



ACCEPTANCE PROCEDURES FOR SUBDIVISIONS AND PROJECTS

WHEN SUBDIVISION/PROJECT HAS BEEN COMPLETED AND DEVELOPER IS READY TO TURN ALL THE ON-SITE / OFF-SITE IMPROVEMENTS OVER TO THE CITY OF SEDRO-WOOLLEY FOR MAINTENANCE AND REDUCTION / RELEASE OF BOND THE FOLLOWING MUST BE COMPLETED:

- 1. THE BONDING REDUCTION/RELEASE FORM MUST BE FILLED OUT COMPLETELY. INDICATE ON THE FORM THAT YOU ARE REQUESTING A PUNCH LIST FOR FINAL ACCEPTANCE AND/OR BOND RELEASE.**

PROCESS:

- 1. A MEMORANDUM** is prepared by the City and forwarded to the various divisions of the City inviting their input for the punch list being prepared for said job.
 - The City divisions are given **THREE WEEKS** in order to respond to this Memorandum with any problems noted by their inspectors.
 - A punch list is then prepared by the Engineering Inspector including information given him by the City divisions as well as those items noted by him during the walk-through of the project.
 - The punch list is then given to the Developer.
- 2. SUBMITTAL OF AS-BUILTS FOR PURPOSE OF BOND RELEASE:**
AS-BUILTS MUST BE SUBMITTED TO THE CITY OF SEDRO-WOOLLEY, LOCATED AT 325 METCALF STREET. THE SIGNED/STAMPED AS-BUILTS MUST BE SIGNED-IN AND DATED BY THE PLANNING DIRECTOR FOR REVIEW AND APPROVAL BY THE ENGINEERING DEPARTMENT.
- 3. LETTER OF ACCEPTANCE:**
DEVELOPER SHOULD CONTACT THE CITY OF SEDRO-WOOLLEY OFFICES AT (360) 855-0771 AND PROVIDE THE FOLLOWING FINAL MAP RECORDING INFORMATION:

**INSTRUMENT NUMBER
DATE RECORDED
BOOK NUMBER
PAGE NUMBER**

THIS INFORMATION IS NEEDED FOR INCLUSION ON THE LETTER OF ACCEPTANCE AND CAN BE PROVIDED TO THE CITY OF SEDRO-WOOLLEY AT ANY POINT DURING THIS PROCEDURE IN ORDER THAT IT WILL BE AVAILABLE WHEN PREPARING THE LETTER OF ACCEPTANCE FOR THE PROJECT.

4. LETTER OF ACCEPTANCE WILL NOT BE SIGNED BY THE DIRECTOR OF PUBLIC WORKS UNTIL THE FOLLOWING ITEMS HAVE BEEN SUBMITTED AND APPROVED.

*** SURVEY MONUMENTATION MAP MUST BE COMPLETED AND TIE MAPS TURNED IN TO THE CITY. CALL (360) 855-0771 FOR INFORMATION AND INQUIRIES.**

*** TRAFFIC STUDIES AND PARTICIPATION FEES MUST HAVE BEEN SUBMITTED AND PAID PRIOR TO ACCEPTANCE. CALL (360) 855-0771 FOR INFORMATION AND INQUIRIES.**

ONLY AFTER THE LETTER OF ACCEPTANCE HAS BEEN SIGNED, WILL THE CITY PROCESS THE DEVELOPER'S REQUEST FOR FINAL RELEASE OF THE BOND POSTED FOR THE PROJECT.

ANY QUESTIONS ON THE ABOVE SHOULD BE DIRECTED TO THE CITY OF SEDRO-WOLLEY PLANNING DEPARTMENT.