

**CITY OF EDGEWATER PRE-CONSTRUCTION MEETING  
CHECKLIST AND AGENDA**

**Project Name** \_\_\_\_\_  
**Applicant Name** \_\_\_\_\_

**I. Introductions/Attendance List**  
(Pass attendance Sheet)

*Contacts listed below shall serve as primary Contacts for the listed party. All communication and written correspondence, especially formal notices, shall begin through the listed contact person.*

**City:** Ryan Solstice  
104 N. Riverside Drive  
Edgewater, Florida 32132-0100  
(386) 424-2400 ext. 1501

**City Utilities:** Randy Coslow  
409 Mango Tree Drive  
Edgewater, FL 32132  
(386) 424-2400 ext. 4007

**Engineer/Inspector:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Owner/Developer:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Franchise Utility Companies**


**Other** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **II. Submittals required for the pre-construction meeting**

- ❑ Development plans to receive Approved for Construction stamps (Subdivisions require 8 engineering and 6 landscaping/irrigation/ elevations containing all sheets as approved per the development order. All sheets to be properly signed, sealed, and dated by the Engineer of Record. Quantities allow one set for the Engineer of Record and one set for the Developer/General Contractor.)
- ❑ SJRWMD permits (stormwater, wetlands, environmental resource, dewatering notification).
- ❑ Volusia County permits (driveway, utility, well, septic tank, mosquito control).
- ❑ Army Corps of Engineers (dredge and fill).
- ❑ Health Department permit (water distribution).
- ❑ FDEP permit (wastewater collection & stormwater).
- ❑ Florida Fish & Wildlife Conservation Commission.
- ❑ LOMR (Letter of Map Revision), (if required).
- ❑ All required easements recorded.
- ❑ Copies of actual signed contracts for construction of all public improvements.
- ❑ Construction project schedule.
- ❑ Construction specifications.
- ❑ Engineer sealed cost estimate for all site development work including landscaping/irrigation.
- ❑ Recorded subdivision agreement (subdivision projects only).

### **Submittals required prior to construction commencement:**

- ❑ Certificate of insurance from public improvement contractors (Workers Compensation and Comprehensive liability limits as required by law and the City of Edgewater listed as an additional insured and held harmless).
- ❑ Franchise utility company plans.
- ❑ Cover letters for project notification and drawings provided to franchise utility companies (Florida Power and Light, Spectrum, AT&T, Florida Public Utilities (Gas)).
- ❑ Copy of Contractor's Florida Underground Utility license.
- ❑ Two sets of shop drawings approved by Engineer (inlets, manholes, valves, hydrants, etc.).
- ❑ NPDES permit, copy of NOI and Erosion Control Plan.
- ❑ Gopher Tortoise Survey, mitigation and permit.

### **Other Required Submittals**

- ❑ FDOT permits (driveway, utility, drainage), prior to work in FDOT right-of-way.
- ❑ Two sets of shop drawings approved by Engineer (inlets, manholes, valves, hydrants, etc.).
- ❑ 110% performance bond (subdivision projects if recording plat prior to construction).
- ❑ Volusia County Street name and subdivision name approval letter (subdivision projects only), prior to platting.

### III. Project Overview

- Special conditions attached to any permits received from nationwide, state, or county agencies.
- Required and/or proposed plan revisions since development order issuance.
- Project schedule:
  - i. Commencement;
  - ii. Completion of key phases;
  - iii. Required completion date for Developer.
- Special areas of focus during construction including:
  - i. All utilities must be located by Sunshine prior to digging
  - ii. Dewatering plan and scheduling.
  - iii. Maintenance of existing drainage ways.
  - iv. Access to site during construction (primary access, haul roads, maintenance of traffic).
  - v. Silt fencing and turbidity barriers to be placed prior to any clearing.
  - vi. Erosion & Sedimentation Plan adherence.
  - vii. Material delivery and storage locations (including any proposed stockpiling).
  - viii. Coordination with franchise utility companies.
  - ix. Walk through with City and contractor required prior to acceptance by City.
  - x. All water and sewer lines require clearance prior to acceptance by City.
- Inspections Required by City's Inspecting Engineer:

Note: Other than periodic and continuous inspections, inspections listed below require 48 hour advance notification to City/Engineer by Owner/Contractor.

  - i. Tapping of water mains (City to be notified 48 hours in advance also).
  - ii. Coring of manholes.
  - iii. Pressure/leakage testing of pressure mains (Inspector to witness testing).
  - iv. Bacteriological Testing (Inspector to witness testing).
  - v. Television inspection of gravity lines (Copies of inspection to be supplied to City/Engineer for review).
  - vi. Silt fence and erosion control measures (continuous).
  - vii. Installation of manholes (continuous).
  - viii. Periodic review of installation of water, sewer, force mains and reclaimed water lines(continuous).
  - ix. Storm drain inlets and catch basins (inside and outside before backfill) (continuous).
  - x. Construction of infiltration/exfiltration systems.

- xi. Density tests. (Copy Engineer with all passing density tests signed and sealed.)
- xii. Roadway paving.
- xiii. Outside manhole drops before backfill.
- xiv. Any pipe crossings that do not meet minimum clearance for potable/non-potable lines.
- xv. Jack & bores or directional bores under roadways or railroad tracks.
- xvi. Lift station wet well installation.
- xvii. Periodic inspections of sidewalk pour (continuous)
- xviii. Burning of land debris requires approval from the Fire-Rescue Department and Florida Forest Service.
- xix. A licensed contractor must test fire hydrants for their GPM and paint them the appropriate color as indicated in the LDC
- xx. Dewatering operations should not create a noise nuisance to a neighboring residence. (Code enforcement is getting complaints about the pumps running 24/7. We require them to place plywood around the pumps or relocate the pumps to reduce the nuisance.)
- xxi. Photometric plans; the location, size, lumens coverage and arrangement of all existing or proposed signs or lighting.
- xxii. Final Inspection. (Requires final as-builts to be submitted for permit close-out) City to be included in walk through.

**IV. Discussion of general construction requirements**

- Final development inspection requirements
- Working hours are 8:00 to 4:30 Monday through Friday
- Weekend or holiday work (additional \$400.00 fee) (Minimum 48 hours notice)
- Dust Control

**V. Fee assessment tabulation**

- Development inspection fees
- Building permit fees
- Utility connection/impact fees
- Cost participation (if applicable)

**VI. Any other miscellaneous matters**

**PLEASE NOTE: No site work shall be started until Notice of Commencement is issued!**