



**CHECK-OFF LIST FOR ENGINEERING DIVISION APPROVAL FOR  
THE RELEASE OF A SUBDIVISION PERFORMANCE BOND**

Subdivision \_\_\_\_\_ Date \_\_\_\_\_  
SCTM# \_\_\_\_\_ Situate \_\_\_\_\_

**PAPERWORK**

**Following items must be provided prior to Engineering approval:**

- Provide As-Built Drawings prepared by a Registered NYS licensed Land Surveyor or Professional Engineer. Include all property lines, easements, utilities, driveway aprons, monuments, SCTM#'s, catch basin elevations, street grades, drainage structure locations and dimensions, street trees, north arrow, and key map. Plans shall conform to the physical world and reflect field changes. Applicant must provide six (6) original paper drawings and one disk containing the drawings in a digital CAD format. Refer to the Check-Off List for As-Built Drawings for additional information
- Provide proof of street sign fee payment
- Provide proof of inspection fee payment
- Provide asphalt test core data (thickness, gradation and asphalt content for each lift)

**PHYSICAL WORK**

**Following items must be corrected prior to Engineering approval:**

- Construction of road and drainage in compliance with approved plans
- Drainage structures installed and free of sediment
- Brickwork under grates properly cemented and free of gaps or defects
- Curbing/swales complete
- Final lift of asphalt complete with no dead spots that collect storm water
- Cast iron covers for all leaching pools located at grade
- Concrete sidewalks complete (where applicable)
- Street trees planted
- Cul-de-sac planted
- Road shoulders restored with topsoil and seed
- Recharge Basin
- Excavated & seeded

Inspected by \_\_\_\_\_ Date \_\_\_\_\_  
Approved by \_\_\_\_\_ Date \_\_\_\_\_

**Department of Municipal Works  
Engineering Office**

116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

**TOWN OF SOUTHAMPTON**



JAY SCHNEIDERMAN  
TOWN SUPERVISOR

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ASSISTANT TOWN ENGINEER

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- Access ramp paved
- Chain link fence installed
- Screening vegetation planted
- Monuments set for all Open Space parcels and road right-of-ways
- Other \_\_\_\_\_
- \_\_\_\_\_

**NOTES:**

The Planning Division will inspect street trees and all other plantings to determine whether the number, species and health of this vegetation conforms to the requirements set during the subdivision approval process.

After the Planning Board releases the Performance Bond, the developer is required to hold a Maintenance Bond for a minimum period of one year prior to the dedication of the road system to the Town of Southampton or a Homeowner's Association.

Asphalt deteriorates, curbing breaks, and drainage basins become silted over time. The developer must correct all physical defects prior to the release of the Maintenance Bond. It is recommended that the developer monitor the condition of the bonded improvements on a regular basis and correct defects in a timely manner in order to prevent delays in the release of the Maintenance Bond.

*Inspected by* \_\_\_\_\_ *Date* \_\_\_\_\_  
*Approved by* \_\_\_\_\_ *Date* \_\_\_\_\_