



COLLIER COUNTY ENGINEERING INSPECTION SERVICES GUIDEBOOK

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OVERVIEW OF ENGINEERING INSPECTION SERVICES

COLLIER COUNTY DEVELOPMENT REVIEW

The Engineering and Right of Way Inspection Section is within the Development Review Division of the Growth Management Department. This Section is responsible for the inspection of utilities, right-of-way and site work associated with private development projects in Collier County to ensure that paving, drainage, landscaping, lighting, lake excavations and blasting, and other “non-vertical building” aspects of site development are completed according to Collier County land development regulations. Vertical building aspects of a project are permitted and inspected separately by the Building Division within the Growth Management Department.

Generally, the types of engineering inspections and conveyances handled by the Engineering Services Section after project plans are approved, permits are issued, and the project enters the construction phase include: utilities related inspections, conveyance and acceptance; right-of-way related inspections and conveyances; site work inspections; and excavation inspections.

ABOUT THIS GUIDEBOOK

This Guidebook provides owners and practitioners an overview of engineering inspection services, including information on applicability, regulations, the inspection process, pre-construction meeting (Pre-Con), how to schedule an inspection, Preliminary Acceptance (SAP) and Final Site Acceptance (SAF), and utilities acceptance and conveyance.

This is only a Guidebook and not a legal document or ordinance. This document is a supplement to the County’s Land Development Code, Code of Laws and Ordinances, Administrative Code, and other policies and regulations, not a substitute. The information in this Guidebook is not all-inclusive and is only provided to assist with the engineering inspection process.

This Guidebook is a reference tool meant to highlight some of the primary topics that must be considered and addressed in the engineering inspection process for most typical applications for development or redevelopment.

For further questions or information, please contact the Collier County Engineering and Right of Way Inspections Services Section at (239) 252-2400.

APPLICABILITY

Generally, this Guidebook references the practices and processes that apply in the conduct of engineering inspections in unincorporated Collier County, with the exception of the inspection of wells. Collier County administers the processing of all well permits for the unincorporated areas of Collier County, the City of Naples, and the City of Marco Island.

Inspections are required for several types and scales of development projects, ranging from adding a swimming pool to an existing home to new construction of a major residential, commercial or industrial project. As construction activity begins and advances, there are inspections required at each step. From project start-up, **initial Erosion Control spot inspections** and site clearing, to final inspections upon completion of a project, the Engineering Services Section is there to confirm that site development requirements are understood and met.

GUIDEBOOK AT-A-GLANCE

Section 1: Regulatory overview

Section 2: What types of projects require engineering inspections?

Section 3: My permit is issued, what happens next?

- Pre-Construction Meeting (Pre-Con)

Section 4: Construction has commenced, what happens next?

- Inspection types
- Scheduling and tracking instructions

Section 5: When utilities construction is complete and ready for Acceptance

- Preliminary Utilities Acceptance

Section 6: When site work is complete and ready for Acceptance

- Preliminary Site Acceptance

Section 7: One year later...

- Final Acceptance and Utilities Conveyance

Section 1: Regulatory Overview

The Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD) governs the safety features required along roadways, streets and highways.

Standards that apply to roadway inspections are found in the Florida Department of Transportation (FDOT) Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways, commonly known as the “Florida Greenbook”.

Policies implemented through the Collier County Code of Laws and Ordinances and the Land Development Code are found here:

- Sections 10.02.04, 10.02.03, and 10.02.05 of the Land Development Code outline most of the rules and requirements associated with site development related engineering inspection services.
- Article IV of Chapter 22 of the Code of Laws and Ordinances contains the Collier County Excavation Regulations.
- Chapter 55 of the Code of Laws and Ordinances outlines rules related to blasting.
- Chapter 90 of the Code of Laws and Ordinances outlines rules related to well permitting and inspection.

These guidance documents are also important for reference during the design, permitting and inspection stages of your project:

Commonly referred to as the **Utilities Manual**, the “Collier County Utilities Standards and Procedures Manual” is a resource that gets regularly updated.

Commonly referred to as the **Right-of-Way Handbook**, the “Construction Standards Handbook for Work Within the Public Right-of-Way” contains guidance and standards that are updated from time to time.

INTRODUCTION

This Manual has been established by action of the Board of County Commissioners and is authorized by County Ordinance 2004-31, as amended.

