



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.