
11-2-9 Acceptance Procedures and Requirements.

- (A) This Section sets forth the procedures related to acceptance of road improvements in the Town of Grand Lake. It is intended to maintain a uniform road development policy throughout the Town and to provide a clear statement of procedures for road acceptance.
- (B) *General Policies.*
1. Where road improvements are required for a subdivision or development, the initial capital cost will be paid by the developer. After acceptance of the roads for maintenance, the Town will then provide a normal level of maintenance as available funds, manpower and equipment permit. A normal level of maintenance means street snowplowing and repair and cleaning of drainage structures.
 2. *Dedications.*
 - (a) Dedication of Public and Private Rights-of-Way for streets giving access to adjacent lands and adjoining dedicated streets, and drainage and utility easements, may be required.
 3. The Town will maintain only those roads specifically accepted for maintenance by the Board of Trustees. Acceptance of Town roads does not constitute acceptance for Town maintenance or access by emergency vehicles.
 4. Where a new development impacts an existing road or drainage facility by accessing onto the road or increasing storm runoff onto or along the road, the developer(s) will be responsible for upgrading the roadway to the minimum standards required by these Street Standards. The construction of new roadways for the purpose of providing access to a development is the responsibility of the developer(s).
 5. The following traffic control aspects shall apply to acceptance procedures.
 - (a) *Opening to the Public.* Roadways shall not be opened to general public traffic until necessary traffic control devices have been installed. Before a new roadway is accepted by the Town, it shall be properly signed and striped according to the approved plans.
 - (b) *Additional Signage.* If during acceptance inspection of the new subdivision or development it becomes evident that additional signs are needed, the Town shall inform the owner/developer in writing. These additional signs shall be the responsibility of the owner/develop to install such signs.
- (C) *Inspections.*
1. *Progress Inspections.*
 - (a) Adequate inspections assure compliance to Town standards and are the basis for release of maintenance responsibility and/or for release of bond.
 - (b) It is the responsibility of the contractor to contact the Town no less than one (1) day in advance of required inspections.
 - (c) Any work or material which does not conform to Town standards will be brought to the attention of the contractor and if immediate corrections are not made, the construction will be stopped.
 2. *Final Roadway Inspection for Road Cuts.*
 - (a) All roads wherein work has been performed shall be thoroughly cleared of all debris and extraneous material.
 - (b) All disturbed portions of right-of-way and roadway shall be restored to a condition at least as good as the original condition.

-
- (c) Items looked for are: cleanup of pavement and all roadway appurtenances; pavement failures, broken concrete, damaged signs and fencing, etc. All deficiencies must be resolved to the satisfaction of the Town.

- (d) *Maintenance and Repair Responsibility.*

- 1. Maintenance and repair responsibility shall be the owner's for a period of one (1) year after completion of right-of-way work.