This Utilities Standards Manual has been prepared to guide the design, construction, and asset management of potable water, non-potable irrigation water, and wastewater system extensions to Collier County Water-Sewer District (COUNTY) utilities; the Manual applies to utilities in new developments in the County, as well as County Projects involving utilities.

The following standards shall be included in the design and preparation of plans and specifications for all utilities construction projects for Collier County, including utilities and services connected to the COUNTY's utilities systems or constructed for future transfer of ownership to the COUNTY. These standards are provided for uniformity in utilities construction within Collier County, and represent MINIMUM standards acceptable to the COUNTY.

Not all specification details may apply to an individual project; however, approval of utilities construction within Collier County will require conformance to applicable requirements of these specifications. Approval of any deviation from the specifications must be obtained utilizing the appropriate form included in Appendix A, Utility Deviation Form.

NOTE: Go to <https://www.colliercountyfl.gov/your-government/divisions-fr/public-utilities-planning-and-project-management/utilities-standards-manual> for the latest revisions to the Utilities Standards Manual.

COLLIER COUNTY
INTRODUCTION

CONSTRUCTION STANDARDS HANDBOOK FOR WORK WITHIN THE PUBLIC RIGHT-OF-WAY COLLIER COUNTY, FLORIDA

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Note: Guidance for landscaping within the Right-of-Way is permitted and inspected separately from construction within the Right-of-Way. Refer to the “Collier County Landscape and Irrigation Specifications for Beautification Improvements within the Public Right-of-Way” (also referred to as the Landscape Handbook).

Section 2: What types of projects require Engineering Inspections?

Generally, the following actions and permit types are subject to engineering inspections as described further below:

| | | | | | | |
|---|---|-----------------------|------------|----------|-------|------------------------------------|
| Site Development (SDP, SDPA, SDPI, SIP, SIPI) | Subdivision (PPL, PPLA, CNSTR, ICP) | Right of Way (ROW) | Excavation | Blasting | Wells | Building 800 series inspections |
|---|---|-----------------------|------------|----------|-------|------------------------------------|

Site Development Plan (SDP), SDP Amendment (SDPA), and SDP Insubstantial Change (SDPI):

The development of new or expanding residential, commercial, industrial and institutional projects is subject to review and approval through the SDP, SDPA or SDPI process. Detailed on-site and off-site infrastructure improvement plans and construction documents must be submitted. The SDP, SDPA, and SDPI processes are subject to administrative review and approval for compliance with County development standards found in Land Development Code Section 10.02.04, Code of Laws and Ordinances and other applicable regulations.

Site Improvement Plan (SIP) and SIP Insubstantial Change (SIPI):

For proposed minor changes on sites that are already improved with principal structures, parking facilities, water and sewer services, and defined ingress/egress, the SIP process may be applicable as an alternative to the SDP process. The SIP or SIPI application is subject to administrative review and approval for compliance with County development standards found in the Land Development Code, Code of Laws and Ordinances and other applicable regulations.

Construction Plans & Final Subdivision Plat (PPL) and PPL Amendments (PPLA):

The subdivision of land into lots and parcels is subject to the PPL process. Detailed construction plans and engineering reports must be submitted, reviewed administratively for compliance with County development standards found in the Land Development Code, Code of Laws and Ordinances and other applicable regulations, and then finally accepted during a public hearing of the Board of County Commissioners.

Construction (CNSTR) & Insubstantial Change to Construction Plans (ICP):

The CNSTR process applies to the development of a roadway, sidewalk, trail, stormwater, or utility improvement that does not include vertical construction of buildings or platting. The CNSTR or ICP process is subject to administrative review and approval for compliance with County development standards found in Land Development Code Section 10.02.04, Code of Laws and Ordinances and other applicable regulations.

Right-of-Way (ROW): ROW permits are required for all work within the public right-of-way of Collier County. This includes permitting of any activity within the public ROW prior to commencement of construction on-site.

Construction Standards are outlined in the County's "Construction Standards Handbook for Work Within the Public Right-of-Way" commonly referred to as the Right-of-Way Handbook. Prior to acceptance by the County (including issuing Certificate of Occupancy), a final inspection must be requested through the Engineering Services Section in writing or by phone at 239-252-3726 or online through the Growth Management Department (GMD) Public Portal, upon completion of authorized work. All as-built surveys shall be submitted in GIS format following Collier County Growth Management Department Standards for Design and As-Built Electronic Drawings in addition to signed and sealed copies of the as-built survey as outlined in the Right-of-Way Handbook.

