FLORENCE COUNTY SUBDIVISION CLOSE-OUT PACKAGE CHECKLIST

Subdivision Name: _____

Project Engineer: _____

√ - Complete X – Incomplete N/A – Not Applicable

Req'd by County Engineering:

1. ____ Engineer's Letter/Certificate of Completion on Storm Drainage and Road Construction
2. ____ Memorandum of Agreement and Acceptance
3. ____ Final Inspection Memorandum from County Engineer
4. ____ Three sets of record drawings (Engineering "As-built" drawings)

Req'd by City of Florence (if applicable):

5. ____ Engineer's Letter/Certificate of Completion on Water and /or Sewer
6. ____ DHEC's approval on individual lots for septic tanks (if applicable)
7. ____ DHEC Certificate of Final Approval to Place Into Operation water and sewer systems

Req'd by Florence County Planning and Building:

8. ____ Owners Guarantee and Warranty in Affidavit form on Water and Sewer
9. ____ Instrument of Conveyance on Water, Sewer, Easements, Storm Drainage, Streets and Traffic control devices
10. ____ Certificate of Ownership, Dedication and Taxes Paid
11. ____ Accuracy of Land Survey Certification
12. ____ Road Repaving Guarantee
13. ____ Plat Non-revision Certification
14. ____ Restrictive Covenants for Subdivision
15. ____ Certificate of Liability Insurance for any structures located within County ROW

Is Subdivsion in Floodplain? □Yes □No

If Yes, ____ Base flood elevation data/ hydrologic and hydraulic engineering study (if in floodplain and contains 50 lots or 5 acres, whichever is less)

16. ____ Letter of Map Revision (doesn't apply if not in Flood Zone)

Is Escrow involved? □Yes □No

If Yes, list amount: $_____

Comments: _____