

APPENDIX F

EXAMPLE ENGINEER'S IMPROVEMENT SUMMARY LETTER

Company Letterhead

Date

Testing Company Name
Testing Company Address
Testing Company Phone

RE: Subdivision/Project Name
 Improvements Summary Letter
 Project Address

The purpose of this letter is to summarize the status of public and private improvements at [insert subdivision or project name] for the purpose of [insert reason for sending the letter].

Public Improvements

I, [insert name of professional engineer], have performed or supervised construction observation during construction for the following public improvements:

public roads public sidewalks public trails public storm sewer system components
 other [insert list].

In accordance with Sections 5.2 and 5.3 of the Bylaws, Rules, and Policies of the State Board of Licensure of Architects, Professional Engineers, and Professional Land Surveyors, I certify that I performed or supervised construction observation during construction and that based on my observations, the site work completed as of [insert date] is in substantial conformance with the approved construction plans and specifications. Quality assurance testing for materials (including gravels, concrete, and asphalt) and compaction were completed by others. The record drawings for [insert item(s)] accurately depict the final installation of those improvements.

As of [insert date], the following public improvements have not been completed, require modification, or were noted as discrepancies from the approved plans:

- Example: Install 24" culvert with FES with construction of southern site access
- Example: Construct southern site access (grading, paving)
- Example: Repair damaged shoulder along site frontage.

Detention and Permanent Stormwater Treatment Facilities

I, [insert name of engineer], have performed or supervised construction observation during construction of the following detention and/or permanent stormwater treatment facilities and, if applicable, have input the facility information into the State notification portal in compliance with Colorado Revised Statute (CRS) §37-92-602 (8):

[check all that apply] extended detention basin sand filter basin rain garden dry well
 infiltration trench/gallery proprietary structure permeable pavement constructed wetlands
 grass buffer in series grass swale treatment in series consisting of [list components] other [list].



In accordance with Sections 5.2 and 5.3 of the Bylaws, Rules, and Policies of the State Board of Licensure of Architects, Professional Engineers, and Professional Land Surveyors, I certify that I performed or supervised construction observation during construction and that based on my observations, the stormwater management facilities completed as of [insert date] are in substantial conformance with the approved construction plans and specifications. The record drawings for [insert items] accurately depict the final installation of those improvements.

As of [insert date], the following improvements have not been completed, require modification, or were noted as discrepancies from the approved plans:

Example: Install scour protection on overflow weir

Example: Install trash rack to outlet structure

Example: Regrade pond slope to 3:1 grade

Private Improvements

I have also performed or supervised construction observation during construction of the private improvements and conducted a final site inspection on [insert date] for surficial review of the private improvements shown on the approved construction plans. Based on those observations, the finished appearance of the following private improvements appear to be generally complete per the approved drawings: overall grading, storm drain systems, sidewalks, trails, parking, driveways, vegetation [check for establishment only], storm water quality features [list], and other site-specific features [list].

On [insert date] I performed an inspection per the project specifications of the site's private detention and/or stormwater treatment facility [list] to check that it is constructed per the approved construction plans.

The following revisions/ modifications were observed: [list]. Based on my review, the changes will result in facility function in substantial conformance with the original design intent. The following items were observed to be incomplete, require modification, or were noted as discrepancies from the approved plans: [list]

Example: Site was seeded and mulched, evaluate coverage of vegetation and re-seed as needed to establish vegetation.

Example: Remove erosion control once site is vegetated.

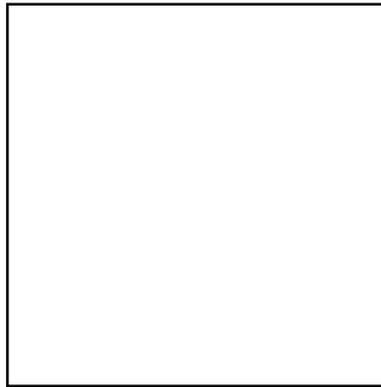
Example: Install sidewalk from Building A to west side of parking lot.

This letter does not constitute a guarantee or acceptance either expressed or implied of work not in compliance with the approved documents or work not properly maintained. Nor is this a release of the permit holder's obligation to complete work in accordance with the same or provide proper maintenance of the work. We recommend that an on-going maintenance program be established by the permit holder for the constructed private improvements to ensure they function as intended.

