

INFRASTRUCTURE IMPROVEMENTS CHECKLIST



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CITY OF ST. ROBERT, MISSOURI
PUBLIC WORKS DEPARTMENT

The following information will assist the applicant in ensuring that all necessary infrastructure inspection requirements are understood in such a way as to reduce construction delays or work stoppages.



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I. INFRASTRUCTURE IMPROVEMENTS SUMMARY:

Subdivision Name: _____ Size of Development (acres): _____

Date Plat Approved by City: _____ Date Recorded: _____ Book & Page: _____

Has a performance bond, performance contract, or other surety been approved by the City Council (circle one): YES / NO

Contractor Responsible for Street Construction: _____

Engineering Firm Responsible for Street Design: _____

Contractor Responsible for Stormwater, Sediment and Erosion Controls: _____

Engineering Firm Responsible for Stormwater, Sediment and Erosion Control Design: _____

Missouri DNR Permit Number: _____ **Date Plans Approved by City:** _____

Contractor Responsible for Waterline Construction: _____

Engineering Firm Responsible for Waterline Design: _____

Missouri DNR Permit Number: _____ **Date Plans Approved by City:** _____

Contractor Responsible for Sanitary Sewer Construction: _____

Engineering Firm Responsible for Sanitary Sewer Design: _____

Missouri DNR Permit Number: _____ **Date Plans Approved by City:** _____

I affirm that as the developer of the property herein described, that I have received a copy of the City of St. Robert infrastructure improvement checklist and understand that I am responsible for assuring that those areas delineated in Attachment A are constructed in accordance with the approved engineered plans and inspected as required by the City during the development of this project. I also understand that I, or my designated representative, will be present for all scheduled inspections and that no changes to approved infrastructure improvements will be made without prior review and approval of the City of St. Robert. I further affirm, that as the developer of this project which requires certain infrastructure improvements to be made to support its proper development, that the requirements specified in Attachment B have been met to the satisfaction of the City of St. Robert and that any agreements have been reduced to writing and signed by all parties have interest in this development.

II. DEVELOPER/OWNER SIGNATURE:

Signature: _____ Date: _____

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ATTACHMENT A

City of St. Robert Inspection Checklist for Infrastructure Improvements

This checklist is intended to identify the minimum infrastructure improvement inspections that are required to be performed during the development of this project and when each respective inspection shall be performed. This checklist shall act as a general guide for the proper development of all street, domestic water, sanitary sewer and stormwater control improvements that will be constructed as part of this project. As circumstances and job conditions change, other inspections may be required.

SITE WORK PREPARATION:

1. Land Disturbance: (must be inspected, repaired and maintained during life of disturbance activities.)
 - Sediment controls are in-place according to approved engineered plans and specifications.
 - Erosion controls are in-place according to approved engineered plans and specifications.
 - Stormwater controls are in-place according to approved engineered plans and specifications.
 - Gravel construction entrances are established according to design specifications.
 - Inspection and maintenance log has been established.
 - City approved engineered plans and specifications are readily available on site.

2. Electrical and Natural Gas Improvements:
 - Close coordination with Public Works Department is necessary to ensure main distribution lines are established by the City of St. Robert to support the development site.

3. Sanitary Sewer Improvements: (must be inspected **prior** to final backfilling operations)
 - Trenches have been excavated to the proper depth and gradient within dedicated easements.
 - Trenches have the correct type and depth of bedding material in-place.
 - Main sewer lines are correctly sized, placed and connected.
 - Sewer line tap locations are properly located for future service connections.
 - Manholes are properly placed and connected correctly to sanitary sewer lines.
 - Pressure tests are performed and results are documented with the City of St. Robert.
 - City approved engineered plans and specifications are readily available on site.

4. Waterline Improvements: (must be inspected **prior** to final backfilling operations)
 - Trenches have been excavated to the proper depth within dedicated easements or rights-of-way.
 - Trenches have the correct type and depth of bedding material in-place.
 - Water distribution lines are correctly sized, placed and connected.
 - Waterline tap locations are properly located for future service connections.
 - All valves, meters and other appurtenances are placed according to approved plans.
 - Fire hydrants are properly placed and connected correctly to water lines.
 - Pressure tests are performed and results are documented with the City of St. Robert.
 - City approved engineered plans and specifications are readily available on site.

