

NOTICE OF PROCESS CLARIFICATION (NOPC)

TO: DEVELOPMENT COMMUNITY

FROM: GISELLE RODRIGUEZ, PE – INTERIM CITY ENGINEER

SUBJECT: INSPECTION PROCESS FOR RESIDENTIAL SUBDIVISION SITES (CITY MAINTAINED

ROADS) - STORMWATER AND ENGINEERING

DATE: 3/13/2012

To ensure proper installation and construction of approved measures for drainage, traffic control devices, sidewalks, roadways, etc. inspections must be conducted by the Engineering & Infrastructure Department Staff at milestones during construction. Two inspectors will be assigned to each project, a Construction Management Inspector and a Stormwater Inspector. It is the responsibility of the owner or his representative to contact our office to request a pre-construction meeting at a minimum of 48 hours prior to starting construction. After the pre-construction meeting both inspectors must be contacted directly to schedule any inspection with at least 48 hour notice. Failure to inspect during construction is a violation of the Chapter 23 - Article III Sec.23-37 and may result in rejection of the facilities, delays for CO approval, delays for Final Plat approval, performance issues, withholding the performance security guarantees and enforcing possible civil penalties. A list of key milestones for Stormwater Management Facilities (BMP's) is provided with the Infrastructure Permit and must be kept on site at all times. In addition to the milestones for the BMP's the following milestones represent the inspection required per the Construction Management Division:

- 1. Sanitary sewer and water line installation to ensure proper backfill methods
- 2. Storm drain installation (provide cut sheets)
- 3. Post storm drain inspection
- 4. Proof-roll curbing grade
- 5. Pre-curbing conference
- 6. Proof-roll subgrade prior to base coarse placement
- 7. Pre-paving inspection (includes proof-rolls)

- 8. Paving Inspection
- 9. Sidewalk installation to include handicap ramps
- 10. Final Inspection to include but not limited to streets, sidewalks, drainage, signs and street lighting.

Inspection requests may be made by calling (910)433-1613 between 8:00 AM and 9:00AM (Monday – Friday).

This process must be followed to ensure compliance with the City's standards and requirements which in fact protect, maintain and enhance the public health, safety, environment and general welfare.