

Subdivision Acceptance Checklist

Name of Subdivision: _____ **Section:** _____

Name of Primary Inspector: _____

Pre-Construction Conference Date: _____

I Sanitary Sewer System

- A Manholes**
 - 1 Bedding is adequate for structure.
 - 2 Structure conforms to the specifications of the plans.
 - 3 Structure has been installed in the proper location and at the proper elevation.
 - 4 Backfill has been installed in accordance with the applicable specifications (copies of delivery tickets in inspection notebook).
 - 5 The inspector has received a copy of the bill of lading for all structures (bill of lading in inspection notebook).

- B Pipe Mains**
 - 1 Bedding is adequate for pipe installation.
 - 2 Pipe is installed with spigot end in downstream direction.
 - 3 Pipe is installed in proper alignment and grade.
 - 4 Backfill has been installed in accordance with the applicable specifications (copies of delivery tickets in inspection notebook).

- C Services**
 - 1 Services have been provided for each lot, at the proper locations.
 - 2 Adequate bedding has been installed for the services.
 - 3 “Y” connections have been used at the main and the clean-outs.
 - 4 The clean-outs have been installed at the Right-of-Way (R/W) line or easement line.
 - 5 The clean-out covers are at the proper elevation.
 - 6 The service stub, beyond the clean-out, have been properly capped.

- D Pump Station**
 - 1 Pump Station inspected and approved by representative of the Sewerage Treatment Plant (STP).
 - 2 _____

Signature of STP Representative

Date

- E Testing
 - 1 Manhole vacuum tests passed. Structure Numbers: _____
Inspector's Signature: _____ Date: _____
 - 2 All pipe mains have passed pressure tests.
Inspector's Signature: _____ Date: _____

- F Sanitary Sewer System Acceptance
 - 1 All applicable parts of I-A through I-E have been completed.
 - 2 Inspector's Signature: _____ Date: _____
 - 3 Sewer Superintendent: _____ Date: _____

II Storm Water Management System

- A Structures
 - 1 Bedding is adequate for structure.
 - 2 Structure conforms to the specifications of the plans.
 - 3 Structure has been installed in the proper location and at the proper elevation.
 - 4 Backfill has been installed in accordance with the applicable specifications (copies of delivery tickets in inspection notebook).
 - 5 The inspector has received a copy of the bill of lading for all structures (bill of lading in inspection notebook).

- B Pipes
 - 1 Bedding is adequate for pipe installation.
 - 2 Pipe is installed with spigot end in downstream direction.
 - 3 Pipe is installed in proper alignment and grade.
 - 4 Backfill has been installed in accordance with the applicable specifications (copies of delivery tickets in inspection notebook).

- C Channels
 - 1 Channels are constructed to the dimensions, alignment and grade specified on the approved plans.
 - 2 Channels are constructed of materials specified on the approved plans.
 - 3 Channels have been adequately stabilized.

- D Detention Ponds
 - 1 Land Disturbance Permit is released.

- a All grading operations for development are complete.
 - b All disturbed areas are permanently stabilized.
 - c All temporary erosion and sediment control measures have been removed.
- 2 Basin
 - a Final Grades conform to approved plans.
 - b Pipe outlet protection conforms to the approved plan.
 - c Basin is adequately stabilized with grass.
- 3 Berm
 - a Cut-off trench conforms to the approved plans.
 - b Berm material is of specified material.
 - c Berm has been properly compacted.
 - d Outlet pipes were laid as a part of the earth placement and compaction.
 - e Seepage control conforms to approved plan.
 - i Anti-seep Collars.
or
 - ii Zoned Embankment.
 - f Embankment has proper slopes and is permanently stabilized.
- 4 Emergency Spillway
 - a The emergency spillway conforms to the dimensions and elevations shown on the approved plan.
 - b The emergency spillway is adequately stabilized as per the approved plan.
- 5 Outlet Structures
 - a Structure conforms to approved plans.
 - b Structure is installed in the proper location and at the proper elevation.
 - c Temporary dewatering device has been removed.
 - d Orifices are of the correct configuration, size and elevation.
 - e Trash-rack has been installed and conforms to the approved plans.
 - f The inspector has received a copy of the bill of lading for all structures.
- E Acceptance of the Storm Water Management System

