



CITY OF *Caldwell, Idaho*

City of Caldwell Pre-Construction Meeting Acknowledgment of Receipt of Pre-Con Packet

ERIC PHILLIPS
Mayor

208.455.3011
(f) 208.455.3003

City Hall
205 South 6th Ave.
Caldwell, Idaho 83605

Post Office Box
P.O. Box 1179
Caldwell, Idaho 83606

For a list of the City
Council members, visit:
Website
www.cityofcaldwell.org

1. City of Caldwell Pre-Con Notes
2. Sewer construction tolerances letter and policy: Dated
November 10, 2020
3. Approval to Pave Checklist
4. Final Plat Procedure Checklist
5. Dedication of Public Facilities Checklist

By signing, the contractor, engineer of record and developer acknowledge the above information is in their packet, understand all the above documents, and will comply with these standards set forth by the City of Caldwell.

All contractors shall have a valid public works license to work on city infrastructure.

Underground Contractor: _____ Date: _____

- Idaho Public Works License

Roadway Contractor: _____ Date: _____

- Idaho Public Works License

Engineer of Record: _____ Date: _____

Developer: _____ Date: _____

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Contractor Contact Information and Public Works

License

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Construction of facilities to be dedicated and/or within public right of way or future public right of way area shall be performed by an appropriately licensed public works contractor and constructed to city specifications and standards. City Code 11-04-04

Underground Contractor (Water, Pressure Irrigation, Storm Water and Sewer)

Contact Information:

- Email: _____
- Phone Number: _____
- Idaho Public Works License #: _____

Road Contractor (Subgrade, Pit run and Road mix)

Contact Information:

- Email: _____
- Phone Number: _____
- Idaho Public Works License #: _____

Paving Contractor

Contact Information:

- Email: _____
- Phone Number: _____
- Idaho Public Works License #: _____

Electrical Contractor (Street Lights)

Contact Information:

- Email: _____
- Phone Number: _____
- Idaho Public Works License #: _____

Concrete Contractor (Sidewalks, curb and Gutter)

Contact Information:

- Email: _____
- Phone Number: _____
- Idaho Public Works License #: _____

Concrete Collar Contractor (Manhole and Valve Collars)

Contact Information:

- Email: _____
- Phone Number: _____
- Idaho Public Works License #: _____

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City of Caldwell Pre-Con Packet

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City Of Caldwell

Pre-Con Notes

WATER

1. City of Caldwell shall inspect all concrete thrust blocks before and after pouring.
 - a. Mechanical restraints are preferred in lieu of thrust blocking.
2. City of Caldwell shall inspect all gate valve collars before pouring.
3. Operation of any in service gate valves including fire hydrants shall be operated by the City of Caldwell (8AM to 5PM Monday/Friday).
4. Water meter box lids shall be D&L 2242 with Neptune R900 recess opening (1-1/2" opening) for single water services. 2-HL recessed cover shall be used for double services. 2"meter shall have 24" lid with 1-1/2" opening.
5. Setter height 18" from top of pipe to center of meter hook up / 23" from meter lid to center of meter hook up (W-401) standard drawing.
6. Blowing-off and flushing times shall be approved by the City inspector (455-3006). 24 Hour notice is required.
7. City of Caldwell inspector shall be present for a water pressure test; 150 P.S.I for 2 Hours. Bacteria samples shall be taken by the contractor and witnessed by the City of Caldwell inspector.
 - a. Contractor shall take samples from locations as directed by the City inspector.
 - b. Contractor shall furnish sample bottles and paper work for sampling. City inspector will provide safety seals for all sample bottles. Contractor will deliver all samples to the lab.
8. Underground contractors shall retain a geo-tech firm to perform all necessary compaction tests.
9. All tapping saddles shall be Romac style 101B or power seal 3415AS (for taps 1" or less) or Romac style 202B or power seal 3417KS-SW (for 2" taps) with bronze strap bands for C-900 water pipe.
10. City of Caldwell will allow center of meter lid to be 18' to 22" from back of sidewalk.
11. All phases can use type K copper or MUNICIPEX for service line from water main to meter.



