

DEVELOPMENT VERIFICATION CHECKLIST
for
OFFICIAL ACCEPTANCE

OFFICIAL ACCEPTANCE

CONFORMING TO CITY CODE 18-351, OFFICIAL ACCEPTANCE SHALL APPLY TO THE DEDICATION OF NEW PUBLIC RIGHT-OF-WAY OR EASEMENTS INCLUDING ANY PUBLIC INFRASTRUCTURE. DEDICATIONS UP TO \$25,000 ARE APPROVED BY THE CITY MANAGER. DEDICATIONS OVER \$25,000 ARE TO BE APPROVED BY CITY COUNCIL. THE FOLLOWING DOCUMENTS SHALL BE INCLUDED:

- Letter of Request:** Letter from the developer requesting that the City Officially Accept dedicated improvements.
- Subcontractor's Release or Waiver of Liens Form:** These are forms signed by both the contractor and subcontractor releasing the developer of any debts owed to them for work done on the project.
- Developers Affidavit of Payment of Debts and Claims and Release of Liens:** and **Developers Assignment of All Warranties and Guaranties:** These provide the assignment for all warranties on the dedicated improvements.
- Valuation Figures:** These are the monetary values of the dedicated improvements. This shall include the cost to have the improvements installed, including materials and labor. **Totals should be broken out into categories:**
 - STREETS** (includes: base, asphalt, concrete curbs, signage, sidewalks, striping)
 - DRAINAGE** (includes: pipe, manholes, catchbasins)
- Construction Inspection reports:** All public infrastructure, i.e. roads, curbs, driveways, sidewalks, storm pipes, signage, lighting, etc. shall be built with quality workmanship to the requirements of the City and all other agencies with completion of punch lists and cleared by final inspection. Generally, the following shall be submitted:
 - o **Construction Material Tests & Summary Reports - required for Public Infrastructure.**
 - o **Storm Sewer Inspection Video & Summary – required in Public Storm Pipe prior to paving.**
- As-Built Drawings:** Sealed drawings are required. *Please see Record Drawing Checklist.*
 - o For Private infrastructure, the min. requirement is storm water info per City Code 18-752.
 - o For Public infrastructure, the as-built must follow the City's Record Drawing Requirements checklist. Public and Private info may be included on a single as-built. *The City will need ONE (1) paper print and a digital copy (AutoCAD 2005 or newer) of legible format for review. City requests 2 weeks for review and inspection.*
 - o **Owner's/Developer's Certification:** The Owner/Developer responsible for the development must certify the As-Built.
- Engineers Certification:** The Engineer responsible for the design and installation of the infrastructure and utilities must provide an Engineers Certification for both private and public infrastructure.
- Final Plat:** Where the City of Wilmington Subdivision Ordinance applies, a certified and **RECORDED** plat conforming to City Code 18-421 shall be provided to show all right-of-way & street dedications and all easements, etc. noted either public or private. **Please submit ONE (1) paper copy for review. Plat shall be signed by the City before recording at the Register of Deeds.*
- Public Easements:** Required by the City for the right to access and maintain all public improvements provided on private property outside of public right-of-way. Easements shall be included on a recorded MAP OF DEDICATION and **RECORDED** at the Register of Deeds.

ONCE CITY COUNCIL ADOPTS THE RESOLUTION OF OFFICIAL ACCEPTANCE, A COPY OF SAID RESOLUTION WILL BE FORWARDED TO THE DEVELOPER. AN 18 MONTH GUARANTEE PERIOD OF MATERIALS AND WORKMANSHIP BY THE DEVELOPER FOR ALL PUBLIC IMPROVEMENTS WILL BEGIN ON THE DATE OF CITY COUNCIL ACTION.