

## Acceptance or Approval Checklist

(LDPM Volume 1, Section 4.1)

*Submit the following in a package to Development Services, 214 N. Hogan St., Ste. 2100, Jacksonville, Florida 32202.*

Date:	Civil Plan CDN:	Plat CDN:
Project Name (as it appears on the plat):		
Engineer (Contact):	Phone:	
Engineer (Company Name, Address, City, State, and Zip):		
Email Address:		

- ☐ **Confirmation of Plat Recording:** Plat Book \_\_\_\_\_, Page \_\_\_\_\_, Date Recorded \_\_\_\_\_
- ☐ **Developer's Warranty:** Letter from Developer Covering Indemnification, City of Jacksonville Acceptance Agreement, and the sections of **LDPM-DWI** designated by city's Project Engineer.
- ☐ **Engineer's Certificate of Compliance:** The Registered Professional shall submit a Certificate in accordance with paragraph 654.136(c) Subdivision Regulations (**LDPM-ECC-A or ECC-B**).
- ☐ **Surveyor's Certificate of Compliance:** The Registered Land Surveyor shall submit a Certificate in accordance with paragraph 654.109(c) (13) Subdivision Regulations (**LDPM-SCC**).
- ☐ **Owner's Certificate of Construction Completion:** The Certificate of construction completion shall be submitted by the owner or developer. The original will be forwarded by Development Services to JEA and a copy retained in the project file (**LDPM-OCC**).
- ☐ **Record of Completion of final inspection punch list items:** The city's Project Manager shall certify, by signature and date on the report, when the punch list items are completed. *On privately inspected, private subdivisions, the final punch list and a sealed letter must come from the private inspection company's licensed Professional Engineer. A city final inspection is required for all private subdivisions.*
- ☐ **As-Built/Acceptance Letter:** Signed and sealed prints of as-builts for the paving and drainage OR digital copy shall be submitted to **City's Project Manager** for approval to receive the letter. *On a private subdivision a sealed letter must come from a licensed Professional Engineer.*
- ☐ **Traffic Sign Installation:** The Developer shall provide written notification from traffic that all signs have been completed, if signs were a part of the project. *On a private subdivision a sealed letter must come from a licensed Professional Engineer.*
- ☐ **JEA Acceptance Letter:** Certifying project completed in accordance with JEA standards.
- ☐ **Copy of the St. Johns Water Management Permit:** A copy of the written notification to the District that project is complete and ready for inspection. (This notification can be the "Statement of Compliance" to the St. Johns River Water Management District.)
- ☐ **Department of Environmental Protection Certification:** Construction completion and approved, if DEP is involved with the project.
- ☐ **Soil and Concrete Testing:** Developer is to submit copies of soil and concrete testing performed during construction of subdivisions and other permitted work.
- ☐ **Post-Construction Warranty:** Civil Plan Submittal Date \_\_\_\_\_.
- ☐ **Return of Bond:** Plat Bond Surety \_\_\_\_\_ LOC \_\_\_\_\_, Project not bonded \_\_\_\_\_.

## **Document Labeling Requirements:**

During the Preliminary Platting, Final Platting, and Subdivision Acceptance processes, there are a list of documents required to complete the process. In order to increase efficiency and accuracy of the review process, these documents must be easily identifiable and reference the plat and the civil plan. Therefore, starting **September 3, 2019** all documents must be labeled as below, including cases when the civil plan and plat have the same CDN number.

### **Examples:**

#### *On the Preliminary Plat and Plat Recording Package Documents:*

Name of Subdivision exactly as it appears on the Mylar

Civil Plan CDN: 1234.000

Plat CDN: 1234.001

#### *On the Acceptance Package Documents:*

Name of Subdivision exactly as it appears on the Recorded Plat

Civil Plan CDN: 1234.000

Plat CDN: 1234.001

**IF ALL REQUIRED DOCUMENTS ARE NOT LABELED PROPERLY, THE SUBMITTAL WILL BE RETURNED FOR CORRECTION.**