

Chapter 7 - Infrastructure Inspection and Acceptance

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Chapter 7 - Infrastructure Inspection and Acceptance

7.1. GENERAL. This chapter identifies the requirements for inspection and acceptance of public improvements that are owned and maintained by the City and inspection and approval of private improvements and certain public improvements. The general requirements for acceptance/approval are established in the Steamboat Springs Municipal Code Section 26-740 and 26-741. In accordance with the Code, these standards were developed to outline the detailed steps for inspection and acceptance of public and approval of private improvements.

7.1.1. **Inspection Restriction Dates.** City inspections are not required to be conducted between November 1 and May 1 or at other times when weather conditions may restrict observation of or access to the improvements. The Owner is responsible for scheduling work to be completed in sufficient time for inspections to occur without interference of weather conditions.

7.1.2. **Complete Improvements.** Preliminary and Final acceptance will not be given for partial completion of public improvements unless they are identified on the approved phasing plan in different project phases. Partial approval may be granted for private improvements where the part being approved can function as a stand-alone improvement

7.1.3. **Public Improvements.** For the purpose of infrastructure inspection and acceptance, public improvements are defined as improvements owned or maintained by the City or improvements located on City owned property. Other private improvements may have public access (such as public sidewalks and trails on private property and privately maintained) but are considered private improvements for the purpose of this section.

7.1.4. **Warranty Period.** Public Improvements shall undergo a warranty period between preliminary and final acceptance.

7.1.4.1. **Roads and Bridges.** Section 26-740 of the Municipal Code specifies a two year minimum warranty period for public roads and bridges. This two year minimum warranty period shall include either a) a minimum two year warranty period after placement of asphalt if both lifts are placed in once season or b) a minimum one year warranty period after preliminary acceptance and a minimum one year warranty period after placement of the final lift of asphalt. The warranty period for the roads shall include all the elements of a complete street.

7.1.4.2. **Traffic Signals.** For traffic signals, the warranty period shall be one year after preliminary acceptance.

7.1.4.3. Major Storm Water System Components. For major public storm water system components such as energy dissipation structures, diversion structures, regional storm water quality facilities, regional detention ponds, etc, the warranty period shall be two years after preliminary acceptance.

7.1.4.4. Sidewalks and Trails. For public sidewalks not part of a road section and for public trails, the warranty period shall be one year after preliminary acceptance.

7.1.4.5. Other Public Improvements. As identified in the City's Municipal Code Section 26-205, the Public Works director shall identify the warranty period for other public improvements.

7.2. CITY INSPECTIONS. There are four main types of Public Works site inspections: Preliminary Site inspection, Final Site Inspection, Acceptance/Approval Inspections, and General Site inspections.

7.2.1. Preliminary Site Inspection. All sites are required to pass a preliminary site inspection. The Owner is responsible for contacting the Public Works Department to schedule a preliminary site inspection. At time of preliminary site inspection, the site should be rough graded, drainage functioning properly, and any drainage improvements in the RoW installed.

7.2.2. Final Site Inspection. All sites are required to pass a final site inspection. The final site inspection must be approved prior to approval of certificate of occupancy or final plat, whichever is first. The Owner is responsible for contacting the Public Works Department to schedule a final site inspection. All infrastructure must be installed in conformance with the approved building permit plans prior to approval of the final site inspection. Where City cannot determine compliance by visual inspection or from documentation submitted by the project engineer, the owner may be required to provide additional information to confirm requirements are met.

7.2.3. Acceptance/Approval Inspection. Sites with public improvements or an Improvements Agreement with collateral posted are required to pass an Acceptance/Approval inspection. The inspection must be approved prior to approval of the certificate of occupancy or final plat, whichever is first and prior to the release of collateral. The City will conduct acceptance inspections as outlined in Section 7.3 for public improvements and 7.4 for private improvements.

7.2.4. General Site Inspections. The City may periodically conduct other general site inspections to monitor construction, evaluate compliance with development plan approvals, inspect storm water management,

respond to complaints, or address other engineering related issues.
Some common types of general site inspection include:

7.2.4.1. Pre-Paving Inspection: Prior to paving a public street the Project Engineer shall request a pre-paving inspection and provide a Testing Summary Letter for the road subgrade construction. The pre-paving inspection and Testing Summary Letter must be approved by City Engineering prior to paving any public street.

