

## PROCEDURE FOR ACCEPTANCE OF SUBDIVISION IMPROVEMENTS INTO THE CITY OF HUNTSVILLE MAINTENANCE PROGRAM

[..\EXCEL\SUBDIVISION REQUIREMENTS \(2\).XLS](#)

*(Ref: COH SPECIFICATIONS 50.17)*

*“Whenever the Engineer of Record considers the work provided for and contemplated by the contract is nearing completion, or within (5) days after being notified by the Contractor that the work is completed, the Engineer of Record will inspect all the work in the contract. If the Engineer of Record finds that the work has not been satisfactorily completed at the time of such inspection, he will advise the Contractor in writing as to the work to be done or the particular defects to be remedied to place the work in condition satisfactory for final inspection.*

*Upon due notice from the Contractor of presumptive completion of the entire project, the City Engineer will make an inspection. If all construction provided for and contemplated by the contract is found completed to his satisfaction, that inspection shall constitute the final inspection.”*

1. Engineer of Record inspects, prepares his punch list, gives it to the contractor, and when all the items identified by the Engineer of Record have been complete, the work is ready for a final inspection.
2. All sanitary sewer testing and inspections shall be completed and approved by Water Pollution Control before a final inspection is requested. All traffic signs shall be in place before a final inspection is requested.
3. Before the final inspection is conducted, the Engineer of Record shall furnish the City of Huntsville Engineering department with the following:
  - One complete set ( hard copy) of “as-built” drawings, including all bridge/bridge culvert as-builts and assigned BIN numbers.
  - One complete set (digital copy) of “as-built” drawings including bridges.
  - Two copies of the sanitary sewer television inspection and testing reports.
  - One copy of the Final Plat.
  - Executed deeds to any additional easements or rights-of-way needed for the city to maintain the as-built infrastructure.
  - Acceptance letter from water and electric utilities that their facilities are installed and acceptable.
  - LOMAR if applicable.

“As-built” drawings shall include changes to locations including water lines, sanitary sewer lines and service laterals, invert and top of manhole elevations of storm and sanitary sewers, “as-built” pipe slopes on sanitary and storm sewer lines, “as-built” drainage ditch cross sections and profiles, curb elevations, street profiles, changes to material, and any other changes to the approved construction drawings.

## Subdivision acceptance procedure

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4. When all of the above are complete, the Contractor or the Engineer of Record shall provide due notice to the City of Huntsville Engineering department that the project is presumed to be complete. Notice shall be provided in writing.
5. The digital copy of the as-built drawings shall be sent by the Engineering Department to the GIS department for incorporation into the city base maps.
6. The GIS department will review the digital file and notify the Engineering Department as to its acceptability.
7. If all of the above information has been provided and is seemingly correct the City Engineering Department will schedule the final inspection as soon as possible, usually within seven business days.

The following City Departments and Divisions will be invited to the final inspection:

- City Engineering ( Civil Engineer, Inspector, Drainage Engineer, Traffic Engineer, Bridge Inspector if bridges are being dedicated, and Traffic Operations)
- Public Works Services Maintenance Division
- Water Pollution Control
- Planning
- Landscape Management

The Engineer of Record will contact and invite the Contractor and Developer to the Final Inspection.

8. During the final inspection, the Engineer of Record and the City will make a “punch list” to include all the items of work that need to be completed in accordance with the plans or additional work that needs to be done before acceptance of the subdivision by the City of Huntsville. If item 1 above has been completed properly there should be few, if any, items on the punch list. The City will review the plans and subdivision plat to look for any omitted work or work performed incorrectly and to see if there are any landscape requirements that need to be constructed or bonded before acceptance.
9. Once the “punch list” has been completed by the City Engineering Department, a letter will be sent to the Developer and the Engineer of Record transmitting the comments. The letter will state that the Developer is responsible for completing the “punch list” items and will include information about the expiration date of the developer’s improvement bond.

10. The Engineer of Record shall inform the city Engineering Department in writing and by phone as soon as the punch list items have been completed. The work will be re-inspected to insure that the work is complete and acceptable. The city's Civil Engineer will inform the other city departments and divisions that need to re-inspect the work.
  
11. When all the work is completed and approved by all those involved in the acceptance process, the subdivision is ready for acceptance into the City of Huntsville Maintenance Program. The City's Civil Engineer in the development group shall inform the Developer and the Engineer of Record in writing that the subdivision has passed the inspection process and that a request needs to be made by the Developer to the City for acceptance of the subdivision.
  
12. On notification from the City of Huntsville, the Engineer of Record will be required to submit the following items to the Engineering Division.
  - ACCEPTANCE LETTER. This is a letter from the Engineer of Record to the City Engineer requesting acceptance of the subdivision into the City of Huntsville Maintenance Program. ( Sample letter attached)
  
  - AS-BUILT CONSTRUCTION DRAWINGS (Only required if punch listed work changed the previously submitted drawings. Include digital copy if the drawings need to be revised due to additional work performed as part of punch list).
  
  - Copies of the ACTIVE Letters of Credit posted to insure completion of the improvements.
  
  - Three (3) copies of the Final Subdivision Plat.
  
  - Copy of maintenance agreements between City and developers where common areas and detention/retention ponds are involved.
  
