



# DEPARTMENT OF PUBLIC DEVELOPMENT

## *Environmental Compliance*

### INSPECTOR'S CHECKLIST SUBDIVISIONS

**ALL ITEMS IN BOLD REQUIRES THE INSPECTOR TO BE NOTIFIED 24 HOURS IN ADVANCE SO THEY MAY WITNESS THE PROCEDURE PRIOR TO PROCEEDING ONTO THE NEXT PHASE OF CONSTRUCTION WORK.**

1. SOIL EROSION CONTROL
  - a) Approved plans on-site.
  - b) All silt fences are trenched in and within proper location.**
  
2. CLEARING
  - a) Clearing limits clearly flagged by surveyor.**
  - b) Clearing within Right of Way and Easements only.
  - c) Proper disposal of stumps per the approved soil erosion plan.
  
3. GRADING
  - a) Grades match the approved plan.
  - b) Observe compaction of fill areas.**
  - c) Proper slopes appear to be present, (shoulders, etc.)
  - d) Verify no stumps; wood, etc. are in roadway fill areas.**
  - e) Proof-roll Sub-grade.**
  
4. STORM DRAINAGE SYSTEM
  - a) Acceptable materials on-site.
  - b) Inspect banding at all joints. (Double bolted bands).**
  - c) Verify location and alignment of pipes. (See full moon inside).**
  - d) Acceptable backfill material, void of rocks, wood etc.
  - e) Inspect backfill compaction.**
  - f) Inspect for proper catch basins and for location and elevations. (Survey stakes left in place.)**
  - g) Inspect grouting of all catch basins
  - h) Box inverts poured and cleaned.
  
5. ROUGH GRADE APPROVAL
  - a) Entire Right of Way plus or minus 1 foot of design plans.
  - b) Rough grade approval letter from survey that he has verified rough grade.
  
6. CURB AND GUTTER
  - a) Proof roll gutter alignment.**
  - b) Curb alignment and elevations staked by surveyor/engineer.
  - c) Inspect for honey cones and wet cracking.
  - d) Inspect for proper joints.
  - e) Curb backfilled within 72 hours.



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7. BASE
  - a) Depth cut verified versus lip of curb.
  - b) Observed compaction procedure.
  - c) **Base proof-rolled.**
  
8. ASPHALT
  - a) Material meets mix design requirements.
  - b) Temperature outside taken.
  - c) **Temperature of asphalt taken while in trucks.**
  
9. UTILITIES LOCATED WITHIN THE SHOULDERS
  - a) Verify proper location.
  - b) Verify proper depths.
  - c) Verify proper compaction.
  - d) **Grassing after each utility is installed.**
  
10. SHOULDERS
  - a) Proper backfilling and grading.
  - b) Shoulders all seeded, mulched and fertilized.
  
11. DETENTION FACILITY
  - a) Location verified as per plan.
  - b) Inlet and outlet structure per plan.
  - c) Approximate size as specified on plan.
  - d) Slopes appear correct per plan.
  - e) Fencing installed if required.
  - f) Bottom cleaned and retrofit installed if required.