- 1 The storm water collection and transport system is accepted.
Inspector's Signature: _____ Date: _____
- 2 The detention pond is accepted (if applicable).
Inspector's Signature: _____ Date: _____

III Water Distribution System

A Water Main

- 1 Water main is the proper size and material.
- 2 Water main is installed in the proper location and at the proper depth.
- 3 Water main has adequate bedding.
- 4 Backfill has been installed in accordance to applicable specifications (copies of delivery tickets in inspection notebook).
- 5 Thrust-blocks have been installed where required.

B Gate Valves

- 1 Gate valves are the proper make, model and size.
- 2 Gate valves are in the proper locations.
- 3 Bedding is adequate for the gate valves.
- 4 Gate valves have been properly connected to the adjoining pipes.
- 5 Valve boxes are installed as per City standard specifications.
- 6 Backfill has been installed in accordance with applicable specifications (copies of delivery tickets in inspection notebook).
- 7 Gate valves properly regulated water flow and did not leak, during water system testing procedures.

C Fire Hydrants

- 1 Fire hydrants are the correct make and model.
- 2 Fire hydrants are in the correct locations.
- 3 Gate valves for isolating fire hydrants are installed as per III-B.
- 4 Thrust blocks for the hydrants have been installed.

D Pressure Reducing Valves (As Required)

- 1 Pressure reducing valves (PRV) meet the specifications and details as shown on the approved plan.
- 2 PRV's are installed in vaults that conform to the specifications and details on the approved plan.
- 3 PRV's and vaults are in the locations and at the elevations that conform to the approved plan.
- 4 The Water Superintendent has inspected the installation of the

PRV's and Vaults, and determined all to be acceptable.

- a

Water Superintendent's Signature	Date
- b

Inspector's Signature	Date

E Water Services

- 1 Tapping of the water main and installation of corporation stops conforms to the City's standard specifications.
- 2 The materials used for the service line and the installation of the service line conform to the City's standard specifications.
- 3 The services have been installed at the proper depth, with proper bedding and appropriate backfill.
- 4 Water meter yokes have been set to conform it the City's standard specifications.
- 5 Water mete boxes have been installed to conform to the City's standard specifications.
- 6 One water service has been installed for each lot of the development.
- 7 The Water Superintendent has inspected and approved the water services for this development.

Water Superintendent's Signature	Date
Inspector's Signature	Date

F Testing of Water System

- 1 Chlorine Test passed for all sections.
- 2 Bacteriological Test passed for all sections (results in inspection notebook).
- 3 Pressure Test passed for all sections (worksheets in inspection notebook).

G Acceptance of the Water Distribution System

- 1 All applicable parts of III-A through III-E have been completed.
- 2 Inspector's Signature: _____ Date: _____
- 3 Water Superintendent: _____ Date: _____

IV Street System

A Utility Installations Under the Street

1 All utility mains, Public and Private, that are to be installed under the street for this development, are complete.

- | | | | |
|----------------------------|--------------------|----------------------------|----------------|
| <input type="checkbox"/> a | Sanitary Sewer | <input type="checkbox"/> e | Dominion Power |
| <input type="checkbox"/> b | Storm Sewer | <input type="checkbox"/> f | Columbia Gas |
| <input type="checkbox"/> c | Water System | <input type="checkbox"/> g | Adelphia Cable |
| <input type="checkbox"/> d | Ntelos Phone/Cable | | |

2 All utility services, Public and Private, that are to be installed under the street for this development, are complete.

- | | | | |
|----------------------------|--------------------|----------------------------|----------------|
| <input type="checkbox"/> a | Sanitary Sewer | <input type="checkbox"/> d | Dominion Power |
| <input type="checkbox"/> b | Water System | <input type="checkbox"/> e | Columbia Gas |
| <input type="checkbox"/> c | Ntelos Phone/Cable | <input type="checkbox"/> f | Adelphia Cable |

3 All utility structures, Public and Private, that are to be installed in the street, are complete and acceptable material.

