

**FORM E**

**NOTIFICATION OF INSPECTIONS**

- INSTRUCTIONS:**
1. **The City Engineer's Office, Department of Public Works and the Planning Board's Agent, if an Agent has been designated, shall be notified at least 24 hours prior to each inspection.**
  2. **The City Engineer's Office and Department of Public Works reserve the right for further time if needed for extra consultation and/or information to be supplied by the Applicant or the Board's Agent.**
  3. **All reasonable costs incurred for these inspections shall be paid by the Applicant.**
  4. **It is the responsibility of the Applicant to ensure that the Department of Community Development and Planning has an updated copy of this form after each inspection.**

Name of Subdivision \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Name of Street \_\_\_\_\_

Inspection from Station \_\_\_\_\_ to Station \_\_\_\_\_ or

Location Description \_\_\_\_\_

<b><u>Subject</u></b>	<b><u>Signature of Inspector</u></b>	<b><u>Date of Inspection</u></b>
1. Clearing & Grubbing of ROW	_____	_____
2. Clearing & Grubbing of Lots	_____	_____
3. Sub-grade & Sub-base in ROW	_____	_____
4. Drainage (below grade installation)	_____	_____
5. Detention Basins	_____	_____
6. Water Installation	_____	_____
7. Sewer Installation	_____	_____
8. Pump Stations	_____	_____
9. Rough Grading of Lots	_____	_____
10. Binder Course Installation	_____	_____
11. Curb Installation	_____	_____
12. Sidewalk Installation	_____	_____
13. Finish Course Installation	_____	_____
14. Street Trees and Plantings	_____	_____

- 15. Loam & Seed \_\_\_\_\_
- 16. Street Light Installation \_\_\_\_\_
- 17. Street Signs & Line Painting \_\_\_\_\_
- 18. Monuments – Street Bounds  
& Lot Corners \_\_\_\_\_
- 19. Final Clean-up \_\_\_\_\_
- 20. Other \_\_\_\_\_
- 22. As-Builts, Street Acceptance Plan  
& Easements \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Submitting Form \_\_\_\_\_

Date of Submission \_\_\_\_\_

Telephone Number \_\_\_\_\_