<table>
<thead>
<tr>
<th>Description</th>
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<td>1. FINAL INSPECTION GUIDELINES FOR CONTRACTORS</td>
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<td>INSP-05</td>
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</tbody>
</table>
PUBLIC WORKS
Engineering and Development Services

Date:_________  Contractor Name:______________

Project Name:____________________  Signature:____________________

PUBLIC WORKS PROJECT NUMBER:______________

FINAL INSPECTION GUIDELINES FOR CONTRACTORS

Before scheduling a final public works inspection, consult the following checklist to ensure that the work is complete and built to city standards and approved plans.

The public works inspection addresses engineering, water, sewer, street, and storm work. It does not address requirements specific to the building, electrical, or fire codes, the City Council, Planning Commission, or those of any other regulatory agency. While this is a comprehensive list of public works requirements, the inspector may include work in a punch list that is not specifically referenced in this checklist.

Final Inspection Procedures

Please call 293.1920 at least two business days in advance to request a final public works inspection. The contractor and the project Engineer of Record must attend the inspection. Within two working days of conducting the final inspection, the public works inspector will send results to you and to the city's project manager. Unfinished and sub-standard work or missing documentation will be itemized in a punch list.

When you complete the punch list work, please call to schedule a punch list inspection. When the inspector finds that the punch list work and documentation are complete, he will notify the project manager and direct you to prepare and submit as-built construction drawings to the city.

If you have any questions regarding the checklist or inspection procedures, please contact the project manager at 360.293.1920.

PUBLIC WORKS FINAL APPROVAL

The City Engineer will issue final approval of the public works project when he/she has received:

1. Passing final inspection results from the public works inspector, and
2. As-built construction drawings from you, including:

   • AutoCAD 2002
   • One set mylar
   • Six sets black-line drawings

After the City Engineer has issued final approval, you can pursue final plat approval (when required) from the Planning Commission and City Council.

APPENDIX C: INSP-01
Final Inspection Checklist

☐ Refer to Approved Plans

CLEANUP

☐ 1. Restore and clean all areas disturbed by construction activity.

☐ 2. Dispose of all debris at approved site.

DOCUMENTATION

☐ 1. Submit construction photos, noting location and description of work.

☐ 2. Provide any documentation required in Findings of Fact.

☐ 3. Note all deviations from approved plans for inclusion in as-built drawings.

SANITARY SEWER

☐ 1. Clean, flush, and vacuum sewer main, manholes, and clean-outs.

☐ 2. Pour flow channels for manholes.

☐ 3. Grout manhole pick holes from the inside.

☐ 4. Grout manhole pipe intrusions (unless rubber sealed boots are used).

☐ 5. Install a threaded cleanout for outside drop manhole lines.

☐ 6. Ensure ladder rungs are accessible from manhole lids.

☐ 7. Mark manhole lids “SEWER.”

☐ 8. Ensure manholes are free of water infiltration.


☐ 10. Adjust manholes and clean-outs to finish grade.

☐ 11. Ensure the stubs have a marker and depth for invert as per plan.
12. Verify manhole inverts from rim to flow for as-builts.

13. Verify sanitary sewer stub locations for as-builts.

14. Submit all materials testing documentation for sewer trench backfill.

15. Submit sewer main video documentation.

16. Submit construction photos, noting location and description of work.

STORM SEWER

1. Clean, flush, and vacuum storm main, manholes, catch basins, and clean-outs.

2. Grout manhole pick holes from the inside.

3. Grout manhole pipe intrusions (unless rubber sealed boots are used).

4. Make manhole ladder rungs accessible from manhole lids.

5. Mark manhole lids "STORM."

6. Ensure manholes are free of water infiltration.

7. Trim catch basin pipe intrusions in excess of 2 inches.

8. Obtain City Engineer approval for catch basin inverts of more than 5 feet (requires Type II manhole).

9. Install "Vaned Grate" lid type on catch basins unless specified otherwise on approved plans (herringbone on through-curb inlet only).