- | | | | |
|----------------------------|--------------------|----------------------------|----------------|
| <input type="checkbox"/> a | Sanitary Sewer | <input type="checkbox"/> e | Dominion Power |
| <input type="checkbox"/> b | Storm Sewer | <input type="checkbox"/> f | Columbia Gas |
| <input type="checkbox"/> c | Water System | <input type="checkbox"/> g | Adelphia Cable |
| <input type="checkbox"/> d | Ntelos Phone/Cable | | |

4 All trenches, for Public and Private utility mains, services and structures, that are to be in or under the street, have been backfilled with compacted VDOT 21A stone (copies of delivery tickets in inspection notebook).

- | | | | |
|----------------------------|--------------------|----------------------------|----------------|
| <input type="checkbox"/> a | Sanitary Sewer | <input type="checkbox"/> e | Dominion Power |
| <input type="checkbox"/> b | Storm Sewer | <input type="checkbox"/> f | Columbia Gas |
| <input type="checkbox"/> c | Water System | <input type="checkbox"/> g | Adelphia Cable |
| <input type="checkbox"/> d | Ntelos Phone/Cable | | |

B Street Sub-Grade

1 Sub-grade has been varified to be at the correct elevation.

- | | |
|----------------------------|---|
| <input type="checkbox"/> a | Elevations have been checked off of the offset hubs.
Or |
| <input type="checkbox"/> b | Elevations have been compared with the plan elevations by use of a surveying level. |

2 Sub-grade has been varified to be of suitable material and compaction.

- a Visual inspection and proof rolling. (Cut Areas)
Or
 - b Independent lab certification. (Fill Areas)

- C Aggregate Base
 - 1 Aggregate is the material specified in the Typical Cross Section on the approved plans.
 - a Aggregate is clean stone, free of clay, loam or excessive sand.
 - b Inspector has received delivery tickets for all loads of stone (copies of delivery tickets in inspection notebook).

 - 2 Aggregate has been installed to the correct elevation.
 - a Elevations have been checked off of the offset hubs.
Or
 - b Elevations have been compared with the plan elevations by use of a surveying level.

- D Combination Curb and Gutter
 - 1 Site has been prepared for concrete to be poured.
 - a Forms have been installed and inspected for condition, alignment and elevation.
 - i Alignment and elevation have been check off of the offset hubs.
Or
 - ii Alignment and elevation have been check by survey.

 - OR
 - b String-line has been installed and inspected for alignment and elevation.
 - i Alignment and elevation have been check off of the offset hubs.
Or
 - ii Alignment and elevation have been check by survey.

- 2 Hydraulic Cement
 - a Hydraulic cement passed a slump test for each truck load that was used.
 - b The inspector has received a copy of the delivery ticket for each truck load that was used (copies of delivery tickets in inspection notebook).
 - c Test Cylinders
 - i Test cylinders were made for each day's concrete pour.
 - ii The inspector has received passing results for the test cylinders, from an independent testing lab (copy of results in inspection notebook).
- 3 Hydraulic Cement Finishing
 - a Hydraulic cement surface has been floated and broomed.
 - b Marked joints and full depth expansion joints are acceptable.
 - c Curing compound has been applied to all exposed surfaces, immediately following brooming of the surface.
 - d All forms have been removed.
- 4 The form trenches have been properly backfilled.
- 5 Combination Curb and Gutter Acceptance.
 - a Parts IV-D1 through IV-D4 have been completed.
 - b Combination curb and gutter is free of excessive cracking or excessive honeycombing.
 - c Combination curb and gutter has passed the hydrant test.
 - d The combination curb and gutter is acceptable.