- (D) *Probation Acceptance.*

- 1. Once public improvements (streets and/or drainage) which are covered by a valid Town permit are constructed to Town standards, the subdivider or developer may send a letter to Town Staff requesting inspection to be made of the public improvements for probationary acceptance.
 - (a) This requirement may be waived for nine (9) months should weather conditions necessitate it. All improvement bonds, escrow funds, etc., are to be held by the Town until paving is complete. A fugitive dust control plan is to be included in the PD documents and implemented during construction.
 - (b) All streets are to be completed and paved before a certificate of occupancy (C.O.) is issued on a structure(s).
 - 2. The letter shall fully describe the improvements for which the request is being made. It is the strict practice of the Town Board to accept all the public improvements for a subdivision at one time. If the owner/developer desires partial acceptance of public improvements, a request for such treatment should precede the acceptance request. The request should justify and define the partial acceptance schedule and explain the circumstances of the case. The letter shall designate a contact person for the owner/developer, an address, and a telephone number. Included with the letter shall be the Record Drawings for the public improvements designed and constructed by the owner/developer.
 - 3. *Acceptance Inspection Scheduling.* Within ten (10) working days of receiving the request for acceptance, the Town shall provide written acknowledgement to the owner/developer that the probationary acceptance request was received. The acknowledgement letter shall indicate a time and date for the acceptance inspection to be performed by the Town. The owner/developer shall be responsible for assuring all the public improvements are in good repair, are clean and free from dirt and debris, and are generally in an acceptable condition for thorough visual inspection on the date indicated in the acknowledgement letter.
 - 4. *Town's Response.* Within ten (10) working days following an acceptance inspection, the Town shall provide the owner/developer a written list of deficiencies for the public improvements. These deficiencies must be rectified by the owner/developer as a condition of the Town granting probationary acceptance. The owner/developer shall obtain necessary permits prior to commencing the remedial work. Such permits shall be issued on a "no fee" basis.
 - 5. *Re-Inspection Scheduling.* When the owner/developer completes the repairs according to the deficiency list previously provided, a re-inspection may be scheduled by calling the Town Engineer.
 - 6. *Town's Response.* The Town Engineer shall grant or deny probationary acceptance based on re-inspection for compliance to the written deficiency list previously provided to the owner/developer. If new deficiencies are found, either in quality or extent of construction, the owner/developer shall be notified in writing that these new deficiencies shall be corrected as a condition of final acceptance. Probationary acceptance will not be delayed by discovery of new deficiencies. The Town shall issue written notice either granting or withholding probationary acceptance within ten (10) working days of the acceptance re-inspection. If acceptance is denied, cause(s) shall be explicitly delineated. The probationary acceptance letter shall specify the date on which the owner/developer is eligible to

request Final Acceptance. The probationary acceptance period will normally be two (2) years. It may be longer under unusual circumstances.

(E) *Performance Guaranty Reduction.* Upon receipt of the Probationary Acceptance Letter, the owner/developer is eligible to have collateral reduced. If the probationary acceptance is for only part of the public improvements, the reduction in collateral shall correspond to the value of the accepted improvements.

(F) *Final Acceptance.*

1. Once public improvements have been totally completed and the designated warranty period as outlined in the Probationary Acceptance documents have been met, the owner/developer may request Final Acceptance. The letter requesting Final Acceptance shall identify the public improvement by name and reference shall be made to the date of Probationary Acceptance. A contact person, address and telephone number shall be listed. The letter shall request a Final Acceptance Inspection and be accompanied by As-Built drawings.
2. *Acceptance Inspection Scheduling.* Upon receipt of the request, the Town will issue a response within ten (10) working days which will indicate a date and time for a final field inspection. The owner/developer is responsible for having the public improvement clean and free of debris at the time of inspection. Failure to do so shall require rescheduling the inspection. Rescheduling will be treated as a new inspection, not a re-inspection.
3. *Punch List.* During the field inspection, a listing of items requiring remedial action (punch list) will be prepared. This list of items shall be issued to the applicant within ten (10) working days of completing the inspection. It is the responsibility of the developer to address all items on the Punch List. Initial acceptance will occur after all items on the Punch List are reviewed, and approved, by the Town. The two-year warranty period will begin on the date of initial acceptance.
4. *Corrective Action.* The owner/developer shall then obtain necessary permits to perform corrective action prior to commencing any work operations. Such permits shall be issued on a "no fee" basis. These are required so that the Town is aware of all work on this right-of-way.
5. *Re-Inspection Request.* Upon completion of all corrective work, the owner/developer shall request, in writing, a re-inspection.
6. *Re-Inspection Scheduling.* The Town shall notify the applicant by telephone or in writing when the re-inspection will occur. The Town will endeavor to notify the applicant twenty-four (24) hours in advance.
7. *Final Acceptance Letter.* Upon satisfactory completion of this final inspection, the Town shall issue a Final Acceptance Letter within ten (10) working days of the re-inspection.