

CITY OF YAKIMA: PROCEDURES MANUAL FOR CONSTRUCTION OF PUBLIC IMPROVEMENT PROJECTS UNDER PRIVATE CONTRACTS

INTRODUCTION

The following procedures shall apply to all public improvements financed by Owner/Developer private contracts. In addition, the following procedures shall apply to the public improvements within a Subdivision or Planned Development, or other new development or redevelopment, when required through a permit process. Other improvements, so designated by the City, may be regarded as "public improvements" within the context of this procedure. Only contractors that are licensed in the State of Washington to perform the required construction elements and that have an appropriate City of Yakima business license shall be allowed to construct public improvements.

Unless otherwise specifically stated, the term "public improvement" shall mean any improvement constructed within public right of way, or one that will be transferred to the City following construction, including, but not limited to, sanitary sewer, storm drainage, water, irrigation, roadway, sidewalk, traffic signals, and street lights. The term "City" shall mean the City Engineer, or his designated representatives; "Owner/Developer" shall mean the actual Owner or Developer of the proposed development that includes public improvements or his designated Agent; and, "Consulting Engineer" shall mean an individual or firm, licensed to practice Civil Engineering in the State of Washington, who shall have been retained by the Owner/Developer for the purpose of preparing the detailed plans and specifications and doing such other engineering work as shall be specifically identified within the context of these procedures and as approved by the City Engineer.

The improvements for which these procedures shall typically apply include:

1. Public sanitary sewer interceptors, trunks, collectors and their appurtenances including portions of the building sewers located within the public rights-of-way or public easement. *(The required procedures for private sanitary sewer service laterals and appurtenances located outside of the public rights-of-way or public easements are listed in the plumbing permit.)*
2. Public storm drain systems and their appurtenances including open, natural drainageway improvements located within the public rights-of-way or public easements, and infrastructure for private, on-site storm drain systems, located outside the public rights-of-way. *(Review and inspection fees to ensure that the construction stormwater runoff and installed system meet the required stormwater regulations are not covered by this permit.)*
3. All public street or roadway facilities and their appurtenances including bridge drainage structures, storm drain systems, traffic signals, street lighting, sidewalks, bicycle facilities, parking areas, as approved on the plans and in the specifications. *(The required procedures for private on-site sidewalks, private parking and loading facilities, private driveways, and other improvements shall be included in the building permit.)*
4. Public water mains, water systems, irrigation mains, irrigation systems and their appurtenances as approved on the plans and in the specifications. *(The required procedures for private, on-site water systems from the City meter to the building, and for private, on-site irrigation systems are listed in the plumbing permit. The required*

procedures for the irrigation system, from the canal service valve or the diversion box to the property line, shall be as required by the irrigation company owner/operator.)

Minor improvements, such as driveway approaches or isolated sidewalk sections, may be exempt from these requirements at the discretion of the City Engineer.

PROCEDURES

Step I

The Owner/Developer shall, if other than himself, name and identify the person or persons who shall be designated to act on his behalf on matters relating to the project. The Consulting Engineer may, at the Owner/Developer's discretion and direction, be the Agent.

The Owner/Developer shall retain the services of a Consulting Engineer, having the appropriate City of Yakima business license and licensed to practice Civil Engineering in the State of Washington, who is qualified to perform the required engineering services to design and construction stake/survey, as required, of the proposed public improvements. If the project includes installation of domestic water infrastructure, the Consulting Engineer shall comply with the requirements of WAC 290-246-125.

If, at any time during the term of the permit, the Owner/Developer terminates or reduces the level of the services of the Consulting Engineer or the designated Agent as specifically identified and accepted by the City, the Owner/Developer and Consulting Engineer/Agent shall immediately notify the City.

The Owner/Developer and his Consulting Engineer shall request and schedule a pre-design conference with the City for the purpose of establishing project guidelines and requirements, to identify specific details of the project, and review applicable design standards early in the design. The pre-design conference shall be scheduled with the City Engineer a minimum of one week prior to the meeting.

The Owner/Developer has the overall responsibility for project management, construction management, contract administration, permit acquisition, compliance, testing, and, if required, right-of-way acquisition. No construction work shall be started prior to a Pre-Construction Conference and approval by the City Engineer.

