



# CITY OF LAREDO

## ENGINEERING DEPARTMENT

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### PROJECT ACCEPTANCE CHECKLIST REQUIREMENTS

PROJECT NAME \_\_\_\_\_

DEVELOPER \_\_\_\_\_

ENGINEER \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

All listed documents are mandatory requirements of the City of Laredo Engineering Department and must be submitted, where applicable, to obtain Final Acceptance.

REQUIRED ITEMS LISTED BELOW, UPLOAD TO USB DRIVE						SUBMITTED		
Items below are required for all projects						YES	NO	
Engineering Completion Report – signed and sealed <b>(Original)</b>								
Affidavit from the owner to the City of Laredo <b>(Original)</b>								
Warranty letter from Owner to the City of Laredo <b>(Original)</b>								
As-Built Plan <b>(Mylar Original)</b>								
Make selection where applicable according to project						SUBMITTED		
						YES	NO	N/A
AEP Street Light Layout								
Conduit Crossing Plan								
Concrete Monuments								
Address Plan								
As-Built Plan (Mylar Copy) & USB Drive or CD Copy								
Provide list of Field changes & revisions								
LOC/Trust Agreement Request for release								
All Testing Reports PDF file								
Standard Maintenance Monitoring Agreement								
Please specify if:	Commercial	Recorded Doc#	VoL.		Pg #			
	Residential	Recorded Doc#	VoL.		Pg #			
CONSULTANT CONFIRM IF LETTERS/REPORTS HAVE BEEN SUBMITTED								
Acceptance Letters	Utilities	YES	No	Reports	Env.	YES	No	
	Fire	YES	No		Traffic	YES	No	
OTHER ITEMS								
Overtime fees & other fees paid							YES	No

COMMENTS:

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**Note:** Incomplete close-out packages may cause delays. Please ensure all required documents for the project are included at the time of submission.