

FINAL ENGINEERING DOCUMENTATION CHECKLIST

Project Name: _____

Permit No(s): _____

SUBMITTAL INSTRUCTIONS:

- Upon submittal of final as-builts, an internal audit will occur and a list of final engineering documents will be included with 1st review redlines.
- Requested items are required to be submitted with 2nd submittal of final as-builts.
- Items are required to be submitted on (1) CD/DVD in PDF format unless otherwise noted.
- CDs 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, Documents).
- A copy of the transmittal listing all required final engineering documentation is required to be included.

CD COPIES

[ONE (1) CD/DVD (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 |

- DOCUMENTS

- All physical construction test results (compaction, concrete, asphalt, soils, etc)
- 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
- Approval of Construction (AOC) from all other agencies (CAP, SRP, etc)
- Maricopa County Department of Transportation ROW approval letter
- MID/SLID (Staff to verify)

CD COPIES

[Upon approval of final as-builts, ONE (1) CD/DVD (PDF & CAD format) of the applicable items listed in this section]

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

- | | | |
|--|---|---|
| <input type="checkbox"/> AB Grading & Drainage Plan | <input type="checkbox"/> AB Sewer Plan | <input type="checkbox"/> AB Water Plan |
| <input type="checkbox"/> AB Paving Plan | <input type="checkbox"/> AB Signing & Striping Plan | <input type="checkbox"/> AB Street Light Plan |
| <input type="checkbox"/> AB Offsite Improvement Plan | <input type="checkbox"/> Other _____ | |

HARD COPIES

- Paving As-Built Plans ONLY– submit one (1) bond set, 24" x 36"

All questions concerning the required information for your project should be directed to Patsy Fawcett, Construction Coordinator, 623-349-6241, or email at pfawcett@buckeyeaz.gov.