Step II

The Owner/Developer shall submit to the City a "Consulting Engineer Retained for Services" letter (Appendix 3) listing the Consulting Engineer that they have retained to perform engineering services for the public improvements to be included in the project. The Consulting Engineer's services shall include:

- a. Surveying required to prepare detailed engineering construction plans;
- b. Preparation of detailed plans and specifications;
- c. Construction engineering and construction surveying/staking;
- d. Preparation of "As-Built Record Drawings";
- e. Providing required certifications;
- f. Such other work as may be necessary and applicable to provide a complete project objective.

Step III

Following the City Engineer's acceptance of the design and right-of-way plans, the Consulting Engineer shall prepare legal descriptions for all required permanent rights-of-way and easements. These may be amended, as required, to reflect changes during construction. The Owner/Developer shall obtain and/or provide the executed documents for all easements and rights-of-way. Copies of the fully executed and recorded documents shall be provided to the City.

When applicable, the Consulting Engineer shall coordinate with the City's Water/Irrigation Division, Yakima County, Nob Hill Water Association, and the appropriate irrigation district or company to determine the best means of providing irrigation to the development. The Consulting Engineer shall also be responsible for notifying, furnishing plans to, and coordinating the public improvements with all of the private utilities, such as Nob Hill Water, irrigation districts or companies, electrical, telephone, power, gas, cable TV, etc. The location of all existing and proposed utilities and easements shall be included on the plans. The City Engineer will forward copies of the plans to City utilities, when appropriate (Wastewater, Stormwater, Water, Irrigation).

The Consulting Engineer shall submit plans, specifications and other support data and information, as required, to the appropriate agency and shall obtain all necessary approvals and permits, i.e., Department of Ecology and/or Health, WSDOT, Department of Natural Resources, Corps of Engineers, Clean Air Authority, Washington Department of Fish and Wildlife or County Utility Permits. Copies of such written approvals or permits shall be submitted to the City prior to the Pre-Construction Conference.

Step IV

The Consulting Engineer shall prepare, seal, and submit to the City four complete sets of detailed construction plans, profiles, cross sections, support data, design calculations, project details and project specifications. All such plans and specifications shall be compliant with the requirements of the most current edition of the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction, the Department of Health Design Manual, the Criteria for Sewage Works Design with the Department of Ecology, the Stormwater Management Manual for Eastern Washington or an approved stormwater manual for the Yakima area, Yakima City Standards, and all design of domestic water shall be compliant with WAC 246-290-200, 220, and 230. Plans shall be 22"x34" (ANSI D) size for final acceptance. (11"x17" size plans may be submitted for review only). Larger size plan sheets may be permissible with prior approval of the City Engineer. The applicant shall allow a minimum clear area of 2.5"x2.5" on each plan sheet for final acceptance stamp. With the plans, the Consulting Engineer shall submit an application for a "Permit to Construct Public Improvements" (Appendix 2). At the time of submittal, a non-refundable fee of \$250 shall be paid to the City. The City shall review the submitted plans and specifications, and shall return one reviewed and noted copy indicating the changes, additions, deletions, or modifications that are required to make the plans and specifications acceptable. When the revised plans, specifications, and other materials are resubmitted to the City, the City shall review and upon acceptance, approve the revised plans and specifications notifying the Consulting Engineer of approval and the remainder of the review and inspection fees to be paid. The method used to calculate the inspection fees is described in "Appendix 2: Permit to Construct Public Improvements". The approved plans must be paid for within 12 months of submittal. If not paid within 12 months, plans will need to be resubmitted including all fees. If construction has not begun within 18 months of plan acceptance, the plans will need to be resubmitted and will be subject to any federal, state or local regulation changes. At the discretion of the City Engineer, an additional charge of 10% of the calculated fee may be

charged for this additional review. When developments are submitted in different phases, each phase will be treated as a separate project when determining the review and inspection fees.

