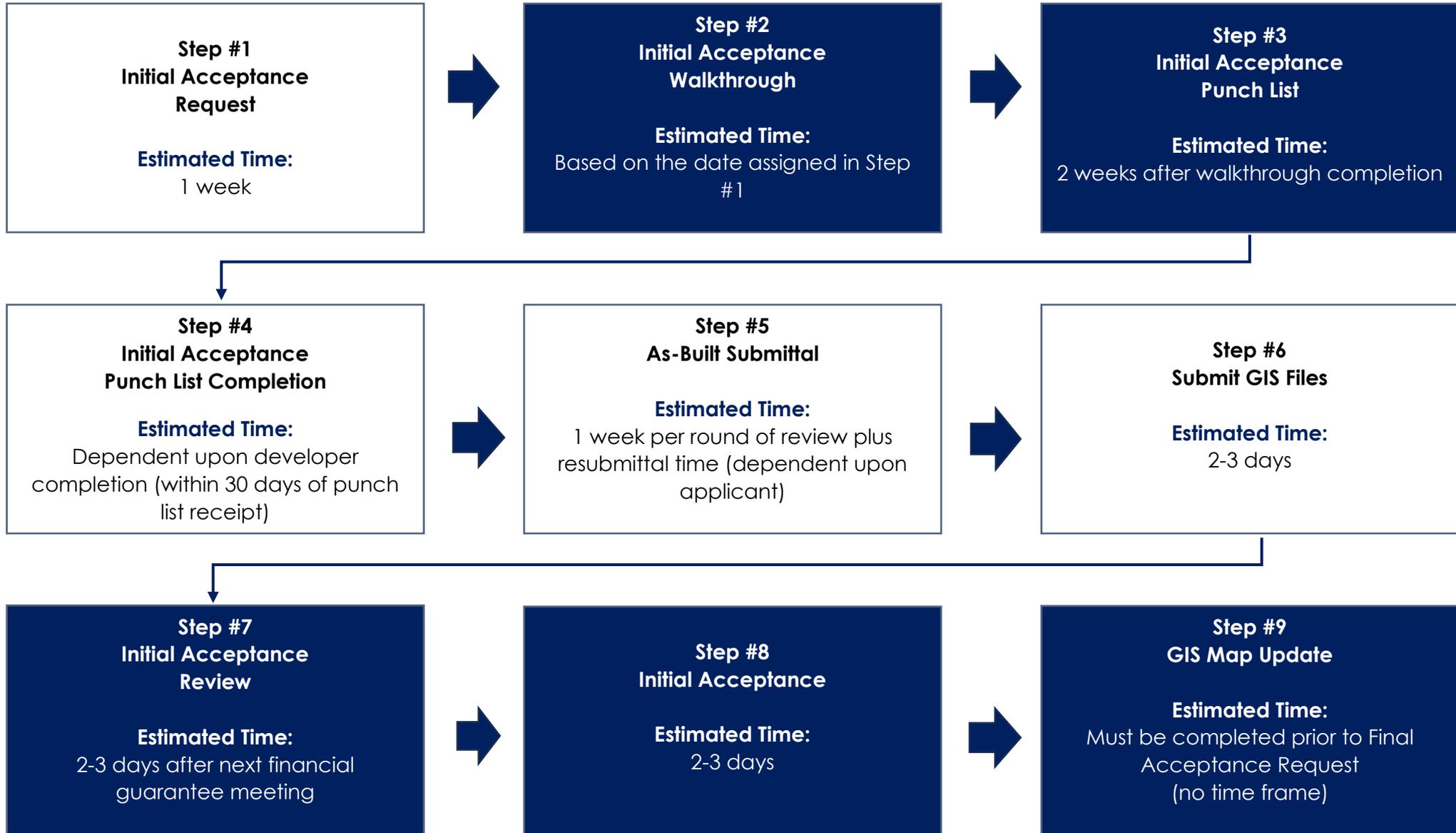




City of Brighton

Construction Acceptance Process

Initial Acceptance



DEVELOPER STEP: CITY STEP:

Final Acceptance



DEVELOPER STEP:



CITY STEP:



INITIAL ACCEPTANCE

1. Initial Acceptance Request – One week

Once all public improvements have been completed and you are ready for initial acceptance, please request Initial Acceptance. Please upload a formal Initial Acceptance Request Letter and comment in OpenGov that this has been uploaded. The template letter can be found here: [Acceptance Request Letter Template](#).

2. Initial Acceptance Walkthrough – Dependent on schedule availability

Once the Initial Acceptance request has been received and approved, please request your Initial Acceptance Walkthrough in OpenGov. Your request will be accepted or updated within five business days. Please note that scheduling a time and date on this step does not secure the time and date as the City must ensure all parties are available to join the walkthrough.