Excavation:

The Excavation application review process applies to private excavations, development excavations, and commercial excavations. Article IV of Chapter 22 of the Code of Laws and Ordinances contains the Collier County Excavation Regulations. Private and development excavations may be approved administratively, and commercial excavation require review and approval through public hearings at the Planning Commission acting as the Environmental Advisory Council and Board of County Commissioners.

A commercial excavation is a pit or excavation in the earth from which mineral substances, dirt, lime rock, coal, precious stones, geological materials, or other non-renewable resources are removed from the ground and distributed for use beyond the project site. This includes off site hauling.

Section 2: What types of projects require Engineering Inspections?

Blasting:

Blasting permit applications are required for any blasting, firing, detonation or use of explosives. Blasting permit applications are reviewed administratively subject to the regulations found in Chapter 55 of the Code of Laws and Ordinances, with the exception that permitting and inspection for blasting at commercial mines is by the State Fire Marshal's Office.

Well Permits:

All Well Permits are submitted on the State Well Permit Application. Collier County processes all well permits for the unincorporated areas of Collier County, the City of Naples, and the City of Marco Island. The following activities are subject to well permit applications, which are reviewed administratively subject to the regulations found in Chapter 90 of the Code of Laws and Ordinances:

- Domestic - New Construction
- Irrigation
- Test Borings
- Monitor
- Elevator Shaft

Building 800 series inspections:

For any building construction activity that involves site infrastructure, these 800 series inspections are handled by the Engineering Services Section:

| SITE: This can be found on the building review site inspection webpage at www.colliercountyfl.gov |
|---|
| Code/Description |
| 800 Right of Way Inspections |
| 801 Site Drainage |
| 802 Landscaping |
| 803 Parking |
| 804 Well |
| 810 Exotic Vegetation Removal |
| 814 Erosion/Silt |
| 825 ROW Courtesy Inspection |
| 830 ROW 72hr Notice To Proceed |
| 837 Grade Inspection |

Section 3: My permit is issued, what happens next?

PRE-CONSTRUCTION MEETING

A pre-construction meeting (Pre-Con) is required for all development projects that include infrastructure improvements, including but not limited to: site development plans (SDP), site development plan amendments (SDPA), site improvement plans (SIP), plans and plats (PPL), plans and plat amendments (PPLA), and construction plans (CNSTR). The steps outlined below take place once plans are approved and permits are issued by Collier County.

STEP 1: Pay inspection fees and the engineer of record must provide applicable permits issued by state and federal agencies and certify by affidavit that the plans and documents approved by Collier County are consistent with state and federal permits.

STEP 2: Request your Pre-Con meeting by emailing Growth Management Department Client Services staff or by calling 239-252-2400.

STEP 3: Attend the Pre-Con meeting.

| WHO ATTENDS? | WHAT MATERIALS ARE NEEDED? | WHAT IS DISCUSSED? | WHY? |
|---|--|--|---|
| <ul style="list-style-type: none"> Representatives of the County Representatives of utility companies Engineer of record & Construction Engineering Inspection (CEI) field representative General Contractor, site supervisor and subs for earthwork, landscaping, and utilities Developer/owner if not represented by the Engineer of record For water or sewer construction, the site supervisor for underground utilities should attend. | <ul style="list-style-type: none"> A schedule of construction and all approved County plans and other agency issued permits shall be provided by the applicant. | <ul style="list-style-type: none"> Sequence and schedule Inspection procedures Stipulations in the permit Erosion control Landscaping and protection Curbing Utilities construction, conveyance and acceptance Right-of-way access Fire protection The County will provide a Pre-Con meeting handout containing a variety of tools and guidance for properly moving forward with construction. | <ul style="list-style-type: none"> Help the contractor's staff understand the items needed to call for a successful inspection Facilitate understanding of construction requirements, utility acceptance, and site acceptance, which are all required prior to a certificate of occupancy |

The goal of the Pre-Con is to assure that quality construction is achieved and that inspections are passed in a timely manner. This allows County staff to work efficiently with fewer visits to the site and the project to be completed in an expeditious manner.

Following the Pre-Con meeting, the applicant may begin construction.