Step V

The remainder of the review and inspection fees shall be paid prior to, or at the time of picking up the approved plans. The following listed items are required prior to construction of the public improvements:

- a. Copies of any required permits; including a Street Break permit (YMC 8.72), if applicable
- b. The name and State registration number of the prime contractor and sub-contractors, with a list of the work elements to be performed by each.
- c. Any other documentation as shall be required.

The fees are required to cover plan checking and inspection fees, in addition to such other fees as may be identified as appropriate for the specific project improvements. The Schedule of Charges for Engineering and Related Services has been established by the City Council in Chapter 12.20 of the Yakima Municipal Code.

While it is not a requirement of the permit, the City recommends that the Owner/Developer include in his contract with their Contractor, if other than themselves, a requirement that the Contractor furnish him with a Performance and Payment Bond in an amount equal to 110 percent of the Contract amount to insure the faithful performance of the Contractor and Contractor's payment of all bills, liens, or claims. The Performance and Payment Bond shall cover the construction period through the warranty period. One year Warranty period will begin upon written final acceptance of the project by the City.

Step VI

Following selection of a Contractor and prior to construction, the applicant is responsible for scheduling a pre-construction conference with the City's Construction Supervisor. Other jurisdictions, the applicant's engineer, the applicant's contractor, utility companies, subcontractors and other necessary parties to the project shall be present at the pre-construction conference.

The City shall endeavor to hold the Pre-Construction Conference within two weeks of the request. Construction may proceed, per the approved schedule, following the completion of the Pre-Construction Conference, provided all of the necessary documentation has been submitted and approved.

It is the responsibility of the Owner/Developer to ensure that the construction is in conformance with the approved plans and specifications. The Owner/Developer is ultimately responsible for the work that is done. The City shall be notified not less than three working days before construction is to start.

The City of Yakima will assign a qualified, experienced construction inspector to the project at the owner/developer's expense, the cost of which was covered by the fore-mentioned plan review/inspection fees. In addition to routine observation, the City inspector will inspect specific elements and milestones during the work. Such elements shall include, but not be limited to: Water; hydrostatic pressure test, Bacteria test, and final connection: Wastewater; connection to existing, air test, and mandrel test. *(TVing of wastewater and stormwater piping shall remain a City function and assess in accordance with YMC 7.60.105 E(3))*: Streets;

sidewalks, subgrade, final aggregate lift. Such element shall be outlined at the pre-construction meeting. All tests, inspections, or reviews to be done by the City shall be scheduled a minimum of one working day in advance. The City's inspection will not relieve the Owner/Developer's liability of all work being performed in conformance with the approved plans, specifications and permits.

The Owner/Developer shall independently hire and cover all costs associated with quality assurance sampling and materials testing by a certified testing company, and provide documentation of the results of the sampling and testing to the City. The requirements for sampling and testing are contained in the current edition of the WSDOT Standard Specifications for Road, Bridge and Municipal Construction.

The Owner/Developer, or his assigned Agent, shall administer, manage, and supervise the construction and will be readily available to approve design changes, when necessary. The Contractor shall have a representative with authority on site whenever work is being performed. Any problems that are encountered or changes required due to construction conditions will be reviewed with the Consulting Engineer and the owner/developer. Changes that require any increase or decrease to the contractor's cost will be the responsibility of the owner/developer and may result in increased City review and inspection fees.

All construction shall meet the requirements of the most current edition of the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction, the Department of Health Design Manual, the Criteria for Sewage Works Design with the Department of Ecology, the Stormwater Management Manual for Eastern Washington or an approved stormwater manual for the Yakima area, Yakima City Standards, the approved plans, the approved Project Specifications and other applicable regulations. Special Provisions (project-specific specifications) shall be prepared and submitted to the City for acceptance. All changes, alterations, or revisions to the approved plans or specifications shall be submitted for acceptance by the City Engineer.

Copies of all test records shall be furnished to the City Engineer on a weekly basis, or as deemed necessary by the City Engineer. The City Engineer or designee will visit the project site to review the work related to the required inspection. Such site visits do not relieve the applicant, or the contractor of any responsibilities for performing all work in accordance with the approved plans and this chapter. The City Engineer or designee may also visit the project site from time to time to monitor the overall progress of the project.