7.2.4.2. Storm water Management Inspection: The City will typically conduct a spring and a fall storm water management inspection of active sites to monitor that sites have appropriate storm water quality controls in place at the beginning and end of the construction season. Additional inspections will be conducted periodically throughout the year

7.2.4.3. Permanent Stormwater Quality Inspection. The City will periodically inspect permanent stormwater quality facilities to monitor that required private maintenance is occurring and the facilities are functioning correctly.

7.3. ACCEPTANCE OF PUBLIC IMPROVEMENTS: The process to achieve acceptance of public improvements that are owned and maintained by the City or improvements (privately maintained) that are on City property generally is as follows:

7.3.1. Identification of Public Improvements. The cover sheet or notes sheet in the approved civil construction plans shall identify the public improvements and critical improvements for the project. This is to provide the Owner and contractor with a reminder of the public improvements, but it shall not serve to override the designation of public improvements in the Code or these standards if all public improvements are not listed on the civil plans.

7.3.2. Owner Acknowledgement of Acceptance Requirements. Prior to approval of a construction permit, the Owner shall sign the Owner Acknowledgement of Acceptance Requirements Form (Appendix 7-A).

7.3.3. Pre-Construction Meeting. A pre-construction meeting is required prior to the start of construction. The meeting is held by the Project Engineer and shall include representatives from City Engineering, the contractor, the contractor's qualified stormwater manager, and the Owner. The purpose of the meeting is to identify traffic control, construction stormwater management, testing, inspection and closeout requirements for the project. It is the responsibility of the Project Engineer and testing firm to outline the testing and inspection requirements. The Project Engineer shall send a draft meeting agenda to city engineering at time of scheduling the meeting.

- 7.3.4. Preliminary Acceptance Request. Once the public improvements are completed, the Project Engineer shall request a preliminary acceptance inspection. This request shall be in writing and include the Testing Summary Letter from testing firm (Appendix D) and any other applicable supporting documentation. The Testing Summary letter shall be signed and stamped by a Professional Engineer. The Testing Summary letter shall certify that the tests were conducted in conformance with the approved plans and specifications.
- 7.3.5. Preliminary Acceptance Inspection. Upon receipt of the inspection request, representatives of the Public Works Department will accompany the Project Engineer on a site inspection.
- 7.3.6. Preliminary Punch List. The Project Engineer shall prepare a punch list based on the preliminary acceptance inspection for review by City Engineering. Where items on the punch list are determined by City Engineering to be necessary to address prior to granting preliminary acceptance, the Owner shall complete those items prior to the Project Engineer preparing the Improvements Summary Letter and request re-inspection. Where punch list items may be addressed prior to final acceptance, the Project Engineer shall prepare the Improvements Summary Letter.
- 7.3.7. Improvements Summary Letter (Appendix 7-B). The Project Engineer shall prepare the Improvements Summary Letter indicating that the public improvements are constructed in substantial conformance with the approved plans and specifications, or where not in substantial conformance the letter shall a) indicate what corrective or mitigation measures are needed to bring the item into substantial conformance, or b) provide additional documentation and discussion for review and approval demonstrating that the changes meet the design intent.
- 7.3.7.1. Work Acceptable. If work was completed satisfactorily for preliminary acceptance, the Public Works Director will submit to the Owner a letter of Preliminary Acceptance with any conditions and punch list items that must be completed prior to Final Acceptance.
- 7.3.7.2. Work Not Acceptable. If work was not completed satisfactorily for preliminary acceptance, the Public Works Director will provide the Owner with a punch list of items that need to be corrected. Owner shall complete the punch list items and contact the Public Works Director for re-inspection.
- 7.3.8. Final Acceptance Request. Prior to request for final acceptance the warranty period must be expired or near expiration, any punch list items corrected, and the improvements completed. The Project Engineer must request a final acceptance inspection of public improvements in writing and include at a minimum the following documentation: updated Improvements Summary Letter from the Project Engineer, Testing

Summary Letter from Testing Firm, and any other necessary supporting documentation.

7.3.9. Final Acceptance Inspection. After receipt of the inspection request, a representative of City Engineering will accompany the Project Engineer on a site inspection.