10. Mark clean-out lids, "C.O."

11. Adjust manholes, catch basins, and clean-outs to finish grade.

12. Ensure stubs have a marker and depth for invert.

13. Verify stub locations for as-builts.

14. Verify manhole and catch basin inverts from rim to flow line for as-builts.

15. Submit all materials testing documentation for trench backfill.

16. Submit storm main video documentation.

17. Submit construction photos, noting location and description of work.
DETENTION PONDS AND BIO-SWALES

☐ 1. Verify that control structure is installed per plans.

☐ 2. Install trash racks.

☐ 3. Place riprap per plans and drainage analysis. This will include the overflow on the pond.

☐ 4. Verify that riprap meets the specifications set in the drainage analysis.

☐ 5. Landscape 2:1 and 3:1 slopes; hydoseed 5:1 slopes, unless otherwise noted on approved plans.

☐ 6. Clean pond/bioswales of silt and construction debris.

☐ 7. Install fence around pond perimeter.

☐ 8. Install maintenance access road.

☐ 9. Verify perforated drains by location and type for as-buillts.

WATER

Water Main

☐ 1. Keep pressure test results for your records.

☐ 2. Submit all Material Testing documentation for water trench backfill.

☐ 3. Submit water sample bacteria test results from qualified testing agent.

☐ 4. Submit all construction photos, noting location and description of work.

Water Valve Casing

☐ 1. Clean and vacuum valve casings.

☐ 2. Adjust valve casings to finish grade.

☐ 3. Turn notches in the valve casing in the direction of water flow.
4. Install nut extensions on any valves deeper than 4 feet.

5. Ensure that valve lids are free of debris and concrete and are easily accessible to maintenance crews.

Fire Hydrants

1. Install 5-inch Storz adapters on all hydrants.

2. Paint according to specifications. Contact Water Department at 360.293.1921 for paint specifications.

3. Install maximum 6-inches above finished grade for break away hydrants. Adjust accordingly.

4. Preserve 36-inch clearance for access around the hydrant.

5. Follow water valve casing notes above for hydrant valves.


7. Submit documentation of pressure tests by a qualified testing agent.

8. Submit documentation of fire flow tests by a qualified testing agent.

Water Meter Boxes

1. Install all water meter boxes.

2. Set all water meter boxes to finished grade.

3. Clean all water meter boxes and make ready for meter installation.

4. Install ¾ inch PVC crossing at all side by side water meter boxes to allow for automated meter reading system wiring.

5. Ensure maximum 12-inch space from top of meter box to brass plug.

6. Space brass plug 2-inches from inside of the meter box.

7. Install all reading lids (hinged lids).

8. Install drive-over box and lid for meters placed in driveway approaches.

9. Verify water meter box locations for as-bults.
Air Release / Vacuum Breaker Valve (ARV)

☐ 1. Verify location for as-builts.

☐ 2. Secure to concrete post.

☐ 3. Install vent minimum of 2-feet from center of the ARV box.

☐ 4. Fill box with 4 mil bagged styrofoam packing chips.

☐ 5. Install ¼-inch mesh bronze bird screen.

☐ 6. Set to finished grade.

Blow-off Assembly

☐ 1. Clean and make caps accessible by maintenance crews.

Curb and Gutter

☐ 1. Install all curbs and gutters.

☐ 2. Install catch basin returns in the curb line.

☐ 3. Install through-curb inlet catch basins to top of curb elevation.

☐ 4. Install through curb inlet catch basins at the same elevation as the top of curb.

☐ 5. Remove and replace any sections bearing cracks, damage, graffiti, footprints, finishing blemishes, or other objectionable marks.

☐ 6. Install full depth expansion joints 90-feet apart in the curbs, gutters, driveways, points of curvature, points of tangency, ramps, etc.

☐ 7. Apply broomed finish to concrete.


☐ 9. Submit all material testing documentation for sub-grade compaction.
SIDEWALKS

☐ 1. Verify sidewalks are 4-inches thick.
☐ 2. Verify sidewalks across driveways are 6-inches thick.
☐ 3. Verify sidewalks across driveways in the industrial park are 8-inches thick with rebar.
☐ 4. Remove and replace any sections bearing cracks, damage, graffiti, footprints, finishing blemishes, or other objectionable marks.
☐ 5. Install full depth expansion joint every 15-feet (match expansion joint in curb line), control joints every 5 feet.
☐ 6. Ensure all ramps and driveway approaches meet ADA requirements.
☐ 7. Apply broomed finish to concrete.
☐ 8. Submit all material testing documentation for sub-grade compaction.

