FINAL PROJECT SUBMITTAL CHECKLIST – TRAFFIC SIGNALS

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 **Project Name** 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

[SIX (6) sets of CD's (PDF format only) of the applicable items listed in this section]

- REPORTS (Signed Copy with all amendments and approved changes) - As Applicable

☐ Traffic Report ☐ Traffic Design Report

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

☐ AB Traffic Signal Plans (complete with all improvements designed and submitted)
☐ Other _____ ☐ Other _____

- 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)
☐ Maricopa County Department of Transportation ROW approval letter
☐ Approved material submittals and shop drawings

HARD COPIES

☐ All approved As-Built plans, submit - SIX (6) black line bonds (11"x17") per plan
- (AB Traffic Signal Plans (complete with all improvements designed and submitted)

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

☐ 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.