



**CITY OF MCKINNEY
ENGINEERING DEPARTMENT
ENGINEERING DEVELOPMENT
FINAL ACCEPTANCE CHECKLIST**

DEVELOPMENT PERMIT #: _____ **PROJECT NAME:** _____

Prior to final acceptance of public improvements, Developer must complete and submit the following info into [CSS](#) (using this checklist as a reference):

- As Built digital files:
 - DWG files of Plat and all utilities (no xrefs)
 - Individual PDF files of all scanned record drawings, file names must match sheet names
- Affidavit of Value - [form can be found online](#)
- Infrastructure inventory list - [form can be found online](#)
- List of all owners, contractors, and suppliers providing labor and/or materials for public improvements
- Unconditional original releases of liens from contractor(s)
- All-bills-paid affidavits executed by the owner(s) attesting that all parties have been paid in full and final [must use City standard form found online](#)
- Maintenance bond (2-year, 15%) [must use City standard form found online](#)
- Final bid tabs of cost quantities and contract amounts
- Inspection fee paid (3.5% of public improvements cost)
 - Detailed, itemized bid tab must be provided outlining costs
- Engineer or surveyor verification letter that all lots meet or exceed required minimum elevations (for all lots adjacent to floodplains)
- Surveyor verification letter that states lots are graded within 0.3 feet of design grades
- All retaining walls over 2' have been approved by Building Inspections Department. Sealed letter from Engineer certifying construction and inspection of all walls.
- Notice of Termination (NOT) filed / Construction Site Notice (CSN) Removed

Engineering Staff - please check ✓ and initial if complete or check N/A if not applicable:

✓	N/A		Initial	Date
		Site approval by the Erosion Control Inspector		
		Copy of NOT / CSN received		
		All Barrier Free Ramps (BFR's) and sidewalks installed in public R.O.W. in full compliance with all Federal, State, and local ADA regulations		
		Screening and Buffering installed and approved by City Landscape Architect/Arborist		
		Street lights within subdivision and adjacent arterials installed and operational		
		Stop signs and street name blades installed		
		Franchise utilities installed (electric, gas, and all conduit for non-critical utilities)		
		Verify all retaining walls over 2' approved by Building Inspections Department, and sealed letter from Engineer certifying construction and inspection of all walls received		
		If applicable, all bridge sheets provided (plan/profile, layout, details, sections, etc.)		
		Verify with Construction Inspector that Punch List is completed and can move forward with Final Acceptance.		

Notes:
After all items submitted and approved by engineering staff, a final letter of acceptance will be issued. Forms listed above may be found at: www.mckinneytexas.org/constructionforms