



## **FINAL PROJECT SUBMITTAL CHECKLIST - Commercial**

(Major Commercial, Stand-Alone Commercial Site, Overall Commercial Site - Excludes Pads)

**Project Name:** \_\_\_\_\_

**Permit No(s):** \_\_\_\_\_

### **CLOSEOUT SUBMITTAL INSTRUCTIONS:**

- Closeout package must be submitted with all requirements at the time of submittal. Incomplete submittals will be returned.
- Submittal packages not submitted in the correct format, will be returned as incomplete.
- All CD's must be labeled with the **Development Name** (include phase or parcel) and **the date** the CD was created.
- Place applicable items in subfolders as listed below. (Reports, Plans, As-Built, Documents).
- A copy of this completed final submittal checklist must accompany your closeout package.

### **CD COPIES**

**[FOUR (4) sets of CD's (PDF format only) of the applicable items listed in this section]**

#### **- REPORTS (Signed Copy with all amendments and approved changes)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Environmental Site Assessment Report | <input type="checkbox"/> Geotechnical Report | <input type="checkbox"/> Traffic Report |
| <input type="checkbox"/> Drainage Report                      | <input type="checkbox"/> Sewer Report        | <input type="checkbox"/> Water Report   |

#### **- PLANS (All plans associated with the project that do not require as-built approval)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Lot Split / Phasing Plan | <input type="checkbox"/> Site Plan                    | <input type="checkbox"/> Improvement Plan |
| <input type="checkbox"/> Street Light Plan        | <input type="checkbox"/> Map of Dedication (Recorded) | <input type="checkbox"/> Other _____      |

#### **- AS-BUILT PLANS (include all signed field directives)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> AB Grading Plan   | <input type="checkbox"/> AB Offsite Improvement Plan | <input type="checkbox"/> AB Signing & Striping Plan |
| <input type="checkbox"/> AB Landscape Plan | <input type="checkbox"/> Other _____                 | <input type="checkbox"/> Other _____                |

#### **- DOCUMENTS**

- Construction permit(s) issued (include City and all other agencies)
- All physical construction test results (compaction, concrete, asphalt, soils, etc)
- MID/SLID documentation, (Recorded Copy)
- Public Easements (Recorded Copy)
- 911 Map (CAD file)
- Streetlight locations (excel spreadsheet - include northing and easting location, APS pole number)
- Sewer Inspection Video (Public Sewer Only)
- Retention Basin Capacity Certifications
  - Certified by a registered surveyor or engineer for all retention basins. The certification should reference the volume in cubic feet referenced in the drainage report; a sketch of the as-built basin; calculations of the as-built volume in cubic feet; percolation certification on the basin and all drywells to show basin dry up time is within 36 hours (per the DM500.)
- As-Built certification letter in lieu of surveying (as-building) all top of curb elevations at lot lines on the grading plans
- As-Built certification letter in lieu of surveying (as-building) all top and bottom of retaining wall elevations
- Private Water Company serving the project approval letter
- Private Sewer Company serving the project approval letter
- Maricopa County Department of Transportation ROW approval letter
- Approved material submittals and shop drawings

### **HARD COPIES**

- All approved As-Built plans, submit - FOUR (4) black line bonds (11"x17") per plan
  - (i.e. Offsite Plans, Improvement Plans, etc.)
- Offsite Paving As-Built plans, submit - ONE (1) black line bond (24"x36") in addition to the 11"x17" copies

All questions concerning the required information for your project should be directed to Tanja Jockovic, Construction Coordinator, 623-349-6240, or email at [tjockovic@buckeyeaz.gov](mailto:tjockovic@buckeyeaz.gov).