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## CONSTRUCTION ACCEPTANCE

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### IS YOUR PROJECT READY FOR CONSTRUCTION ACCEPTANCE?

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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:

The applicant shall complete a **Construction Acceptance Checklist** for public and common improvements associated with the approved plans for the project or applicable phase. The checklist can be obtained at the Development Services Center or online at:

[www.ci.longmont.co.us/  
public\\_works/designst/index.htm](http://www.ci.longmont.co.us/public_works/designst/index.htm)

The applicant shall submit the completed Construction Acceptance Checklist to:

**City of Longmont  
Public Works & Natural Resources  
Development Services Center  
385 Kimbark Street  
Longmont, CO 80501  
FAX (303) 651-8696**

Staff will review the checklist to determine if it is complete.

If the checklist is complete, the city will conduct inspections of all public and common improvements associated with the approved plans. If the checklist is incomplete, the applicant will be notified.

#### **When the public and common improvements for the project *are* complete and approved:**

The city will issue a Construction Acceptance letter to the applicant for the project or applicable phase. The one-year warranty period begins at that time.

#### **If the public and common improvements for the project *are not* complete:**

The city will issue a Construction Acceptance Denial letter and a punch list.

The applicant shall address all punch list items. The punch list is effective for 90 days. If the repairs are not complete within 90 days, new inspections will need to be performed.

Once the punch list is complete, the applicant shall request, in writing, a re-inspection.

The City will re-inspect the project and, if all punch list items have been addressed, Construction Acceptance will be issued and the one-year warranty begins.

**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.



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## FINAL ACCEPTANCE

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### IS YOUR PROJECT READY FOR FINAL ACCEPTANCE?

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**Has it been at least 10 months since the public and common improvement construction was granted Construction Acceptance?**

If so, the following procedures apply:

The developer shall contact the Public Works and Natural Resources project manager to notify them that they intend to begin the final acceptance process. The notice should be sent to:

**City of Longmont  
Public Works & Natural Resources  
Development Services Center  
385 Kimbark Street  
Longmont, CO 80501  
FAX (303) 651-8696**

The developer should then schedule a private contractor to edge mill the asphalt street prior to installation of the top lift of asphalt. Once the edge milling is complete City staff will inspect the project to determine what improvements must be repaired prior to installation of the top lift of asphalt.

#### **When the public and common improvements for the project *are* complete and approved:**

The city will issue a Final Acceptance letter to the applicant for the project or applicable phase. Staff will present a Final Acceptance City Council Communication to City Council at the next available City Council Regular Session.

Once City Council Accepts the project into the city's infrastructure, any securities held by the city will be released.

#### **If the public and common improvements for the project *are not* complete:**

The city will issue a Final Acceptance Denial letter and a punch list.

Once the punch list is complete, the applicant shall request, in writing, a re-inspection.

The applicant shall address all punch list items. The punch list is effective for 90 days. If the repairs are not complete within 90 days, new inspections will need to be performed.

Once the punch list is complete, the applicant shall request, in writing, a re-inspection.

The City will re-inspect the project and, if all punch list items have been addressed, Final Acceptance will be issued.

**Please Note:** If more than two Final 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 Final Acceptance.