

Close-Out Package Requirements For Public Improvements

Project Location (Development): _____

Parcel or Unit #: _____

Developer / Builder: _____

Submit the following documentation for close-out:

- _____ Copy of this checklist
- _____ Letter from Water / Sewer provider accepting their facilities
- _____ 'Approval' letter by Engineer of Record (certifying improvements)
- _____ One (1) Year Warranty Financial Assurances (Bond, Letter of Credit, or Funds in Escrow) at 10 % of the Engineers Construction Cost Estimate.
- _____ Subdivision Street Maintenance Fee - a check, based on the square yards shown on the As-Builts in the amount of \$1/sy of total asphalt area, made payable to: **The City of Maricopa**
- _____ Copy of Performance Bond or Letter of Credit
- _____ Letter to the City of Maricopa to request release of the Performance Bond or Letter of Credit
- _____ Letter from Developer requesting the City to accept streets for maintenance (include contact information)
- _____ Copy of signed '**Final Walk-through Punch List Acceptance**' from the City Inspector
After receipt of Close-Out Package and prior to placing on City Council agenda for final City acceptance, the City Engineer will perform an additional inspection.
- _____ Copy of the result of the Post Percolation Test
- _____ 2- 8.5" x 11" map showing streets to be **accepted** by the City of Maricopa
- _____ 1 – Electronic (**.dwg Format**)* copy of approved Final Plat
- _____ 1 – Map of drywell locations and ADEQ registration numbers
- _____ 1 – Electronic (**.dwg Format**)* copy of approved Improvement Plans for:
 - _____ Sewer
 - _____ Water
 - _____ Paving
 - _____ Grading
- _____ 1 - Electronic (**.pdf Format**)* and mylar copy of As-Builts
- _____ Lien releases or a current title report for the improvements



39700 W. Civic Center Plaza
Maricopa, AZ 85138
Ph: 520.568.9098
Ex: 520.568.9120
www.maricopa-az.gov

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Note: Testing and Inspection reports must be on file with the Engineer of Record prior to the Engineer certifying all improvements with the 'Approval' letter.

[*Please see the City of Maricopa Digital Submittal Guidelines*](#)