



Public Works Department
 375 W. Sahuarita Center Way
 Sahuarita, AZ 85629
 (520) 344-7100
pwpermits@sahuaritaaz.gov

FINAL RELEASE OF SUBDIVISION ASSURANCES CLOSEOUT CHECKLIST

Project Name:

PIA#’s:

Engineer of Record:

Date Submitted:

ID #	✓	ITEM LIST
A.		Engineer of Record (EOR) inspection reports and records.
B.		Laboratory and field-test reports from testing agency.
C.		Formal acceptance/approval of water line and hydrant installation from water utility, PDEQ and Fire Marshal (<i>including fire access- pavement width, 2nd access, “No Parking” signage, etc.</i>)
D.		Formal acceptance of sewer line and manhole installation from sanitary sewer utility (PC Development Services, TOSWW), Construction & Discharge Authorization from regulatory agency (PDEQ). <i>CCTV of sewer lines, TOSWW (inspection report and DVD).</i>
E.		Surveyor’s certification that all monuments are in place and benchmark(s) are set/found as shown on final plat and on construction plans.
F.		Certification by professional engineer that assured improvements have been constructed in accordance with the accepted plans, specifications, and applicable Town Standards as established by the Town Engineer. (Include Project Name, Lot #’s, TOS Case No., etc. on certification letter.)
G.		Certification by registered landscape architect that all landscape work has been completed in accordance with the accepted plans, specifications, and applicable Town Standards.
H.		Certified list of all items and quantities installed and itemized <u>final construction cost and the active project excel spreadsheet</u> . Copy of PIA permits issued for the project.
I.		Completed form for Release of Subdivision Assurances.(Verify sequence #, sidewalk bond).
J.		Completed Bill of Sale to Town of Sahuarita for the public improvements to be accepted by the Town. (<i>Streets, Sewer, Drainage Facilities, etc.</i>)
K.		As-Builts for all construction accomplished and so certified by the appropriate professional (<i>CAD files in DWG format on Flash drive</i>).
K1.		Grading Plan
K2.		Landscape Plan (<i>Landscape in the Public Right-of-Way</i>)
K3.		Paving and Sewer Plans (<i>TOS Sewer CAD files in DWG format on Flash drive</i>).
K4.		Signing/Striping Plan
K5.		Water Plan
L.		Letter from the Town of Sahuarita showing full payment for all plan review fees and construction PIA/permit fees. <input type="checkbox"/> PIA Reconciliation letter issued
M.		ADEQ Notice of Termination (<i>NOT</i>) Certification
N.		Agreement for maintenance of landscaping in the Public Right-of-Way
O.		One-year Guarantee of Work.
P.		Recording fees. (<i>Town Code Title 3, Chapter 3.10</i>)