



IMPROVEMENT ACCEPTANCE/ACKNOWLEDGEMENT OF COMPLETION
PROCEDURES
GENERAL OUTLINE

Following is the process for acceptance of improvements and/or acknowledgement of completion of private improvements and release of performance guarantees and acceptance of maintenance guarantees.

ONCE ALL UTILITIES HAVE BEEN INSTALLED:

A) The project representative (developer/ contractor/ engineer/ surveyor) must submit the following items:

1) To the **engineering division**, care of the Senior Field Inspector;

- a) certified paper as-builts for all improvements including dirt work, storm sewer, streets, sanitary sewer, sidewalks
- b) a video (DVD) of all storm sewer (both public & private)

The as-builts must be prepared by a professional engineer or registered land surveyor. As-builts by the contractor or an architect will not be accepted. Questions regarding the as-built or video requirements should be directed to the Senior Field Inspector (or other engineering division staff) @ 317-887-5230

2) To the **sanitation field office**, care of the Technician/ Inspector - Sanitation;

- a) certified paper as-builts for all sanitary sewer, if applicable
- b) all air tests/ mandrel testing, etc. for the sanitary sewer must be coordinated with the sanitation field office

The as-builts must be prepared by a professional engineer or registered land surveyor. As-builts by the contractor or an architect will not be accepted. Questions regarding the as-built or testing requirements should be directed to the Technician/ Inspector - Sanitation (or other sanitation field office staff) @ 317-888-1254

3) To the **stormwater department**, care of the Inspector - Stormwater;

- a) copy of the operations and maintenance manual for water quality, for review and approval.

Questions regarding the operations and maintenance manual should be directed to the Inspector - Stormwater (or other stormwater department staff) @ 317-887-4711

B) Once all items are submitted, as outlined in **A)** above, the project representative must:

- 1) contact the Senior Field Inspector (or other engineering division field staff) @ 317-887-5230 to schedule a field inspection for the dirt work, storm sewer, streets, sidewalks, signs & monuments, erosion control. The project representative must be present at the field inspection to assist in the inspection process (opening manholes, structures, etc.) Once the field inspection is complete, a punch list (if required) will be generated by the Senior Field Inspector (or other engineering division field staff) and distributed to the project representative
- 2) contact the Technician/ Inspector - Sanitation (or other sanitation field office staff) @ 317-888-1254 to schedule a field inspection (and testing) for the sanitary sewer. The project representative must be present at the field inspection to assist in the inspection process/ perform the testing (opening manholes, structures, etc.) Once the field inspection is complete, a punch list (if required) will be generated by the Technician/ Inspector - Sanitation (or other sanitation field office staff) and distributed to the project representative
- 3) maintain communication with the stormwater department in regards to the status of the operations and maintenance manual so that the manual can move towards final execution and acceptance by the City

Once the project representative believes that the punch list(s) has/ have been completed, the project representative must again contact the Senior Field Inspector (or other engineering division field staff) and/or the Technician/ Inspector - Sanitation (or other sanitation field office staff) to request a re-inspection. If the re-inspection(s) is/ are approved, the project representative may move towards placement on a Board of Public Works and Safety (BPWS) agenda. If the re-inspection(s) is/ are not approved, please follow step **B)**, items 1) and 2) again.

- C)** During steps **A)** and **B)** above; project coordination should be done by the project representative, with engineering division office staff (City Engineer or Senior Technician) in regards to maintenance guarantees that may be required and the dollar amounts of those maintenance guarantees
- D)** Once both the engineering division field staff and sanitation field office staff have given final field inspection approval, storm sewer video approval, paper as-built approval and in regards to the sanitary sewer; all mandrel and air test approvals; then a request to be placed on a BPWS agenda can be submitted.
- E)** Street Lights – if there are street lights that are to be installed for a project then those street lights must be installed, inspected and operational before a request to be placed on a BPWS meeting agenda can be submitted and before a final secondary plat will be released for recording

F) A letter to request placement on a BPWS agenda must be sent by the project representative to:

City of Greenwood, Indiana
Engineering Division, Department of Community Development Services
300 South Madison Avenue, Second Floor
Greenwood, Indiana 46142

The request letter shall include:

- a) the full name of the project as presented through the plan commission
- b) the BPWS meeting date being requested
- c) action being requested of the BPWS
- d) person or persons that will be attending the BPWS meeting along with contact information such as telephone number, facsimile number, e-mail address, etc.

The request letter and all appropriate paperwork requiring BPWS action must be received by the engineering division at least 2 weeks prior to the meeting that is being requested. The BPWS meet on the 1st & 3rd Monday of each month at 5:30 p.m. in the City Council Chambers, 1st Floor, 300 South Madison Avenue, Greenwood, Indiana 46142.

G) The request letter along with all items requiring BPWS action shall be submitted as follows:

- 1) the original request letter along with all original paperwork such as guarantees, easements, plats, etc., to the Senior Technician at the address shown in F) above
- 2) a copy of the request letter **only** to the City Engineer at the address shown in F) above
- 3) a copy of the request letter along with 1 set of final certified mylar as-builts for dirt work, storm sewer, streets, sanitary sewer, sidewalks and 1 electronic copy of the set of final certified as-builts to the Senior Field Inspector at the address shown in F) above
- 4) a copy of the request letter along with 1 set of the final certified mylar as-builts for sanitary sewer only and 1 electronic copy of the set of final certified as-builts for sanitary sewer only to the Technician/ Inspector - Sanitation at the following address:

City of Greenwood, Indiana
Sanitation Field Office
367 South Washington Street
Greenwood, Indiana 46143

- 5) a copy of the request letter along with copies of all paperwork such as guarantees, easements, etc., to the City Attorney at the following address:

City of Greenwood, Indiana
Corporation Counsel
300 South Madison Avenue, Fourth Floor
Greenwood, Indiana 46142

H) Once the request letter and items requiring BPWS action are received, per **G)** above, City staff will attempt to review all items in the 2 week time period mentioned. If revisions are required or additional items are needed, City staff will contact the project representative as soon as possible

During this 2 week time period; balance of inspection and testing fees that may be due, will be calculated, SAF fees will be calculated if required and any other pertinent information needed for BPWS action will be analyzed

While this general outline may not be all inclusive and may not cover all situations, as each individual project is different, it shall be used as a general outline for improvement acceptance/acknowledgement of completion of improvements

I) As of October 23, 2023 the following persons are in the following positions:

Senior Field Inspector	-	Mr. Jeff Weaver
Technician/ Inspector - Sanitation	-	Mr. Kevin McIninch
Inspector - Stormwater	-	Mr. Mike Weaver
City Engineer	-	Mr. Jim Peck
Senior Technician	-	Mr. Paul Peoni
City Attorney	-	Ms. Shawna Koons

GENERAL INFORMATION

Please call the engineering division with any questions or comments. Our telephone number is 317-887-5230

As-Built Drawing Resolution #92-7 should be helpful in preparing the required as-built drawings. The resolution contains the **minimum** information that will be required on the as-built drawings

The As-Built Drawing Resolution can be found on the City of Greenwood, Indiana website under the engineering division area. Here is the link;

<https://www.greenwood.in.gov/egov/apps/document/center.egov?view=item;id=3384>

The City of Greenwood, Indiana website is www.greenwood.in.gov