DRIVEWAYS

☐ 1. Install all driveways.
☐ 2. Verify driveways are 6-inches thick.
☐ 3. Verify driveways in the industrial park are 8-inches thick with rebar.
☐ 4. See notes for sidewalks.

STREETS

☐ 1. Submit tonnage tickets to verify correct thickness per plans.
☐ 2. Submit all material testing documentation for sub-grade compaction prior to asphalt.
☐ 3. Submit all compaction test reports and asphalt gradation analysis.
☐ 4. Submit results of soil residual herbicide test.
☐ 5. Submit receipt for aggregated (broken) mat sealing.
MONUMENTS

☐ 1. Adjust lids to finished grade.

☐ 2. Restore and replace damaged monuments.

☐ 3. Ensure all monuments are installed.

☐ 4. Submit record of survey by a Professional Land Surveyor certifying monuments are punched and documented.

STREET LIGHTING

☐ 1. Install and test all streets lights.

MAILBOXES

☐ 1. Verify location for as-builds.

☐ 2. Obtain Post Master and the City of Anacortes approval of mailbox location.

SCHOOL BUS STOPS

☐ 1. Obtain Anacortes School District and the City of Anacortes approval of school bus stop locations.

SIGNS AND STOP BARS

☐ 1. Install per City specifications (contact Mac Jackson, Street Supervisor, at 360.293.1921).

☐ 2. Verify locations for as-builds.

LANDSCAPING

☐ 1. Complete landscape installation.

☐ 2. Provide receipt for root barrier.
Residential Inspection

<table>
<thead>
<tr>
<th>Address:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner:</td>
<td></td>
</tr>
<tr>
<td>Contractor:</td>
<td></td>
</tr>
<tr>
<td>Inspected by:</td>
<td></td>
</tr>
</tbody>
</table>

1. Water Meter Box
- [ ] Set firm and level to finished grade or backside of sidewalk elevation.
- [ ] Lid and box undamaged.
- [ ] Water meter and customer shutoff installed.
- [ ] No debris.
- [ ] Accessible – no landscape obstruction.
- [ ] Driveway installation has drive-over box and lid.
- [ ] Customer gate valve intact.
- [ ] No leaks at connections.

2. Curb and Gutter
- [ ] No cracks, damage, graffiti, footprints, finishing blemishes, or other objectionable marks.
  - If road frontage improvements:
    - [ ] Expansion joints every 15 feet and at driveways.
    - [ ] Concrete has broom finish.
  - [ ] No low spot at curb line, especially at driveway cut. Maximum grade change in 20 feet is ¼ inch.

3. Sidewalk
- [ ] No cracks, damage, graffiti, footprints, finishing blemishes, or other objectionable marks.
- [ ] ADA compliant – 1 percent slope to curb.
  - If road frontage improvements:
    - [ ] Expansion joints every 15 feet and at driveways.
    - [ ] Concrete has broom finish.

4. Driveway Approaches
- [ ] No cracks, damage, graffiti, footprints, finishing blemishes, or other objectionable marks.
- [ ] ADA compliant.
5. Streets

- No cracks, blemishes.

  If road or alley improvements:

  - Received proctor and sieve analysis of ballast, crushed rock, and asphalt.
  - Received passing materials testing reports for sub-grade, ballast, crushed rock, and asphalt.
  - Received tonnage tickets consistent with required thickness per approved plans.

6. Sanitary Sewer

- Inspection card signed off and/or verified in Building Department database.

- As-built record filed in the address file.

- Screw cap(s) installed on clean-out(s).

- Clean-out(s) set at finished grade.

7. Storm Drainage

- Inspection card signed off and/or verified in Building Department database.

- As-built record filed in address file.

- Not blocked or diverted to adjacent parcel.

8. Public Utilities Out of Traveled Way

- Concrete collars around City utilities.

- Final grading OK.

