
CITY OF ALTAMONTE SPRINGS

APPLICATION FOR PROJECT COMPLETION AND FINAL SITE INSPECTION

The Project Engineer, as the authorized agent of the developer and established by the Project Engineer's Letter of Acknowledgement, will need to review Article XVI - *Subdivision and Site Development-Permitting, Inspections Procedures, and Closeout* of the City's Land Development Code (LDC). Article XVI requires an authorized agent submit an Application for Project Completion and Final Site Inspection **30 to 45 calendar days prior** to the anticipated date of project closeout.

This application, and all associated submittals, must be received and reviewed by the City and determined sufficient prior to the scheduling of a final inspection. The final inspection will be scheduled within five calendar days of the sufficient submittal of this application. This inspection requires the Engineer of Record's attendance along with the appropriate representatives of the City for a walk-through of the site.

All Construction Record Drawings and As-built drawings must be submitted in an archival-quality format on three-mil Mylar. In addition, Article XVI requires that electronic versions of the plans be submitted before project completion.

More information pertaining to these submittal requirements can be found in Article XVI - *Subdivision and Site Development-Permitting, Inspections Procedures, and Project Closeout* of the City's Land Development Code (LDC) which is available via www.municode.com.

I. Please complete the following:		
Project Name:	PW Permit No.:	
Project Address:	Owner's Rep.:	
Address:	Email Address:	
Phone No.:	Fax No.:	
II. Please indicate any submitted documents:	REQUIRED	SUBMITTED
<i>REQUIRED FOR ALL PROJECTS</i>		
Final Construction Record Drawings	YES	
As-Built Survey	YES	
Project Engineer's Certification Letter	YES	
Project Surveyor's Certification Letter	YES	
Landscape Architect Certification Letter	YES	
CD-ROM with As-Built Survey & CRDs - AutoCAD 2000 or higher	YES	
Other		
<i>REQUIRED FOR PROJECTS WITH AGENCY PERMITS</i>		
FDEP Clearances (Sanitary sewer and potable water)		
Stormwater Certification		
County, State, or other Regulatory Agency Certifications		
<i>REQUIRED FOR SUBDIVISION PLAT</i>		
Surveyor's Certification regarding PRMs		
Lot Grading Certificate		
<i>REQUIRED FOR IMPROVEMENTS DEDICATED TO THE CITY</i>		
Final itemized construction cost		
Bill of Sale & Recording Fees		
Easements & Recording Fees		
Meter easement agreements		
Performance bond		
Maintenance bond		
Lift station support materials		
Lift station fees		
Street light deposit		
III. Submitted by:		
(Please print name)	Date	Title and Organization
IV. Submit to:		
Department of Public Works		V. Final Inspection Status (for City Use Only)
Scheduled:	Date	
Attn: Dan Goodling, Development Coordinator	Application	_____
Status:		_____
225 Newburyport Avenue Altamonte Springs, FL 32701		
Question? Call the Department of Public Works at 407.571.8340		
<i>For City Use Only</i>		
Certificate of Occupancy Certificate of Subdivision Completion Certificate of Site Completion		