THE APPLICANT SHALL NOTIFY THE COUNTY STAFF IN WRITING AT LEAST 48 HOURS IN ADVANCE OF THE DATE OF COMMENCEMENT.

Section 4: Construction has commenced, what happens next?

CONSTRUCTION INSPECTIONS BY COUNTY REPRESENTATIVES

A list of standard inspections will be identified in the construction plans approval letter and will be reviewed at the Pre-Con meeting. The engineer of record or applicant's contractor shall be responsible for requesting County inspections based upon the scheduling and progress of construction. Requests for inspections shall be provided to the County staff by email to the Engineering Inspection Supervision at least 48 hours prior to the requested inspection to allow scheduling of County staff. Email confirmation of the inspection time or a request to reschedule the inspection shall be made by the engineer of record. During the County inspection, the engineer of record or representative and contractor representative shall be available on-site.

The engineer of record or representative must periodically visit the construction site at intervals appropriate to the various stages of construction to observe the contractor's compliance with the approved construction plans and specifications related to the site (paving, grading and drainage), the utilities, and the right-of-way. **This is important because the engineer of record must certify at the time of Site Acceptance that the site is in complete accordance with plans, specifications and codes.**

"Spot inspections" may be performed without notice on all construction to observe compliance with the approved construction plans. Spot inspections for proper erosion control (best management practices) and other items begin at the start of construction through completion. In the event the County inspector, during an on-site "spot" inspection, finds construction in progress which does not comply with the procedures and policies contained herein and/or the approved construction documents, the County inspector shall have full authority to issue a stop work order. Such stop work order shall remain in full force and effect with respect to the non-compliant work until the documented discrepancies have been corrected to the full satisfaction of County staff.

Utilities-related inspections, where applicable, shall include, but not be limited to, the following:

1. Hot taps to potable water lines larger than six inches and wastewater systems lines greater than four inches.*
2. Master meter and bypass piping.
3. Jack & bore casings.*
4. Pressure tests.*
5. Infiltration/exfiltration tests.*
6. Lift station installation, prior to cover-up and start-up.*
7. Lift station start-up.*
8. Lamping of sewer lines.*
9. Pigging and flushing of wastewater lines, force mains, potable water mains and non-potable irrigation lines.
Note: full bore flushing and pigging of potable water lines need only water department inspection.
10. Television videotaping of wastewater lines at end of construction and the warranty period ("in-office review").
11. Conflict construction.*
12. Connections to existing potable water, non-potable irrigation water and wastewater systems.*
13. Eight-inch diameter or larger casing installations.*
14. Other special requirements as specified by the County staff at the time of construction document approval.
15. Chlorination of water lines and re-flushing of line after chlorination (needs only water department inspection only).*
16. Installation of temporary meters/backflows.*
17. Bacteriological sampling (needs water department inspection only).*
18. Fire flow testing.*

*An inspector on behalf of the County or other qualified employee of the County must be present during inspections marked with an asterisk.

Avoid these common inspection mistakes

DON'T forget that Right-of-Way permitting and inspections apply to ANY activity within the public ROW prior to commencement of construction on-site, including temporary construction access.

DO have the engineer of record or representative periodically visit the site to observe compliance with site, utilities and right-of-way construction plans and specifications.

DO install the construction entrance and silt fence at project start-up.

Section 4: Construction has commenced, what happens next?

SCHEDULING AND TRACKING INSPECTIONS

Permitting and inspection tracking information is maintained on the County's online GMD Public Portal. Upon completion of the Pre-Con meeting, the project is updated in the GMD Public Portal and assigned to the field inspection team.

If your project is in the PPL or SDP process, your inspections can be scheduled and tracked through the GMD Public Portal under Planning Department or by email.

If your project is in the Building Permitting process, your inspections can be scheduled and tracked through the GMD Public Portal under Building Department or by phone.

STEPS TO SCHEDULE INSPECTIONS ON THE GMD PUBLIC PORTAL:

1. Go to the Portal at cvportal.colliergov.net.
2. If you already have an account, skip to STEP 7, or you can: CLICK "Sign In" at the top of the webpage and enter your login information. Then CLICK "My Items" at the top of the webpage to schedule your inspections.
3. If you don't have an account, CLICK "Register" at the top of the page.
4. You will be taken to the Portal Registration Welcome page.
5. Follow the instructions to COMPLETE your registration.
6. CHECK your email and complete your registration by clicking the link in the email.
7. On the Portal at cvportal.colliergov.net, under the appropriate Department, SELECT "Request an Inspection".
8. ENTER the permit number or address where you wish to schedule an inspection.
9. If your search returns more than one result, CLICK "Schedule Inspection" for the appropriate open permit.
10. SELECT the type of inspection you wish to schedule and complete your request.

