



Procedure/Checklist for Final Dedication of Public Infrastructure

First: Notify planning commission staff of the intent to request dedication and complete the following:

Streets:

- ☐ Repair any failed pavement areas (and witnessed by PC according to severity)
- ☐ Verify that no other street cuts are needed (for utilities, conduits, pipe repair, etc.)
- ☐ Check for proper drainage and need for milling to achieve depth of the design surface asphalt
- ☐ Curb and gutter – repair any major cracking or separation by replacement, minor cracking with caulk
- ☐ Paint curb “Safety” yellow 15 feet each side of fire hydrants
- ☐ Roadway shoulder – check for width, condition, and erosion
- ☐ Sidewalks – check for proper relationship to curb (elevation and location), grade, jointing or any major cracking (replace entire panel for repair)
- ☐ Pedestrian Street Access Ramps – check location, slope, tactile warning strip, cracking and overall accessibility
- ☐ Signage – All signage is installed (street, stop, no-parking, pavement markings, etc.) and is MUTCD compliant (including message, location, height, size, reflectivity and break-away post)
- ☐ Clean streets and apply tack coat and final surface pavement
- ☐ Check that manhole rims/valve structures are properly adjusted for surface height

Drainage:

- ☐ Clean and flush all storm sewers for a visual inspection. Video inspection is required for public infrastructure
- ☐ Catch Basins – check for debris, structural damage or severe cracking; properly sealed (grouted).
- ☐ Check for overflow swale(s) at street sag locations. Installed and will function.
- ☐ Storm Pipe/Culverts – check for debris or blockage, sagging or deflection, cracking or joint separation
- ☐ Headwalls – check for structural damage/separation from pipe, fencing, erosion, channel protection, grates.
- ☐ Ditches – check for positive flow, eroding areas or sediment deposits, and distance from edge of pavement
- ☐ Detention areas – check for erosion or sediment, functioning as designed (may require engineer verification)
- ☐ Water Quality – check for functioning as designed and that it has been serviced/cleaned out
- ☐ Remove all inlet protection devices and silt fence once vegetation is established

Other:

- ☐ Notify the City Engineer if any streetlights need to be installed
- ☐ Asbuilt Drawings – should be complete and match current conditions
- ☐ Landscaping – check for location, completion and health
- ☐ Check that any exterior or required fencing is complete
- ☐ If there is any other local, state or national permit work (KYTC, COE, DOW), check for completion
- ☐ Check the Planning Commission conditions of approval or special requirements for any pertinent items

Final: Contact Planning Commission Engineer for walk-through and final punch list

If all items are acceptable at this time, approval/dedication eligibility will be sent out. Formal dedication procedures may then occur at the City Council or Fiscal Court*. Bonding will be as per the current City or County ordinance.