CITY OF WESTERVILLE
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Project Closeout Requirements

The following outlines the process used to close out the project and determine that construction complies with designed construction plans and specifications.

The applicant/developer shall maintain the public improvements until the final inspection and Letter of Compliance has been issued by the City.

Project Compliance:

1. The developer/applicant shall submit a Request for Project Compliance Letter (template provided) and a draft set of the Record Plans (As-Built's) to the City's Online Plan Submission Portal. The As-Built submission shall also include final design calculations, base file in DWG format (State Plane South coordinate system) and supporting documents. The draft As-Built's and Request for Project Compliance letter shall be provided within 60 days after the improvements are completed (as determined by the City Engineer) or 60 days after building occupancy is issued for commercial or multi-family building(s). Once the Record Plans (As-Built's) are completed and acceptable to the City the As-Built Cash Escrow will be return to the payee.

2. Should a timetable for the Record Plans (As-Built's) completion not be reached, the City will hire a private consultant to complete the Record Plans (As-Built's) with the escrow funds held by the City that the City received from the developer/applicant.

3. Typically within two weeks from the date the City receives the Request for Project Compliance Letter and a draft set of the As-Built's, the City will conduct an inspection of the improvements and, if satisfactory, will issue a Letter of Compliance accepting the improvements. The City will then reduce the bond, letter of credit, or cash escrow to 3% ($1000 minimum retention) of the cost of all public improvements for the one year warranty period. The City will complete a final inspection 10 months from the date of the Letter of Compliance; if satisfactory will release the bond, letter of credit, or cash escrow back to the developer/applicant and issue a Letter of Final Acceptance.

Record (As-Built) Plan Requirements:

The developer/applicant is responsible for providing a complete set of record plans (As-Built) on the completion of the project. These plans shall be certified by an engineer, registered in the State of Ohio and must include all field changes which occurred during construction. Do not develop record plans solely from coordinates. Additional sheets may be added to clarify the As-Built condition. The sheets should be labeled accordingly (i.e. Sheet 7A, & 7B etc.).

Record plans shall specifically note (with a check mark) that engineering plan items listed below are within acceptable construction tolerances for field practice in civil engineering or are revised

per the as-built field data obtained. Plan changes approved by the City Engineer during the construction are to be incorporated into the record plans at this time. Any variation from field conditions to proposed plans shall be shown by:

- Lining through plan data (do not delete original proposed plan data)
- The field change text located next to lined out information

Provide Ohio South Zone state plane coordinates for each public storm structure, sanitary structure, sanitary sewer service line (end of service), fire hydrant, water valve, waterline bend (Vert. & Horiz), waterline tee, waterline fitting, waterline tapping sleeve & valve, waterline plug, waterline service (corporation stop & curb stop). Provide elevations based on the North American Vertical Datum of 1988 (NAVD88) for storm and sanitary top of casting, centerline of waterline pipe, fire hydrant, water valve, waterline bend (Vert. & Horiz), waterline tee, waterline fitting, waterline tapping sleeve & valve, waterline plug, waterline service (corporation stop & curb stop). Provide blank columns for as-built coordinates and elevations.

The following items shall be confirmed or revised as constructed (as applicable):

Sanitary Sewer System:

- Structure locations
- Top of casting elevations
- Invert elevations
- Wye locations
- End of Service locations
- Pipe grades
- Pipe material

Stormwater Management System:

- Structure locations
- Top of casting elevations
- Invert elevations
- Pipe grades
- Pipe material
- Orifice plates (location, elevation and size of opening)
- Proof surveys verifying detention/retention facilities location and capacity
- Channel modifications or improvements

Water Distribution System:

- Fire Hydrant, water valve, waterline bend (Vert. & Horiz), tee, fitting, tapping sleeve & valve, plug and waterline service (corporation stop & curb stop).
- Hydrant and watch valve locations
- Hydrant manufacturer
- Pipe size and class
- Size of service taps and location of water service boxes

Grading:

Grading features necessary for project compliance:

- Top of Curb/Pavement /Sidewalk
- All rear yard swales (as applicable)

- Major flood routing path
- Other major grading elements significant to the project

Record plan submission by the design engineer as part of the formal request for project compliance serves as verification that non-roadway storm sewer casting elevations are within 0.1 foot of approved plan data and all grades are within 0.1 foot of approved grade elevations.

Projects whose site grading will be effected by ongoing building construction, which will generate additional fill, must dispose of excess fill offsite unless prior approval is granted by the City.