

## 8 Close-out Phase

The Close-out Phase of a Developer-funded project starts when: 1) all prior phases are complete, 2) all homes are occupied, 3) construction is complete on the project, 4) final street cap paving is complete, and 5) the District has received a written request from the Developer to conduct a final inspection for a Notice of Acceptance. During this phase the Developer's Superintendent and Contractor will be working with the District's Inspector to correct any items related to the installation of the sewer and water facilities and prepare the project for final inspection by the District's Development Engineer. Also, during this phase the District's Development Representative will be working with the Developer's Superintendent and Contractor to insure that all of the items identified on the "Project Close-Out Checklist" (**Appendix Y**) are completed and that all outstanding financial obligations are met. Also included on the Project Close-out Checklist, in addition to the mylar plans, JCSD requires submission of a digital format of the as-built drawings in the form of digital disks for Tracts, Plot Plans, and Parcel Maps, etc. The requirements for the digital format can be found in "Digital Disk Requirements and Formatting" (**Appendix Z**). After completion of the final inspection using the "Tract/IP Final Inspection Sheet" (**Appendix AA**), correction of any items identified during the inspection and the completion of all of the items on the Project Close-Out Checklist, the District's Development Representative will schedule the Project to be presented to the District's Board of Directors for consideration of final acceptance. After Board approval, the District's Development Representative will write a letter to the appropriate Planning Agency notifying them that the District has accepted the project. All activity and costs up to final acceptance will be calculated and a final invoice will be sent to the Developer for payment. In cases where a credit is due, the invoice will be accompanied with a check for the remainder of those funds that were deposited towards the project.

### 8.1 Final Inspection

The Final Inspection is a much more thorough inspection of the water and sewer facilities compared to the pre-occupancy inspection. The Final Inspection is normally conducted after homes are occupied, construction has been completed on the project, and final street cap paving is complete. On Individual Project and Plot Plan Projects, this inspection is conducted after all the water and sewer facilities have been installed and

after final street cap paving is complete. The District's Development Engineer, the District's Inspector, and a representative of the Developer must be present to conduct the final inspection. The Procedure for this inspection is as follows:

1. The Developer requests final close-out and acceptance for the project by sending a letter request to the District.
2. The District's Development Representative will verify that all items on the project close-out sheet pertaining to the tract project (payment of fees, easement documents, as-built drawings and CDs, etc.) have been completed and have been presented to the District.
3. The District's Inspector ensures that the project is ready for final inspection. After all items are complete to the District's specifications (and the approved plan) the Inspector contacts the District's Development Representative and notifies them that the project is ready for a final inspection.
4. The District's Development Representative schedules a time for the final inspection.
5. Once the required persons have accepted the time and date of the final inspection, the District's Development Representative will notify the Developer and the Inspector of the time and date of the inspection. The Tract Superintendent, the District's Inspector, and the District's Development Engineer (or his designee) must be present to conduct the inspection. If any of these persons cannot attend, the inspection must be rescheduled. A copy of the as-built drawings and the completed and signed copy of the Inspector's punch-list must be present at the final inspection.
6. The District's Development Engineer (or his designee) conducts the Final Inspection and identifies any items for correction. The District's Inspector will ensure that any items identified during the final inspection are corrected.
7. The District's Inspector will verify that the as-built plan on the submitted CD is accurate and incorporates any changes identified on the final walk. The District's Development Representative will request that the Developer resubmit the CD if any inaccuracies are identified.

8. After review and approval by the Development Engineer, the Development Representative schedules the Project for consideration of acceptance at the next Board meeting. Upon approval by the Board, the District's Development Representative will send the appropriate letter to the County/City notifying them of the District's acceptance of the facilities.



*JCSD staff performing Final Inspection*