

# Residential Project Final Plat Check List



*This checklist should be used as a guide for contractors and developers as they reach the closeout phase of a project for residential projects. This checklist may not be all-inclusive, and not all items will be applicable to every project. It is the sole responsibility of the applicant to ensure that all requirements have been met prior to obtaining a final plat for the site. All design elements and infrastructure must meet the required standards in the [Kannapolis Land Development Standards Manual \(LDSM\)](#).*

## Pre-development

- Construction Documents Approved by the City
- Water Permit issued by [NCDEQ-Public Water Supply](#)
- Sewer permit issued by [NCDEQ-Division of Water Resources](#)
- Erosion and sediment control permit issued by [NCDEQ-Division of Energy, Mineral and Land Resources](#)
- [NCDOT Encroachment](#) and [Driveway](#) Permits Issued
- [Army Corps/Wetland Permits](#) Issued
- Shop Drawings Approved by Kannapolis Engineering
- Pre-construction meeting held with Kannapolis Engineering, and all other applicable agencies
- Contractor Information Forms Returned to Kannapolis Engineering (Distributed at Pre-construction Meeting)

## Stormwater & SCMs:

- Storm CCTV1\* Submitted (Prior to Proof Roll) and approved by Kannapolis Engineering
- Storm CCTV2\* Submitted (After Utilities) and approved by Kannapolis Engineering
- Storm Certification Submitted and approved by Kannapolis Engineering
- SCM Construction Estimates submitted and approved by Kannapolis Planning
- SCM Escrow Valuation submitted and approved by Kannapolis Planning
- SCM Plat and SCM O&M Agreements submitted and approved by Kannapolis Engineering
- SCM Agreement Finalized

*\*All CCTV must be submitted to the Engineering Department and will be reviewed within 10 business days of submission*

## Water & Sewer:

- Water Meters delivered to Water Resources Department
- Passing Pressure Testing Complete and report submitted to Kannapolis Engineering
- Passing Water Samples collected by Kannapolis Engineering – Expires after 30 days
- Water As-builts submitted and approved by Kannapolis Engineering\*\*
- Water Certification Completed by Engineer of Record (Kannapolis Engineering will submit to NCDEQ)
- Tie-ins Completed (After Certification Completed)
- Sewer CCTV Submitted and Approved by Kannapolis Engineering
- Passing Sewer Pressure Test Completed
- Passing Sewer Vacuum Test Completed
- Passing Sewer Mandrel Completed
- Sewer As-builts submitted and approved by Kannapolis Engineering\*\*
- Sewer Certification Completed by Engineer of Record (Kannapolis Engineering will submit to NCDEQ)
- All sewer plugs removed from downstream sewer lines
- Utility Punch-list Scheduled and All Items satisfactorily addressed
- Utility Final Walk Through Completed

*\*\*Once as-builts have been submitted and approved, applicant shall submit CAD/GIS files of the as-builts.*

**Asphalt/Roadways:**

- Passing Trench Backfill test (Third party)\*
- Passing Subgrade Proof Roll
- Passing Curb Proof Roll
- Passing ABC Test (Third party)\*
- Passing Roadway Proof Roll
- Passing Asphalt testing (Third party)\*

*\*All third-party testing results must be submitted to Kannapolis Engineering.*

**Street lights:**

- Street Light Design requested from Duke Energy by Applicant
- Street Light Design submitted and approved by Engineering Department
- Street Light Decorative Adder paid to Duke Energy by Applicant

**Street Signs:**

*Street names should be approved by planning prior to construction permit approval.*

- Street Sign Application & Fee submitted to Kannapolis Planning

**Fire:**

- Passing Hydrant Flow test performed by Kannapolis FD
- Gate and Access plan submitted to Fire department

**Misc. Sitework**

- Retaining walls inspected by third party and reports submitted to Engineering Department
- All conditions of TIA and rezoning met or bonded (if applicable)

**Bonds**

*All bond estimates shall be submitted to the Kannapolis Planning Department. Bond estimates should be itemized and a 25% contingency added to any items bonded for non-completion (performance bond). Bonds may be required on the following items, if not complete at time of Final Plat request:*

- Asphalt topcoat
- Sidewalks
- Striping
- Landscaping
- Retaining wall (Inspected by third party)
- SCM Conversion
- Additional Items as required by the City for non-performance

**Plat:**

- Final Plat Signed and Recorded – See LDSM Chapter 6

**Once the final plat has been recorded, and site buildout has reached 80% completion:**

- SCM Converted, certified As-builts and as-built planting plan submitted and approved by Kannapolis Engineering
- Installation of Final Lift and passing density testing (Third Party)\*
- Street lights installed
- Landscaping Installed

**One Year after Final Plat Recordation:**

- 1-year warranty walk through
- 1-year Warranty punch list items completed