STEPS TO TRACK YOUR INSPECTION PROGRESS ON THE GMD PUBLIC PORTAL:

1. Go to the Portal at cvportal.colliergov.net.
2. Under the appropriate Department, CLICK "Status and Fees".
3. ENTER the permit number or address where the construction is taking place, or just select "My Items" when logged in.
4. If your search returns more than one result, CLICK on the "Status" option next to the permit you wish to track.
5. CLICK "Expand ALL" to open all sections or select the sections you wish to expand.
6. Review details under the sections for Fees, Inspections, Conditions, and Documents & Images.

STEPS TO SCHEDULE OR TRACK YOUR INSPECTION PROGRESS BY EMAIL: Email the Engineering Inspection Supervisor. Before emailing, you need to have ready the Permit # (i.e. PL20181234567) and inspection code.

NEED TO MAKE A CHANGE?

Insubstantial changes to construction plans are allowed through the processing of an application for SDPI or ICP. First, notify the County within 24 hours, and in writing, of any problems or conflicts with construction activity compared to the approved construction plans. Changes must be approved by the County and must be reflected in record drawings.



Section 5: When utilities construction is complete and ready for Acceptance

Preliminary Acceptance Inspections: During Preliminary Acceptance inspections, the utilities will be checked for compliance with the approved construction drawings and/or approved revised construction drawings. All systems must be found to be in full compliance with the County-approved construction drawings, or County-approved revised construction drawings, prior to approval.

Below is the series of Utilities Acceptance checklists for potable water, non-potable irrigation water and wastewater facilities acceptance. This series of items include the legal documents, tests and certifications, and engineering documents that are specific to processing of utilities for County acceptance. The County may also require a title opinion or certificate of title according to the County procedure for acquiring real property interests. Refer to the Utilities Acceptance forms and instructions found at www.colliercountyfl.gov.

Water & Sewer Facilities Acceptance Checklist - Legal Documents Needed for Typical Projects in Collier County (may vary)

- Attorney's Affidavit
- Owner's Affidavit
- Warranty Deed/Bill of Sale with Exhibit B per Utilities Standards and Procedures Ordinance Section 10.2.6
- Utilities Facilities Securities Subordination (required when any security interest in the utility facilities/systems is involved). UCC-1(s) can be subordinated by a Subordination or by use of UCC-3(s) if not released by Subordination.
- Deed of Utility Easement - Copy of last Deed that conveyed title of the Associated Real Property and Copy of all Utility Easements then being conveyed to the County, including legal description with Surveyor's Sketch of Easement.
- (Utility easements are not required provided all utility facilities then being conveyed are in public right-of-way, are in then existing utility easements, or are in CUEs)
- Utilities Performance Security (UPS) 10% of Total Cost plus Final Obligations cash bond of not less than \$4,000 (AR-5939 & above)
- Final Release of Lien from Utility Contractor for the system(s) or portion(s) thereof constructed
- Facilities Lease (when applicable)
- Facilities Lease (including Sub-Developer) use Form 10.1

Water & Sewer Facilities Acceptance Checklist - Engineering Documents Needed

- One (1) complete set to include all utilities and all related underground work signed and sealed by the Engineer of Record for potable water, non-potable irrigation water and / or wastewater system(s) or portion(s) thereof
- One (1) computer-generated disk of Record Drawings in CAD and PDF format in accordance with Section 10.4: Record Drawings of the Utilities Standards and Procedures Ordinance
- Longitude and latitude shall appear on detail sheet. (AR-7936 & above)

Section 5: When utilities construction is complete and ready for Acceptance

Water & Sewer Facilities Acceptance Checklist - Tests, Certifications and Supplemental Documents Needed

