



# SUSTAINABLE DEVELOPMENT – URBAN DESIGN AND PLANNING

## FINAL SURVEY CHECKLIST FOR MULTIFAMILY & COMMERCIAL

Rev: 3 | Revision Date: 5/17/2019 | I.D. Number: FSCFMC

### MULTIFAMILY & COMMERCIAL DEVELOPMENT FINAL SURVEY SUBMITTAL ENGINEERING REQUIREMENTS

The following are required to be submitted to the Engineering Permitting Division for review and approval **prior to issuance of Certificate of Occupancy**. **A passed GFINAL Inspection is required for Final Survey Approval**. All sub check box requirements must be satisfied:

#### PLEASE SUBMIT THE FOLLOWING CHECKLIST WITH THE FINAL SURVEY:

- 1. Two (2) Hard Copies and one (1) electronic copy** of as-built construction drawings.  
(**PAVING, GRADING & DRAINAGE AS-BUILT AND WATER & SEWER AS-BUILT**), meeting the following conditions:
  - a. Grading and Drainage As-Built** requires elevations, including bench marks and elevation datum approved by the City. ([NAVD 88](#)) North American Vertical Datum of 1988 for top and bottom of all retention basin, swale, drainage pipe inverts, finish elevation for catch basin grates, pollution retardant baffles, grate elevation and location of all drywells, sufficient grades elevation shall be provided to verify the design intentions are met.
  - b. As-built plans** shall include elevations (inverts, rim, top of pipe, tap locations, bends indicating changes in alignment, sewer clean-out and meter locations, etc.)
  - c. All facilities** shall be located, utilizing a frame of reference, established from known property or right-of-way geometry and dimensions or ties to easements shall relate to same origin or points of commencement (wherever possible).
  - d. A baseline and offset** reference system shall be used (wherever possible) with baseline origin clearly established from property or right-of-way boundary/ geometry.
  - e. Easements** containing public facilities shall be referenced to the same origin (wherever possible).
  - f. Water meter vaults** shall be located with ties to three corners of the exterior walls.
  - g. Manholes** shall be located to center of rims.
  
- 2. Grading and Drainage As-Built** requires elevations, including bench marks and elevation datum approved by the City. ([NAVD 88](#)), North American Vertical Datum of 1988, for top and bottom of all retention basin, swale, drainage pipe inverts, finish elevation for catch basin grates, grate elevation and location of all drywells. Sufficient grade elevations shall be provided to verify the design intention meets the following criteria:
  - a.** Shows top of all flood walls, retaining walls, or any type of perimeter wall.
  - b.** Shows Driveway slopes in accordance with the [City Standard Details](#). Shall show direction of drainage flow to illustrate design intent has been met.



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- c. For **roadways** please provide crown line elevation, finished pavement grade lines, curbing and structure rim elevations; include for all new construction, overlay, or reconstruction (excavation / mill and resurface) of street, pavement grade breaks at gutter flow line, valley gutter grades, points of tangency and points of curvature, and sidewalk elevations.
- d. Provide dimensions from the centerline of the right-of-way and distance from the edge of pavement to permitted facility.
- e. Engineer shall indicate on the **Water and Sewer As-built** any private hydrants newly installed or replaced. **Private hydrants shall be painted in fluorescent orange** to indicate that the hydrant is privately installed, until City utilities division can place the hydrant in operation and paint red. **Any public hydrant shall be painted in florescent red.**
- 3. Partial or complete as-built drawings shall be labeled as to what is being certified on the plans and certified by the survey of record.
- 4. A **Sewer Certification**, signed by the City Engineer, is **required prior to Final Survey approval** for any new sewer system extensions proposed. Guideline and application are available online.
- 5. A Final approved Engineering Inspection (Inspection ID #499) for the permit is required prior to Final Survey approval. Provide proper close-out of all engineering permits and all permits related to the engineering review and inspection such as; plumbing storm drainage, building driveway permit, building pavers permit, etc. Click here for [online inspection scheduling](#), or call at (954) 828-5191 (weekdays between 8 a.m. and 1:30 p.m.)
- 6. Provide Broward County Environmental Engineering and Permitting ([BCEEAP](#)) Surface Water Release of Certificate of Occupancy Letter for **Final Survey approval** or provide the General License.
- 7. Provide [Broward County Health Department](#) Certification for Clearance (for septic or water main extension).
- 8. Provide Broward County Environmental Engineering and Permitting ([BCEEAP](#)) for [Water and Wastewater](#) license program certification for clearance (for sewer main or extension).
- 9. Provide a copy of all other jurisdictions **final permit close-out** and relevant documentation pertaining to the project and completion of the work.
- 10. As applicable: Right-of-Way or Easement recording documentation (certified legal description and/or survey sketch with description, current Opinion of Title, and Joinder, Consent, and Partial Release of Mortgagees/Lien holders.

**\*Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**