

DEVELOPMENT VERIFICATION CHECKLIST  
for  
FINAL PLAT/CERTIFICATE OF OCCUPANCY

**FINAL PLAT:**

CONFORMING TO CITY CODE 18-69 & 18-70, THE FOLLOWING INFORMATION SHALL BE SUBMITTED PRIOR TO RECORDING OF PLAT:

- 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.**
  
- Sureties/Bonds:** For any uncompleted improvements Developer shall follow Surety Application process. Process requires approximately 3 weeks to execute a surety contract with the City.
  
- Record Plat:** Where the City of Wilmington Subdivision Ordinance applies, a certified 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 built on private property outside of public right-of-way. Easements shall be included on a recorded **MAP OF DEDICATION.**

A Deed of Easement will then be prepared by the City Attorney to be executed by the Developer. The Map of Dedication is required to proceed. Execution of a Deed is not necessary to obtain a Certificate of Occupancy. Where storm water runs from a public street to a private retention pond, the City requires an easement over the pipe system to the street. The City will then maintain the pipe system but NOT the pond.

**CERTIFICATE OF OCCUPANCY:**

PRIOR TO RELEASE FOR CO, THE ABOVE AND FOLLOWING INFORMATION SHALL BE SUBMITTED:

- 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.*
  
- 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.

FOR ANY INSTALLED PUBLIC IMPROVEMENTS, AN 18-MONTH GUARANTEE PERIOD OF MATERIALS AND WORKMANSHIP BY THE DEVELOPER WILL BEGIN ON THE DATE OF FINAL CERTIFICATE OF OCCUPANCY.