Failure to comply with testing requirements may necessitate appropriate or additional testing and certification as directed by the City Engineer. Costs of such testing and certification shall be borne by the contractor and/or applicant. At the time that such action is directed by the City Engineer, no further work will be permitted on the road or subdivision until all tests have been completed and all corrections have been made to the satisfaction of the City Engineer.

The City shall have the authority to cause a suspension of construction when, in the City's opinion, such work is not being done in conformance with the approved plans, specifications, regulations or permit. Any resultant delays, impacts or added expenses shall not be the City's responsibility.

Step VII

Upon written notice that the public improvements have been substantially completed, the City will, in the company of the Owner/Developer or his Agent, make a final inspection of the construction. Such inspection shall include the checking of valve box alignment and the

operation of valves. The Owner/Developer shall see that all necessary additions, corrections, repairs, and/or modifications are made.

Step VIII

At the conclusion of construction and when all corrections and repairs have been made, the Owner/Developer shall submit one full reproducible set and an electronic pdf of the "As Built" Record Drawings together with a Certificate of Work Completion, which shall include, but not be limited to, testing records, material certifications and warranties, and a request for acceptance by the City.

No building or service connection to sanitary sewers, storm drains, or water lines will be permitted until these systems have received final acceptance by the City, or unless otherwise approved by the City for connections (including the payment of connection charges).

The completion of all public improvements, including submittal of "As-Built Drawings" shall be required prior to the issuance of a building permit, however, in certain situations, a building permit may be granted prior to the completion of the public improvements provided the Owner/Developer submits a bond in the amount of 110% of the value of the public improvements yet to be completed. All public improvements must be completed prior to receiving a Certificate of Occupancy.

Step IX

When all public improvements have been completed in an acceptable manner, the City shall certify its acceptance in writing. Final acceptance by the City shall not relieve the Owner/Developer's, or the Contractor's liability of all work being performed in conformance with the approved plans, specifications and permit. The City's letter of acceptance shall specify the effective period of the warranty. The Owner/Developer shall submit a letter to the City (Appendix 8) transferring ownership of the public improvements to the City.

STANDARD FORMS

Attached hereto are samples of the various forms and letters that apply to the permit process for public improvements.

Application for Private Development

- Appendix 1: Public Improvement Procedure Checklist
- Appendix 2: Permit to Construct Public Improvements (City)
- Appendix 3: Consultant Engineer Retained for Services (Owner/Developer)
- Appendix 4: Notice of Substantial Completion (Owner/Developer)
- Appendix 5: Correction Notice (City)
- Appendix 6: Affidavit of Release of Liens and Claims (Owner/Developer and Contractor)
- Appendix 7: Final Acceptance (City)
- Appendix 8: Transfer of Ownership (Owner/Developer)



APPLICATION FOR PRIVATE DEVELOPMENT

CITY OF YAKIMA, COMMUNITY DEVELOPMENT DEPARTMENT, ENGINEERING DIVISION
129 NORTH SECOND STREET, 2ND FLOOR, YAKIMA, WA 98901
PHONE: (509) 575-6111 FAX: (509) 576-6305

INSTRUCTIONS – PLEASE READ FIRST AND PRINT YOUR ANSWERS CLEARLY

Answer all questions **completely**. If you have any questions about this form or the application process, please contact the Engineering Division. Remember to bring this completed form and the required filing fee when the application is submitted. The Engineering Division cannot accept an application unless it is complete and the filing fee of \$250 is paid. Filing fees are not refundable.

PART I – GENERAL INFORMATION

1. Owner/Developer Name and Contact Information

Name:

Street:

City:

State:

Zip:

Phone Number: ()

Email Address:

2. Applicant's Property Interest

Check One: Owner Agent Developer Other: _____

3. Engineer/Agent's Name and Contact Information

Name:

Street:

City:

State:

Zip:

Phone Number: ()

Email Address:

