



If, after City inspections, the public and common improvements are not complete or have deficiencies:

1. The City will issue a letter outlining the punch list of outstanding items.
2. The letter will be mailed to the applicant after the scheduled meeting.
3. Once the applicant receives the letter and punch lists, the applicant shall repair all deficiencies. The punch lists are effective for 90 days. If the repairs are not complete within 90 days, new inspections will need to be performed.
4. Once the applicant repairs all deficiencies, the applicant shall submit a written request to the Public Works Division on or before one of the request dates.

If the applicant's 2<sup>nd</sup> subsequent is found complete:

1. The applicant will be placed on the development acceptance agenda for the next meeting.
2. The City will re-inspect the project.
3. The results of the inspections will be discussed at the next scheduled meeting.

Please Note: If more than two construction acceptance inspections are required for a project, the applicant will be charged additional inspection fees. Inspection fees for Longmont Power and Communications will be charged on a time and material basis per the City of Longmont Design Standards Section 701.11. Inspection fees for all other City departments will be charged at \$47.00 per hour per Ordinance 0-2002-60. The fees will be due when the applicant resubmits for construction acceptance.

---

## CONSTRUCTION ACCEPTANCE



# ARE YOU READY FOR CONSTRUCTION ACCEPTANCE?

Has the public and common improvement construction been completed in compliance with the approved plans and current City of Longmont Design Standards and Construction Specifications? If so, the following procedures apply:

1. The applicant shall complete a **Construction Acceptance Checklist** for public and common improvements associated with the approved plans for the project or applicable phase.
2. The Construction Acceptance Checklist can be obtained from the Public Works Division or online at:  
  
[www.ci.longmont.co.us/  
public\\_works/designst/index.htm](http://www.ci.longmont.co.us/public_works/designst/index.htm)
3. The applicant shall submit a completed Construction Acceptance Checklist. The checklist shall be submitted to:

**City of Longmont  
Public Works Division  
408 Third Avenue  
Longmont, CO 80501  
FAX (303) 651-8696**

4. The applicant shall submit the Construction Acceptance Checklist on or before the following request dates.
5. Staff will review the request prior to the meeting date to determine if the project or applicable phase is ready for Construction Acceptance or if deficiencies exist. If punch list items need to be addressed, a denial letter and punch list will be sent out following the scheduled meeting.

## 2006

REQUEST DATES	MEETING DATES
May 22	June 5
June 5	June 19
June 19	July 3
July 3	July 17
July 24	August 7
August 7	August 21
August 21	September 4
September 4	September 18
September 18	October 2
October 2	October 16
October 23	November 6
November 6	November 20
November 20	December 4
December 4	December 18

**Please Note: All request dates fall on a Monday. Requests are due by 5:00 p.m. on or before the request date.**

## WHAT HAPPENS NOW?

### If the applicant's request is complete:

The project or applicable phase will be placed on the following development acceptance agenda.

### Example:

May 22	Submit Request (Applicant)
5/22-6/2	Review Request (City)
June 5	Acceptance Meeting Date
June 12	Mail Notice of Outcome

1. The city will conduct inspections of all public and common improvements associated with the approved plans.
2. The results of the inspections will be discussed at the scheduled meeting and a letter will be generated.

### If the applicant's request is not complete:

The applicant will be mailed a Construction Acceptance Denial letter with a punch list attached.

### If the applicant's public and common improvements are complete:

Within one week of the development acceptance meeting, the city will issue a letter of Construction Acceptance to the applicant for the project or applicable phase.

As per the Public Improvement Agreement, the applicant shall warrant and be responsible for maintenance and repair of all public and common improvements for a minimum of one year, as determined by the City, after construction acceptance or until final acceptance of all public and common improvements, whichever is later. After the one-year warranty period, the applicant is eligible for final acceptance.