13. The City Engineer shall obtain signatures from the various approving departments as follows: the city's Civil Engineer, Drainage Engineer, Traffic Engineer, Public Works Services, Water Pollution Control, GIS, and Planning Division. After the City Engineer obtains the various approvals he signs the acceptance letter provided by the Engineer of Record and forwards it to the Planning Department.

14. The Planning Department will contact the Engineer of Record and the Developer by mail and phone to request the required maintenance bonds and will obtain the Mayor's signature on the acceptance letter. The maintenance shall be for a period recommended by the City Engineer, but shall be no less than twelve months from the date of the Mayor's signature on the acceptance letter. The bond shall be a minimum of five (5) percent of the total construction cost of the subdivision less water improvements or \$5,000.00. The City's Civil Engineer may increase the amount of the maintenance bond to insure completion of landscape items, cleanup, grading, drainage, and other work that needs to be delayed until weather conditions permit work to be accomplished and accepted. Bonds and/or maintenance periods may be increased by the City Engineer where testing or other information indicates construction does not meet minimum standards.
15. The Engineer of Record shall deliver the maintenance bond to the Engineering Division for approval.
16. After the bond amount is approved by the city's Civil Engineer, the maintenance bond, acceptance letter, and final plat shall be forwarded to the Planning Division by Engineering.
17. The Planning Division will ask the Legal Department to review the maintenance bond for correctness.
- 18. If the maintenance bond is acceptable, this ends the acceptance process for the Developer and the Engineer of Record.**
19. After being approved by the Legal Department, the Planning division will take the maintenance bond to the City Clerk-Treasurer for filing. Planning will forward a copy of the maintenance bond and the original acceptance letter to the Engineering Division.
20. The Engineering Division shall file the original acceptance letter with a copy of the final subdivision plat, the "as-built" drawings, and bond's. A follow up inspection shall be scheduled two months prior to the expiration of any bonds.

**SAMPLE ACCEPTANCE RECOMMENDATION**

To Tom Cunningham

Date: October 4, 2000

RE: **ACCEPTANCE OF BEAUTIFUL PLACE SUBDIVISION**

All work has been completed and the referenced subdivision is ready for acceptance into the City of Huntsville maintenance program. The following persons representing the City have inspected the subdivision improvements and/or reviewed all requirements and recommend acceptance of the subdivision by the City of Huntsville.

**Engineering Division**

\_\_\_\_\_  
Responsible Development Engineer

\_\_\_\_\_  
Drainage Section

\_\_\_\_\_  
Traffic Engineering

\_\_\_\_\_  
Traffic Operations

\_\_\_\_\_  
Deputy Director

**Planning Division**

\_\_\_\_\_  
Assistant Director

**Public Works Maintenance**

\_\_\_\_\_  
Director

**Water Pollution Control**

\_\_\_\_\_  
Director

**SAMPLE LETTER OF RECOMMENDATION BY AE**

September 18, 2000

Mr. James T. Cunningham, PE  
City Engineer  
Engineering Division  
City of Huntsville  
P.O. Box 308  
Huntsville, AL 35804

RE: Letter of Acceptance; Beautiful Place Subdivision

Dear Mr. Cunningham:

This letter is to certify that the streets, sidewalks, curbs and gutters, storm drainage structures and appurtenances, sanitary sewer structures and appurtenances, and all other constructed infrastructure is located within their dedicated rights-of-ways and/or platted easements. All traffic signs, street markers, and subdivision monuments have been correctly placed. I further certify that I have caused prudent on site inspections, geotechnical testing, and other quality control measures at a frequency and of a number as required by the various sections of the City of Huntsville Construction specifications to assure that among other things, dimensions have been met, correct materials have been used, and required densities of materials have been achieved. To the best of my knowledge (based upon my review of these investigations, tests, and inspections) all of the above improvements have been constructed in accordance with the approved plans, City of Huntsville specifications, and conform to the current Subdivision Regulations of the City of Huntsville.

It is understood that there is a \_\_\_\_\_ (*12 month minimum*) maintenance and guarantee bond that covers all of the public improvements and that said guarantee begins at the date of acceptance as shown below. The developer understands that he is responsible for any discrepancies found in the subdivision improvements which are a result of defective design, workmanship, or materials for the maintenance and guarantee period.

All sidewalks (*could be landscaping or other bonded item*) are not complete at this time but are covered by letter of credit. A copy of the letter of credit is attached. The developer understands that he has until the expiration date of this letter of credit to install the sidewalks, and that if they are not completed at the end of that period, that City may invoke the letter of credit to build the sidewalks.

It is requested that the above improvements located within Beautiful Place Subdivision be accepted into the City of Huntsville maintenance program. No liens or other encumbrances have been placed against the improvements proposed for acceptance.

\_\_\_\_\_  
John Somebody, PE  
AL License No. 32827

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gene Smith, RLS  
AL License No. 43191

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mike Adams, Developer  
Adams Properties, Inc.

\_\_\_\_\_  
Date

The above described improvements are hereby recommended for acceptance into the City of Huntsville maintenance program.

\_\_\_\_\_  
James T. Cunningham, PE  
City Engineer

\_\_\_\_\_  
Date

Accepted this the \_\_\_\_\_ day of \_\_\_\_\_, the year of \_\_\_\_\_.

\_\_\_\_\_  
Loretta Spencer  
Honorable Mayor of Huntsville

\_\_\_\_\_  
Date

Attachment: Sidewalk letter of credit