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SEWER

1. As-built information shall be submitted to the City of Caldwell as outlined in the letter from the City Engineer dated November 10, 2020.
 - a. *“In lieu of requiring the Engineer of Record (EOR) or a Professional Land Surveyor (PLS) to submit as-built information for sewer and storm drain mainline construction within 48 hours of placement of such work the City will allow this information to be submitted from the contractor. As-built information shall be submitted, via email, to the assigned City Inspector within 48 hours of placement of any manhole, sand and grease trap or other sanitary sewer or storm water structure/s.”*
 - b. *“All as-built elevation information must be submitted to the City in actual elevation format and not grade rod numbers.”*
 - c. *“Failure to submit as-built information within the required 48 hour time frame may result in a Stop Work Order being issued for the project.”*
 - d. *“The EOR is still required to submit as-built information to the City for review prior to the City issuing an “approval to pave” letter. As-built information must be prepared and stamped by the Engineer of Record/PLS prior to submitting.”*
 - e. *“Elevation information submitted to the City by the EOR/PLS will supersede the information given by the contractor. Any work found to be deficient, below grade, etc. will be required to be corrected.”*
2. Sanitary sewer manhole as-built elevations can be taken with cones on by shooting the center of the trough and adding or subtracting .05’ to get actual invert elevations
3. Sanitary sewer as-built information shall be submitted to the city by the EOR/PLS for review and approved prior to any pressure testing or CCTV inspections taking place.
4. Caldwell inspector shall be present for all pressure testing.
5. City of Caldwell shall inspect all manhole collars prior to pouring.
6. Underground contractors shall retain a geo-tech firm to perform all necessary compaction tests.
7. All original copies of CCTV inspection videos shall be delivered directly to the City of Caldwell within 5 days of CCTV’s being recorded.
8. No CCTV inspections or air pressure test will be allowed until joint trench is completely done and out of the development.
9. All dead end runs that will not be extended in the future shall have a minimum slope of 0.6%.

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STORM DRAIN

1. As-built information shall be submitted to the City of Caldwell as outlined in the letter from the City Engineer dated November 10, 2020.
 - a. See “Sewer” section above for further explanation.
2. All catch basins shall be per ISPWC SD-604A and SD-601 vertical curb with no hoods.
3. No catch basins shall have “hoods”.
4. City of Caldwell shall inspect all manhole collars prior to pouring.
5. City of Caldwell shall inspect all free draining soil interface with ASTM sand or drain rock at storm drain seepage beds. (See City of Caldwell storm drain manual, available upon request).
6. Underground contractors shall retain a geo-tech firm to perform all necessary compaction tests.

PRESSURE IRRIGATION

1. C.M.I.D. specifications have been updated; 7th Edition, May 2025
2. All in service valves shall be operated by the City of Caldwell
 - a. *No residences shall have PI services shut off without receiving prior approval from the City inspector.*
3. Caldwell inspector shall inspect P.I. thrust blocks and gate valve collars before and after pouring concrete.
 - a. Mechanical restraints are preferred in lieu of thrust blocking.
4. Caldwell inspector shall be present for pressure testing; 150 P.S.I for 2 Hours.
5. Underground contractors shall retain a geo-tech firm to perform all necessary compaction tests.
6. All tapping saddles shall be Romac style 101BS or power seal 3415AS for taps 1” or less and Romac style 202BS or power seal 3417KS-SW for 2” taps.
7. All valve lids shall read “IRR” or “IRRIGATION”

CURB, GUTTER AND SIDEWALK

1. All sidewalk, curbing, gutters, ped-ramps, etc. must be 100% compliant with all federal, state, and local requirements. (100% compliant with ADA requirements)
2. There shall be no lip at ped ramps.
3. Truncated domes outside of the downtown City Center Core shall be yellow in color.



