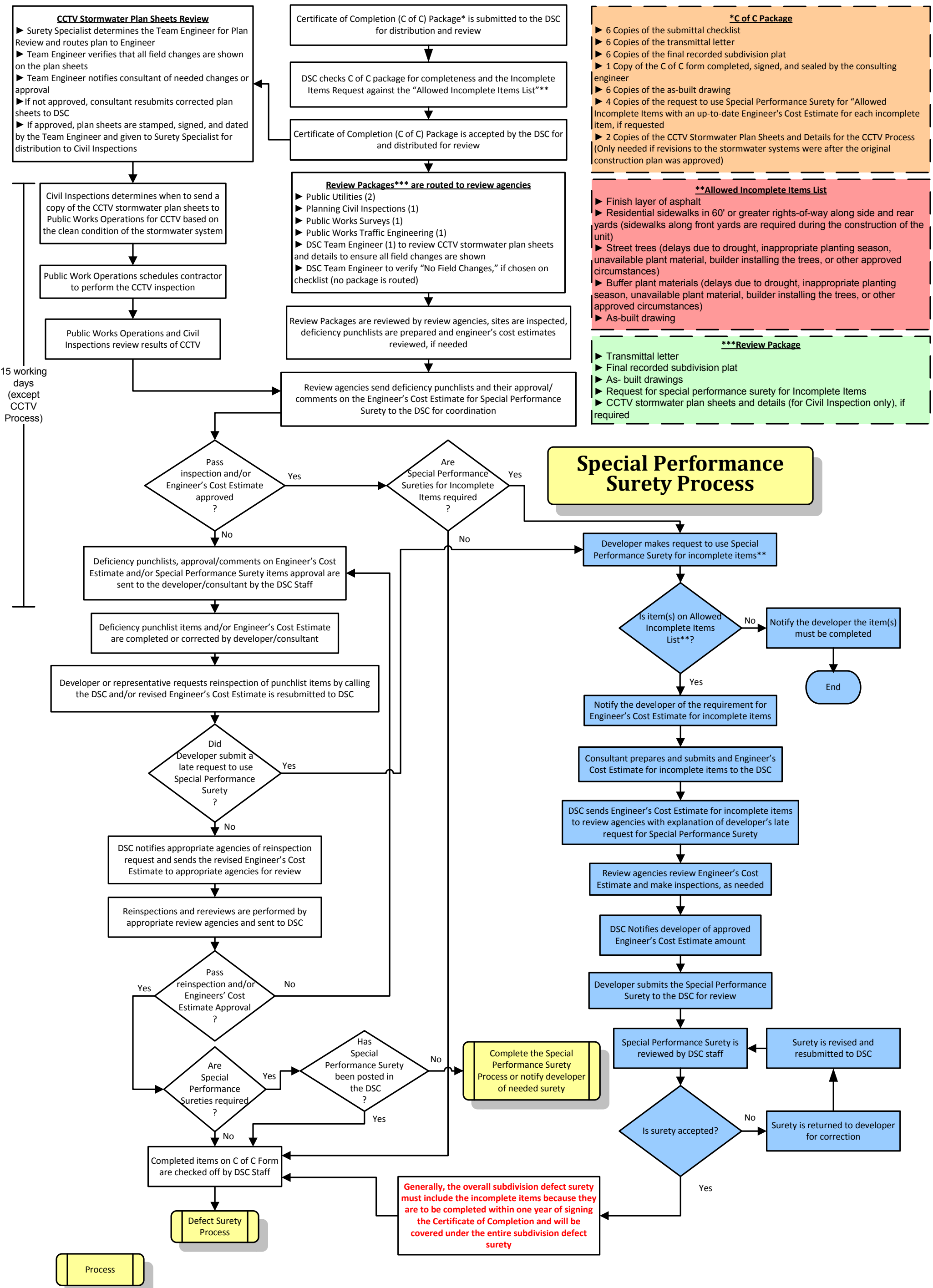


Certificate of Completion (C of C) Process for Subdivisions



- *C of C Package**
- ▶ 6 Copies of the submittal checklist
 - ▶ 6 Copies of the transmittal letter
 - ▶ 6 Copies of the final recorded subdivision plat
 - ▶ 1 Copy of the C of C form completed, signed, and sealed by the consulting engineer
 - ▶ 6 Copies of the as-built drawing
 - ▶ 4 Copies of the request to use Special Performance Surety for "Allowed Incomplete Items with an up-to-date Engineer's Cost Estimate for each incomplete item, if requested
 - ▶ 2 Copies of the CCTV Stormwater Plan Sheets and Details for the CCTV Process (Only needed if revisions to the stormwater systems were after the original construction plan was approved)

- **Allowed Incomplete Items List**
- ▶ Finish layer of asphalt
 - ▶ Residential sidewalks in 60' or greater rights-of-way along side and rear yards (sidewalks along front yards are required during the construction of the unit)
 - ▶ Street trees (delays due to drought, inappropriate planting season, unavailable plant material, builder installing the trees, or other approved circumstances)
 - ▶ Buffer plant materials (delays due to drought, inappropriate planting season, unavailable plant material, builder installing the trees, or other approved circumstances)
 - ▶ As-built drawing

- ***Review Package**
- ▶ Transmittal letter
 - ▶ Final recorded subdivision plat
 - ▶ As-built drawings
 - ▶ Request for special performance surety for Incomplete Items
 - ▶ CCTV stormwater plan sheets and details (for Civil Inspection only), if required

Special Performance Surety Process

Generally, the overall subdivision defect surety must include the incomplete items because they are to be completed within one year of signing the Certificate of Completion and will be covered under the entire subdivision defect surety