

STREET ACCEPTANCE PROCEDURE

(January 3, 2012)

1. Write letter to Mayor & Council stating your intent. Copy to Planning Department & City Engineer in the Public Works Department.
2. Include with letter:
 - ✓ Construction material testing
 - ✓ Compaction of base material prior to pavement
 - ✓ Sieve analysis of sub base and base material
 - ✓ Copy of drainage/utility and /or other easements in descriptive language (this will need to be included as part of the deed)
 - ✓ If sewer connection: copies of vacuum test of all manhole structures and pressure or mandrill test
 - ✓ If water connection: copies of main compression and bacteria tests
 - ✓ Descriptive deed, including all infrastructure that will be owned by the City, to be reviewed by City Attorney
 - ✓ Full set of as-built plans (as approved by the City Engineer) including 1 large mylar, w large paper copy, 1 11x17 paper copy and 1 electronic copy to the Planning Department, if not already submitted earlier
3. In order to receive a favorable recommendation from the Public Works Committee to the full Council the entire right of way must be completed including but not limited to:
 - ✓ Final (wearing surface) of asphalt pavement installed on all streets and sidewalks. This pavement shall be installed when the ground and air temperatures are above 50 degrees F, which usually does not occur after October 15
 - ✓ All offsite improvements mandated by the Planning Board as part of the project are complete; a signoff from the Planning Department is required
 - ✓ All onsite amenities such as street trees, walking paths, gazebos, street furniture, other structures and landscaping mandated by the Planning Board as part of the project are complete; a signoff from the Planning Department is required
 - ✓ All final grades and final vegetation within the right of way are complete and vegetation is established
 - ✓ All permanent erosion control structures are complete, functioning and vegetation established
 - ✓ All street side and storm water structures (e.g. detention basins) are functioning
 - ✓ All mechanical equipment is tested, functioning and complete operations are maintenance manuals are turned over to and accepted by the Public Works Department
 - ✓ All construction debris and equipment are removed from the deeded right of way and restored to a finished appearance
4. Upon acceptance by the City Council the following information must be submitted within 30 days:
 - ✓ Signed Warranty Deed to be delivered to the Rochester City Clerk who will record it at the Strafford County Registry of Deeds

- ✓ Copy of signed Warranty Deed to the Planning Department

Note: The City will release all remaining surety except a minimum of two percent of the total construction cost of the road/infrastructure as determined by the City Engineer. This will typically be held for a period of 1 year to warrant the road and its associated infrastructure against defects.

Council Procedure

1. Mayor submits to Council during regular monthly meeting
2. Council sends to Public Works Committee for recommendation
3. Council received recommendation from Public Works Committee
4. Council votes at subsequent regular monthly meeting