PART II – PROPERTY INFORMATION

1. Subject Property's Assessor's Parcel Number(s):

2. Property Address:

3. Type Of Work (check all that apply):

- Frontage Improvements (Curb, Gutter, Sidewalk, Driveway Approaches etc...)
- Sanitary Sewer Improvements (Sanitary Sewer Pipe, Forcemain, Manholes, Cleanouts etc...)
- Domestic Water Improvements (Water Pipe, Blow-off, Meter, Valve etc...)
- Irrigation water improvements (Irrigation Pipe, Blow-off, Meter, Valve etc...)
- Stormwater Improvements (Stormwater Pipes, Infiltration Units, Manholes, Catch Basins etc...)
- Other: _____

4. Will this project be completed in phases? Yes No

If yes, please indicate the number of phases: _____

***NOTE:** This permit shall only cover one phase of development. If completing work in multiple phases, please submit a permit application and application fee for each phase, with a set of plans for each phase as well as a set of plans that show the proposed development as a whole.

5. Complete Description of Work:

PART III – CERTIFICATION

I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.

Applicant's Signature

Date

FOR ADMINISTRATIVE USE ONLY

Revised 09-2024

Notes:

File No.:

Date Fee Paid:

Received By:

Amount Paid:

Receipt No.:

APPENDIX 1

PUBLIC IMPROVEMENT PROCEDURE CHECKLIST

ITEM	DATE	INITIALS
• Project Acknowledgment	-----	-----
• Predesign Conference	-----	-----
• Permits	-----	-----
SEPA	-----	-----
Department of Ecology	-----	-----
Shorelines NPDES	-----	-----
Department of Health	-----	-----
WSDOT	-----	-----
Department of Natural Resources	-----	-----
Corps of Engineers	-----	-----
Wetlands	-----	-----
City or County Grading and Filling	-----	-----
Clean Air	-----	-----
Other	-----	-----
• Plan Review	-----	-----
Water	-----	-----
Irrigation	-----	-----
Sewer	-----	-----
Street	-----	-----
Illumination	-----	-----
Drainage	-----	-----
Other	-----	-----
• Permit for Construction	-----	-----
• Preconstruction Conference	-----	-----
• Construction	-----	-----
Material Submittals-Water, Sewer, Storm, Illumination, Irrigation, etc.	-----	-----
Warranties	-----	-----
Quality Assurance Sampling of Materials	-----	-----

Material Testing Documentation

- **Project Close-Out**

Notice of Substantial Completion

Final Inspection

Correction Notice

Final Acceptance

As-builts (hard copy and electronic (pdf)

Warranty Inspection

Deeds

Easements

APPENDIX 2

FEES FOR PERMIT TO CONSTRUCT PUBLIC IMPROVEMENTS

File No. _____

Owner/Developer:			
Mailing Address:		Phone:	()
Engineer/Agent:			
Address:		Phone:	()
Location of Work:			
Description of Work:			
Proposed Start Date:		Anticipated Completion Date:	

I hereby affirm that the above statements are true, and I agree to comply with all City Ordinances in the conduct of the work and that all work shall comply with City Specifications.

OWNER/AGENT: _____ **BY:** _____

APPLICANT CALCULATED FEES

For projects to be completed in multiple phases, please fill out this sheet for each phase and calculate the fees based only on the phase, not the development as a whole.

1. Plan Check & Inspection Fee:

(0.14)(\$ _____) + (0.12)(\$ _____) + (0.10)(\$ _____) = \$ _____

The Plan Check & Inspection Fee shall be computed as follows:

14% for the first \$25,000 project cost, plus 12% for the project costs from \$25,000 and \$50,000, and plus 10% for all project costs over \$50,000.

Example: the fee for a \$78,000 project would be calculated as follows:

$(0.14)(\$25,000) + (0.12)(\$25,000) + (0.10)(\$28,000) = \$9,300.00$

2. TV Camera Sewer Pipe Fee: ((_____ LF of Public Sewer) x \$2.49) = \$ _____

3. Application Fee: \$ -250.00

The Application Fee is all that shall be submitted initially. Any other moneys will be returned and plan review will be held until such time as the application fee is substantiated. Note that the application fee is non-refundable.

4. Final Approval Fee: (Plan Check Fee) + (TV Camera Fee) – (Application Fee) = \$ _____

NOTE: The approval fee is to be paid ONLY upon notification from the City Engineer.

