



Permit Requirements Checklist

- Submittal Requirements for Pre and Post Final Acceptance

In accordance with the Town of Wickenburg Code and Plan Notes, development applicants shall submit the following submittal requirements to receive **Final Acceptance**. Note that Final Acceptance does not release the contractor from their warranty obligations.

1. Documentation and copies of approved changes to construction drawings during construction ☐
2. Backfill exemption supporting documentation, if applicable:
 - a. Geotechnical gradation analysis and other properties as per MAG Specification Table 702-1. ☐
 - b. Geotechnical data showing compaction to Town Standard Detail and MAG Specification Table 601-2. ☐
 - c. Backfill material test results and truck delivery tickets. ☐
3. Pre-construction video of entire project site ☐
4. Post-construction video of entire project site ☐
5. Post-construction CCTV of the interior of installed pipes, if applicable ☐
6. Approval of construction from affected utilities where existing utilities needed to be relocated ☐
7. Evidence of passed tests per standards (force main leak testing, sewer line low pressure air test, sewer line deflection tests, sewer manholes exfiltration tests) for sewer pipes ☐
8. Evidence of passed pressure tests and chlorination tests per standards for water pipes ☐
9. Approved Stormwater Pollution Prevention Plan (SWPPP), if applicable, and evidence of adherence to the SWPPP ☐
10. Approval from Arizona Department of Agriculture to destroy or move protected native plant species, if applicable ☐
11. Evidence of underground work inspection, testing, and approvals prior to backfilling and paving ☐
12. Material testing documentation for all pipes, valves, and other fittings installed throughout the project ☐



13. Certified record drawings (certified by the Engineer or Surveyor and approved by the Town Engineer) saved on a USB drive. All files to be provided include:
- a. one digital pdf copy of set ☐
 - b. one set of CAD files ☐
 - c. one GIS point file in *.shp* format, containing all northings, eastings, and elevations of valves, manholes, etc., including all elevations at utility tie-in points. ☐
14. PDF copy and an excel spreadsheet summarizing the water and sewer quantities, value (cost) (both in total and per lot). ☐
15. Completed Permit Requirements Checklist (this memorandum) ☐

After receiving Final Acceptance, the contractor shall:

- 1. Arrange a One-Year Warranty walk with the Town 11 months after Final Acceptance
- 2. Provide documentation of any repaired deficiencies during the warranty period, and as agreed during the One-Year Warranty Walk
- 3. Provide CCTV of installed sewer saved on a USB or DVD for Town review

In addition to the above, the Town will keep records of the following, submitted by the contractor during the permit application process:

- 1. Approved construction drawing set in pdf format signed by the Town Engineer, including the following, as applicable: grading, paving, landscaping, drainage, water, sewer, etc.
- 2. Final review memo issued by the Town Engineer granting approval of the construction drawings

Please feel free to contact the Town with questions regarding submittal requirements as discussed above.