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STREETS

1. Contractor shall retain a geo-tech firm to perform all necessary compaction tests and core samples.
2. All pit run sections must be tested and approved. Pit run sections can be tested by either a nuclear density testing method or a roll test. Road contractors shall notify the City inspector prior to hauling in pit run which method they intend to use.
 - a. Density testing will require stamped Geotech reports to be submitted, reviewed, and approved by Caldwell Engineering prior to testing any road mix.
 - b. A sub grade roll test must be performed with the City inspector and geo-tech present. If roll test is selected, the City inspector shall be on-site for the entirety of the roll test, along with the Geotech engineer. The Geotech Engineer shall provide a written report of the roll test.
3. Hauling road mix onto the site prior to receiving approval of pit run testing is at-risk.
4. AC pavement shall not be placed until the City of Caldwell issues an Approval to Pave Letter.
5. Minimal AC pavement thicknesses shown in city standards are minimums. AC pavement placed shall not be thinner.

RIGHT-OF-WAY PERMITS (Effective October 1, 2025)

1. Please apply for all right-of-way permits at www.cityofcaldwell.org/departments/engineering
2. Minimum of 48 hours to process right-of-way permits.
3. All right-of-way permits are limited to 5 working days unless otherwise approved.
4. Road closures require information signs to be posted on site prior to requested closure date. Refer to www.cityofcaldwell.org/departments/engineering/right-of-way-permits for all road closure information sign requirements.
5. Right-of-Way Permit costs have changed effective October 1, 2025. Please see the chart below for new pricing information:

Right-of-Way Permit Costs	Alley	Local	Collector	Arterial
No lane closures (total cost)	N/A	\$121.09	\$121.09	\$121.09
Lane closures with flaggers (cost per day)	N/A	\$121.09	\$121.09	\$121.09
Full road closure (cost per day)	\$121.09	\$173.15	\$202.01	\$230.86

Penalties

Work in ROW either before or after permit dates (cost per day)	\$577.16
Work in ROW with no permit (cost per day)	\$1210.88
Traffic control device left onsite (cost per day)	\$50.00

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SWPPP & DRAINAGE CONTROL DURING CONSTRUCTION

1. City expects general contractor or developer to file their Construction General Permit, or SWPPP permit with EPA a minimum of 14 days prior to beginning earth disturbing activity, for all projects greater than 1 acre in size.
 2. Projects over and under one acre in size must utilize stormwater BMP's to ensure erosion and sediment control at the construction site, per City Code section 4-19.
 3. Projects that propose dewatering to a surface water (Creek, drain, or canal) shall obtain written permission from the agency or agencies in control of such waterway. Said approval shall be forwarded to the city prior to dewatering.
 4. Projects that propose dewatering to a City storm drain shall obtain written permission from a member of the Caldwell Engineering Department prior to commencing pumping.
- Contractor shall request a stormwater inspection when dewatering begins.
5. All stormwater BMP's such as berms, gravel construction entrance, witches hats, silt fence, fiber waddles, and so forth shall be installed prior to earth disturbing activities. A lined concrete washout shall be onsite prior to concrete pouring activities.