- ✓ Sewer video of constructed gravity sewer (Sewer Report & Master Utility Sheet)
- ✓ Certification of pressure testing of wastewater force mains by Engineer of Record
- ✓ Certification of the infiltration/exfiltration tests for the sewer lines by Engineer of Record
- ✓ Coating certification from the manufacturer or a professional testing laboratory for all manholes, wet wells and valve vault.
- ✓ Lift station(s) start up report(s)
- ✓ Electrical Contractor's certification of Lift Station electric service wire sizing and voltage drop pursuant to National Electrical Code Specifications
- ✓ Start-up and successful testing of Data Flow telemetry equipment (AR-7936 & above)
- ✓ Certification of pressure testing of water and non-potable irrigation mains by Engineer of Record
- ✓ Letter by Engineer certifying that:
 - All water, non-potable irrigation and/or sewer facilities are located within the public right-of-way or dedicated easements
 - All the utilities system(s), or portion(s) thereof, has been constructed in accordance with County Ordinances and Regulations, including the required color for piping.
- ✓ One year Warranty on work performed and system(s) or portion(s) thereof installed by Utilities Contractor
- ✓ Engineer's Final Payment Confirmation
- ✓ DEP Certification and copy of General Permit for **WATER** facilities (including interim facilities, if applicable);
- ✓ DEP WATER Certification approval to be forwarded when received
- ✓ DEP Certification and copy of General Permit for **SEWER** facilities (including interim facilities, if applicable);
- ✓ DEP SEWER Certification approval to be forwarded when received
- ✓ DEP Certification and copy of General Permit for (RECLAIMED) **NON- POTABLE IRRIGATION WATER** facilities (including interim facilities, if applicable); In-service Letter to be forwarded when received
- ✓ Lab results on bacteriological tests for potable water mains
- ✓ Satisfactory Test Reports and Certification of backflow device by Certified Laboratory.
- ✓ Verification of Final Cost (Include materials and labor, misc.) Cost breakdown – Contributory Assessts for County/Private Materials (materials only), (i.e. detailed quantities, sizes, unit cost, total cost, etc)
- ✓ Letter from the Fire District regarding ownership and maintenance of fire hydrants
- ✓ Signed copy of field fire flow testing by the applicable Fire Control District

Section 6: When site work is complete and ready for Acceptance

PRELIMINARY SITE ACCEPTANCE & INSPECTIONS

As components of the project are completed, the engineer of record prepares record drawings that get included in a Preliminary Acceptance (SAP) application. The County's SAP application form lists all submittal requirements associated with PPL/PPLAs, SDP/SDPA/SIPs, or Excavations:

| Requirements for Review SAP | PPL/PPLA | Only applicable if for a Multi-Family or Phased Project. | EX |
|--|----------|--|----|
| Completed Application (Download Current Form from County Website) | X | X | X |
| Addressing Checklist | X | X | X |
| Submittal of Related CAD Files (Electronic, or CD If Necessary) | X | X | X |
| Engineer's Certification Signed and Sealed | X | X | |
| Density Test Results | X | X | |
| Core Boring Results | X | | |
| Record Drawing-As Builts Signed and Sealed - All Sheets of Permitted Set | X | X | |
| Final Release of Lien | X | X | |
| Engineer's Certification to SFWMD Signed and Sealed | X | X | |
| Stormwater Responsibility Letter | | X | |
| Landscape Certification Signed and Sealed | X | X | |
| Copy of Utilities Acceptance | X | X | |
| Copy of Excavation Approval | X | X | |
| Cross Sections Signed and Sealed | | | X |
| CD of all Submittal Documents (if Paper Submittal) | X | X | X |

Here are more detailed descriptions of the required items to complete your SAP package submittal:

- ▶ **Engineer's Certification** – The engineer of record must document that required improvements are installed in compliance with the approved construction plan. Sample language can be provided by the County. This is based on professional survey information and the engineer's observations, not on information provided by the contractor. Any discrepancies should be identified and resolved with the County Engineering staff.
- ▶ **Inspection Report with test results** – The engineer of record must submit a report documenting the dates of inspections, all measurements, field tests, lab tests, and observations that were required during construction.
- ▶ **Record drawings (as-builts)** – Record drawings are typically provided separately for:
 - EXCAVATIONS RIGHT-OF-WAY PAVING, GRADING, DRAINAGE & UTILITIES

Record drawing sets must be comprehensive including all sheets of the permitted project plans. The County's Preliminary/Final Record Drawing Submittal Requirements form includes a checklist of required items to include and address in the record drawings, and these must be complete at time of submittal.
- ▶ **Final release of lien** – The engineer of record must submit a copy of the final release of lien for any utility or roadway contractor(s).