- Restored to prior condition or better.

9. Landscape

- Bonded for completion at later date.

Verification against approved landscape plan:

- Installation.

- Type and quantity of plants.

- Sod or seed in place.

- Root barrier (receipt filed).

10. Erosion Control Measures

- BMPs removed.

- All debris removed. Site clean.

- Permanent vegetation established.
City of Anacortes Public Works
Road Right-of-way Testing and Inspection Practice

Utility Trenches:

Compaction Testing
Perform at least 2 compaction tests (ASTM D 2922 nuclear method) per 100 lineal feet of trench, one at sub-grade level, one at 50% of the trench depth if a hoe-pack is used for compaction. In addition, test all road crossings at sub-grade and 50% depth. If walk-behind compaction equipment is used (i.e. jumping jack) test each 12" of depth.

Trench backfill should be compacted to at least 95% of the maximum dry density according to the modified proctor (ASTM D 1557). Fill should be placed in horizontal lifts not to exceed 12 inches of loose thickness and follow WSDOT 7-08.3(3) specifications (2002).

Using a loaded, 10 yard gravel truck, proof roll the trench lines to verify that a firm and unyielding condition prevails over the entire length of the trenches at the road sub-grade elevation.

Sieve analysis of backfill material
Sample the imported fill material for sieve analysis prior to trench backfilling at a minimum interval of one sample per day of operation.

Sample of materials to be used shall be submitted prior to construction to determine conformance to WSDOT specifications 9-03.12(3) for pipe zone material, 9-03.19 for trench backfill and 9-03.9 for Aggregates for Ballast and Crushed Surfacing.

Samples should be taken from material delivered to the site.

Road Sections:
Proof Rolling
Prior to placing structural fill for the road section, testing lab and city engineer representatives should observe a proof roll of the undisturbed native sub-base using a loaded dump truck (15 ton minimum certified by load ticket). In areas of significant pumping and yielding, scarify, aerate and re-compact existing materials (WSDOT 2-06). If loose native soil conditions prevail, over-excavate the deleterious material to the satisfaction of testing lab representative and city engineer. After 18" of over-excavation, place a woven structural geo-textile fabric that is equivalent to or better than a Mirafi 500x product. Backfill over-excavated areas with clean (<7% fines) structural fill compacted to 95% of the maximum dry density (ASTM D 1557).

Once the entire road section is placed and prior to paving, testing lab representative should observe a proof roll of the sub-grade to ensure that there are no yielding or pumping areas.
Compaction Testing for Road Sections:
Granular and crushed aggregate
Roadbed fill materials should be compacted to 95% of the maximum dry density (ATSM D 1557) and verified with the nuclear method (ATSM D 2922). For every lift placed in the roadway, compaction testing should occur twice per 100 linear feet, one on either side of the centerline at locations determined by city engineer representative.

Fill material unable to be tested by the nuclear method, such as rock fills, should be tested by a loaded, 10 yard dump truck proof roll.

Asphaltic Concrete Pavement
Prior to placement of pavement, the city shall make a determination of sub-grade acceptance based upon test results and the observations of a firm and unyielding surface. The city shall also establish test area boundaries. The contractor shall supply the city with a mix design including values for the theoretical maximum density of the asphalt being used on the project.

Specification for minimum allowable density for asphalt is 92% of the theoretical maximum density.

The point of acceptance is when the asphalt reaches 175 degrees f.

When the contractor indicates that the pavement is ready for acceptance or it reaches 175 degrees f., whichever is sooner, the city shall supervise 5 nuclear densometer readings at random locations within every test area. A test area shall not exceed 200 tons of asphalt, however, smaller areas may be determined, such as cul-de-sacs may be singled out as a test area or individual streets within a street network may be singled out as test areas, even though these areas would be less than 200 tons.

The results of the densometer readings for each test area shall be evaluated and the average applied to the entire test area. If the average is below minimum, the owner may request core tests to be taken at his expense and at locations determined by city personnel, within 24 hours of the final paving of the test area. Five core tests shall be taken for each test area and the results evaluated and the average applied to the whole test area.