CONDITIONS OF APPLICATION APPROVAL	DATES
1. Application Fee	
2. Approval of Plans & Specifications	
3. Payment of Remaining Fees	

CONDITIONS OF APPLICATION APPROVAL	DATES
4. Performance/Payment Bond	
5. Insurance Certificate with Additional Insured Endorsement	
6. Agency Approval	

PERMIT APPROVED: _____ **DATE:** _____

DISCLAIMER: Neither the City of Yakima nor the Engineering Division warrants the accuracy or timeliness of any information herein. This acceptance is NOT a permit to construct and shall not be construed as such.

YMC § 12.20.030 Public Works Improvement Bid Item Prices

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
Clearing and Grading				
Half Street Improvement	LF		\$6.00	
Full Street Improvement	LF		\$12.00	
OTHER				
Clearing and Grading Total:				
Street				
Saw Cut (per inch depth)	LF		\$1.00	
Crushed Surfacing Top Course	TON		\$15.00	
Crushed Surfacing Base Course	TON		\$14.00	
Asphalt Treated Base	TON		\$60.00	
Hot Mix Asphalt	TON		\$70.00	
Pavement Repair	SY		\$40.00	
Porous Asphalt Pavement	SF		\$4.00	
Porous Concrete Pavement	SF		\$5.00	
Cement Concrete Traffic Curb and Gutter	LF		\$9.00	
Cement Concrete Sidewalk, 4-Inch Depth	SY		\$27.00	
Cement Concrete Sidewalk, 6-Inch Depth	SY		\$30.00	
Handicap Ramp (Separate of Commercial Approach)	EA		\$750.00	
Commercial Approach	EA		\$3,500.00	
OTHER				
Street Total:				
Storm Drainage System				
8-Inch Pipe	LF		\$22.00	
10-Inch Pipe	LF		\$25.00	
12-Inch Pipe	LF		\$30.00	
18-Inch Pipe	LF		\$35.00	
24-Inch Pipe	LF		\$40.00	
Type 1 Catch Basin	EA		\$750.00	
Type 1L Catch Basin	EA		\$1,000.00	
Curb Inlet	EA		\$650.00	
Connection to Existing Catch Basin/Manhole	EA		\$1,600.00	
Retention System	LF		\$70.00	
Infiltration Swale	LF		\$6.00	
Pollution Control	EA		\$200.00	
OTHER				
Storm Drainage Total:				

YMC § 12.20.030 Public Works Improvement Bid Item Prices (Cont'd)

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
Sanitary Sewer System				
8-Inch Pipe	LF		\$30.00	
10-Inch Pipe	LF		\$35.00	
12-Inch Pipe	LF		\$40.00	
48-Inch Manhole	EA		\$1,700.00	
72-Inch Manhole	EA		\$3,000.00	
Extra Depth Excavation (per foot depth over 12' deep)	LF		\$2.00	
Extra Depth Manhole (per foot over 12' depth)	FT		\$110.00	
OTHER				
Sanitary Sewer System Total:				
Water System				
4-Inch Pipe	LF		\$15.00	
6-Inch Pipe	LF		\$20.00	
8-Inch Pipe	LF		\$25.00	
12-Inch Pipe	LF		\$40.00	
4-Inch Valve	EA		\$550.00	
6-Inch Valve	EA		\$725.00	
8-Inch Valve	EA		\$1,000.00	
10-Inch Valve	EA		\$1,250.00	
12-Inch Valve	EA		\$1,250.00	
Fire Hydrant Assembly	EA		\$1,800.00	
Blow Off Assembly	EA		\$850.00	
Air and Vacuum Assembly	EA		\$1,000.00	
Water Valve Box	EA		\$65.00	
OTHER				
Water System Total:				
Street Lighting				
Aluminum Street Light	EA		\$3,000.00	
Service Meter	EA		\$300.00	
Electrical Junction Box	EA		\$150.00	
Electrical Conduit	LF		\$3.00	
OTHER				
Street Lighting Total:				

YMC § 12.20.030 Public Works Improvement Bid Item Prices (Cont'd)

