



ENGINEERING RESIDENTIAL FINAL ACCEPTANCE CHECKLIST

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

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.
- ☐ 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.**

Original Bond
☐ Received

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.
- ☐ 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.**

Original Bond
☐ Received

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.
- ☐ 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.**

Original Bond
☐ Received

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