



ENGINEERING RESIDENTIAL FINAL ACCEPTANCE CHECKLIST

The checked items have been received and completed, or are not applicable

TOWN OF
PROSPER

PROJECT NUMBER:

PROJECT NAME:

Final Plat Submitted with the County

Final Plat No.: _____

Construction Inspections Requirements:

Deliver One (1) Set of Preliminary Record Drawings: _____

Preliminary On-Site Inspection (For questions, contact your inspector): _____

Final On-Site Inspection: _____

All Final Checklist Items Complete: _____

Final Landscape/Screening Inspection: _____

Final Acceptance Documents and Fees:

Payment of Inspection Fees (3% of construction costs of public improvements): _____

Escrow funds for required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc.): _____

Payment for one (1) year of Street Light operating costs: _____

Financial Documents:

UTILITIES:

Town Affidavit Form – must match Final Pay Application and Show contractor has been paid 90% of contract cost or paid in full.

Final Pay Request – include an itemized list of all Public and Private improvement costs and all change orders. Original Bond Received

Maintenance Bond – Bond should cover 100% of construction costs for a two (2) year period. **Affidavit and Final Pay Application must be reviewed approved prior to submission of bond.**

PAVING:

Town Affidavit Form – must match Final Pay Application and Show contractor has been paid 90% of contract cost or paid in full.

Final Pay Request – include an itemized list of all Public and Private improvement costs and all change orders. Original Bond Received

Maintenance Bond – Bond should cover 100% of construction costs for a two (2) year period. **Affidavit and Final Pay Application must be reviewed approved prior to submission of bond.**

SUBGRADE:

Town Affidavit Form – must match Final Pay Application and Show contractor has been paid 90% of contract cost or paid in full.

Final Pay Request – include an itemized list of all Public and Private improvement costs and all change orders. Original Bond Received

Maintenance Bond – Bond should cover 100% of construction costs for a two (2) year period. **Affidavit and Final Pay Application must be reviewed approved prior to submission of bond.**

Final Record Drawings:

Email link/PDF of Final Record Drawings with CADD to Evelyn Mendez (emendez@prospertx.gov).

In addition to PDF copies of the Final As-Builts; the Data Department requires the following:

- Computer Aided Drafting Files (CAD) in .dwg format that is properly projected (with ground-to-grid, offset, rotation corrections as necessary) in the local coordinate system NAD83(2011) Texas State Plane Zone 4202.
- All features are single-part, meaning individual records/features per object.
- Features are appropriately attributed to the type of asset that they represent through the use of distinct layers or an object attribution model.

These are requirements for the Town of Prosper to add as-built data (as created by the development community) into our Geographic Information System.

Parks:

Final Inspection Pass: _____

Payment of Park Dedication Fees: _____

Payment of Park Improvement Fees: _____

Public Works:

Final Inspection Pass: _____

Building Inspections:

Final all Retaining Wall Permits (and any other open permits, i.e. screening walls): _____

Department Final Acceptance Complete (office use):

Building

Parks

Landscape

Public Works

Engineering

GIS