7.3.9.1. Work Acceptable. If work was completed satisfactorily for final acceptance, the Public Works Director will grant final acceptance in writing once any required as-built documents are approved.

7.3.9.2. Work Not Acceptable. If work was not completed satisfactorily for final acceptance, City Engineering will provide the Owner with a punch list of items that need to be corrected. Owner shall complete the punch list items and contact the Director for re-inspection.

7.3.9.3. Engineering Record Drawings. The During development review and approval and civil construction plan review and approval, requirements for as-built record drawings may have been identified and documented with a Condition of Approval. Additionally, during inspection of the constructed project, City Engineering may determine the need for as-built record drawings. Record drawings required by Condition of Approval and/or as identified during inspections shall be prepared by or under the direction of a Colorado Professional Engineer and a Colorado Professional Land Surveyor. The as-built record drawings shall be prepared to an appropriate scale with annotations as needed to document the as-built condition of the specific improvements which require as-built record drawings.

7.3.10. Warranty Punch List Items not completed. If final acceptance is not approved within a reasonable time after completion of the warranty period, the Public Works Director may either extended the warranty period or issue a non-acceptance letter and request that City Council revoke the preliminary acceptance.

7.4. APPROVAL OF PRIVATE IMPROVEMENTS. The section outlines the process for approval of private improvements on sites that have posted collateral. (Sites with private improvements and no posted collateral shall be subject to the Final ROW inspection for approval of the private improvements.) The process for approval of private improvements should be conducted simultaneously with the process for public improvements when sites have both public and private improvements.

7.4.1. Owners Acknowledgement of Approval Requirements. Prior to approval of a construction permit, the Owner shall sign the Owner Acknowledgement of Approval Requirements Form (Appendix 7-E)

7.4.2. Pre-Construction Meeting. A pre-construction meeting is required prior to the start of construction. The meeting is held by the Project Engineer and shall include representatives from City Engineering, the contractor, the contractor's qualified stormwater manager, and the Owner. The purpose of the meeting is to identify traffic control, construction stormwater management, testing, inspection and approval/closeout requirements for the project. It is the responsibility of the Project Engineer and testing firm to outline the testing and inspection requirements. The Project Engineer shall send a draft meeting agenda to city engineering at time of scheduling the meeting.

7.4.3. Private Final Approval Request: The Project Engineer must request an inspection for final approval of private improvements in writing and include at a minimum the following documentation: Completion Letter from the Project Engineer and any other necessary supporting documentation. The Completion letter shall be signed and stamped by a Professional Engineer. The Completion letter shall indicate that the private improvements are constructed in general conformance with the approved plans and specifications. Where not in general conformance, the letter shall indicate a) what corrective or mitigation measures are needed to bring the item into conformance, or b) provide documentation demonstrating that the changes meet the design intent.

7.4.4. Private Final Approval Inspection. Upon receipt of the inspection request, a representative of City Engineering will accompany the Project Engineer on an inspection of the site.

7.4.4.1. Work Acceptable. If work was completed satisfactorily for final approval, the representative of City Engineering will issue approval of the private improvements.

7.4.4.2. Work Not Acceptable. If work was not completed satisfactorily for final approval, the representative of City Engineering will provide the Project Engineer with a punch list of items that need to be corrected. The Owner shall complete the punch list items and contact the Project Engineer to re-inspect and revise the completion letter

7.4.4.3. Engineering Record Drawings. The During development review and approval and civil construction plan review and approval, requirements for as-built record drawings may have been identified and documented with a Condition of Approval. Additionally, during inspection of the constructed project, the City Engineering may determine the need for as-built record drawings. Record drawings required by Condition of Approval and/or as identified during inspections shall be prepared by or under the direction of a Colorado Professional Engineer and a Colorado Professional Land Surveyor. The as-built record drawings shall be prepared to an appropriate scale with annotations as needed to document the as-

built condition of the specific improvements which require as-built record drawings.

7.5. APPROVAL OF DETENTION PONDS AND STORMWATER QUALITY FEATURES.

Detention ponds and storm water quality features must be constructed as designed in order to be effective. For some ponds and features it is difficult to confirm that the built conditions meet the design requirements by post construction observation. Additional monitoring during construction and post construction surveying is required. For these improvements, the requirement for additional inspection of these items will be determined at the time of building permit approval. For those ponds and features requiring additional inspection, the Project Engineer shall submit an Infrastructure Summary Letter documenting that these items were built in substantial conformance with the approved plans and specifications.

