



# City of Virginia Beach

## Development Services Center

### Checklist for **CERTIFICATE OF COMPLETION** Submittal

Date: \_\_\_\_\_

Consulting Firm: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner or Developer: \_\_\_\_\_

Owner/Developer's Address: \_\_\_\_\_

Subdivision Construction Plan Title: \_\_\_\_\_

**The following items are required in the Certificate of Completion submittal package. Each item must be included or the submitted package will be rejected and returned to the consultant without review or comment.**

- Transmittal Letter
- Six (6) copies of the recorded final subdivision plat.
- One (1) original completed Certificate of Completion form, signed and sealed by the Consulting Engineer.
- Six (6) copies of the overall as-built drawings.
  - If the as-built drawings are not included with the submittal package, a letter addressed to Waid Kidd providing the separate surety estimate must be included.*
- Two (2) copies of the approved CCTV Stormwater Plan Sheets and Details **OR**  No Stormwater Field Changes were Made
- Are special sureties required? 
  - Landscaping (Street trees and/or required buffer)
  - S-5 (Finish Layer of asphalt)
  - Streetlights
  - As-Built Drawings
  - Sidewalk for sidewalks not covered under residential building permits or Commercial Site Plans.

Has there been any discussion with City staff regarding this Certificate of Completion? \_\_\_ Yes \_\_\_ No

If yes, with whom? \_\_\_\_\_

Items discussed: \_\_\_\_\_