

**CITY OF WINTER HAVEN  
ENGINEERING SERVICES DIVISION  
DEVELOPMENT CHECKLIST**

PROJECT NAME: \_\_\_\_\_

- ( ) Construction Plans and Preliminary Plat Approved by the City of Winter Haven.
- ( ) Copies of Permits:
  - SWFWMD
  - FDOT: Connection Permit; Drainage Permit; Utility Accomodation Permit; Other: \_\_\_\_\_
  - Polk County R/W Use Permit; Other: \_\_\_\_\_
  - Polk County Health Department (PCHD): \_\_\_\_\_
  - Dept of Environmental Protection (FDED): \_\_\_\_\_
  - NPDES, Notice of Intent : \_\_\_\_\_
- ( ) Pre-Construction Meeting.
- ( ) Inspection Fee:
- ( ) Shop Drawings: Water; Sewer; Force Main; Lift Station; Reuse;
- ( ) Walk-through at substantial completion. ( ) Walk-through punch list completion.
- ( ) Test Reports:
  - Bacteriological tests of water mains per DoH criteria.
  - Pressure tests of water mains.
  - Pig tests.
  - Tracer wires tests.
  - Fire Hydrant flow tests and bonnet painting.
  - Leakage test of sewer mains.
  - Video of interior of sewer mains.
  - Lift Station start-up, attended by City Utilities Division representative.
  - Proctor and density tests certified by geo tech lab engineer.
  - Concrete compressive test.
- ( ) As-Built Drawings: One hard copy signed and sealed by engineer of record and/or surveyor; coordinates for water sewer and reuse systems; One AutoCAD file (\_\_\_\_). Required prior to City Engineer sign off of Clearance Letter to to FDEP and PCHD.
- ( ) Property Value Form signed & sealed by professional engineer: Water, Sewer, Reuse, Other: \_\_\_\_\_
- ( ) Warranty letter for lift station pumps and appurtenances, other: \_\_\_\_\_
- ( ) Warranty letter by Developer for water, sewer, reuse, lift station, roadways, others: \_\_\_\_\_
- ( ) Final Approval, Release or Clearance Letters by Other Agencies:
  - SWFWMD: \_\_\_\_\_
  - FDOT: Connection Permit; Drainage Permit; Utility Accomodation Permit; Other: \_\_\_\_\_
  - Polk County R/W Use Permit; Other: \_\_\_\_\_
  - Polk County Health Department: \_\_\_\_\_
  - Dept of Environmental Protection for lift station, sewer mains, other: \_\_\_\_\_.
  - City / County Fire Marshal: \_\_\_\_\_
  - Landscaping Site Inspection by Planning Department: \_\_\_\_\_
  - Lighting Site Inspection by Planning Department: \_\_\_\_\_
  - Bike Rack Site Inspection by Planning Department: \_\_\_\_\_
- ( ) Onsite/Offsite Easements: reviewed by City Engineer, executed by owner and recorded by City Clerk.
- ( ) Bond: (Subdivision only; Amount certified by engineer of record and approved by City Engineer).
- ( ) Final Plat Review.
- ( ) City Commission Approval of Final Plat processed by Planning Division.
- ( ) Recording of Approved Plat thru City Clerk's Office.
- ( ) Recording of Offsite Easements thru City Clerk's Office.
- ( ) \_\_\_\_\_
- ( ) \_\_\_\_\_
- ( ) \_\_\_\_\_