7.6. REQUEST FOR PUBLIC ACCEPTANCE OF PRIVATE STREETS. An Owner may request that the City accept a private street as a public road. In order to be considered for acceptance as a public road the following minimum conditions must be met prior to request for acceptance.

- a. Streets must be upgraded to meet current City Engineering Standards and Specifications including but not limited to street horizontal and vertical design elements, pavement design, pavement width, shoulder design and width, sidewalk design and width, drainage design, storm water quality features, ROW width, bicycle facilities, transit facilities, landscaping or other street features, and any easements.
- b. Streets must meet current City Fire code requirements or have an approved variance from the Fire Chief.
- c. An Improvements Summary Letter is provided demonstrating the complete street elements in the ROW (road, drainage, sidewalk, traffic control, etc.) have been constructed in substantial conformance with City Standards and Specifications.
- d. A Testing Summary Letter is provided certifying that the tests were conducted in conformance with the approved plans and specifications.

The Public Works Director shall review the information, conduct a site visit, and if work completed satisfactorily for final acceptance, the Public Works Director will grant acceptance in writing. If work is not completed satisfactorily for final acceptance, the Public Works Director will provide the Owner with a punch list of items that need to be corrected, re-inspected, and approved prior to final acceptance.

7.7. TESTING DOCUMENTATION REPORT. All construction testing required by the project specifications shall be documented in a Testing Summary Letter and submitted to the Project Engineer for review and inclusion in the Improvements Summary Letter. The report shall contain all necessary information to document testing activities, determine if testing requirements

are met, and confirm that materials and methods were constructed in substantial conformance with plans and specifications. The report shall include:

- Cover sheet
- Summary of test results. Including identification of the following
 - Confirm testing was performed at the required frequency.
 - Include evaluation of adequacy of test results.
- For each component the report evaluated (subsurface, subbase, road base, asphalt – 1st lift, asphalt- 2nd lift, concrete, earthen fill, etc) include a separate section and summary showing:
 - Map of test locations
 - Summary table of test results including, location, frequency required, target value, actual value, retest info, and comments
 - If tests failed:
 - the report shall document any retest and passing result;
 - where no retest or passing result the report shall provide recommendation for mitigation of failed material.
 - Identify any site-specific issues or concerns
- Copy of field logs.

Appendix 7 – A Owner Acknowledgement of Acceptance – Public Improvements

OWNER ACKNOWLEDGMENT

The undersigned is developing a project that includes construction of public infrastructure (the “Improvements”) on the real property described as follows (the “Property”):

The undersigned acknowledges that:

The Improvements must be constructed by or under the direction of the undersigned and at the cost of the undersigned pursuant to City regulations and the engineering plans and specifications (the "Plans") to be prepared by a Colorado Professional Engineer and submitted to and approved by the City’s Public Works Director prior to initiation of construction.

The City’s Engineering Standards and Specifications identify the procedures to achieve acceptance of the public infrastructure, and if those procedures are not followed by the Owner and his representatives, the project’s infrastructure may not be accepted by the City. Public infrastructure not accepted by the City shall be the responsibility of the Owner to maintain and operate.

The Owner is required to contract with an Engineering Firm and a Testing Firm to provide inspection and testing of the public improvements in accordance with the City’s Standards and Specifications.

The Owner shall allow the Engineer and Testing Firms access to the site in order to perform the required inspections, observations, and tests in a manner and frequency to meet or exceed the requirements. The engineers, architects, and testing personnel should disclose promptly to the Public Works Director any construction of the public infrastructure that does not comply with the standards, specifications, or approved plans or may violate City regulations.

City inspection the infrastructure for acceptance is not required to occur between November 1 and April 1 or when climatic conditions may impede access or visibility of the improvements. Owner is responsible for coordinating completion of improvements and allowing sufficient time for inspections outside of this time period.

The undersigned acknowledges that the approval by the Public Works Director of the undersigned's application for a building permit for a project that includes public Improvements shall not constitute or be deemed a waiver or modification of any policy or regulation of the Department.

