



Public Works Department
140 Memorial Park Court, Southern Pines, NC 28387
Phone: 910-692-1983 Fax: 910-692-1085

Engineering Site Plan Closeout Documentation Submittal Checklist

Submittal Date: _____

Submitted By: _____

Project: _____

ZP : _____

If this is a partial phase, then it shall be noted as such. The requested items to be certified with exact lengths and locations shall be noted below (an overall map may be used):

The Town of Southern Pines requires that the following information be provided prior to the approval of a Final Plat. By checking the items below the developer or his/her representative acknowledges that they have provided the follow documentation. If an item is not applicable mark as such:

1. Hold final walkthrough with Town Inspector, Town Engineer, Utility Superintendent, and Street Superintendent, and complete all punchlist items.
2. A copy of any required recorded easements and/or plats
3. One (1) Mylar As-built drawing showing: Water lines and appurtenances, Sewer lines and appurtenances, Storm drain lines and appurtenances, street trees, street lights and required landscaping.
4. As-built information shall be provided for all of the following:
 - o Water lines and appurtenances (including valves, meters and BFP's)
 - o Sewer lines and appurtenances (including cleanout's at the public right of way's or easements)
 - o Public lift stations and force mains---include all independent test results as well as O&M manuals
 - o Storm drain systems and appurtenances
 - o Sidewalks
 - o Street lights
 - o Street signs
 - o Street pavement markings
 - o Identify pavement cross section on all streets—Curb& Gutter, ribbon etc.
 - o Traffic islands on public streets
 - o Gates blocking required Emergency Access
 - o Other site-specific items as required

5. A CD/USB memory stick or email to the Town GIS department (email from: _____ dated: _____) containing the GIS information in a comma delimited text file, shapefiles, or geodatabase that contains survey points with the following data:
- Point #
 - X (even if assumed)
 - Y (even if assumed)
 - Elevation
 - Point description (MH, CB, DI, WM, HYD, GV, etc.)
 - Depth of manhole/junction box
 - Depth to pipe for manholes/junction box or other features
 - Material type
 - Tie point (a point on a nearby street intersection, existing hydrant, existing manhole, property corner, etc.)
6. PDF file of As-built drawings & final construction drawings
7. DWG file of As-built drawing (Non-Civil 3D)
8. PDF file with all contact information (Engineer, Surveyor, Owner, Developer, etc.)
9. Provide Hydrant flow test documentation from a Registered Professional that states the fire flow meets design criteria as presented by original fire flow calculations. A table showing the design flow vs. actual flow shall be provided for each node.
10. Documentation of asphalt paving inspections from a third party QMS Roadway Technician.
11. Documentation from a qualified professional stating the fire lanes have been independently tested and that the lanes meet TOSP requirements.
12. Electronic copy of CCTV inspection for all storm lines.
13. Engineer's Certification(s) Stormwater Conveyance
14. Engineer's Certification(s) Stormwater Control Measures
15. Engineer's Certification(s) Roadway
16. Back flow preventer test result submitted to town and to the company below:
 BSI Online
 PH: 1-800-414-4990
 FAX: 1-888-414-4990
 EMAIL: bsionline@backflow.com
17. Surety (cash, letter of credit, or bond) for outstanding public improvements, if applicable. Surety information to be coordinated through Planning prior to request for final inspection. Surety provide for the following: _____
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18. A digital copy (PDF) of all required acceptance package documents.

19. All Federal, State or local Government final approval letter(s) as applicable listed below:

- Water Permit # _____
- Sewer Permit # _____
- Storm Water # _____
- DOT Permit # _____
- _____
- _____

20. Written warranty letter (1yr) to the Town of Southern Pines for all public utilities, streets and street trees. List of warranties below:

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-
-
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Owner/Owner's Representative

Printed Name and Title and Company Name

Email address

Signature

Date

Office use:

Confirmation of all documents received.

Reviewer: _____