



PROJECT CLOSE-OUT CHECKLIST

PROJECT NAME: _____ NO.: _____ DATE: _____

THE FOLLOWING ITEMS MUST BE APPROVED AND ON FILE IN THE COMMUNITY DEVELOPMENT DEPARTMENT PRIOR TO A PROJECT RECEIVING FINAL SITE CLEARANCE BY THE COMMUNITY DEVELOPMENT DEPARTMENT:

- A. Letter of Acceptance from the Broward County Department of Environmental Regulations (BCDER) Surface Water Management Division, or the Central Broward Water Control District (CBWCD), whichever is applicable.
- B. A signed and sealed site lighting letter from a Professional Engineer or Architect registered in the State of Florida stating that “all exterior lighting construction conforms with City of Sunrise Code, Section 16-150.”
- C. A signed and sealed letter from the Engineer of Record certifying that the site is in compliance with all ADA requirements.
- D. A signed and sealed certification letter by the Engineer of Record for the paving and drainage installation.
- E. A signed and sealed letter from the Landscape Architect certifying that all plant materials meet the Florida Grades and Standards as being Florida #1 or better.
- F. Paving and Drainage As-Builts to be APPROVED by this Department PRIOR to approval of final site inspection.
 - Five (5) sets of as-built plans, using the approved design drawings, signed and sealed by the Engineer of Record and a Land Surveyor registered in the State of Florida.
 - One (1) electronic file of as-builts on a CD, in AutoCAD format, containing the paving and drainage as-built information as shown on the approved as-built plans. **Submit CD after as-built plans have been approved.**
- G. The installation of the permanent water meter must have occurred.
- H. Notification from the Public Service Department that the temporary water meter(s) has been collected.
- I. A Final Site Permit must be issued and closed-out for each building. Final site inspections include: Engineering, Landscape, Planning, Plan Revisions and Engineering Checklist.
- J. Receipt of original title insurance policy.
- K. Other: _____