

Final Inspection - Subdivision

INTRODUCTION

As subdivision development nears completion, it becomes necessary for the City of Greenville to conduct a “final inspection” of work performed in anticipation of street acceptance for continuous maintenance by the City. This inspection will encompass review of all aspects of subdivision construction to ensure compliance with approved plans, applicable regulations and standards. So as to maintain consistency and thoroughness in conduction of the “final inspection”, the following guidelines are to be followed:

Single family, Industrial, Multi-family, and Innovative Subdivisions:

- A. Once the subdivision has been completed. Record Drawings of the subdivision (as identified in the Street and Storm Drainage Record Drawing Submittal Requirements, Std. detail No. C30.01) shall be completed and sent to the City Engineer or his designee for acceptance. These drawings will be reviewed within ten (10) working days after date of receipt.
- B. After the Record Drawings have been accepted by the City Engineer and the electronic Record Drawings with the certification statement by the Owner's engineer and the Engineer's and Owner's Certification of Completion forms (Std. detail No. C31.01 & C31.02, respectively) have been submitted, the subdivision developer shall formally request a pre-final inspection through the Engineer Division's Subdivision Inspector, which may be presented in writing or by telephone. This will allow for the subdivision to be prepared for the final inspection to be conducted by City Engineer. After all items are identified in the pre-final process are addressed, the final inspection may be requested.
- C. It will be the responsibility of the subdivision developer or representative to formally request a final inspection through the City Engineer's office. This shall be done in writing by the developer or representative thereof.
- D. The Subdivision Inspector will verify status of the involved subdivision to the City Engineer. It will be the Subdivision Inspector's responsibility to ensure the subdivision is constructed according to the approved preliminary subdivision plan and Manual of Standard Designs and Details, unless approved through an official variance or plan revision.
- E. Once the subdivision is determined ready for final inspection, the Subdivision Inspector will schedule the final inspection with the subdivision developer or his appointed designee at a time convenient for himself and the City Engineer. It will be the Subdivision Inspector's responsibility to notify the aforementioned persons of the confirmed inspection time within three (3) working days once it has been determined that the subdivision is ready for final inspection.



PUBLIC WORKS DEPARTMENT
1500 Beatty Street
Greenville, North Carolina 27834

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No.	Date	Description
1	9/16/11	APPROVAL
Scale: not to scale	Sheet #: 1 of 3	Detail # C30.04

Final Inspection - Subdivision

- F. Should the subdivision not be ready for inspection, the Subdivision Inspector will work with the developer to bring the involved subdivision into conformance. This will include, but not be limited to:
1. Streets shall be swept clean up to the gutter line of the curb.
 2. Check asphalt pavement, all concrete ramps, sidewalks, and curb and gutter for cracks, alignment, and settlement. The developer is responsible for testing and providing test results to verify the specified thickness.
 3. Check storm drain manholes and catch basins for proper construction. Pipes within the manholes and catch basins shall be broken off flush with the wall of structure and the end of the pipe grouted and brushed smooth.
 4. Look through the pipe to check alignment and to determine if pipe is free of debris.
 5. Check headwalls, end walls, and flared end sections. Pipe to be broken flush with face of the wall and grouted and brushed smooth.
 6. Right of way monuments shall be placed as required.
 7. Right of way to be graded to the proper slope and seeded and mulched before a final inspection can be made.
 8. Detention basins shall be completed and functioning.
 9. All erosion control measures shall be removed in stabilized areas and maintained in non-stabilized areas.
 10. Barricades shall be placed as required.
 11. The area from the back of the curb to the right of way is to remain clear of all obstructions other than those permitted by existing policies.
 12. Stormwater facility installed and inspected by Stormwater inspector.
- G. The final inspection will be performed under the supervision of the City Engineer or his designee. It will be the Subdivision Inspector's responsibility to be familiar with the approved plan, revisions, variances, bond status, and all other administrative details related to the involved development.
- H. It will be the responsibility of the Subdivision Inspector to ensure that all deficiencies are properly noted on the Project Inspection Report Form. The form will be completed and signed by the appropriate persons.



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Final Inspection - Subdivision

- I. The Subdivision Inspector will present a copy of the completed Project Inspection Report Form to the Developer (or his representative) and the Contractor upon completion of the final inspection, but no later than the next working day.
- J. After each inspection, the developer will have a thirty (30) day limit to correct the deficiencies noted on the Project Inspection Report Form. Otherwise a re-inspection will be scheduled the day after the time limit expires and an updated Project Report Form will be processed.
- K. It will be the responsibility of the Subdivision developer to notify the Subdivision Inspector once the deficiencies noted on the aforementioned Project Inspection Report Form are corrected.
- L. It will be the responsibility of the Subdivision Inspector to ensure the deficiencies are corrected and in conformance with the approved plan, the Manual of Standard Designs and Details, or as noted on the Project Inspection Report Form. Once the Subdivision Inspector is satisfied that the deficiencies have been corrected, he will so notify the City Engineer.
- M. The Subdivision Inspector will distribute the Acceptance of Physical Improvements Form to the Public Works Director, City Engineer and the designated representative for Greenville Utilities Commission. Upon return receipt of these forms, the City Engineer will begin proceedings for continuous maintenance, approval of involved record plats, and release of posted bonds. Permanent record will be maintained by the Engineering Division.



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Scale: not to scale	Sheet #: 3 of 3	Detail # C30.04

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