



Athens-Clarke County
Public Utilities Department
Engineering Closeout Document



The Public Utilities Department's certification of the final plat on developments and the release of water meter requires the following documentation:

1. A PDF copy of the as-built submitted to the Public Utilities Department inspector for review. The as-builts will be reviewed for accuracy and completeness by the inspector assigned to the development.
2. Once the as-builts are approved by the inspector, the surveyor or engineer will submit an AutoCAD DWG file (set to NAD83 Georgia State Plan, West Zone US Foot coordinate system), a PDF of the approved version, and 3 paper copies of the as-builts with set sign and seal.
3. Three hard copies of the Stub Plat (if applicable).
4. One recorded copy of the water and/or sanitary sewer easement plat and one recorded copy of the water and/or sanitary sewer easement document (the plat is recorded first and referenced in the easement document by plat book and page number). Submit the draft plat and easement documents to the inspector and reviewer for approval prior to recording.
5. Title Opinion to show ownership of the easement area.
6. Owner's Affidavit to attest all payments to utility suppliers and contractors are finalized.

Additionally, the following corrections and/or adjustments must be made in the physical condition or location of the lines, stubs:

1. Punch list - Adjust valve boxes, install valve marker post, and adjust sanitary sewer manhole, if needed.
2. Water line tests – Pressure test and chlorination of the water lines along with an approved bacteria test form by ACC Water Treatment Staff.
3. Sewer Line Test – Digital recording of the sanitary sewer by an approved Public Utilities camera contractor, and if applicable, air testing of the sanitary sewer lines and vacuum test of all manholes.
4. Stub Markers – All required water and sanitary sewer services installed must have a 4" PVC marker post standing 4' above finished grade along with a stub plat of all water and sanitary sewer services for future reference.
5. Final inspection.

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