Section 6: When site work is complete and ready for Acceptance

- ▶ **Engineer's certification to SFWMD** – The engineer of record must provide a copy of the Construction Completion Certificate provided to the District. The certification statement to the District must include the statement:

I HEREBY NOTIFY THE DISTRICT OF THE COMPLETION OF CONSTRUCTION OF ALL THE COMPONENTS OF THE SURFACE WATER MANAGEMENT FACILITIES FOR THE ABOVE REFERENCED PROJECT AND CERTIFY THAT THEY HAVE BEEN CONSTRUCTED IN SUBSTANTIAL CONFORMANCE WITH THE PLANS AND SPECIFICATIONS PERMITTED BY THE DISTRICT. (A COPY OF THE APPROVED PERMIT DRAWINGS IS ATTACHED WITH DEVIATIONS NOTED, IF APPLICABLE.) I HEREBY AFFIX MY SEAL THIS ____ DAY OF _____, 20____. (REFERENCED 373.117, 373.419 F.S.)

- ▶ **Copy of Utilities Acceptance** – All separate conveyance instruments must be submitted using County approved forms. Refer to the checklists on pages 8 and 9 for potable water, non-potable irrigation water and wastewater facilities acceptance which outlines the legal documents, tests and certifications, and engineering documents that are specific to processing conveyance of utilities for County acceptance. The County may also require a title opinion or certificate of title according to the County procedure for acquiring real property interests.
- ▶ **Digital material** – The engineer of record must also submit digitally created construction/site plan documents, including the master plan file, including, where applicable, easements, water/ wastewater facilities, and stormwater drainage system. Files and information must be per standards outlined in LDC Section 10.02.05.

FOR SUBDIVISIONS:

Unless the applicant files a subdivision performance security and construction maintenance agreement with the County as identified in LDC Section 10.02.04 F, the required improvements shall be completed prior to recordation of the final subdivision plat.

At time of preparing the Preliminary Acceptance package, recordation of the final subdivision plat must be arranged in accordance with LDC Section 10.02.04.F.3.

Collier County Engineering Services staff perform Preliminary Acceptance inspections after review of the Preliminary Acceptance submittal to verify all required improvements are in full compliance with the approved construction plans and the record drawings.

FOR SUBDIVISIONS:

Upon Preliminary Acceptance by the County Engineering staff, the subdivision performance security may be reduced. Ten percent of the subdivision performance security plus 100% of any improvements not yet constructed (such as final lift of asphalt and sidewalks adjacent to residential lots), based on the engineer of record's probable construction cost or contract bid price, shall be retained as the maintenance performance security by the Clerk of Courts on behalf of the Board.

See LDC Section 10.02.04 E for acceptable forms for a subdivision performance security.

GOOD TO KNOW:

During construction the developer may request a partial reduction in the subdivision performance security based on the improvements completed to date.

After the County approves the Preliminary Acceptance package, the inspections may be requested. See the "Checklist for Site Related Inspections" on the following page for details addressed in inspections.

If the project does not pass inspections, the engineer of record prepares a "punch list" of items that need to be resolved by the contractor, which is verified by Collier County Development Review Services staff. Once repairs or corrections are accomplished, the inspections must be requested and performed again until all "punch list" items are addressed, at which time a Preliminary Acceptance letter can be issued.

Section 6: When site work is complete and ready for Acceptance

CHECKLIST FOR SITE RELATED INSPECTIONS (NOT ALL INCLUSIVE)

801-Site drainage/storm water

- Gutters/downspouts
- Lot drainage according to plans
- Swales
- Drainage structures
- Sidewalk/width and slope

802-Landscape

- Grade of trees and height/location
- Root barrier
- Buffers according to plans
- Minimum 1 tree per 3,000 s.f. residential lot

803-Parking

- Size of space according to plans
- Striping
- Wheel stops
- Tree Island and "D" curb per plans

810-Exotic vegetation removal

- Walk site/lot and or preserve

814-Erosion control/Silt

- Sod installed
- No offsite run off

DRAINAGE STRUCTURES

- Throat opening "P" type top
- Lift rings Removed/Mudded
- Pipe inside easement
- Check for debris

LIGHTING

- Location
- Detail type

LANDSCAPING

- According to Buffer detail
- Root barrier
- Hedge height

EXOTIC REMOVAL

- Site/Preserve

SFWMD SIGN OFF

EROSION CONTROL

- Sod
- Seed and mulch
- No off site run off

SIGNS

- Location
- Type
- Size

BERMS

- Height
- Slope
- Depth
- Slopes
- Width

STRIPING

- Thermo plastic
- Paint
- Width
- Location

CURB

- Type
- Location
- Expansion material
- Expansion Joints

RETENTION AREAS

- Size
- Slopes
- Depth

PARKING SPACES

- Striping
- Size
- Wheel stops
- Location
- Thickness
- Width
- Expansion material
- Expansion joints

SIDEWALK

ROADWAY

- Asphalt
- Paver brick

Section 7: One year later...

