



**Public Facility Permit Closeout Documentation Policy  
December 18, 2024**

The following policy applies to all projects that include construction of public facilities such as streets, water, sewer, storm sewer, or other public assets.

**FINAL COMPLETION/ACCEPTANCE OF PROJECT BY CITY**

A. City Projects

Final payment and/or bond will not be made to the Contractor until all close out documents have been received and approved by the City Engineer. These items are listed in Section C below, or as directed by the Engineer.

B. Private Projects

The City will not accept the facility or allow connections to or use of the facilities until all close out documents have been received and approved by the City Engineer. These items are listed in Section C below as well as meeting the requirements of the City of Traverse City Engineering Department Project Checklist (Attached).

If public water mains are being installed, no Building Permits or Certificates of Occupancy shall be approved, and no meter installations will be completed by the City until all close out documents have been received and approved per this policy.

If public sewer mains are being installed, no Building Permits or Certificates of Occupancy shall be approved, and no sewer connections will be allowed by the City until all close out documents have been received and approved per this policy.

C. Closeout Documents (As applicable)

1. Punch list items satisfactorily completed and approved by the City.
2. Recorded easements
3. Testing reports including but not limited to pressure tests, bacterial testing, compaction testing, pavement tests, etc.
4. Operation and Maintenance Manuals
5. Field Inspector Notes showing verification of locations and testing dates. Notes shall include Dates, times, persons on-site, and general activities.
6. Record Drawings
  - a. Record "asbuilt" drawings shall be submitted to the City as applicable to the project. The record drawings shall be submitted as a pdf file as well as AutoCAD (.dwg) or ESRI Shapefile (.shp) in NAD83 Central Zone Coordinate System, International Feet.
  - b. Record "asbuilt" drawings shall NOT be submitted as the original "For Construction" Drawing with strikethrough numbers. The linework shall accurately represent final

field conditions. Drawings not found to accurately represent field conditions and measurements shall be rejected.

- c. Record "asbuilt" drawings shall be digitally re-drawn to accurately represent what is in the field and shall include all installed public infrastructure (including but not limited to) the following or as determined by the City Engineer:
  - i. water/irrigation/sewer mains, fittings, curb stop, and lead locations with sizes
  - ii. hydrants
  - iii. pipes, culverts, inlets with sizes
  - iv. lighting and electrical conduit
  - v. manhole rims and inverts with sizes
  - vi. bridges, wingwalls, retaining walls or other structures
  - vii. stormwater features such as detention ponds, underground storage, and water quality features with sizes, storage volumes, and treatment capacity
  - viii. signs with types and sizes
  - ix. pavement markings with lane dimensions and locations from stopbars, etc.
  - x. sidewalks including detectable warning mats with notes of final grades, landing locations, and cross slopes
  - xi. trees and a landscape drawing noting calliper, scientific name, and common name
  - xii. any other items required by the City Engineer
- d. Projects that are completed in multiple phases shall submit record drawings for each phase as completed and final record drawings that include all phases.