



DEVELOPMENT SERVICES CENTER



DSC Information Notice #175 March 16, 2011

**Topic: Change to Certificate of Completion Process for Subdivision –
Comprehensive Set of Drainage Plans Showing All Stormwater Related
Field Changes**

Background **Field Changes**

During the subdivision construction process, several situations may arise that require field changes to the stormwater drainage system shown on the approved construction plans. Revisions to the construction plans are usually submitted to the DSC staff for approval in order to reduce delays in construction.

When the project is complete and the public improvements are installed, the consultant submits a request for a Certificate of Completion (C of C) along with a package of information. The C of C process begins with an inspection of the completed public improvements. One of the inspections involves the use of cameras to video (CCTV) the stormwater pipes and structures for possible damage that would not be visible from above ground. Some of these inspections have experienced problems due to field changes not being shown on the construction plans being used by the City's contractor completing the CCTV inspection process. Revised drainage construction plan sheets showing field changes will solve this issue.

Stormwater Drainage System Condition

City staff has also taken steps to reduce previous scheduling delays in CCTV process. Unfortunately, one reason for some of the delays in the CCTV process is the condition of the pipes when the contractor arrives. The developer or their contractor must clean the stormwater drainage system before the inspection can begin. If the system contains certain levels of sediment and debris, the City's contractor is forced to reschedule and remobilize for another day. This is an expensive and time-consuming delay. Staff is also working on a solution to this issue.

Deferred Improvements

Several improvements may be deferred when requesting a C of C in order to move the subdivision into the two-year defect period. These items include final layer of asphalt, some

sidewalks, street trees, buffer landscaping, and as-built drawings. These deferrals will continue to be secured with a special performance surety when the rest of the subdivision goes into defect status. The duration of the deferral will be one year. All deferred improvements must be completed within the one-year period and be placed in the remaining one-year defect period of the entire subdivision.

Improvements to the Certificate of Completion Process

The following improvements are being made to the Certificate of Completion process to provide an up-to-date set of stormwater and drainage construction plan sheets showing all field changes and stormwater related details. Since the details are used in the inspection process and may also experience changes, the details must be included with the CCTV drainage plans. The field changes must be “called out” or identified on the plan sheets.

Changes to the current Certificate of Completion process:

- **New** - C of C fillable form submittal checklist ([C of C Submittal Checklist](#))
- **New** – 2 copies of the stormwater/drainage construction plan sheets and details showing all stormwater related field changes (plans to be used in the CCTV inspection process)
- **New** – DSC Team Engineers will review and approve the stormwater/drainage field change plans for the CCTV process
- **Revised** – C of C Request fillable form ([C of C Form](#))
- **Revised** – All deferred improvements must be installed/constructed within one year of signing the C of C and beginning the defect period

Effective Date: April 1, 2011

For more information about the new submittal checklist and the C of C process, please contact:

DSC Surety Technicians

Suzanne Hollingsworth – sholling@vbgov.com (757) 385-5660
Candace Slade – cdslade@vbgov.com(757) 385-8745

For more information about the CCTV stormwater plan sheets and details and their review for the C of C process, please contact:

DSC Engineers

James Evans, EIT – jrevans@vbgov.com(757) 385-5692
Charlie Heffington – cheffing@vbgov.com(757) 385-8432
Ric Bagtas, L.S. – rbagtas@vbgov.com(757) 385-8509