NO ENTITLEMENT TO CITY PUBLIC INFRASTRUCTURE SERVICES (MAINTENANCE OR OPERATION) IS EXPRESSED OR IMPLIED AS A RESULT OF THE APPROVAL BY THE PUBLIC WORKS DIRECTOR OF THE APPLICATION OF THE UNDERSIGNED FOR APPROVAL OF CIVIL CONSTRUCTION DRAWINGS INCLUDING PUBLIC IMPROVEMENTS ON THE PROPERTY, AND ANY CLAIM OF THE UNDERSIGNED FOR ANY SUCH ENTITLEMENT IS HEREBY WAIVED. THIS INSTRUMENT MUST BE RECORDED IN THE ROUTT COUNTY REAL PROPERTY RECORDS PRIOR TO APPROVAL OF CIVIL CONSTRUCTION PLANS.

EXECUTED AND ACKNOWLEDGED this _____ day _____, 200 _____ of _____

Signature of Project Owner	Company Name
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Printed Name of Project Owner	Company Address
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	Telephone
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Appendix 7 - B Example Engineer's Improvements Summary Letter

Company Letterhead

Date

Engineer Name
Engineer Address
Engineer Phone

RE: Subdivision/ Project Name
Improvements Summary Letter
Project Address

Dear (The Project Engineer's Name),

The purpose of this letter is to summarize the status of public and private improvements at (Subdivision Name) for the purpose of (preliminary acceptance, final acceptance, executing an improvements agreement for final plat/CO), or releasing collateral).

Public Improvements

I, (Name of Engineer), have performed or supervised construction observation during Construction for the following public improvements:

<input type="checkbox"/> Public Roads	<input type="checkbox"/> Public Sidewalks	<input type="checkbox"/> Public Trails
<input type="checkbox"/> Public Storm Sewer System Components	<input type="checkbox"/> Other (list)	

In accordance with Sections 5.2 and 5.3 of the Bylaws, Rules, and Policies of the State Board of Licensure of Architects, Professional Engineers, and Professional Land Surveyors, I certify that I performed or supervised construction observation during construction and that based on my observations, the site work completed as of (date) is in substantial conformance with the approved construction drawings and specifications. Quality assurance testing for materials (including gravels, concrete, and asphalt) and compaction were completed by others. The record drawings for (insert item) accurately depict the final installation of those improvements.

As of (date), the following public improvements have not been completed, require modification, or were noted as discrepancies from the approved plans:

Example: Install 24" culvert with FES with construction of southern site access

Example: Construct southern site access (grading, paving)

Example: Repair damaged shoulder along site frontage.

Detention and Permanent Best Management Practices for Management of Treatment of Stormwater Runoff

I, (Name of Engineer), have performed or supervised construction observation during

Construction for the following detention and/or permanent best management practice facilities and, if applicable, have input the facility information into the State notification portal in compliance with Colorado Revised Statute (CRS) §37-92-602 (8):

<input type="checkbox"/> Extended Detention Pond	<input type="checkbox"/> Porous Pavement	<input type="checkbox"/> Porous Landscape Detention Pond
<input type="checkbox"/> Constructed Wetland Basin	<input type="checkbox"/> Grass Buffer	<input type="checkbox"/> Grass Swale
<input type="checkbox"/> Proprietary Device	<input type="checkbox"/> Other (list)	

In accordance with Sections 5.2 and 5.3 of the Bylaws, Rules, and Policies of the State Board of Licensure of Architects, Professional Engineers, and Professional Land Surveyors, I certify that I performed or supervised construction observation during construction and that based on my observations, the stormwater management facilities completed as of (date) are in substantial conformance with the approved construction drawings and specifications. The record drawings for (insert item) accurately depict the final installation of those improvements.

As of (date), the following improvements have not been completed, require modification, or were noted as discrepancies from the approved plans:

Example: Install scour protection on overflow weir

Example: Install trash rack to outlet structure

Example: Regrade pond slope to 3:1 grade

Private Improvements

I have also performed or supervised limited construction observation during construction of the private improvements and conducted a final site inspection on insert date?? for surficial review of the private improvements shown on the approved Civil drawings dated ??? and revised ????, . Based on those observations, the finished appearance of the following private improvements appear to be generally complete per the approved drawings: overall grading, storm drain systems, sidewalks, trails, parking, driveways, vegetation (check for establishment only), storm water quality feature (list), and other site-specific features (list).

