spots.
7. **Under drain:** All inverts, inlet grates and bottom elevations and sizes.
8. **Outfall:** All pipe inverts, weir box elevations and dimensions, weir elevations, etc.
9. **Retaining Walls:** Top of wall elevations and dimension for all retaining walls.

For more detailed information on paving and grading as-built and other requirements, contact:

**Hector I Franco**

Public Works Department

Office (321) 953-8996

Email: francoh@palmbayflorida.org

### B. Water & Sewer As-Built

1. Stations for all manholes, cleanouts, services, and lateral - stub-outs. (plan and profile)
2. Manhole pipe invert elevations (in and out). Must designate invert direction, i.e. N, S, E, or W. Pipe length. (plan and profile) Manhole rim elevations (after paving is complete). Sewer main line, manhole, and lateral off-set dimensions, grease traps and oil/sand interceptor.
3. Stations and elevations of all water services. Station and monument line off-set dimension for all fire hydrants. Station and monument line off-set dimension for all bends, tees, valves, meters and backflow prevention assemblies.
4. Note these are minimum requirements only. For more detailed information, contact:

**Ralph Jenkins**

Utilities Department

250 Osmosis Drive SE Palm Bay, FL 32909

Office (321) 952-3471

Email: jenkir@palmbayflorida.org

# FIGURE I - AS-BUILT SURVEY REQUIREMENT

