



# COMMERCIAL AND RESIDENTIAL SUBDIVISION FINAL ACCEPTANCE APPLICATION AND CHECKLIST

### Owner/Applicant

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/St/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Property Information

Project Name: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
Parcel No.(s): \_\_\_\_\_  
Project Acres: \_\_\_\_\_

The following applicable information must be submitted to the Village Planner, Village of Harrison, W5298 State Hwy 114, Harrison, WI 54952 at the end of construction and **prior** to any formal action by the Village to approve acceptance of the utilities and individual lot sales.

**Subdivision Final Checklist** – Include a copy of this checklist and all required documents described below with the checklist submittal. Submit to Village of Harrison, Village Planner, W5298 State Highway 114, Harrison, WI 54952

**Certificate of Completion** – The Engineer of Record shall submit a statement certifying that “All improvements and installations have been completed in accordance with the approved construction documents dated \_\_\_\_\_ and Village Specifications.”

**Record Drawings (As-Builts) and Final Plat** – Record drawings shall be submitted to the Village Planning and Development department for review and approval. Once received, the Village Planning staff will review with the Department of Public Works staff. All punch-list work items of deficiencies shall be completed/corrected before the Village will sign off.

**Detention Basin As-Built Survey** - Developer shall have an as-built survey conducted for any stormwater detention basin included in the project. Geotechnical reports of soil conditions during basin construction shall be provided.

**Lots Monumented** – A licensed surveyor shall furnish a certification letter that all Monuments have been placed on each corner angle point, and at the beginning and end of all curved segments of each lot or parcel. Developer shall also provide top of foundation elevations to the Village of Harrison as new homes are being built.

**Final Inspection** – A final inspection of the development **will not be scheduled until** all documents are submitted as outlined above. Contact the Operations Manager of the Department of Public Works at 920-989-1062 x 6 to schedule the final inspection. DPW shall include the Planning and Development staff as needed on the final inspection. The Department of Public Works should notify the Planning Department when final inspection is complete. Any final corrections or deficiencies must be completed

before approval of the Final Plat will be considered. The Developer may be charged for each additional inspection after two that may be required. The Developer shall provide a completed final inspection (completing all punch list items) form from the De with this application submittal.

**Harrison Utilities or Darboy Sanitary District Final Inspections** – shall be conducted on all water and sewer systems according to the Utilities standard specifications. To schedule an inspection with Harrison Utilities, contact Tom Van Zeeland, Lead Systems Operator at 920-850-6864 and for Darboy Sanitary District contact Pat Hennessey, Utilities Superintendent at 920-788-6048. Utilities will require developer to provide the following Test Reports: Manhole Test, TV Test, Bacteriological Test, Valve and Hydrant Test, Water Pressure Test, Low air pressure test, and others at determined by the utility prior to sign-off. Developer shall provide a completed final inspection (completing all punch list items) from the respective Utility with this application submittal.

**Lien Waivers and Final Costs/Quantities** - Provide copies of lien waivers and final costs/quantities as generated by the contractor(s) on this project.

**Final Plat Approval** – Provide one original signed of the Approved Final Plat drawings. Village signatures will sign-off and provide the original back to the developer for recording purposes.

**Recording Fees** – The Developer will be responsible for payment of filing fees for the final plats.