



## COORDINATING SITE CONSTRUCTION WITH THE ENGINEERING DEPARTMENT

1. It should be noted that any construction activity authorized by construction plan approval cannot take place until all of the regulatory approvals required by law, but not necessarily limited to the Town of Cary, Wake County Environmental Services, North Carolina Department of Transportation, North Carolina Department of Environment and Natural Resources, and US Army Corps of Engineers, are received. Copies of all the required regulatory applications and the corresponding approvals must be provided to the Town.
2. No change can be made to the construction plans or in the field unless the Town of Morrisville Engineering Department is notified, and reviews and approves the change prior to initiating construction.
3. A pre-construction meeting must be scheduled with the Town's engineering inspectors prior to the start of construction to ensure that the scope of work and the corresponding method of construction and testing are acceptable and noting when site inspections are required to be conducted by Town staff. At a minimum, engineering inspections must be scheduled and coordinated during the following construction stages:
  - a. Verification of tree protection fence (per as-built survey)
  - b. Temporary traffic control
  - c. Placement of fill
  - d. Road subgrade
  - e. Curb and gutter forms
  - f. Curb and gutters
  - g. Road paving
  - h. Sidewalk forms (includes driveway aprons)
  - i. Sidewalks and driveway aprons
  - j. Retaining walls
  - k. Drainage pipes and other structures before backfilling
  - l. Stormwater management facilities
  - m. Street name signs
  - n. Traffic control signs and pavement markings
  - o. Monumentation
4. The Certificate of Occupancy shall not be issued until all on-site and off-site improvements are constructed and accepted by the approving authority. Please be advised that to attain a final Certificate of Occupancy from the Town of Morrisville the following departments must sign-off to release the project:
  - a. Building - for coordination contact the assigned building inspector or Jayne Howard at 463-6181
  - b. Planning - for coordination contact John Barnard at 463-6198
  - c. Fire - for coordination contact the assigned fire inspector Gayle Mills at 463-6122 or Ron Klus at 463-6125

- d. Engineering - the requirements for engineering sign-off are as follows:
  - i. Engineer's final grading report that includes the corresponding compaction test results and certifies the type of fill material and its proper placement;
  - ii. Engineer's report regarding installation of retaining walls, if applicable;
  - iii. Engineer's report regarding construction of stormwater management facilities, if applicable;
  - iv. Record drawings reviewed and approved by Town of Morrisville and Cary;
  - v. Posting of surety for maintenance of all BMPs, if applicable;
  - vi. Letter of compliance from NCDENR and/or ACOE, if applicable;
  - vii. Letter of acceptance from NCDOT, if applicable;
  - viii. Letter of completion from Wake County, contact David Parnell at 856-7549;
    - Requires record drawings;
  - ix. Letter of compliance from Town of Cary, contact the assigned inspector or David Johnson at 462-3832;
    - Issuance of final fire letter;
    - Requires record drawings;
    - Requires engineer's certification;
    - Requires recorded utility easement;
  - x. Engineering Department final inspection, contact the assigned engineering inspector;
  - xi. Engineering Department sign-off by assigned engineering inspector.
5. Acceptance of Public Improvements (if applicable)
  - a. Upon the acceptable completion of all punch list items and payment of any outstanding fees, the Town Engineer will bring a request for the Town to accept the public facilities to the Board of Commissioners. Once the Board approves the request, the Owner/Developer will receive an initial acceptance letter from the Town Engineer.
  - b. This acceptance begins a warranty for materials and workmanship for not less than one year from the date of acceptance. The warranty period shall continue until all construction activities (i.e., phased project) are completed or no longer impact the area(s) under warranty. The maintenance guarantee will be to the Town from the Owner/Developer.
  - c. The performance guarantee shall be replaced with a maintenance guarantee in an amount equal to not more than 10 percent of the cost of the improvements or the cost of the original installation of the improvements.
  - d. During the warranty period, the Town assumes ownership of the public facilities and will perform routine maintenance; however, until a letter of final acceptance has been issued, all defects in materials and/or workmanship are the responsibility of the Owner/Developer.
  - e. No more than 30 days prior to expiration of the warranty period, the Owner/Developer in writing must request a final inspection from the Engineering Department so a letter of final acceptance or a punch list letter can be provided.
  - f. Upon the acceptable completion of all punch list items, the Owner/Developer will receive a letter of final acceptance from the Engineering Department and the corresponding maintenance bond will be released.
  - g. The Town will begin total maintenance as of the date of the final acceptance letter.