If the pavement is below minimum compaction subsequent to the final testing procedures, the owner may increase depth of the final lift of asphalt as directed by the city engineer, or provide payment to the city as directed by the city engineer.

All isolated areas within test areas that fall below 88.0% shall be subject to extensive testing and subsequent removal of the asphalt, unless otherwise directed by the city engineer.

The use of a correction factor to correct density readings obtained from the nuclear densometer is acceptable upon authorization by the city engineer in the following instances: 1) first lift overlays on existing pavement; 2) first course over granular material.
### TESTING AND INSPECTION SUMMARY:

#### Testing Frequency

<table>
<thead>
<tr>
<th>Work phase</th>
<th>Frequency of Testing/Inspection</th>
<th>Required Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trench back filling</td>
<td>2 tests every 100 feet of trench, at sub-grade and 50% of fill depth or below top of trench at time of test</td>
<td>95%</td>
</tr>
<tr>
<td>Roadbed materials</td>
<td>2 test every 100 feet of roadway, one for each side of centerline</td>
<td>95%</td>
</tr>
<tr>
<td>Asphalt</td>
<td>5 test per 200 tons</td>
<td>92%</td>
</tr>
</tbody>
</table>

#### Roadway Sections

<table>
<thead>
<tr>
<th>Work phase</th>
<th>Frequency of Testing/Inspection</th>
<th>Required Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native roadway</td>
<td>1 proof roll of undisturbed native soil prior to placing fill, but after stripping of overburden.</td>
<td>No yielding or deflection</td>
</tr>
<tr>
<td>Sub-base</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roadbed fill materials</td>
<td>2 test every 100 feet of roadway, one for each side of centerline</td>
<td>95%</td>
</tr>
<tr>
<td></td>
<td>1 proof roll at sub grade elevation prior to paving.</td>
<td>No yielding or deflection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trench backfill</td>
<td>2 tests every 100 feet of trench, at sub-grade and 50% of fill depth or below top of trench at time of test</td>
<td>95%</td>
</tr>
<tr>
<td></td>
<td>1 proof roll of trench lines after completion of backfill and compaction</td>
<td>No yielding or deflection</td>
</tr>
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</tbody>
</table>

#### Laboratory Analysis

<table>
<thead>
<tr>
<th>Work phase</th>
<th>Frequency of Testing/Inspection</th>
<th>Required Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trench backfilling</td>
<td>1 gradation prior to backfilling, a minimum of one per day of work, 1 proctor prior to backfilling</td>
<td>To design Spec's</td>
</tr>
<tr>
<td>Roadbed fill materials</td>
<td>1 gradation prior to filling, a minimum of one per day, 1 proctor prior to placing fill.</td>
<td>To design Spec's</td>
</tr>
</tbody>
</table>

APPENDIX C: INSP-03
Asphalt

1 rice density per day of paving,
1 extraction, fracture and gradation
for every 200 tons of asphalt place
in a day

To design
Spec's

GENERAL REQUIREMENTS:

All test reports shall be faxed to the City Engineer representatives (A copy each for the
project manager and inspector) within 1 business day. Failing tests shall be noted and marked.

Testing Lab shall be WABO certified and under the supervision of a qualified registered
Geologist or Engineer. All procedures shall meet ASTM and WSDOT/APWA Standards.

All sample locations shall be clearly indicated by project stationing and the depth in
relationship to sub grade elevation.

Material sources, locations, sampling methods, dates, lab personnel, sample identifier,
etc. shall be clearly indicated for each proctor or gradation. Each density test shall
specifically indicate the reference standard for the test material.

Indicate the contractors intended or stated use of the material (ie, bedding, ballast,
trench backfill, etc.)

APPENDIX C: INSP-03
ANACORTES PUBLIC WORKS DEPARTMENT
Engineering and Development Services
Required Submittals

**Construction Plan Submittal**

<table>
<thead>
<tr>
<th>N/A</th>
<th>Need</th>
<th>Submitted</th>
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</table>

(Check pertinent information for the following requirements)

Pay Plan Review Fee per the Engineering Plan Review Fee and Construction Inspection Fee Form.

