



ENGINEERING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314  
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**ENGINEERING CHECKLIST OF DOCUMENTS  
REQUIRED PRIOR TO THE COMPLETION OF A PROJECT**

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:

Project Name \_\_\_\_\_ Permit Number \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_ 1. Health Department letter of clearance for operation of new water system. (New Water Mains)
- \_\_\_ 2. Health Department letter of clearance for operation of new sewer system. (New Sewer Mains)
- \_\_\_ 3. 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.
- \_\_\_ 4. (a) Two (2) **Reproducible Mylar As-Builts** drawings for drainage, paving, grading, photometric, lake excavation cross sections, water and/or sewer system.  
(b) Two sets of As-Builts Prints, signed and sealed by surveyor/engineer. Same documents as above.  
(c) Two (2) CD, latest released AutoCAD, containing As-Built Information.  
(d) Recorded Plat Mylar and Copy. (if applicable)
- \_\_\_ 5. **Lift Station Manual**(s) as applicable (only within the Town of Davie Utility service area when Town is taking possession).
- \_\_\_ 6. **Bill of Sale Absolute** (Executed by Property Owner), transferring all improvements within the public right-of-way and/or easements to the Town of Davie.
- \_\_\_ 7. (a) Easement dedication forms including all easement legal descriptions and sketch of easements. Sketch of easement must not be larger than 8 ½ inch x 14 inch in size. Due to recording requirements, the front page of the easement is required to have at least a 3 inch top margin and all subsequent pages and supporting documents are required to have at least a 2 inch top margin. All easement dedications to the Town must be submitted for review and approval prior to recordation.  
(b) **Attorney's Opinion of Title** (if applicable) must not be older than 30 days upon receipt by the Town.  
(c) **Mortgagee's Joinder**, where applicable. Due to recording requirements, the mortgagee's joinder is required to have at least a 2 inch top margin.
- \_\_\_ 8. (a) Affidavit from Developer indicating all Town of Davie infrastructure improvements have been **paid in full**.  
(b) Release of Lien from the Developer to the Town of Davie for public infrastructure.
- \_\_\_ 9. General Release on behalf of Town of Davie for any liability arising from the original installation of the development's water and/or sewer improvements and acknowledgement 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.