FINAL SITE ACCEPTANCE

Following Preliminary Acceptance, there shall be a minimum one-year maintenance period prior to Final Acceptance (SAF).

FOR SUBDIVISIONS:

All required subdivision improvements shall receive Final Acceptance by the Board of County Commissioners within 36 months from the date of the original Board approval of the final subdivision plat, unless extended by the County Manager or designee, the Board, or general law. The developer may request two-year extensions for completion and acceptance of the required improvements. A maximum of 2 extensions may be granted by the County Manager or designee. Each request should provide written justification for the extension.

The County's SAF application form lists all submittal requirements associated with PPL/PPLAs, SDP/SDPA/SIPs or Excavations:

| Requirements for Review SAF | PPL/PPLA | SDP/SDPA/SIP Only applicable if for a Multi-Family or Phased Project. | EX |
|---|----------|--|----|
| Completed Application (Download Current Form from County Website) | X | X | X |
| Addressing Checklist | X | X | X |
| Submittal of Related CAD Files (Electronic or CD If Necessary) | X | X | X |
| Copy of the Recorded Plat | X | | |
| Record Drawings CAD Format | X | X | X |
| Engineer's Certification Signed and Sealed | | X | |
| Density Test Results | | X | |
| Record Drawings-As Builts Signed and Sealed | | X | |
| Engineer's Certification to SFWMD Signed and Sealed | | X | |
| Surveyor's Certification Signed and Sealed | X | | |
| Landscape Certification Signed and Sealed | X | X | |
| Littoral Invoices | | | X |
| Cross Sections Signed and Sealed or Copy of Excavation SAP Letter | | | X |
| Copy of Utilities Acceptance | X | X | |
| Copy of Excavation Approval | X | X | |
| County Roadway - Transportation Sign Off (If Applicable) | X | X | |
| CD of All Submittal Documents (If Paper Submittal) | X | X | |

FOR SUBDIVISIONS:

The Final Acceptance of subdivisions is by resolution of the Board of County Commissioners subject to the following:

- a. Following the one-year minimum maintenance period as required by Preliminary Acceptance; and
- b. Following satisfactory completion of the Final Acceptance inspections.

Section 7: One year later...

UTILITIES FINAL SITE ACCEPTANCE & CONVEYANCE

Final Utility Acceptance occurs one (1) year after Preliminary Acceptance. The following additional items are required.

Final Utility Inspections: Final utility inspections procedures run with all land in, on or over which the respective utility facilities have been installed (constructed). The final utility inspection shall be conducted no earlier than one year and no later than one year and 60 days after Preliminary Acceptance of the utility system(s) or portion(s) thereof by the Board. Each final utility inspection shall be delinquent (overdue) if not completed and passed within 14 months after that acceptance date. During this inspection, the utility system(s) or portion(s) thereof shall be examined for any defect in materials and/or workmanship, and for physical and operational compliance with the County staff approved record drawings. The Utilities Performance Security (UPS) shall remain in effect until all final utility acceptance obligations have been satisfactorily completed, passed and final acceptance has been granted by the Board.

Utilities Conveyance Checklist

- ✓ Final Attorney's Affidavit
- ✓ One Year Video Tape of constructed gravity sewer (Sewer Report & Master Utility Sheet)
- ✓ Final Utility Inspection certifying that the Final Inspection reveals that the utilities systems, or portions thereof, has been constructed in accordance with County Ordinances and Regulation

Following approval of all items, staff will take the project before the Board of County Commissioners for the Board's final approval and unconditional conveyance of utility facilities.

For questions or submittal of utility acceptance documents, refer to www.colliercountyfl.gov or contact the Client Services Section at 2800 N. Horseshoe Drive, Naples, FL 34104.