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5. Street Right-of-way Improvements: (must be inspected **prior** to final surfacing operations)

- Centerline alignments are established within platted right-of-way limits.
- Street sub-grades are shaped to engineered alignments, grades and compaction.
- Street widths are inspected and verified against approved plans and specifications.
- Stormwater inlets are properly constructed according to approved plans and specifications.
- Street base courses are placed to correct depths and compacted to correct density.
- Field density tests are performed and results are filed with the Public Works Department.
- Curb and gutter alignments are in-place and verified against approved plans and specifications.
- Secondary stormwater conveyances are constructed to approved plans and are operational.
- City approved engineered plans and specifications are readily available on site.

****Notice to Developer: Do not cover or conceal any items listed above until it has passed inspection!***

FINISHING OPERATIONS:

1. Stormwater, Sediment & Erosion Controls: (must be established **before** building permits are issued.)

- Stormwater controls and conveyances are operational and free from obstructions.
- Sediment controls are operational and being repaired and maintained.
- Erosion controls are operational and being repaired and maintained.
- Best Management Practices (BMP's) are being applied.
- Disturbed areas are reseeded to re-establish vegetation of un-buildable areas.
- Inspection and maintenance logs are being completed and copies filed with Public Works.

2. Street Right-Of-Ways: (must pass all inspections **before** streets will be accepted by the City.)

- Finished curbs and gutters shaped and poured according to approved plans and specifications.
- All sidewalks and driveway entrances are constructed and verified.
- Finished traveled surfaces are compacted to proper design depths and finished widths verified.
- All streetlights are in-place, properly metered and operational.
- Process started to request formal acceptance of the completed right-of-ways by the City.

3. Water Improvements: (must pass inspections **before** service taps will be allowed to be made.)

- All necessary pressure tests have been performed and met minimum acceptable flow criteria.
- All mandatory water purity tests have been performed and passed DNR testing.

4. Sewer Improvements: (must pass inspections **before** service taps will be allowed to be made.)

- All necessary pressure tests have been performed and met minimum acceptable standards.
- All sewer lines have been lamp tested, are free from obstructions and operational.

****Notice: the developer shall maintain all facilities and improvements of major subdivisions, with respect to which the owner makes an offer of dedication to public use, until such offer of dedication is accepted by the City of St. Robert. After acceptance of the offer of dedication by the City, the owner shall remain responsible for the abatement of any defects for a period of twelve (12) months after the date of acceptance by the City. Streets will not be plowed for snow removal until the completed street right-of-ways have been formally accepted by the City of St. Robert.***

INFRASTRUCTURE IMPROVEMENTS CHECKLIST

ATTACHMENT B

SECTION 406.019 Developer Responsibilities

The developer has the duty of compliance with reasonable conditions laid down by the Commission and the Aldermen for the design, dedication, improvement and restrictive use of the land so as to conform to the physical and economical development of the city, and to promote the safety and general welfare of the future lot owners in residential and nonresidential subdivisions and of the community at large; the subdivision of land being a privilege conferred through these Regulations. The recipient or successor of any zoning permit or conditional use permit, shall be responsible for maintaining all common areas, improvements, infrastructures or facilities required by this Regulation or any permit issued in accordance with its provisions, until such time as the offer of dedication to the public has been accepted by the Board of Aldermen. As illustrations, and without limiting the generality of the foregoing, this means that streets and parking areas, water and sewer lines, and recreational facilities must be properly maintained so that they can be used in the manner intended; and any vegetation and trees required by this Regulation for screening or shading must be replaced if they die or are destroyed.

Section 406.021 Performance Contracts and Performance Bonds

- A. A developer shall be required to complete all improvements and utilities required by the council, and upon completion shall dedicate such improvements and utilities to the city, free and clear of all liens and encumbrances on the property or public improvements dedicated. The developer shall construct and complete all required improvements and utilities under one (1) of the following two (2) procedures, as may be designated by the council:
- (1) *Performance contract.* Prior to final plat approval, the council may require an agreement signed by the developer in which the developer guarantees completion of all required improvements within a reasonable period specified by the council. The obligations of the developer under the agreement shall not be assigned without the express written consent of the council. Upon the breach of any part of the agreement by the developer, the council may at its option pursue any legal or equitable remedy necessary to ensure completion and payment by the developer for the required improvements and utilities.
 - (2) *Performance bond.* Prior to final plat approval, the council may require a bond or such other surety, as it may deem appropriate to secure such construction to be completed within a reasonable period specified by the council and expressed in the bond or other surety, in an amount and with surety and conditions satisfactory to the council.
- B. When the Board of Aldermen imposes additional requirements upon the permit recipient in accordance with this Chapter or when the developer proposes in the plans submitted to install amenities beyond those required by this Regulation, the Board of Aldermen may authorize the permit recipient to commence the intended use of the property or to sell any subdivision lots before the additional requirements are fulfilled or the amenities installed if a performance contract or performance bond has been provided to the satisfaction of the council.
- C. With respect to subdivisions in which the developer is selling only undeveloped lots, the Board of Aldermen may authorize final plat approval and the sale of lots before all the requirements of this Regulation are fulfilled if the subdivider provides a guarantee of performance, such as a performance contract, performance bond, or other such security satisfactory to the Board of Aldermen to ensure that all of these requirements will be fulfilled within not more than 24 months after final plat approval.