Sincerely,
[Insert Engineering Company Name]

Professional Engineer Name

Professional Engineer Signature



Professional Engineer Stamp

Improvements Summary Letter approved by the Engineering Division

____ Without Conditions

____ With Conditions _____

Engineering Division Staff

Date

EXAMPLE TESTING FIRM LETTER

Company Letterhead

Date

Testing Company Name
Testing Company Address
Testing Company Phone

RE: Subdivision/Project Name
 Testing Summary Letter

The purpose of this letter is to summarize the results of the field and laboratory tests completed on the public infrastructure constructed as part of the [insert Project Name] for the purpose of receiving initial acceptance as part of the Infrastructure Permit process. [Insert testing company name] conducted the testing on a [full time or part time] basis from [insert start date] to [insert end date].

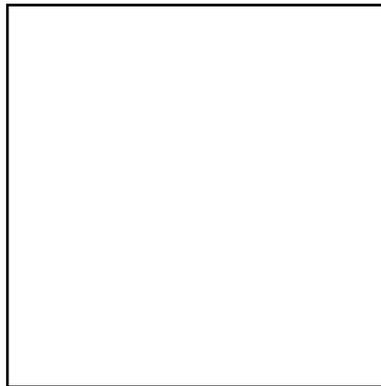
Based on the test results obtained during this period, the [list all tests performed, an example would be “subgrade materials were compacted as required and the gradation requirements were met] were in substantial conformance with the project specifications.

The attached Testing Documentation Report provides a detailed summary of the type, number, and location of the tests and observations conducted.

Sincerely,
Testing Company Name

Professional Engineer Name

Professional Engineer Signature



Professional Engineer Stamp

Testing Firm Letter approved by the Engineering Division

____ Without Conditions

____ With Conditions _____

Engineering Division Staff

Date

SFH/DEVELOPMENT REVIEW INSPECTION REPORT

Property Name:

Property Address:

Inspection Agency: Town of Breckenridge Engineering Department

Inspected By:

Inspection Date:



Items below shall be checked "Yes" or "N/A". If any items or checked "No", provide a description in the comments column.

Right of Way	YES	NO	N/A	Comments
No Trees or landscaping (other than native grass) in ROW				
No address monument/mail box in ROW				
No retaining walls/boulders/stone headwalls in ROW				
No snowmelt system in ROW				
No private lighting in ROW				
No features of any other kind in ROW (driveway & culverts structures exempted)				
Disturbance to ROW from parking, material & equipment staging, and any other disturbance has been restored				
Roadway Pavement near Driveway in good condition and not damaged from				
Driveway	YES	NO	N/A	Comments
30' min. from neighboring driveways				
30' min. from intersection				
20' max. width (SFH)				
12' min. width (SFH)				
Running slope of driveway matches cross slope of roadway for first 5'				
4% max running slope for first 20'				
8% max slope on driveway (measure at centerline)				
Driveway paved with concrete or asphalt				
Single driveway cut (no double driveway cut)				
Sidewalk driveway cut meets standard details and ADA slopes (See CDOT M-609)				
Minimum sight distance from driveway				
Driveway intersects street @ 90 degrees				
Vehicles able to turnaround/back out of garage				
Drainage/Grading	YES	NO	N/A	Comments
Foundation drain daylight per plan				
Drywell 10' from house and per plan				
2:1 max slope for all site grading				
18" culvert in ROW				
Swale and culvert drain at 1% minimum				
Property does not drain onto neighboring property				
Detention or PWQ met - dimensions of detention pond verified (may not be)				
Retaining Walls Less than four feet in height or meets detail in plans				
Positive drainage away from building				
Swales meets grades/contours/details shown in plans				
Erosion Control	YES	NO	N/A	Comments
All disturbed areas reseeded and stabilized with tackifier or blankets				
BMPs remaining until revegetation (if necessary)				
RipRap and other stabilization areas per plan				
Utilities	YES	NO	N/A	Comments
Water curb stop valve near ROW line				
New pedestals, transformers, and other structures outside of ROW or in easement				
Water and sanitary sewer lines per plan (check valve & manhole locations)				
Stormsewer connections and storm lines installed per plan				
Structures	YES	NO	N/A	Comments
Water curb stop valve near ROW line				
New pedestals, transformers, and other structures outside of ROW or in easement				
Bonding	YES	NO	N/A	Comments
Is a security bond required for improvements that cannot be completed due to winter conditions?				
Encroachment License	YES	NO	N/A	Comments
Is an encroachment license needed for property?				
Final Approval	YES	NO	N/A	Comments

Does property match approved building permit plans and does construction meet Town Engineering and other Applicable Stanards?				
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Notes, Sketches, & Photos of Important Features

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