** Escrow amount designated by GIS Coordinator $**

**Infrastrucure GPS amount $**

(Building Permit #)

| Will the utilities become City owned (not private)? | ☐ Yes | ☐ No |

For Public Utilities, the following must be delivered to the City within 60 days of completion of the project (unless other arrangements are preapproved by the GIS Coordinator). The four required items are:

1. An 11" x 17" paper copy of the record drawing of how the utilities were actually constructed. The drawing must be signed by the on-site inspector. All sewer, storm sewer and water utilities will be shown including service valves, sewer clean-outs, sewer tracing wire locations, catch basins, aprons, etc. The pipe type, size and length must also be shown.
2. A PDF image of the signed paper as-built must be provided.
3. A point’s file with Northing, Easting and Elevation of all utility structures on the surface must be submitted. This includes, but is not limited to: aprons, catch basins, manholes, valves, hydrants, curb stops and sewer cleanouts.
4. If utilities existed prior to the project, documentation must be provided as to what was done with the existing utilities. Any utility structures that were moved, removed or capped must be noted.

It is suggested the person installing the utilities keep track of any changes to the utility plan and submit them to the project manager or engineering firm to be reflected in the as-built drawing.

For Private Utilities, the inspector, contractor or witness shall keep track of any modifications to the approved utility plan and submit them to the City GIS Coordinator within 30 days of completion of the project (unless other arrangements are preapproved by the GIS Coordinator).

** Escrow amounts will be refunded to the payer after complete as-built deliverables are received. Escrows will not be refunded if all items are not received within 60 days of utility account activation unless preapproved by the GIS Coordinator. If all items are not received, partial amounts may be refunded or the full escrow amount may be forfeited.**

** The Infrastructure GPS amount listed above may be retained.**