MISCELLANEOUS

1. City supplemental specifications have been updated; November 2015
2. Inspections will be scheduled within one (1) working day of a request being made to the City of Caldwell Engineering Department inspector.
- * **Caldwell does not guarantee inspection within one (1) working day, but will schedule all requested inspections within one (1) working day of the request. Inspections will be scheduled according to the availability of the Inspector assigned to the project. Work completed without sufficient/required inspections performed by the City may be required to be removed and replaced, dug-up, etc. so proper inspection can occur.**
3. To set up an inspection please call (208) 455-3006.
4. The Engineer of Record must certify the project as outlined in the letter from the City Engineer dated November 10, 2020.
5. Financial securities must be in the form of a letter of credit or a cashier's check to be deposited and held in a City of Caldwell account. City must be able to draw on letters of credit from within the Treasure Valley. See City Code section 11-04-07.
6. Per City Code section 11-04-07(5) & (6) all building permits will be placed on hold after 120 days of the approval of the final plat even with the financial guarantee in place.
7. Record drawings are required to be submitted at the end of the project and must comply with City Code section 11-04-06.
8. For all developments that are inside the APO Zone: An avigation easement will need to be executed and recorded.
 - a. A note is to be placed on the final plat stating: "This development is subject to an avigation easement recorded as Inst. No. ___"
9. City Code can be viewed on-line at www.cityofcaldwell.org
10. A copy of the City of Caldwell Supplemental Specifications can be viewed on-line at www.cityofcaldwell.org
11. A copy of the Caldwell Municipal Irrigation Dist. (CMID) Supplemental Specifications can be viewed on-line at www.cityofcaldwell.org
12. Per City Code section 13-03-10 (2) Upon final approval of construction and dedication, when applicable, and unless otherwise documented through a Dedication Resolution, the Contractor agrees to a two (2) year warranty for that public infrastructure. A duration of less than two (2) years may be permitted if explicitly authorized in writing by the City Engineer.
13. **All contractors shall have a valid public works license to work on city infrastructure.**



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November 10, 2020

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TO: Developers, Engineers, Contractors & Land Surveyor's Working in Caldwell

The City of Caldwell has recently made a few policy changes. Said changes are outlined below.

1. In lieu of requiring the Engineer of Record (EOR) or a Professional Land Surveyor (PLS) to submit as-built information for sewer and storm drain mainline construction within 48 hours of placement of such work the City will allow this information to be submitted from the contractor. As-built information shall be submitted, via email, to the assigned City Inspector within 48 hours of placement of any manhole, sand and grease trap or other sanitary sewer or storm water structure/s. Please note:
 - a. All as-built elevation information must be submitted to the City in actual elevation format and not grade rod numbers.
 - b. Failure to submit as-built information within the required 48 hour time frame may result in a Stop Work Order being issued for the project.
 - c. The EOR is still required to submit as-built information to the City for review prior to the City issuing an "approval to pave" letter. As-built information must be prepared and stamped by the Engineer of Record/PLS prior to submitting.
 - d. Elevation information submitted to the City by the EOR/PLS will supersede the information given by the contractor. Any work found to be deficient, below grade, etc. will be required to be corrected.
2. **Engineers of Record will still be required to certify all items for their projects on an as-built basis using the attached Engineers Certification form.**
3. Compaction testing for the sub-base section under roadways is no longer required to be completed using a nuclear densometer gauge. However, a visual and proof roll inspection with the City inspector and Geo-tech Engineer on-site is required. Said Geo-tech Engineer must submit to the City a written and stamped report stating the sub-base is acceptable. Proof rolling shall be done with a loaded ten-wheeled dump truck or similar machinery.

Regards,
Robb MacDonald, PE, MSCE
City Engineer

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ENGINEER'S CERTIFICATION FORM (City of Caldwell)

Name of Subdivision

Developer

Engineer of Record

I hereby certify the following:

1. Trench backfill compaction testing was performed per ISPWC 2015.
2. Construction was performed substantially to the lines and grades shown in the approved plans or as approved by the City Engineer.
3. Based on tests performed, the asphalt pavement meets the standards of ISPWC 2015.
4. Survey points indicated on the final plat are in place as of the date of this certification.
5. An electronic copy of the approved record drawings has been submitted to the city.

Any of the above items which cannot be fully certified are explained on a separate sheet of paper and attached hereto and stamped by the Engineer of Record.

