

## DOCUMENTATION, AS-BUILT & TESTING CHECKLIST DEVELOPER REPRESENTATIVE'S ACCEPTANCE AND CERTIFICATE OF COMPLETION STAGE 6

**This checklist must be submitted prior to acceptance.**  
*(This list is not all inclusive, other information may also be required)*

Project Name: \_\_\_\_\_  
 City File No.: \_\_\_\_\_  
 Developer's Representative: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

All submitted construction drawings must include and reference the current version / latest revision of any / all applicable City of Missoula Standard Drawings. Prior to submittal, please review the City of Missoula website for current standard drawings;

### [Standard Drawings](#)

STANDARD DRAWING SECTION	STANDARD DRAWING NUMBER
Curbs, Sidewalks and Driveways	STD-1nn
Streets	STD-2nn
Sanitary Sewer	STD-3nn
Miscellaneous	STD-4nn
ADA and Parking	STD-5nn
Storm Drainage	STD-6nn
Traffic Control Plans	TC-nnn

*(All efforts are made to communicate revisions; however, standard drawings may be revised with or without notice)*

STAGE NUMBER	STAGE PROCESS
1	Sewer Availability
2	Sufficiency Review Checklist
3	Preliminary Construction Plan Review Checklist
4	Release For Construction (RFC) Plan Checklist
5	Final Construction and Inspection Checklist
<b>6</b>	<b><i>Documentation, As-Built and Testing Checklist</i></b>
7	Warranty Inspection Checklist

## SUBMITTAL DOCUMENTATION

### DEVELOPMENT / SUBDIVISION FINAL CONSTRUCTION DOCUMENTATION

#### Stage 6

#### HARD COPY – PAPER – NEW REQUIREMENTS IN “BOLD”

- \_\_\_\_\_ Three (3) copies of the As-Built Plans, B-size (11" X 17") (COMPLETE SET), which include **ALL** easements (including; public / private utility, storm drainage / runoff, public / private access, right-of-way, etc.) including and in addition to existing easements for this project / development / subdivision.
- \_\_\_\_\_ **One (1) copy of As-built Plans, D-size (24" X 36")**
- \_\_\_\_\_ One (1) copy of the letter sent to DEQ, with the as-builts, certifying the Utility project as complete. Sewer main extensions only.
- \_\_\_\_\_ One (1) copy of the Notice of Termination (NOT) from DEQ if a Storm Water Pollution Prevention Plan (SWPPP) permit was required; or proof of renewal and maintenance of Best Management Practices (BMP) or Permit Transfer Notice (PTN).
- \_\_\_\_\_ Compaction testing of all improvements installed within the public right-of-way, public access easements, and public non-motorized access easements.
- \_\_\_\_\_ Materials testing (concrete testing, asphalt testing, proctors, gradations, etc.)
- \_\_\_\_\_ **All piping test results for air, deflection, lamp, vacuum, electrical, and tank leakage - if not previously submitted. (Submit at Stage 5, linked on Stage 5 Summary)**
- \_\_\_\_\_ **Required for sewer main extensions projects only.**
- \_\_\_\_\_ Photographs of all manhole inlets and outlets, and / or tank connections. Sewer main extension projects only.
- \_\_\_\_\_ **Final copy of service stub-out record drawings. USE CITY'S FORMAT/ELECTRONIC SUBMITTAL REQUIRED - WILL BE REJECTED IF NOT COMPLETED CORRECTLY – legal, permit number, signature, date, etc. Contact City Engineering for more information. (Administrative Rule 620) This includes Sanitary, STEP, and Storm Sewer. (Submit at Stage 5, linked on Stage 5 Summary)**
- \_\_\_\_\_ Information from suppliers showing type of pipe used, etc., and recommended installation practices (OEMs).
- \_\_\_\_\_ **Project logs / inspection reports.**
- \_\_\_\_\_ **A cashier's check for chip and seal or epoxy striping is required for a subdivision with any public street improvements such as hot-mix asphalt paving.**
- \_\_\_\_\_ **Verification, in writing, that all punch-list items have been completed, if applicable.**
- \_\_\_\_\_ One (1) copy of the Stage 6 Checklist completed / signed by Developer's Representative (this document).

