



City of San Marcos Public Improvements Project Completion Packet

Please follow the steps below to receive your Certificate of Acceptance from the City of San Marcos Development Services Department.

1. Project walk-through complete.
2. Project punch list items complete. (complete attached Punch list, once complete, with corresponding City Inspector conformation)
3. Complete Certificate of Acceptance (attached)
4. Complete Warranty letter (attached)
5. Attach One-Year Bond for all Public Improvement Construction Projects, as stated in the Land Development Code 3.4.3.2. IF APPLICABLE
6. Deliver record drawings with each sheet bearing a record drawing stamp as well as the engineer's signature. (All projects must deliver 1 hard copy for inspector review. Public Improvement Construction Plans must also deliver a CAD files, PDF files, and Surveyor certification with the information required under the GIS review process as outline on the city web site.)
7. Deliver recorded easements with recorded volume number and page number with overall exhibit.
8. All required letters of compliance with design. Such as but not limited too regional detention pond and water quality facilities.

Items #2 - #8 shall be submitted as one submittal to the City of San Marcos Environment and Engineering Department with digital submittal being sent through the following e-mail (Engineering_Submittals@sanmarcostx.gov). Upon review, the Certificate of Acceptance will be executed, and a copy will be delivered to the Owner. Utilities will not be activated until Certificate of Acceptances has been issued by the City of San Marcos.

CITY OF SAN MARCOS
**DEPARTMENT OF ENVIRONMENT
AND ENGINEERING**
INSTALLATION & WORKMANSHIP GUARANTEE

PROJECT NAME:

(Address)

DEVELOPER/OWNER:

(Address)

(Email Address, if preferred method of communication)

PERMIT NUMBER:

ENGINEER:

(Address)

CONTRACTOR:

(Address)

I, _____ (or authorized representative of _____

_____), guarantee that all materials furnished, all improvements installed and all workmanship in connection with such improvements are free of defects for a period of one year from acceptance of the improvements by the Director of Environment and Engineering.

Developer/Owner's Signature/ Date

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public, in and for the

State of _____

My Commission expires:

NOTE: This form is attached to the Certificate of Acceptance Letter, after the project has been completed.