



Pre-Construction Checklist

Planning and Development | Public Works

Project Name: _____

Address: _____

Project #: _____ Date: _____

PRE-CONSTRUCTION REQUIREMENTS

- | | |
|--|---|
| <input type="checkbox"/> Development Agreement Executed | <input type="checkbox"/> Construction Schedule |
| <input type="checkbox"/> Contractors Registered | <input type="checkbox"/> Construction Contracts |
| <input type="checkbox"/> Tree Survey / Protection / Mitigation | <input type="checkbox"/> Working hours |
| <input type="checkbox"/> Construction Fencing / SWPPP | <input type="checkbox"/> Trench Safety Plan |
| <input type="checkbox"/> Staging / Logistics Site Plan | <input type="checkbox"/> Traffic Control Plan |

DEVELOPER INFORMATION

Name: _____

Street Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

Contractor Information (General)

Name: _____

Street Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____



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Contractor Information (Utilities)

Name: _____

Street Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

Contractor Information (Paving)

Name: _____

Street Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

SWPPP

Name: _____

Street Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

Testing Lab

Name: _____

Street Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____



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FEES AND PAYMENTS

- Application Fees
 - Plan Review Fees
 - Construction Inspection Fees
 - Parkland Dedication Fees
-

BONDING INFORMATION

- Payment Bond
 - Performance Bond
- OR
- Subdivision Bond
-

INSURANCE

Contractors are required to provide proof of insurance.

- General Contractor
- Utility Contractor
- Paving Contractor