Electronic submittals (cont. on next page)

DIGITAL / ELECTRONIC (No \*.TIFF files Please)

- \_\_\_\_\_ One (1) copy of AutoCAD® \*.DWG format CD containing ALL As-built Plans (all projects)
- \_\_\_\_\_ One (1) copy of Adobe Acrobat® \*.PDF format CD containing ALL As-built Plans (all projects)
- \_\_\_\_\_ One (1) copy of AutoCAD® \*.DWG format CD containing ALL Stub-out drawings. (Sanitary, STEP, and Storm Sewer projects)
- \_\_\_\_\_ Digital Photographs; JPG, JPEG, PNG, GIF, TIFF, and BMP accepted.

## DEVELOPER REPRESENTATIVE'S ACCEPTANCE AND CERTIFICATE OF COMPLETION FOR SURFACE INFRASTRUCTURE

**SURFACE INFRASTRUCTURE**

*Stage 6*

1. The final inspection was made with the City on: \_\_\_\_\_
  
2. Name of City Inspector(s): \_\_\_\_\_
  
3. The materials, proctors, asphalt, concrete, compaction test reports, etc., are enclosed (See Administrative Rule 661). The following details any exceptions or follow up action taken:  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

4. The following information is required for surface infrastructure projects. All actual construction (as-built) quantities and associated costs of all **PUBLIC** right-of-way/easement surface infrastructure, for Federal Audit reporting, to include:

**MOTORIZED TRANSPORTATION:**

Embankment: \_\_\_\_\_ c.y. @ cost \$ \_\_\_\_\_ of earth work / sub-grade

Excavation: \_\_\_\_\_ c.y. @ cost \$ \_\_\_\_\_ of earth work / sub-grade

Base: \_\_\_\_\_ c.y. @ cost \$ \_\_\_\_\_ of base

Sub-base: \_\_\_\_\_ c.y. @ cost \$ \_\_\_\_\_ of sub-base

\_\_\_\_\_ s.f. @ cost \$ \_\_\_\_\_ of asphalt paving in street / alley

\_\_\_\_\_ s.f. @ cost \$ \_\_\_\_\_ of concrete paving in approach(es) /  
apron(s) and driveway(s)

\_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_ of concrete curb/gutter

\_\_\_\_\_ ea. @ cost \$ \_\_\_\_\_ of traffic management signage

\_\_\_\_\_ ea. @ cost \$ \_\_\_\_\_ of traffic management lights / signals

\_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_ of traffic management striping

\_\_\_\_\_ @ cost \$ \_\_\_\_\_ of motorized transportation;

other: \_\_\_\_\_

**NON-MOTORIZED TRANSPORTATION:**

\_\_\_\_\_ s.f. @ cost \$ \_\_\_\_\_ of concrete sidewalk

\_\_\_\_\_ s.f. @ cost \$ \_\_\_\_\_ of asphalt trail / pathway

\_\_\_\_\_ @ cost \$ \_\_\_\_\_ of non-motorized transportation;

other: \_\_\_\_\_

**OTHER INFRASTRUCTURE REQUIREMENTS – ( if applicable)**

*Stage 5, 6, 7*

5. If applicable, documentation (letter, email, photographs, etc.) is attached / included, that the following additional City of Missoula agencies and related interested parties have approved the pertinent requirements, including but NOT limited to:

\_\_\_\_\_ City Parks and Recreation Department (*boulevard trees, sprinkler systems, parks, open spaces, etc.*)

\_\_\_\_\_ City Fire Department (*fire protection / combustible construction, hydrants, equipment / fire truck access, etc.*)