**Complete Submittal, but not limited to:**

- Engineers Estimate of Construction
- 4 sets of black line prints of the Construction Plans
- 2 sets of Clear/Grade/Fill Permit application applied for and paid
- 4 sets of black line prints of the Landscape Plan
- 2 copies of the Large Parcel Storm Water Plan
- 2 copies of the Small Parcel Storm Water Plan
- 2 copies of the Storm Water Quality Plan
- 2 copies of the Geotech Report
- 2 copies of the Traffic Control Plan for approval
- 2 copies of the NPDES Permit
- 2 copies of the recorded survey
- 2 copies of a Narrative as to how the construction plans conform to the Facts and Findings
- 2 copies of Request for Deviation from the EDS Standards
- 2 copies of the Fire Flow Test Report
- 2 copies of the Water System Design Report
## Construction Plan Approval:

(Check pertinent information for the following requirements)

- [ ] Pay Construction Inspection Fee, per the Engineering Plan Review Fee and Construction Inspection Fee form.
- [ ] Mylar for signatures, includes a sign-off from the Building
- [ ] 4 sets of black line prints

### Preconstruction:

No construction can begin until: (See Facts and Findings, if any)
- [ ] Clear/Grade/Fill has been applied, approved and paid for.
- [ ] Landscape Plan approved by Planning Commission or Planning Director, per the Facts and Findings.

### Schedule the preconstruction meeting. Information Required:

1. Provide Liability Insurance with the City of Anacortes as additional insured in the amount of $1,000,000.00, form CG2026 or similar.
2. Provide copies of all flaggers’ certifications
3. Provide verification of General Contractors State License
4. Provide verification of all Subcontractors State License
5. Provide verification of the Subcontractors City of Anacortes Business License.
6. Provide verification of General Contractors City of Anacortes Business License.
7. Provide a contact list of Key people that will be working on this project, as well as the order of communication.
8. Provide verification of the Erosion Control Supervisor Certification.
9. Provide a Proctor and Sieve Analysis of Material Used. See the City of Anacortes Right-of-Way and Testing Practice. All material must be approved by the City of Anacortes Public Works Director
10. Establish a weekly meeting, if needed.
11. Indicate special inspection agency and geo-engineer.

All Erosion Control Measures installed and approved the Public Works Inspector or designated Representative.

All Construction Fencing in place and approved by the Public Works Inspector or designated Representative.

1 Copy of the Contractor’s Spill Prevention Program

Weekly Tool Box Safety Meeting Minutes

Provide 1 copy of the PSE plans for Street Lighting approval.
**Construction:**

(Choose pertinent information for the following requirements)

- Call for inspections. See the Preconstruction Agenda.
- Provide daily Compaction Testing. See the approved plans and Preconstruction Agenda.
- Call for Water Pressure Test. Contractor to provide pretest prior to calling for inspection.
- Provide Water Sample to the Department of Health for testing.
- Provide Sewer Pressure Test. Contractor to provide pretest prior to calling for Inspection. A re-inspection fee will apply.
- Provided Erosion Control weekly/Monthly reports. See approved plans and EDS Standards.
- Provide daily on-site Geotech Inspections.
- Provide daily Geotech Reports.

**Video Inspection Request:** Before a Television Inspection can be performed, all work has been inspected by the City of Anacortes and all items have been completed and the required information provided to the City of Anacortes:

1. Photos of installation. Including all connections made. To be supplied to the Public Works Inspector.
2. Trenches are backfilled and compacted to subgrade elevation.
3. Proctor and Sieve Analysis of the trench backfill material are supplied to the Public Works Inspector.
4. Compaction test reports for trench backfill are supplied to the Public Works Inspector.
5. Manholes are installed and backfilled, per the plans and standard specification.
6. Proper connections to the manholes.
7. Manhole channels have been installed, per the plans and standard specifications.
8. Lines have been flushed and cleaned.
9. Every line segment has been air pressure tested and passed
10. All work has been inspected and approved by the PW Inspector.

Once this work has been completed and verified by the Public Works Inspector, the Contractor can request a “Video Inspection Request” from the Public Works Inspector. The Public Works Inspector will process the request with the Operations Department for scheduling of the sewer line and storm line.