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
Miscellaneous				
Monument	EA		\$300.00	
Street Sign	EA		\$200.00	
Pavement Marking	LF		\$1.00	
Control Density Fill	CY		\$80.00	
Adjust Existing Utilities	EA		\$220.00	
Sod Installation	SY		\$17.00	
OTHER				
Miscellaneous Total:				
Project (or Phase) Total:				

APPENDIX 3

Date

City of Yakima
Engineering Division
129 No. 2nd Street
Yakima, WA 98901

CONSULTING ENGINEER RETAINED FOR SERVICES - PROJECT: _____

We have contracted with the Engineering Consulting Firm of _____
to provide engineering services for _____

This Public Works Improvement project will consist of _____

OWNER/DEVELOPER

cc: Consulting Engineer

APPENDIX 4

Date

City of Yakima
Engineering Division
129 No. 2nd Street
Yakima, WA 98901

OWNER/DEVELOPER CERTIFICATION

NOTICE OF SUBSTANTIAL COMPLETION - PROJECT: _____

The following listed public improvements have been substantially completed and are ready for final inspection:

Enclosed please find copies of testing reports, material certifications, and warranties. We hereby request that the City conduct its final inspection of these improvements. We will be happy to accompany the City's representatives on this inspection. Please contact _____
_____.

OWNER/DEVELOPER

cc: City of Yakima
Contractors

APPENDIX 5

Date

OWNER/DEVELOPER

CORRECTION NOTICE -- PROJECT: _____

The attached list identifies the changes and/or corrections that are required to complete the public improvements in accordance with the most current edition of the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction as amended by the Special Provisions, the Department of Health Design Manual, the Criteria for Sewage Works Design with the Department of Ecology, the Stormwater Management Manual for Eastern Washington or an approved stormwater manual for the Yakima area, Yakima City Standards Please notify this office when the correction work is to take place. When the corrections have been satisfactorily completed, the project will be ready for the finalization and acceptance process.

cc: City of Yakima
Contractors

APPENDIX 6

Date

City of Yakima
Engineering Division
129 No. 2nd Street
Yakima, WA 98901

RE: AFFIDAVIT OF RELEASE OF LIENS AND CLAIMS - PROJECT: _____

_____, Owner/Developer, and _____
_____, Contractor, hereby affirm that they have satisfied all claims of project including, but not limited to, all payroll amounts due, all Contractor or Subcontractors amounts due, all accounts for labor, equipment, or materials furnished, and that all claims for incidental services, liens, judgments, and so forth, or claims arising out of said project work. In the event that the City is required to take legal action to satisfy any lien or claim relating to the project, the Owner/Developer and/or the Contractor shall be liable for all costs connected with the clearing any or all liens or claims.

OWNER/DEVELOPER: _____

Address: _____

Authorized Official: _____

Date: _____

CONTRACTOR: _____

Address: _____

Authorized Official: _____

Date: _____

APPENDIX 7

Date

OWNER/DEVELOPER

FINAL ACCEPTANCE - PROJECT: _____

The following listed public improvements have been constructed in accordance with the City's requirements and are hereby accepted by the City for operation and maintenance:

The one-year warranty period shall commence _____ and shall be effective through _____. The City will conduct a warranty inspection prior to the above date and will notify you of any repairs or corrections that will be required under the warranty. You will be expected to have the repairs and/or corrections made immediately. Any required repair or correction identified at any time during the warranty period shall be made immediately upon notification.

- cc: City of Yakima
 a. Engineering Division
 b. Wastewater Division
 c. Water/Irrigation Division
Contractors
Owner/Developer

APPENDIX 8

Date:

City of Yakima
Engineering Division
129 No. 2nd Street
Yakima, WA 98901

RE: TRANSFER OF OWNERSHIP – Project _____

_____, Owner/Developer, hereby transfer ownership of the public improvements made as part of the above-referenced project to the City of Yakima. The public improvements include, but are not limited to, paved roadways, curb, gutter and sidewalk, sanitary sewer main, water main (if applicable), irrigation, streetlights, traffic signals and stormwater system. These improvements extend from _____ to _____ on _____, from _____ to _____ on _____, etc.

OWNER/DEVELOPER: _____

Address: _____

Authorized Official: _____

Date: _____