SECTION 407.007 Plat Approval Not Acceptance of Dedication Offers

Approval of a subdivision plat does not constitute formal acceptance by the City of St. Robert the offer of dedication of any streets, sidewalks, sanitary sewers, storm sewers, other utility infrastructures, parks, or other public facilities shown on a plat. The aforementioned offer of dedication will only be considered for acceptance by the Board of Aldermen when the owner/developer submits a formal request for acceptance to the Public Works Director after all dedicated areas have been constructed. An affidavit, from a registered engineer in the State of Missouri, must accompany the owner/developers written request, which shall affirm that all public improvements have been constructed in accordance with all standards and specifications of the City, and that all new streets have in fact been constructed within a platted right-of-way.

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SECTION 407.023 Construction of Improvements

- A. All land disturbance activities and landscaping requirements shall be performed in accordance with the standards and specifications set forth in other chapters of this Regulation.
- B. All sanitary sewers and appurtenances and storm sewers in the section, tract or phase being developed shall be constructed according to the standards and specifications delineated in the St. Robert Infrastructure Development Regulations on file in the Department of Public Works.
- C. All underground utilities and appurtenances in the section, tract or phase being developed shall be constructed according to the standards and specifications delineated in the St. Robert Infrastructure Development Regulations on file in the Department of Public Works.
- D. Construction of all streets in the section, tract or phase being developed shall be constructed according to the standards and specifications delineated in the St. Robert Infrastructure Development Regulations on file in the Department of Public Works. **The City Code Official shall not issue a building permit for any structure to be constructed on a lot in a recorded subdivision until the streets have been constructed along the entire frontage of the lot for which the permit is requested. In the case of a corner lot, both streets shall be constructed along the entire length of both lot frontages.**
- E. When building permits have been issued for ninety (90) percent of the lots in a recorded subdivision, no additional lots shall be issued until all of the infrastructure improvements required by this Regulation have been installed and accepted by the City for maintenance.
- F. The developer shall be required to provide or cause to provide adequate water main lines and fire hydrants for fire protection in the section, tract or phase being developed shall be constructed according to the standards and specifications delineated in the St. Robert Infrastructure Development Regulations on file in the Department of Public Works.
- G. All sidewalks in the section, tract or phase being developed shall be constructed at the same time the abutting street is constructed according to the standards and specifications delineated in the St. Robert Infrastructure Development Regulations on file in the Department of Public Works. Sidewalks will be accepted by the City at the same time the abutting street is accepted.
- H. All street lights in the section, tract or phase being developed shall be constructed at the same time the abutting street is constructed according to the standards and specifications delineated in the St. Robert Infrastructure Development Regulations on file in the Department of Public Works. Streetlights will be accepted by the City at the same time the abutting street is accepted.

SECTION 419.011: Sediment & Erosion Control Plan (SECP) Requirements

- A. Plan Required.
 - (1) A sediment and erosion control plan (SECP) shall accompany all permit applications in accordance with Section 419.005 of this chapter. The purpose of the plan is to clearly establish what measures will be taken to prevent erosion and off-site sedimentation during and after land disturbance activities. The SECP may be prepared in accordance with the Department of Natural Resources publication #000488, *“Protecting Water Quality, a field guide to erosion, sediment and stormwater best management practices for development sites in Missouri”*.
 - (2) **No certificate of occupancy shall be issued for any property subject to the provision of this section until all surfaces are stable and non-erosive. A temporary certificate of occupancy may be issued if seasonal limitations prevent the establishment of vegetative cover for soil stabilization purposes, provided that such measures are established immediately during the next seasonal period to ensure adequate erosion control is effectively in place. At which time a certificate of occupancy will then be issued upon inspection of said stabilized areas.**