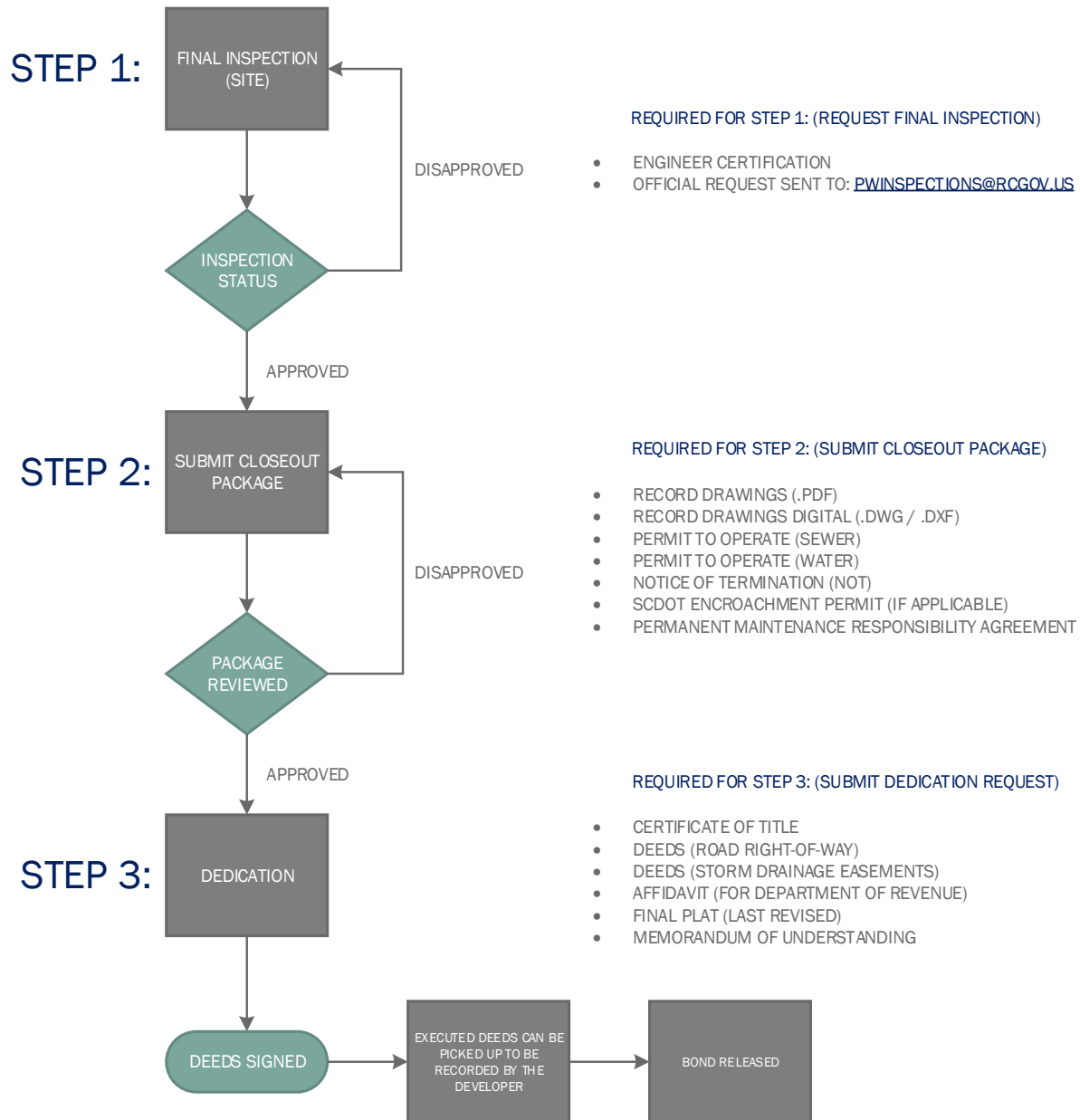




CLOSEOUT PROCESS

Roadways and associated storm drainage constructed according to the approved set of plans may be dedicated to Richland County for ownership and maintenance. This is accomplished through the County’s Closeout Process and the County reserves the right to deny acceptance of any project petitioned to be turned over to the County. As a condition for acceptance of infrastructure into the County system, Richland County requires a one year warranty accompanied by a bond in the amount of 100% of the construction cost. The warranty will pertain to the design and construction of the streets and accompanying drainage system in accordance with the Road Design Standards and their satisfactory performance during the warranty period. The warranty period begins with the County’s execution of the deed.

All pavement failures and other structural defects that are detected during the warranty period are to be corrected by the grantor upon official notification by the Department of Public Works.



Final Inspection

Upon completion of a project, a Final Inspection can be requested. All final inspection (and follow-up) requests must be sent to pwinspections@rcgov.us with "FINAL INSPECTION REQUEST" in the subject line. The email will be acknowledged within 24 hours and an inspection can be scheduled within 5-7 business days due to the necessary coordination among departments. The Engineer Certification (.pdf) must be attached to the request.

Partial inspections are not granted. Prior to requesting a final inspection, the engineer will certify the following:

- All infrastructure is in and functioning according to the design.
- All temporary controls have been removed (unless special exception is granted)
- All ponds are in their permanent state which includes being stabilized, sediment removed, skimmers and baffles removed, and forebay removed and restored.
- Etc. (remainder on certification)

Submit Closeout Package

Upon being granted an approved final inspection, a Closeout Package can be submitted to the Department of Public Works for review. The package must include the above-referenced items and items in Steps (1) & (2) can be submitted simultaneously. All information must be submitted through the Trakit system and the applicant should choose "Closeout Permit" when applying for the permit and should include the following: <http://etrakit.rcgov.us/etrakit3/login.aspx?lt=either&rd=~/dashboard.aspx>

- Record Drawings – The drawings must include "ALL" improvements and final road & storm drainage profiles.
- Record Drawings (CAD) – The digital submission should be a (.dwg) or (.dxf) file and must include all layers.

Dedication

Upon receipt of the dedication package, the Department will review all information for accuracy. If all information is accounted for and accurate, a recommendation will be submitted to the County Engineer for acceptance of the project into the County inventory within three (3) days of receipt of a complete package. The dedication package must include the following:

- Certificate of Title
- Deeds (Road Right-of-Way)
- Deeds (Storm Drainage Easements)
- Affidavit (For Department of Revenue)
- Final Plat (Last Revised)
- Memorandum of Understanding
- [Condition Must Be Met] Site Has Received an Approved Final Inspection
- [Condition Must Be Met] As-built Digital Submission Approved