



**ENGINEERING DEPARTMENT**

**DEVELOPMENT PROJECTS FINAL ACCEPTANCE CHECKLIST**

**DATE:** \_\_\_\_\_ **PROJECT NAME:** \_\_\_\_\_

**VAULT FILE:** \_\_\_\_\_ **X# OR CEP#:** \_\_\_\_\_

Prior to final acceptance of public improvements, **Developer or Engineer of Record** must complete and submit the following information to the Engineering Department located on the first floor of the *Tom Hart Municipal Complex at 300 W. Main Street, Grand Prairie, TX 75050*.

**Completed by Construction Inspector/Stormwater Investigator:**

- Pre-Walk Inspection completed: (Date) \_\_\_\_\_
- Preliminary punch list items completed
- Final Walk-Through completed: (Date) \_\_\_\_\_
- Final punch list items completed
- Notice of Termination (NOT) files/Construction Site Notice (CSN) Removed

**Completed by Engineer of Record:**

- Digital files uploaded to Customer Self Service Portal Online- [CSS](#)
  - 1 PDF copy of the [final record drawings](#)
  - CAD (\*.dwg) file of Plat and all utilities (no xrefs)
  - PDF file with all record drawings. Each sheet to include standard record drawing stamp
- Standard Letter of Acceptance request from the Engineer of Record

✓	<b>Engineering Staff: Please check ✓ and initial if complete or write N/A if not applicable:</b>	<b>Initial</b>	<b>Date</b>
	Site approval by the Environmental Specialist		
	Copy of NOT/CSN received		
	Streetlights within subdivision and adjacent arterials installed and operational		
	Stop signs and street name blades installed		
	All Barrier Free Ramps (BFR's) and sidewalks installed in public R.O.W. in full compliance with all Federal, State, and local ADA regulations		
	Verify all structurally designed Retaining Walls have been approved by the Building Inspections Department		
	Verify that Punch List is completed and can move forward with Final Acceptance.		