



# BUILDING, PLANNING & DEVELOPMENT

260.925.6449 p | 260.920.3342 f | 210 S Cedar St / PO Box 506 Auburn, IN 46706 | bpd@ci.auburn.in.us

## Instructions for As-Built Plan and Maintenance Bond Approval

### 1. AS-BUILT PLAN SUBMITTAL REQUIREMENTS:

- Completed Board of Works Application
- Completed As-Built Plans certifying final installation of all infrastructure systems.  
Include location, tap locations, grades, inverts, etc. for the following:
  - water infrastructure
  - sanitary sewer infrastructure
  - storm sewer and drainage infrastructure
  - street and sidewalk infrastructure
  - street lighting pedestals
  - stamped by a professional engineer
  - Board of Public Works and Safety signature block
- Include 7 hard copies, 1 electronic PDF file and 1 electronic DWG file of the As-Built Plans
- Contractor's cost for each infrastructure system on Contractor's letterhead. Costs shall be detailed and itemized.
- Maintenance Bond or Letter of Credit for 10% of the Contractor's Cost for a period of three years from the date of acceptance by the Board of Public Works and Safety. A draft bond/letter shall be submitted for initial review.

### 2. PLAN REVIEW & ROUTING:

As-Built Plans, Construction Costs, and Maintenance Bond will be routed to all appropriate City and County Departments for review. Plan review comments from each Department will be compiled and provided to the applicant. Revisions and resubmittals are typically necessary. The initial Plan Review and Routing Process takes about two weeks and review of revised plans takes an additional week for each set of revisions.

### 3. MEETING:

Once all of the revisions are made and all appropriate Departments are satisfied, two final hard copies and one electronic PDF copy of the As-Built Plans and the final original Maintenance Bond/Letter of Credit will be requested for signatures. The As-Built Plans and Maintenance Bond will be placed on the agenda of the next Board of Public Works and Safety meeting. The Department of Building, Planning, and Development will present the As-Built Plans and Maintenance Bond to the Board. Attendance by a representative from the project is typically not required.



## BOARD OF PUBLIC WORKS AND SAFETY

Department of Building, Planning, & Development

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### APPLICANT INFORMATION

Provide Contact Name, Company Name (if applicable), Mailing Address, Phone, and Email for each individual.

**Applicant** \_\_\_\_\_

**Applicant Address** \_\_\_\_\_

**Applicant Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Property Owner** \_\_\_\_\_

### PROJECT INFORMATION

**Name** \_\_\_\_\_

**Location** \_\_\_\_\_

**Project Type** \_\_\_\_\_

**Description** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SUBMITTAL REQUIREMENTS CHECKLIST

- Owners Affidavit – if application is not signed by owner
- Recorded Property Deed
- Site Plan showing property lines, rights-of-ways, structures, parking, etc.

### CERTIFICATION

By signing below, I certify the following:

- I am the owner or legal agent of the subject property;
- The information provided in this application is true and accurate to the best of my knowledge;
- I understand the application will be routed to applicable government and utility agencies;

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Received Date: \_\_\_\_\_ LOGOS#: BOW- \_\_\_\_\_

Received By: \_\_\_\_\_ LOGOS Address: \_\_\_\_\_

Payment Type: \_\_\_\_\_ Receipt Number: \_\_\_\_\_