Signature of Engineer / Representative

Date

Engineers Stamp

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APPROVAL TO PAVE CHECKLIST

Subdivision Name: _____

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To all contractors, developers, and engineers: All of the below listed items *must* be submitted to the City, reviewed, and fully approved by the City in order to receive an approval to pave. Absolutely no asphalt shall be placed prior to obtaining an approval to pave letter from the City of Caldwell Engineering Department.

Have the following items been received by, approved by and/or witnessed/verified by the City?

Water:

Yes No N/A

- Proof of main line depth prior to any testing
- Passed continuity test prior to pressure testing
- Passing pressure test

Sewer:

Yes No N/A

- Full set of interim as-builts approved before testing
- Approved CCTV reports of all runs prior to pressure testing
- Passing air pressure testing on all runs

Pressure Irrigation:

Yes No N/A

- Proof of main line depth prior to any testing
- Passed continuity test prior to pressure testing
- Passing pressure test

Storm Drain:

Yes No N/A

- Approved interim as-builts for all storm drain within the ROW
- All structures in the ROW passed visual inspection by the City inspector

Surface Conditions:

Yes No N/A

- Complete road section, minus asphalt, is in place
- All road compaction data
- All trench compaction data
- Sidewalk inspection and ADA compliance
- Correct water meter and PI can placement

Weather Limitations:

*The placement of asphalt shall be done in accordance with the 2015 ISPWC Section 810.3.9
On-site temperature to be determined by the City Inspector (40 degrees & rising)

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FINAL PLAT PROCEDURE CHECKLIST

Subdivision Name:

To all contractors, developers, and engineers: All of the below listed items *must* be submitted to the City, reviewed, and fully approved by the City in order for the City Engineer to sign the final plat.

Have the following items been received by, approved by, and/or witnessed/verified by the City?

Water:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pressure test |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clean Water Samples |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Interim as-builts |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Compaction Data |

Sewer:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Air pressure test |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fully approved interim as-builts |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Approved CCTV reports of all runs |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Compaction Data |

Pressure Irrigation:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pressure test |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Interim as-builts |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Compaction Data |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pumpstation Upgrades Completed (Check with CMID) |

Streets:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Compaction Data for sub-grade, sub-base and finish base |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is an all-weather surface in place? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all street signs in place? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all temporary turnarounds and secondary accesses in place? |

Walkthrough/Punch List/Bonding:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has a walkthrough been completed and punch list issued? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has a financial security amount been determined by the city and issued? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has an acceptable financial security been provided to the city? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have monies required to placed in a roadway trust fund been received? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the conditions of approval satisfied? |

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DEDICATION OF PUBLIC FACILITIES CHECKLIST

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Subdivision Name: _____

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Have the following items been received by, approved by, and/or witnessed/verified by the City?

	Not			
Satisfied	Satisfied	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Dedication request from developer received
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Annexation request from developer received
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	Letter from City signifying acceptance of design. (QLPE)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	Certification from applicant's engineer that the facilities were constructed according to plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	Record Drawings/ As-builts of approved construction drawings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.	Compaction Data and results of trench backfill compaction tests.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.	Compaction Data and results of street section compaction tests.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.	Results of sewer passing sewer pressure tests
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.	Approved sanitary sewer CCTV reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10.	Results of passing water pressure tests
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.	Results of passing water bacteria samples
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.	Results of passing pressure irrigation pressure test
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13.	Pressure irrigation assessment fees have been paid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14.	Irrigation annexed into CMID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15.	Street signs in place as shown on approved plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.	Streetlights in place and operational as shown on approved plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.	Street light final electrical inspection approved by Building Department in Citizen serve
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18.	Street light Idaho Power account has been switched to the City's account
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19.	Pump Station completed and signed off by Water and Building Department
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20.	Post construction walk – through punch list is complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21.	All necessary easements and deeds are platted or recorded.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22.	All checklists have been completed and in LF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23.	All necessary RWTF monies in lieu of construction have been provided

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