Inspector's Signature

Date

- E Hydraulic Cement Entrances
 - 1 Forms have been installed and inspected for condition, alignment and elevation.
 - 2 Hydraulic Cement
 - a Hydraulic cement passed a slump test for each truck load

- that was used.
 - b The inspector has received a copy of the delivery ticket for each truck load that was used (copies of delivery tickets in inspection notebook).
 - c Test Cylinders
 - i Test cylinders were made for each day's concrete pour.
 - ii The inspector has received passing results for the test cylinders, from an independent testing lab (copy of results in inspection notebook).
- 3 Hydraulic Cement Finishing
 - a Hydraulic cement surface has been floated and broomed.
 - b Marked joints and full depth expansion joints are acceptable.
 - c Curing compound has been applied to all exposed surfaces, immediately following brooming of the surface.
 - d All forms have been removed.
- 4 The form trenches have been properly backfilled.
- 5 Hydraulic Cement Entrances Acceptance.
 - a Parts IV-D1 through IV-D4 have been completed.
 - b Hydraulic cement entrances are free of excessive cracking or excessive honeycombing.
 - c Hydraulic cement entrances have passed the hydrant test.
 - d The hydraulic cement entrance is acceptable.

Inspector's Signature

Date

- F Hydraulic Cement Sidewalk
 - 1 Forms have been installed and inspected for condition, alignment and elevation.
 - 2 Hydraulic Cement
 - a Hydraulic cement passed a slump test for each truck load that was used.
 - b The inspector has received a copy of the delivery ticket for each truck load that was used (copies of delivery tickets in inspection notebook).

- c Test Cylinders
 - i Test cylinders were made for each day's concrete pour.
 - ii The inspector has received passing results for the test cylinders, from an independent testing lab (copy of results in inspection notebook).

- 3 Hydraulic Cement Finishing
 - a Hydraulic cement surface has been floated and broomed.
 - b Marked joints and full depth expansion joints are acceptable.
 - c Curing compound has been applied to all exposed surfaces, immediately following brooming of the surface.
 - d All forms have been removed.

- 4 The form trenches have been properly backfilled.

- 5 Hydraulic Cement Sidewalk Acceptance.
 - a Parts IV-D1 through IV-D4 have been completed.
 - b Hydraulic cement sidewalk is free of excessive cracking or excessive honeycombing.
 - c Hydraulic cement sidewalk has passed visual inspection.
 - d The hydraulic cement sidewalk is acceptable.

Inspector's Signature

Date

- G Asphalt Concrete Pavement
 - 1 Aggregate base has been properly prepared.
 - a The aggregate base has been graded and rolled, to the shape required, to receive the depth of base course and surface course of asphalt concrete, specified on the Typical Cross Section on the approved plan.
 - b Asphalt tack coat adequately covers aggregate base (copies of delivery tickets in inspection notebook).

 - 2 The aggregate base temperature was at least 50 degrees at the time that the asphalt concrete base course was installed.

 - 3 The asphalt concrete base course has been spread and rolled to

conform with the thickness specified on the Typical Cross Section on the approved plan.

- 4 The inspector has received delivery tickets for all asphalt concrete base mix that has been used for this development (copies of delivery tickets in inspection notebook).
- 5 Asphalt tack coat has been applied to the surface of the asphalt concrete base course.
- 6 The longitudinal joint for the asphalt concrete surface course is offset 6" from the longitudinal joint of the asphalt concrete base course.
- 7 The asphalt concrete surface course has been spread and rolled to conform with the thickness specified on the Typical Cross Section on the approved plan.
- 8 The inspector has received delivery tickets for all asphalt concrete surface mix that has been used for this development (copies of delivery tickets in inspection notebook).
- 9 The surface of the asphalt concrete pavement is adequately free of imperfections that would prevent the surface from draining completely.
- 10 The asphalt concrete for this development is acceptable.

Inspector's Signature

Date

H Permanent Traffic Signs

- 1 Stop Signs
 - a Stop Signs are properly installed.
Or
 - b City Shops has a Work Order to make and install the Stop Signs.
- 2 Street Name Signs
 - a Street name signs are properly installed.
Or
 - b City Shops has a Work Order to make and install street name signs.