On ??? date I performed an inspection per the project specifications of the site’s private detention pond and/or private storm water quality features (list) and detention pond to check that it is constructed per the approved design.

The following revisions/ modifications were observed: (list). Based on my review, the changes will function similar to the original design intent. The following items were observed to be incomplete, require modification, or were noted as discrepancies from the approved plans: list

Example: Site was seeded and mulched, evaluate coverage of vegetation and re-seed as needed to establish vegetation.

Example: Remove erosion control once site is vegetated.

Example: Install sidewalk from Building A to west side of parking lot.

This letter does not constitute a guarantee or acceptance either expressed or implied of work not in compliance with the approved documents or work not properly maintained. Nor is this a release of the Owner's or Contractor's obligation to complete work in accordance with the same or provide proper maintenance of the work. We recommend that an on-going maintenance program be established by the Owner for the constructed private improvements to ensure that they function as intended.

Sincerely
(Engineering Company)

(Engineer's Name)

(Insert Engineer's Stamp)

Improvements Summary letter approved by Public Works Engineer ___ with conditions ___ without conditions. The conditions include:

Public Works Engineer Name

Date

Appendix 7 – C Example Testing Firm’s Summary Letter

Company Letterhead

Date

Testing Company Name
Testing Company Address
Testing Company Phone

RE: Subdivision/ Project Name
Testing Summary Letter

Dear Project Engineer’s Name,

The purpose of this letter is to summarize the results of the field and laboratory tests completed on the public infrastructure constructed for Project Name for the purpose of (preliminary acceptance, final acceptance, executing an improvements agreement for final plat/CO), or releasing collateral). Testing Company conducted the testing on a part-time basis from date to date.

Based on the test results obtained during this period, it appears that the list tests performed (example materials were compacted and the gradation requirements met) in substantial conformance with the project specifications.

The attached Testing Documentation Report prepared in accordance with Section 7.7 of the City’s standards provides a detailed summary of the type, number, and location of the tests and observations conducted.

Sincerely,
Testing Company Name

Professional Engineer Stamp

Professional Engineer Name

Appendix 7 – D Owner Acknowledgement of Approval – Private Improvements

OWNER ACKNOWLEDGMENT

The undersigned is developing a project that includes construction of infrastructure in accordance with an approved development plan.

The undersigned acknowledges that:

The project is known as _____ (Development Plan number).

The owner should refer to the Development Plan approval letter to verify conditions of approval such as critical improvements which are required to be complete prior to approval of a certificate of occupancy.

The Improvements must be constructed by or under the direction of the undersigned and at the cost of the undersigned pursuant to City regulations and in accordance with the construction plans and specifications prepared by a Colorado Professional Engineer and approved by Public Works Engineering.

Per City Engineering Standards Chapter 7, the project owner is required to contract with an Engineering Firm (project engineer) and a Testing Firm to conduct site inspections and materials testing. The project engineer will provide certification that the project improvements have been constructed in accordance with city engineering standards and the approved plans.

The owner identifies the following project engineer.

Name of Project Engineer	Engineering Firm Name
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The Owner shall allow the Project Engineer and Testing Firm access to the site in order to perform the required inspections, observations, and tests in a manner and frequency to meet or exceed the requirements of city engineering standards and specifications.

Prior to Certificate of Occupancy, the Project Engineer is required to submit a project completion letter and request final inspection by City Engineering. Refer to Engineering Standards Section 7.4 for inspection and certification requirements for private improvements. Refer to Engineering Standards Section 7.5 and 5.3.11 for certification requirements for detention and permanent stormwater quality facilities

Per Engineering Standards Sec. 7.1.1 inspections by City for approval and signoff of Certificate of Occupancy does not occur between November 1 and April 30 or when climatic conditions impede access to or visibility of the improvements. Owner is responsible for coordinating completion of improvements to allow city final inspection outside of this time period.

The undersigned acknowledges that the approval by Public Works Engineering of the undersigned's application for a building permit shall not constitute or be deemed a waiver or modification of any policy or regulation of the Department.

EXECUTED AND ACKNOWLEDGED this _____ Day of _____, 20 _____

Signature of Project Owner	Company Name
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Printed Name of Project Owner	Company Address
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Telephone
