



CLOSEOUT REQUIREMENTS

Below is a list of the typical requirements to close out a project. Not all will be required for every project and the Engineering Director will send out a letter listing all the requirements for a project as that project is nearing completion.

A project will not receive a certificate of occupancy from the building permit issuing authority until the project has been successfully closed out by LCPC.

1. **Conditions of Concurrence** (*if any*)
2. **Site Stabilization** (*contractor*)
 - A. All control measures for the final phase of the erosion, sedimentation and pollution control plan shall be in place and stabilized.
 - B. All temporary control measures shall be removed.
3. **Record Drawings** (*engineer*)

Submit one record drawings which shall include location of utilities, inverts, grading of stormwater detention ponds, etc., and reflect any changes to the approved construction plans.
4. **Certification** (*engineer*)

Submit a certification that the development and all construction is in compliance with the approved plans.
5. **Stormwater Management and Treatment Facilities**
 - A. Submit a Detention Pond Certification and, as needed, an as-built drainage report. (*engineer*)
 - B. Submit a signed Stormwater Management Agreement and the associated Stormwater Facilities' Maintenance Plan. (*engineer fills out/completes and owner signs*)
 - C. Submit a copy of the Notice of Termination. (*engineer*)
6. **Irrevocable Letter of Credit (ILOC)** (*owner*)

Submit a two-year landscape establishment bond.