

**FERGUSON TOWNSHIP PUBLIC WORKS DEPARTMENT**  
**STREET ACCEPTANCE CHECKLIST**

Standard Operating Procedure 1 – Rev. Jan 2013

DEVELOPMENT / PHASE: \_\_\_\_\_

STREET NAMES: \_\_\_\_\_

This Street Acceptance Checklist is to be maintained in a binder by the Township Engineer in an accessible location in his office during the entire process until all steps are completed. Relevant documents to the process shall be kept with the checklist until the appropriate time for filing.

1. Developer requests a pre-construction meeting with the Township Engineer regarding construction schedule and inspection services. Developer's contractor(s) to provide a complete schedule of construction prior to meeting for inspection estimate.
2. Township secures estimate for inspection costs and provides to Developer for acceptance prior to work starting.
3. Developer's contractor constructs improvements and Township's designated Inspector inspects the work.
4. Developer's Engineer submits traffic studies (e.g. speed, stop, etc.) and maintenance bond estimate to the Township Engineer for review and approval. Revisions made as necessary.
5. Township Engineer inspects improvements with designated Inspector when complete at request of Developer.
6. Township Engineer documents inspection and notifies Developer by letter of outstanding deficiencies (street sweeping, stone cul-de-sacs, street signs, speed study, etc).
7. Developer documents in writing that all outstanding items have been completed and requests a final inspection. The final inspection shall be attended by the Developer, Township Public Works Director and Township Engineer, and Contractor to ensure that work has been completed.
8. Developer submits an original deed of dedication with a legal description and a certificate of title directly to the Township Engineer. Township Engineer reviews the deed description and compares it to the approved subdivision plan and forwards Certificate of Title and Deed to Solicitor for review and comment. Revisions made as necessary.
9. Township Engineer prepares a colored street plat for the road file. This is attached to ordinance and deed when filing later in this procedure.

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**STREET TURNOVERS AND DEEDS OF DEDICATION CHECKLIST**  
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10. After all punchlist items are complete, developer submits the 15% Maintenance Bond for a period of 18 months. Township must have the maintenance bond prior to advertising the public hearing.
11. Township Engineer sends a letter to the Township Solicitor requesting; 1) that an ordinance be prepared to accept the road section(s); and 2) that the motor vehicle and traffic ordinances be revised. Send a copy of the deed of dedication with the letter. Allow 2 or 3 weeks for preparation of the ordinance.
12. After ordinance prepared and maintenance bond is received, Township Engineer requests the Manager's Administrative Assistant to advertise the ordinance. Township Manager places road acceptance on Board of Supervisor's agenda.
13. Supervisors adopt the Ordinance to accept the road(s) and enact motor vehicle and traffic ordinances at a regular public meeting. Chairman signs 3 original ordinances.
14. Township Administrative Assistant keeps one original and gives 2 original signed ordinances and original deed to the Solicitor for recording with a copy of transmittal to the Public Works Administrative Assistant.
15. Public Works Administrative Assistant tracks return of the recorded deed and files the recorded deed with the legal description and the colored plat and a copy of the recorded ordinance on the inside left side of the official road file and enters the deed data into the deed and easement Docuware system.
16. Township Engineer provides 2 copies of the recorded ordinance and deed with a street plat to the PennDOT Municipal Services Liaison to update Liquid Fuels Map.
17. Township Engineer directs GIS Technician to update snow plow route maps in coordination with Public Works Director. Public Works Director ensures that newly accepted roads are placed on appropriate snow plow route.

Questions regarding this procedure should be directed to the Public Works Director.

Copy: Mark Kunkle, Manager  
Ron Seybert, Engineer  
Angela Kalke, Manager's Administrative Assistant  
Tonya Jackson, Public Works Administrative Assistant  
Lewis Steinberg, Solicitor