

FINAL PROJECT SUBMITTAL CHECKLIST – MAJOR INFRASTRUCTURE

(Arsenic, Booster, Lift Station, Plant, PRV, Well's, WRF, WWTP)

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-Builts, 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"/> Drainage Report |
| <input type="checkbox"/> Facility Design Report | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

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

- AB Improvement Plan (Civil, Electrical, Mechanical, Structural, etc)

- DOCUMENTS

- Construction permit(s) issued (include City and all other agencies)
- All physical construction test results (compaction, concrete, asphalt, soils, etc)
- Public Easements (Recorded Copy)
- 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.)
- Approved material submittals and shop drawings

HARD COPIES

- All approved As-Built plans, submit - TWO (2) black line bonds (11"x17") per plan
 - (i.e. Offsite Plans, Improvement Plans, etc.)

OPERATION & MAINTENANCE (O&M) CD & HARD COPIES

- Complete approved As-Built plans, submit - TWO (2) black line bonds (24"x36") per plan
- All Operation & Maintenance Manuals (O&M) must include TWO (2) complete bond copies in binders and SIX (6) complete CD's

All questions concerning the required information for your project should be directed to Tanja Jockovic, Construction Coordinator, 623-349-6240 or by email at tanja@buckeyeaz.gov.