



ENGINEERING DEPARTMENT

3300 Corinth Parkway • Corinth, Texas 76208 • (940) 498-3251 • (940) 498-3266 fax • www.cityofcorinth.com

Final Acceptance Checklist -Civil Construction

Note: These requirements must be met as detailed below prior to the action outlined being taken by City Staff. The Plat will not be Filed, Building Permits and/or Certificates of Occupancy will not be issued by the Planning Department until they have received notice from the Engineering Department that the items below have been completed. Notice will be given to the Planning Department as steps are completed. When the entire list has been completed a Final Acceptance Letter that releases the civil construction of the project will be issued.

Name of Development:

Date:

Requirements-General Items: The following must be completed as soon as possible following the first (1st) Development Review Committee Meeting to start the Public Works Process. Read each one carefully for due dates or time frames.

Staff Applicant+

Requirements – To Schedule a Preconstruction Meeting

- Development Agreement – Must be received as soon as possible after first DRC Meeting. All exhibits must fit or be folded to fit into the 8-1/2” x 11” submittal packet. If you have a Planned Development (PD) a copy of the PD Ordinance must be included to comply with Section 11 of the Development Agreement
Payment Bond must be received immediately after the Development Agreement has been executed by all parties
Performance Bond must be received immediately after the Development Agreement has been executed by all parties OR
Letter of Credit must be received immediately after the Development Agreement has been executed by all parties.
Tree Mitigation Payment

Requirements-Plat: The following must be completed prior to the plat for the development being filed.

- Park Land Dedication Fees or Park Land Dedication must be shown on the plat. 1. Developer must get City Council Approval to pay fees in lieu of land dedication 2. This step must take place early in the process prior to plat approval 3. Any fees in lieu of must be paid
Maintenance Bond(s) and Consent of Surety must be received after civil construction has been completed.
Affidavit of Debts and Claims paid must be received after civil construction has been completed. If City received any lien notices, Affidavits will be required from all parties, owner/developer, general contractor, all subcontractors
Offsite easements must be approved by the City and the City will file them at the courthouse. Payment will be made by the owner/developer via a business check made payable to the county. Use City Easement Form.
Shared access agreements must be approved by the city; city will file at the courthouse. Payment for

filing fees will be paid by the owner/developer via a business check made payable to the county.

_____ A final walk through inspection must be completed by a Public Works Inspector

_____ **If a fire lane will exist on the property being developed you must note on the plat that it is to be maintained by the property owner**

_____ A Copy of the HOA or POA Agreements/Deeds and Covenants must be submitted to the City's Planning Department

Requirements-Plat Continued: The following must be completed prior to the Plat for the development being filed.

_____ A Title Policy "SHALL" be provided to the Planning Department with a DATE no later than ninety (90) days prior to the filing of the plat

Requirements-Building Permit: The following must be completed prior to a Building Permit being issued for a project.

_____ 3% Public Works Inspection Fees must be paid

_____ All other fees owed the City, i.e. Engineer Review Fees, Water Sample Fees, Overtime Reimbursement, Plat Filing Fees etc.

_____ Water/Wastewater Impact Fees

_____ Civil Public Improvements must be complete

_____ The Plat Filing and Execution Packet must be submitted to the Department of Planning and Development

Requirements-Certificate of Occupancy or Final Acceptance: The following must be completed prior to a Certificate of Occupancy or Final Acceptance for the development being issued.

_____ Vegetation on the entire site must meet 100% coverage

_____ A permit must be issued and the screening Fences must be completed

_____ A permit for any signage must be issued and inspected and accepted by the building department

_____ Construction Water Meter must be turned in and paid current

_____ Record Drawings must be received and approved

_____ (a) Two full sets of Blue or Black Line Drawings

_____ (b) One full set of Mylar Drawings

_____ (c) A CD containing the electronic base files in AutoCAD 2000 or greater and in Microstation if the construction documents are created in Microstation. They must contain alignments of all sewer and water lines, storm drain facilities, roadways, pavement and plat. Include the seal and signature of the Licensed Professional Engineer in the State of Texas who prepared the Construction Plans on the record drawings and the words "Record Drawings" must appear on the cover page.

_____ Roadway Impact Fees