

**ENGINEERING DIVISION
ENGINEERING CHECKLIST OF DOCUMENTS
REQUIRED PRIOR TO THE COMPLETION OF A PROJECT**

THE FOLLOWING IS A LIST OF DOCUMENTS WHICH WILL BE REQUIRED PRIOR TO THE FINAL APPROVAL OF A PAVING, GRADING, DRAINAGE, WATER/WASTEWATER PROJECT FOR THE PURPOSES OF ISSUANCE OF A CERTIFICATE OF OCCUPANCY AND/OR THE INSTALLATION OF WATER METERS:

Project Name _____ Number _____ Date: _____

- ___1. Broward County Health Department letter of clearance for operation of new water system. (New Water Mains)
- ___2. Broward County Department of Planning and Environmental Protection letter of clearance for operation of new sewer system. (New Sewer Mains)
- ___3. Drainage District letter of clearance for completion of drainage system.
- ___4. Letter of Certification from Engineer of Record attesting to his/her inspection and certification that all work was accomplished in substantial compliance with plans and specifications.
- ___5. (a) Two Reproducible Mylar As-Builts drawings for drainage, paving, grading, photometric, lake excavation cross sections, water and/or sewer system.
(b) Two sets of As-Built Prints, signed and sealed by surveyor/engineer. Same documents as above.
(c) One CD, latest released auto cad, containing all As-Built Information.
(d) Recorded Plat Mylar and copy.
- ___6. Lift Station Manual(s) as applicable (only within the Town of Davie Utility service area when Town is taking possession).
- ___7. Bill of Sale Absolute (Executed by property owner), transferring all improvements within public rights-of-way and/or easements, to the Town of Davie
- ___8. (a) Recorded easement dedication forms including all easement legal descriptions and sketch of easements. Sketch of easement must not be larger than 8 ½" X 14" in size. Due to recording requirements, the front page of the easement is required to have at least a 3" top margin and all subsequent pages and supporting documents are required to have at least a 2" top margin. All easement dedications to the Town must be submitted for review and approval prior to recordation.
(b) Attorney's Opinion of Title (must not be older than 30 days upon receipt by the Town)
(c) Mortgagee's Joinder where applicable. Note: Due to recording requirements, the mortgagee's joinder is required to have at least a 2" top margin.
- ___9. (a) Affidavit from Developer indicating all Town of Davie infrastructure improvements have been paid in full.
(b) Release of Lien from the developer to the Town of Davie for public infrastructure.
- ___10. General Release on behalf of Town of Davie for any liability arising from the original installation of the development's water and/or sewer improvements and acknowledgment of commencement of one-year warranty period. (Water and/or Sewer)

PLEASE CONTACT TOWN OF DAVIE ENGINEERING DIVISION AT 954-797-1113 SHOULD YOU HAVE ANY QUESTIONS REGARDING THE ABOVE ITEMS.