



PROJECT CLOSEOUT CHECKLIST

For the Acceptance of Public Improvements
For Project the City Will Own Utilities
 By The City of Fort Myers Florida REVISED 10/16/2015

PROJECT NAME/ADDRESS: _____

SITework PERMIT: _____ **DATE RECEIVED:** _____

Plans Examiner: _____ **Inspector:** _____

1. ONE SET OF SIGNED AND SEALED AS-BUILT PRINTS IN 24" X 36" FORMAT AND 1 **CD** CONTAINING PDF OF ASBUILTS, CAD FILE, GIS INFORMATION AND PDF'S OF THE BELOW DOCUMENTS. SUBMIT ORIGINALS OF THE DOCUMENTS WITH ASBUILTS.

- A. AS-BUILTS THAT ARE FOR PRIVATELY MAINTANED UTILITIES MUST FOLLOW THE ELECTRONIC AS-BUILT CHECKLIST FOR ANY UTILITIES WITHIN THE CITY OF FORT MYERS RIGHT-OF-WAY, CHECKLIST CAN BE FOUND ON THE CITY OF FORT MYERS WEBSITE. ALL ELECTRONIC AS-BUILTS, WHETHER PUBLICLY OR PRIVATELY MAINTAINED, SHALL BE IN FLORIDA STATEPLANE WEST, NAD 83, SURVEY FEET COORDINATES AND SHALL HAVE ALL ANNOTATION IN MODEL SPACE. AT ANY POINT THAT THE PRIVATE UTILITIES ARE TO BE TURNED OVER TO THE CITY TO BE PUBLICLY MAINTAINED, THE ELECTRONIC AS-BUILT FILE MUST BE REVISED TO MEET ALL OF THE REQUIREMENTS FOR THE UTILITIES WITHIN THE RIGHT-OF-WAY AND THE PRIVATE PROPERTY.

- B. CAPITAL IMPROVEMENT PROJETS ARE REQUIRED TO MEET ALL OF THE ADOPTED STANDARDS FOR ELECTRONIC AS-BUILT FILES MANUAL. _____ (AE)

2. OWNERSHIP OF ROADWAY AND SIDEWALKS PUBLIC PRIVATELY (C)
 OWNERSHIP OF UTILITES PUBLIC PRIVATELY (C)
 OWNERSHIP OF STREET LIGHTS PUBLIC PRIVATELY (C)
 OWNERSHIP IF DRAINAGE PUBLIC PRIVATELY (C)

3. CERTIFICATION OF CONTRIBUTORY ASSETS _____ (GC)

4. ARCHITECT/ENGINEERS/SURVEYORS **CERTIFICATION** THAT PROJECT IS AS-BUILT IN ACCORDANCE WITH THE PLANS & SPECIFICATIONS: _____ (AE)

5. SFWMD PERMIT **# _____ . CONSTRUCTION COMPLETION CERTIFICATION: _____ (AE)

6. FEDP SEWER PERMIT**# _____, LETTTER FROM FDEP **APPROVING** THE SYSTEM FOR PLACEMENT INTO SERVICE: _____ (AE)

7. FDEP **RE-USE** PERMIT **# _____, LETTER FROM FDEP **APPROVING** THE SYSTEM FOR PLACEMENT INTO SERVICE: _____ **N/A** _____ (AE)

8. HRS **WATER** PERMIT **# _____, LETTER FROM HRS **APPROVING** THE SYSTEM FOR PLACEMENT INTO SERVICE: _____ (AE)

9. FDOT/LCDOT **HIGHWAY/DRIVEWAY** PERMIT**#: _____ (AE)

10. CITY **VALVE SHEET FORMS** DELIVERED TO ENGINEERING: _____ (GC)

11. CITY ACCEPTANCE OF **TV TAPES OF SEWER SYSTEM:** _____ (C)

12. CONTRACTORS **ONE YEAR WARRANTY** – MATERIALS & LABOR: _____ (GC)

13. **CONTRACTORS FINAL RELEASE** OF LEIN: _____ (GC)

- 14. **SUBCONTRACTORS & SUPPLIERS FINAL RELEASE** OF LEIN: _____(AE)
- 15. RECEIPT OF \$5,000 ESCROW DEPOSIT FOR PUMP STATION TELEMETRY _____(C)
- 16. PUMP STATION INFO: ADDRESS, PUMPS, CAPACITIES, MOTORS, ETC. _____(GC)
- 17. CURRENT WATER AND ELECTRIC ACCOUNT NUMBERS FOR PUMP STATION SERVICES:

 WATER: ADDRESS: _____(GC)
 ACCOUNT NUMBER: _____

 ELECTRIC: ADDRESS: _____(GC)
 ACCOUNT NUMBER: _____
- 18. INSPECTOR'S ACCEPTANCE OF **PUNCH LIST** WORK: _____(GC)
- 19. ACCEPTANCE OF **PRELIMINARY PLAT** (SUBDIVISIONS ONLY): _____(AE)
- 20. ACCEPTANCE OF RECORDED EASEMENTS _____(AE)
- 21. **RETURN OF CITY FIRE HYDRANT METER, IF APPLICABLE**
 (CHECK WITH UTILITIES DEPARTMENT): _____(C)
- 22. **PERMANENT METER: SIZE: _____ SERIAL#: _____(C)
 SIZE: _____ SERIAL#: _____(C)
- 23. WALK THROUGH BY PUBLIC WORKS CENTER INSPECTOR. _____(C)
- 24. SIGN OFF BY STORMWATER DIVISION _____(C)

ITEMS PREPARED BY ARCHITECT/ENGINEER INDICATED "(AE)", ITEMS PREPARED BY THE CONTRACTOR INDICATED "(GC)"
ITEMS PREPARED BY THE CITY INDICATED "(C)", ** ITEM NUMBERS 3,4,5,6,7,8 and 9 ARE REQUIRED CERTIFICATIONS FROM OTHER
GOVERNMENTAL AGENCIES AND MUST BE SATISFIED BEFORE ACCEPTANCE BY THE CITY OF FORT MYERS. COPIES OF ALL PERMITS
SHALL BE ATTACHED

NOTE: ALL THE ABOVE IS TO BE COLLECTED BY THE PERMITTED CONTRACTOR AND/OR OWNER
AND FURNISHED TO THE CITY PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY (C.O.)

INSPECTOR: APPROVED _____ DISAPPROVED _____ DATE: _____ SIGNATURE: _____

PLAN REVIEWER: APPROVED _____ DISAPPROVED _____ DATE: _____ SIGNATURE: _____

GIS: APPROVED _____ DISAPPROVED _____ DATE: _____ SIGNATURE: _____
