

**FINAL CLOSEOUT PACKAGE CHECKLIST**

<b>Project Name:</b>	
<b>Permit No(s):</b>	

**PLEASE NOTE: FINAL AB'S MUST BE APPROVED PRIOR TO THE 1<sup>ST</sup> SUBMITTAL OF CLOSEOUT PACKAGE (Grading & Drainage, Sewer, Water, Paving, Signing & Striping, Traffic Signals)**

**SUBMITTAL INSTRUCTIONS:**

- Please include a copy of this checklist with your closeout submittal package.
- Items are required to be submitted in PDF format. Please contact your Civil Permit Technician for uploading instructions.
- Files not submitted in the correct format will result in Closeout Package being deemed unacceptable.
- All electronic files must be labeled with the **Development Name** (include phase or parcel) and **the date** the electronic file was created.

**ELECTRONIC SUBMITTAL OF CLOSEOUT PACKAGE**  
**[(PDF format only)]**

**- REPORTS (Signed Copy with all amendments and approved changes)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Environmental Site Assessment Report | <input type="checkbox"/> Geotechnical Report | <input type="checkbox"/> Traffic Report |
| <input type="checkbox"/> Drainage Report                      | <input type="checkbox"/> Sewer Report        | <input type="checkbox"/> Water Report   |

**- DOCUMENTS**

- All physical construction test results (compaction, concrete, asphalt, soils, etc)
- Streetlight locations (excel spreadsheet - include northing and easting location, APS pole number)
- Sewer Inspection Video (City of Buckeye Sewer Only)
- Retention Capacity Certifications - Certified by a registered surveyor or engineer for all retention and must include:
  - Volume in cubic feet referenced in the drainage report and/or the approved plan.
  - Calculations of the as-built volume in cubic feet
  - Percolation certification for the retention volumes
  - Percolation certification for the drywells to show retention dry up time is within 36 hours (per the DM500)
- As-Built certification letter in lieu of surveying (as-building) all top of curb elevations at lot lines on the grading plans.
- As-Built certification letter in lieu of surveying (as-building) all top and bottom of retaining wall elevations.
- Private Water Company serving the project approval letter.
- Private Sewer Company serving the project approval letter.
- Approval of Construction (AOC) from all other agencies (CAP, SRP, etc)
- Notice of Termination (NOT) from ADEQ (if your project required an NOI)
- Maricopa County Department of Transportation ROW approval letter
- MID/SLID (Staff to verify)

All questions concerning the required information for your project should be directed to your Civil Permit Technician