

CHAPTER 14
ACCEPTANCE PROCEDURES
AND REQUIREMENTS

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CHAPTER 14 ACCEPTANCE PROCEDURES

This section sets forth the procedures related to acceptance of roads and drainage improvements in the Town of Winter Park. It is intended to maintain a uniform road and drainage development policy throughout the Town and to provide a clear statement of the procedures for road and drainage acceptance.

14.1 GENERAL POLICIES

14.1.1 Where road and drainage improvements are required for a subdivision or development, the initial capital cost will be paid by the developer. After acceptance of the roads for maintenance, the Town will then provide a normal level of maintenance as available funds, manpower, and equipment permit. A normal level of maintenance means street snowplowing and repair and cleaning of drainage structures.

14.1.2 The Town will maintain only those roads specifically accepted for maintenance by the Town Engineer.

14.1.3 Where a new development impacts an existing road or drainage facility by accessing onto the road or increasing storm runoff onto or along the road, the developer(s) will be responsible for upgrading the roadway to the minimum standards required by these Design Standards. The construction of new roadways for the purpose of providing access to a development is the responsibility of the developer(s).

14.1.4 The following traffic control aspects shall apply to acceptance procedures.

14.1.4.1 Opening to Public

Roadways shall not be opened to general public traffic until necessary traffic control devices have been installed. Before a new roadway is accepted by the Town, it shall be properly signed and striped according to the approved plans.

14.1.4.2 Additional Signs

If during acceptance inspection of the new subdivision or development it becomes evident that additional signs are needed, the Town shall inform the owner/developer in writing. These additional signs shall be the responsibility of the owner/develop to install such signs.

14.2 PROBATIONARY ACCEPTANCE PROCESS

Once public improvements (streets and/or drainage) which are covered by a valid Town permit are constructed to Town standards, the subdivider or developer may send a letter to the Town Engineer requesting inspection to be made of the public improvements for probationary acceptance.

- 14.2.1 The letter shall fully describe the improvements for which the request is being made. It is the strict practice of the Town to accept all the public improvements for a subdivision at one time. If the owner/developer desires partial acceptance of public improvements, a request for such treatment should precede the acceptance request. The request should justify and define the partial acceptance schedule and explain the circumstances of the case.
- 14.2.2 The letter shall designate a contact person for the owner/ developer, an address, and a telephone number.
- 14.2.3 Included with the letter shall be the Record Drawings for the public improvements designed and constructed by the owner/developer.
- 14.2.4 **Acceptance Inspection Scheduling**
Within ten working days of receiving the request for acceptance, the Town shall provide written acknowledgement to the owner/developer that the probationary acceptance request was received. The acknowledgement letter shall indicate a time and date for the acceptance inspection to be performed by the Town. The owner/developer shall be responsible for assuring all the public improvements are in good repair, are clean and free from dirt and debris, and are generally in an acceptable condition for thorough visual inspection on the date indicated in the acknowledgement letter.
- 14.2.5 **Town's Response**
Within ten working days following an acceptance inspection, the Town shall provide the owner/developer a written list of deficiencies for the public improvements. These deficiencies must be rectified by the owner/developer as a condition of the Town granting probationary acceptance. The owner/developer shall obtain necessary permits prior to commencing the remedial work. Such permits shall be issued on a "no fee" basis.
- 14.2.6 **Re-inspection Scheduling**
When the owner/developer completes the repairs according to the deficiency list previously provided, a reinspection may be scheduled by calling the Town Engineer.
- 14.2.7 **Town's Response**
The Town Engineer shall grant or deny probationary acceptance based on reinspection for compliance to the written deficiency list previously provided to the owner/developer. If new deficiencies are found, either in quality or extent of construction, the owner/developer shall be notified in writing that these new deficiencies shall be corrected as a condition of final acceptance. Probationary acceptance will not be delayed by discovery of new deficiencies.

The Town shall issue written notice either granting or withholding probationary acceptance within ten (10) working days of the acceptance reinspection. If acceptance is denied, cause(s) shall be explicitly delineated. The probationary acceptance letter shall specify the date on which the owner/developer is eligible to request Final Acceptance. The probationary acceptance period will normally be two (2) years. It may be longer under unusual circumstances.

14.2.8 **Performance Guaranty Reduction**

Upon receipt of the Probationary Acceptance Letter, the owner/developer is eligible to have the subdivision agreement collateral reduced to 20% of the original value. If the probationary acceptance is for only part of the public improvements, the reduction in collateral shall correspond to the value of the accepted improvements. (See Section 8-3-1 of the Town Code.)

14.3 **FINAL ACCEPTANCE**

Once public improvements have been totally completed and the designated warranty period as outlined in the Probationary Acceptance documents have been met, the owner/developer may request Final Acceptance.

14.3.1 The letter requesting Final Acceptance shall identify the public improvement by name and reference shall be made to the date of Probationary Acceptance.

14.3.2 A contact person, address and telephone number shall be listed.

14.3.3 The letter shall request a Final Acceptance Inspection.

14.3.4 **Acceptance Inspection Scheduling**

Upon receipt of the request, the Town will issue a response within ten (10) working days which will indicate a date and time for a final field inspection. The owner/developer is responsible for having the public improvement clean and free of debris at the time of inspection. Failure to do so shall require rescheduling the inspection. Rescheduling will be treated as a new inspection, not a reinspection.

14.3.5 **Punch List**

During the field inspection, a listing of items requiring remedial action (punch list) will be prepared. This list of items shall be issued to the applicant within ten (10) working days of completing the inspection. The warranty period may be extended, at the Town Engineer's discretion, for repair items.

14.3.6 **Corrective Action**

The owner/developer shall then obtain necessary permits to perform corrective action prior to commencing any work operations. Such permits shall be issued on a "no fee" basis. These are required so that the Town is aware of all work on this right-of-way.

14.3.7 **Re-inspection Request**

Upon completion of all corrective work, the owner/developer shall request, in writing, a reinspection.

14.3.8 **Re-inspection Scheduling**

The Town shall notify the applicant by telephone or in writing when the reinspection will occur. The Town will endeavor to notify the applicant twenty-four (24) hours in advance.

14.3.9 Final Acceptance Letter

Upon satisfactory completion of this final inspection, the Town shall issue a Final Acceptance Letter within ten (10) working days of the reinspection.