



Mayor Robert E Simison

City Council Members:

Treg Bernt
Joe Borton
Luke Cavener

Brad Hoaglund
Jessica Perreault
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MEMORANDUM

TO: [Click here to enter text.](#)

CC: [Click here to enter text.](#)

FROM: Seth Oaks, Land Development Supervisor

RE: [Click here to enter text.](#)

The project, [Click here to enter Project Name.](#), has multiple buildings on a single lot. We strongly encourage you phase the development plans to accommodate phased Certificate of Occupancy for the buildings. The City requires all site development is completed prior to the issuance of Certificate of Occupancy.

To be considered complete a project must have:

- All final inspections passed (water, sewer, street lights, and reclaimed water – as applicable),
- Final inspection letters submitted from the Civil Engineer (Pressure Irrigation, Private Drainage, and Well Abandonment – as applicable),
- Record drawings submitted and approved through Public Works,
- Warranty surety in place for all water and sewer mains,
- Documentation that permanent street signs and/or apartment directional signs were installed
- Non-life safety items such as landscaping and amenities maybe be excluded on a case by case basis with planning approval and appropriate sureties in place.

If site development plans do not show phasing, it indicates that all development improvements shown therein will be completed *prior to the first Certificate of Occupancy being issued* for any building within the site.

If the intent is to phase occupancy, you will need to provide the following:

- A master utility plan showing the entire site and phase lines
- AutoCAD of the entire site including phase lines

- Utility plans for each phase with a unique project name for each i.e. “XYZ Apartments Phase 1”, “XYZ Apartments Phase 2”

I, [Click here to enter owner/developer name](#), acknowledge and understand the requirements for site work completion, and understand that not completing the site work could delay buildings from receiving Certificate of Occupancy, even if all other building work is completed. I understand that if I provide phased plans, all site work within the phase must be completed prior to any Certificate of Occupancy being issued for that phase.

This form must be signed and included with submittal of construction plans.

[Click here to enter owner/developer name.](#)