**DEVELOPER REPRESENTATIVE'S ACCEPTANCE  
AND CERTIFICATE OF COMPLETION FOR  
SANITARY AND STORM WATER SEWER/SUMPS**

1. If requesting a sewer rebate, this request must be made separately to the City Engineering Division, in writing, within (30) days after the City's acceptance and approval of an installed sanitary sewer main. A separate form is available upon request and must be used to set up the rebate.
2. For more information on the sewer rebate process, refer to the link on the Stage 6 Summary.
3. The final inspection was made with the City on: \_\_\_\_\_
4. The City inspector(s) was/were: \_\_\_\_\_
5. Hard and/or digital copies of the following items are included for review:
  - \_\_\_\_\_ All test results for compaction
  - \_\_\_\_\_ All test results for materials (concrete testing, asphalt testing, gradations, etc.)
  - \_\_\_\_\_ All test results for air, deflection, TV, lamp, vacuum, electrical, and tank leakage (unless previously submitted)
  - \_\_\_\_\_ Photographs of all manhole inlets and outlets, and/or tank connections (hard copy and digital)
  - \_\_\_\_\_ Information from suppliers and recommended installation practices and OEMs
  - \_\_\_\_\_ Developer Representative's/inspector's logs
  - \_\_\_\_\_ Copy of Certification Letter sent to the Department of Environmental Quality
  - \_\_\_\_\_ Confirmation that copies of all public sewer easements have been recorded at the Missoula County Clerk/ and Records Office for this project

6. The materials, proctors, asphalt, concrete, compaction test reports, etc., are enclosed (See Administrative Rule 661). The following details any exceptions or follow up action taken:

---

---

---

---

---

7. The following footages of public sanitary sewer main were installed at the stated costs:

2 inch \_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_  
4 inch \_\_\_\_\_ l.f @ cost \$ \_\_\_\_\_  
6 inch \_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_  
8 inch \_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_  
10 inch \_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_  
12 inch \_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_  
\_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_  
\_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_

8. The following footages of public storm sewer main were installed at the stated costs:

12 inch \_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_  
14 inch \_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_  
15 inch \_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_  
18 inch \_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_  
\_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_  
\_\_\_\_\_ l.f. @ cost \$ \_\_\_\_\_

9. The following quantities of Storm Water Pollution Prevention (SWPPP) measures at the stated costs:

\_\_\_\_\_ ea. @ cost \$ \_\_\_\_\_ of storm water sump(s) (drywell)  
\_\_\_\_\_ @ cost \$ \_\_\_\_\_ of storm water management;  
other: \_\_\_\_\_

10. Copy of letter from appropriate water company indicating acceptance of water system.
11. Compaction testing of utilities installed within public right-of-way, public access easements and public non-motorized access easements.

### OTHER INFRASTRUCTURE REQUIREMENTS – ( if applicable)

Stage 5, 6, 7

12. If applicable, documentation (letter, email, photographs, etc.) is attached / included, that the following additional City of Missoula agencies and related interested parties have approved the pertinent requirements, including but NOT limited to:

\_\_\_\_\_ City Parks and Recreation Department (*boulevard trees, sprinkler systems, parks, open spaces, etc.*)

\_\_\_\_\_ City Fire Department (*fire protection / combustible construction, hydrants, equipment / fire truck access, etc.*)

\_\_\_\_\_ City Police Department (*life safety issues, emergency services access, property and structure(s) visibility, etc.*)

\_\_\_\_\_ City Building Division (*structure / construction, code requirements, etc.*)

\_\_\_\_\_ Office of Planning and Grants (OPG) (*zoning, subdivision regulations, conditions of approval, boulevard improvements, floodplain administrator, etc.*)

\_\_\_\_\_ City-County Health Department (*air quality, water quality, food service, etc.*)

\_\_\_\_\_ Missoula Parking Commission (*Central Business District [CBD], University Parking District*)

\_\_\_\_\_ Missoula County Public Works Department (*overlapping projects, generally dry-laid sanitary sewer*)

\_\_\_\_\_ Mountain Line (*bus structures and access*)

\_\_\_\_\_ Missoula Redevelopment Agency [MRA]

\_\_\_\_\_ Montana Department of Transportation [MDT] (*Federal and State motor vehicle / transportation routes*)

\_\_\_\_\_ University of Montana [UM] (*University related projects*)



- \_\_\_\_\_ Montana Rail Link [MRL]
- \_\_\_\_\_ Irrigation / Ditch Company District
- \_\_\_\_\_ Other

**Project Acceptance and Certification for Sanitary Sewer, Storm Sewer, and Storm Water Pollution Prevention Plan**

*Stage 6*

I certify that this project was installed in accordance with the approved plans and specifications, all punch-list items have been completed and accepted, the sewer is operating satisfactorily, and the project is complete.

I have reviewed all information and to the best of my knowledge all requirements have been satisfied and this submittal is true and accurate.

**APPLICANTS CERTIFICATION:**

\_\_\_\_\_  
Developer Representative's Signature

\_\_\_\_\_  
Date of Certification

**(Signature and Date are required for City of Missoula Acceptance)**