

**TOWN OF DAVIE  
DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISION  
ENGINEERING CLOSE OUT CHECKLIST**

THE FOLLOWING IS A LIST OF DOCUMENTS WHICH WILL BE REQUIRED PRIOR TO THE FINAL APPROVAL OF A PAVING, GRADING, DRAINAGE, WATER/WASTEWATER PROJECT FOR THE PURPOSES OF ISSUANCE OF A CERTIFICATE OF OCCUPANCY AND/OR THE INSTALLATION OF WATER METERS:

- \_\_\_1. (a) Approval of Final Inspections .  
(b) Photometric "As Builts"
- \_\_\_2. (a) Payment of any amounts due to Engineering Division.  
(b) Payment of any amounts due to Utilities Department.
- \_\_\_3. Broward County Health Department letter of clearance for operation of new water system. (New Water Mains)
- \_\_\_4. Broward County Department of Planning and Environmental Protection letter of clearance for operation of new sewer system. (New Sewer Mains)
- \_\_\_5. (a) Two Reproducible Mylar As-Builts drawings for drainage, water and/or sewer system.  
(b) Two sets of blue-line As-Builts Prints, signed and sealed by surveyor/engineer. New Water Sewer Mains and drainage.  
(c) One CD, latest released auto cad, containing all As-Builts Information.
- \_\_\_6 Letter of Certification from Engineer of Record attesting to his/her inspection and certification that all work was accomplished in substantial compliance with plans and specifications.
- \_\_\_7 Lift Station Manual(s) as applicable
- \_\_\_8 Bill of Sale Absolute (Executed by property owner), transferring all water, and /or sewer improvements within public rights-of-way and/or easements, to the Town of Davie. Submit with DR-219 Florida Department of Revenue form.
- \_\_\_9 (a) Recorded easement dedication forms including all easement legal descriptions and sketch of easements. Sketch of easement must not be larger than 8 ½" X 14" in size. Due to recording requirements, the front page of the easement is required to have at least a 3" top margin and all subsequent pages and supporting documents are required to have at least a 2" top margin.  
(b) Attorney's Opinion of Title (must not be older than 30 days upon receipt by the Town)  
(c) Mortgagee's Joinder where applicable. Note: Due to recording requirements, the mortgagee's joinder is required to have at least a 2" top margin.
- \_\_\_10 (a) Affidavit from Developer indicating all water and/or sewer improvements have been paid full.  
(b) Release of Lien from the developer to the Town of Davie.
- \_\_\_11 General Release on behalf of Town of Davie for any liability due because of the original installation of the development's water and/or sewer improvements and acknowledgment of commencement of one-year warranty period. (Water and/or Sewer)

PLEASE CONTACT TOWN OF DAVIE ENGINEERING DIVISION AT 954-797-1113 SHOULD YOU HAVE ANY QUESTIONS REGARDING THE ABOVE ITEMS.