

Certificate of Occupancy/ Final Acceptance Form



Date:

Development Name:

Phase:

✓ N/A

- ☐ ☐ Developer has addressed all Town prepared punch list items.
- ☐ ☐ Receipt of certification from Landscape Architect approving all landscape installation.
- ☐ ☐ Developer has completed and received approval for all DelDOT required off-site improvements.
- ☐ ☐ Developer has completed all responsibilities listed on the record plan and construction improvement plans. List includes but is not limited to clubhouse facilities, park amenities, recreation plans, entrance improvements, etc.
- ☐ ☐ Developer has installed all required monuments.
- ☐ ☐ Developer has prepared and submitted deeds for all recorded public open space including parcels dedicated for improvements such as pump stations.
- ☐ ☐ Receipt of approval letter from the State of Delaware Fire Marshal.
- ☐ ☐ Receipt of Office of Drinking Water "Certificate of Approval to Operate".
- ☐ ☐ Receipt of approved water as-built plans. All necessary repairs are completed. Town GIS files updated.
- ☐ ☐ Receipt of approved wastewater as-built plans. All necessary repairs are completed. Town GIS files updated. Copy submitted to DNREC.
- ☐ ☐ Receipt of approved stormwater/bmp as-built plans. All necessary repairs are completed. Town GIS files updated.
- ☐ ☐ Notice of Termination (NOT) from DNREC on file.
- ☐ ☐ Receipt of approved storm drain as-built plans. All necessary repairs are completed. Town GIS files updated.
- ☐ ☐ Developer has submitted all required operation and maintenance manuals and warranties as necessary for any Town maintained infrastructure. Copies provided to the Public Works Director.
- ☐ ☐ Developer has submitted all required post construction stormwater/bmp post construction operation and maintenance information in accordance with the guidelines from the State of Delaware.
- ☐ ☐ Developer has submitted all required maintenance agreements for all shared stormwater/bmp facilities that are Shared by private owners, or shared between the Town of Middletown and private owners.
- ☐ ☐ Developer has satisfied all building permit requirements. (Verified with Permits and Inspections Department)
- ☐ ☐ Developer has paid all project specific infrastructure owed to the Town of Middletown. (Verified with Finance Director)

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- ☐ ☐ Developer has paid all outstanding taxes, fees, debt owed to the Town of Middletown. (Verified with Finance Director)
- ☐ ☐ Receipt of required maintenance bond.
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The Town of Middletown is in receipt of all the required items above. The Town shall issue the certificate of occupancy for all commercial and industrial buildings, or accept ownership and maintenance of the residential subdivision phase. The Town Manager shall release outstanding construction surety.

SIGNATURE: _____ DATE: _____

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NOTES: