



CONSULTING ENGINEERS

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## MEMORANDUM

To: Harrisville City Council  
Gene Bingham – Public Works Director  
Jennie Knight, City Recorder

From: Matt Hartvigsen, P.E. – Harrisville City Engineer *Matthew E. Hartvigsen*

RE: **WILDFLOWER SUBDIVISION PHASE NO. 6, FINAL APPROVAL**

Date: June 4, 2014

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On June 3, 2014 our office received a set of final construction plans. All of the recommendations from our previous review letters have been resolved to our satisfaction. We therefore, recommend granting final approval.

### Final approval processing items:

1. When the improvement plans are in final approved form, our office requests two (2) sets of mylars of the improvement plans. These plans should be stamped by the developer's licenced Professional Engineer. Our office will affix our approving signature to both sets. One set will be retained in our office and the other set will be returned to the developer's engineer who will use this set to issue construction drawings. Only signed and approved improvement plans will be allowed in the field during construction. As an option the developer may submit a PDF of the improvement plans which will be returned electronically with the city engineer approval signature.
2. Prior to recording, the developer must provide our office with a detailed engineer's cost estimate of the required improvements. When approved, this estimate will form the basis for the developer's agreement and the associated construction guarantee.
3. We also request an electronic copy of the plat and construction drawing for the purpose of updating the city base map and utility maps. Electronic data should be compatible with AutoCAD 2008.
4. Prior to construction, the developer and his construction contractor must hold a pre-construction conference with our office and the City staff to review construction requirements.

Should you have any questions, please let us know.