3. Punch List – Two weeks after walkthrough completion

The punch list shall be generated and sent out two weeks after the initial acceptance walkthrough. Please find a copy of the punch list in the attachments section. This letter is to document that an Initial Walkthrough has been performed at the project site. The items on the punch list must be corrected before Initial Acceptance can be granted per the Development Agreement, the City's Standards & Specifications, and accepted construction plans.

4. Punch List Completed – Dependent on developer completion, within 30 days of punch list receipt

Within one week of receipt of the punch list, the Developer/Contractor shall submit a satisfactory schedule for correcting deficiencies. All deficiencies must be corrected within thirty (30) days of the receipt of the punch list. Once all deficiencies have been corrected and the city has been notified, a confirmation inspection will be performed. Should the deficiencies not be corrected in the time period specified, the City has the right to perform an additional internal walkthrough, prepare an additional list of deficiencies, and/or draw upon the performance guarantee to complete the improvements - per Section 200 of the City of Brighton's Standards & Specifications.

5. As-Built Submittal – One week per round of review plus resubmittal time by applicant (dependent on applicant)

As-built drawings are required following Initial Walkthrough for public or private utility infrastructure installation and at construction acceptance for public infrastructure within the development project. Please upload this As-Built Submittal Application, as well as the required items to your approved project through the [Land Use and Development Application Submittal Portal](#) by logging in, advancing to the approved project through Submittal Overview and clicking on **Submit a Revision** under the **Plan Review Status** box. Please find the application for the As-Built submittal here: [As-Built Drawings Submittal Specifications](#).

6. GIS files – 2-3 days

After the As-Builts have been approved, the following documents will need to be submitted into OpenGov. Reference OpenGov for additional details and requirements for this step.

- As-Built Drawing(s) in PDF format
- As-Built AutoCAD Drawing File
- GIS File

7. Initial Acceptance Review – 2-3 days

This step is to go over any remaining items that may be outstanding. Once this step is completed, an initial acceptance letter can be created and sent.

8. Initial Acceptance – 2-3 days after internal staff meeting

Once this step has been completed, initial acceptance has been given. The warranty period has begun and a letter authorizing the reduction of the financial guarantee has been sent to the applicant. Please refer to the initial acceptance letter for details regarding the start and length of the warranty period. Please allow an additional 1-3 business days for processing prior to permit submittal.

9. GIS Mapping Update – Not time dependent but must be completed prior to Final Acceptance Request

This step is to ensure that the GIS mapped items the City received before initial acceptance are able to be mapped. The City GIS team will begin mapping as soon as possible and will reach out to the applicant if there are any issues. All issues must be addressed prior to final acceptance request.

FINAL ACCEPTANCE

1. Final Acceptance Request – 30 days before the warranty period ends (1-2 years dependent on Development Agreement or Standards and Specifications)

Once the warranty period has ended, and you are ready for final acceptance, please request Final Acceptance. Please upload the Final Acceptance Request Letter and comment within this review item that this has been uploaded. The template letter can be found here:

[Acceptance Request Letter Template](#).

2. Final Acceptance Walkthrough – Dependent on schedule availability

Once the final acceptance request has been received and approved, please schedule your Final Acceptance Walkthrough. Please note that scheduling a time and date on this step does not secure the time and date as the City must ensure all parties are available to join the walkthrough.

3. Punch List – Two weeks after walkthrough completion

The punch list shall be generated and sent out two weeks after the final acceptance walkthrough. Please find a copy of the punch list in the attachments section. This letter is to document that a Final Inspection has been performed at the project site. The items on the punch list must be corrected before Final Acceptance can be granted per the Development Agreement, the City's Standards & Specifications, and accepted construction plans.

4. Punch List completed – Dependent on developer completion, within 30 days of punch list receipt

Within one week of receipt of the punch list, the Developer/Contractor shall submit a satisfactory schedule for correcting deficiencies. All deficiencies must be corrected within thirty (30) days of the receipt of the punch list. Once all deficiencies have been corrected and the City has been notified, a confirmation inspection will be performed. Should the deficiencies not be corrected in the time period specified, the City has the right to perform an additional internal walkthrough, prepare an additional list of deficiencies, and/or draw upon the performance guarantee to complete the improvements - per Section 200 of the City of Brighton's Standards & Specifications.

5. Final Acceptance Review – 2-3 days after internal staff meeting

This step is to go over any remaining items that may be outstanding. Once this step is completed, a final acceptance letter can be created and sent.

6. Final Acceptance – 2-3 days

Once this step has been completed, applicant will receive a letter confirming final acceptance has been given and the remaining surety guarantee will be released.