Before final acceptance of the sanitary sewer and storm drainage, the Contactor shall correct all deficiencies found during the Television Inspection. An additional inspection fee will apply.
Construction Acceptance:

(Check pertinent information for the following requirements)

Prior to calling for a Final Inspection by the COA Public Works:

Contractor to complete and return to the Public Works Inspector, the Final Inspection Guidelines for Contractors Inspection Form. The Public Works Inspector will verify completion.

Provide a set of As-builts to use as reference at the site walk.

Schedule the site walk. Wednesday mornings from 9:00 am to Noon is the time that the City Departments have set aside for this activity.

Provide As-builts for City review and approval. (1) copy in Mylar form and (1) copy in digital form in AutoCAD 2000 minimum.

Complete Punch List items, if any.

Submit a formal request for a Performance Bond for minor work to be completed, if desired. The Performance Bond is the cost of construction x 150%.

Provide a Performance Bond. Per the Anacortes Municipal Code, it is only valid for 1-year.

Provide, but not limited to:

All compaction testing information.

All Video information, Sanitary Sewer, Storm Drainage

All photos of construction with identification of location and description.

All geotechnical reports, including Final Report

Verification of correction notice completion

Water Pressure Test Reports

Sewer Pressure Test Reports

Asphalt Inspection Forms

Fire Flow Test Report

Final Plat Approval:

Provide verification of Construction Cost. This is used to establish the 2-year Maintenance Bond. The Maintenance Bond is 10% of the Construction Cost.

Provide a (2) year Maintenance Bond. If there is a Performance Bond in place, the (2) year Maintenance Bond does not take affect until the Performance Bond is completed and accepted by the City of Anacortes.

Complete and submit the Final Plat Submittal checklist with the Supplemental Public Works Submittal Requirements. See EDS Standards Appendix “C”.

Provide (2) Copies of the recorded document.
ANACORTES PUBLIC WORKS DEPARTMENT
ENGINEERING PLAN REVIEW FEE AND CONSTRUCTION FEES

SITE INFORMATION AND PROJECT VALUE

OWNER: 

SITE ADDRESS: 

PROJECT DESCRIPTION: 

PROJECT VALUE [PV]: $ ____________ (Page 3 of 3 Total Cost)

ENGINEERING PLAN REVIEW FEE

ENGINEERING PLAN REVIEW FEE (.005 of Project Value) $ ____________

TOTAL ENGINEERING REVIEW FEE $ ____________

DUE AT TIME OF SUBMITTAL OF PLANS FOR REVIEW

CONSTRUCTION INSPECTION FEE

CONSTRUCTION INSPECTION FEE BASE FEE $ 500.00

CONSTRUCTION INSPECTION FEE (.015 of Project Value) $ ____________

CONSTRUCTION INSPECTION FEE SUBTOTAL $ ____________

REDUCTION * $ ____________

TOTAL CONSTRUCTION INSPECTION FEE $ ____________

DUE UPON CONSTRUCTION PLAN APPROVAL

* SUBJECT TO THE DIRECTOR OF ENGINEERING & DEVELOPMENT SERVICES APPROVAL, A 50% REDUCTION TO THE CONSTRUCTION INSPECTION FEE MAY BE ASSESSED IF THE DEVELOPER PROVIDES ON-SITE CONSTRUCTION INSPECTION AND CONSTRUCTION ENGINEERING THROUGH PRIVATE CONSULTANTS TO THE SAME STANDARD AS THAT OF THE CITY.

Plan Review Fee: $ __________ + Construction Inspection Fee: $ __________ = $ __________

Page 1 of 3 Engineering Plan Review Fee and Construction Inspection Fee Project Number __________

APPENDIX C: INSP-05 (JULY 2011)
The Developer shall enter the quantities shown on the construction drawings to be submitted to the City for review. This document is used to maintain the City's inventory of Public Works infrastructure and determine the amount of Engineering & Inspection Fees due to the City.

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<th>DESCRIPTION</th>
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<th>Total Cost</th>
<th>FEE AMOUNT</th>
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** Temporary Erosion/Sediment Control includes: Clear and Grade, Fill and Grade, ESC Supervisor, and Silt Fencing.