



NOTICE OF PROCESS CLARIFICATION (NOPC)

TO: DEVELOPMENT COMMUNITY
FROM: GISELLE RODRIGUEZ, PE – INTERIM CITY ENGINEER
SUBJECT: ENGINEERING DEPARTMENT APPROVAL FOR CERTIFICATE OF OCCUPANCY (CO)
DATE: 3/13/2012

Prior to issuance of a Certificate of Occupancy (CO) a final inspection by the Engineering & Infrastructure Department must be conducted. The following must be completed prior to requesting a final inspection:

- Certification along with as-builts (hard copy and digital in CAD & GIS format)
- Copy of recorded Operation & Maintenance Agreement
- Installation of driveway aprons along with sidewalks and handicap ramps. If sidewalk easements are required it should be recorded on / or prior to final plat.
- Installation of all drainage features to include stormwater drainage facilities in accordance with the approved plans. Installation must be inspected by our office during construction, as well as a final inspection upon completion.

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.