

## Section 7. Project Close-Out

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### Overview of Section 7

#### 7.0

Section 7 addresses the following steps in the GESC Permit Process:

**Prepare the site for the Initial Close-out Inspection and schedule the inspection at least two weeks prior to an anticipated request for an Initial Close-out Acceptance.**

Section 7.1, **Preparation for the Initial Close-Out Inspection**, describes the tasks the Permittee(s) must complete prior to the Close-Out Inspection.

**Attend Initial Close-Out Inspection, make any corrections requested by SEMSWA, and obtain Initial Close-Out Acceptance.**

Section 7.2, **Initial Close-Out Acceptance**, discusses the requirements for the Initial Close-Out Inspection and Acceptance.

**Inspect the site monthly during the re-vegetation process. Make necessary corrections to the on site BMPs and control weeds as necessary. Make corrective actions as required by SEMSWA.**

Section 7.3, **Interim Between Initial Close-Out and Final Close-Out**, describes procedures for accepting the establishment of permanent vegetation; it also provides a definition of the required vegetation coverage, free of noxious weeds.

**Schedule the Vegetation Acceptance Inspection when vegetative growth has reached the required coverage. After receiving written acceptance of vegetation establishment from SEMSWA, remove the on site BMPs and schedule the Final Close-Out Inspection.**

Section 7.4, **Final Close-Out**, requires that once vegetation has reached the required coverage as defined in Section 7.3.2, a Vegetation Acceptance Inspection should be scheduled. Once the vegetation coverage has been accepted by SEMSWA, a Final Close-Out Acceptance Form shall be completed and a Final Close-Out Inspection scheduled with SEMSWA.

**After receiving written notice from SEMSWA that all GESC requirements have been addressed, submit a signed Collateral Release Form to SEMSWA. After the Collateral is released by SEMSWA, the project is complete.**

Section 7.5, **Release of Collateral**, discusses the Procedures for releasing the project's Collateral.

**Preparation for Initial Close-out Inspection**

**7.1**

**7.1.1 Initial Close-Out.** Initial Close-Out may be requested when all disturbed areas are final landscaped, drill seeded, crimp mulched, or otherwise stabilized in accordance with SEMSWA criteria. Initial Close-Out Acceptance will not be granted until Probationary Acceptance of the SIA improvements is granted.

At the Initial Close-Out, the Final BMP GESC plan should be implemented. Any significant changes necessary to the Final BMP GESC plan, either at the direction of SEMSWA or the request of the Permittee should be shown on a revised plan and re-approved by SEMSWA. If necessary, a revised cost estimate should be submitted.

**7.1.2 Preparing for Inspection.** In preparation for the Initial GESC Acceptance Inspection prior to the Permittee(s) leaving the site, the GESC Manager shall undertake the following:

1. *Clean all streets, sidewalks and flowlines of sediment with a street sweeper. **WASHING OF STREETS, SIDEWALKS AND FLOWLINES IS IN DIRECT VIOLATION OF SEMSWA CRITERIA.** Clean all inlets, trickle channels and all other drainage features.*
2. *Remove temporary erosion and sediment controls (if directed by approved GESC Plan or SEMSWA Inspector) and install/maintain erosion and sediment control BMPs per the SEMSWA-approved Final GESC Plan.*
3. *Ensure all disturbed areas are drill seeded and crimp mulched, or otherwise stabilized, per SEMSWA criteria.*

**7.1.3 Certifications.** The following certifications and forms must be submitted to SEMSWA prior to the Initial Close-Out. Copies of the certifications can be found in Appendix P.

1. Seeding and Mulching. Provide a Seeding and Mulching Certification in accordance with Section 4.15.13.
2. Topsoil Certification. Provide a Topsoil Certification in accordance with Section 4.15.13.
3. Initial Close-Out GESC Inspections Certification. Provide an Initial Close-Out GESC Inspections Certification in accordance with Section 5.7.
4. Detention/Water Quality Pond Statement. A Surveyor's statement verifying the required pond volume shall be provided to ensure that adequate volume is provided for water quality capture volume and detention. If this statement has been provided previously, and the SEMSWA inspector determines that the pond has been adequately maintained, with no evidence of sediment accumulation, this requirement may be waived.

**Preparation for Initial Close-Out Inspection, continued**

5. Copy of SEMSWA’s letter of Probationary Acceptance of Public Improvements. A copy of SEMSWA’s Probationary Acceptance of Public Improvements is required to ensure that the Permittee’s public improvements are completed prior to issuance of Initial Close-Out Acceptance.
6. Revised Final BMP GESC Plan and Cost Estimate. Unforeseen conditions may occur throughout the Initial and Interim GESC period. It may be necessary to revise the Final GESC drawing and cost estimate to better reflect the project at the Final stage. If warranted, a revised GESC Plan and cost estimate may be required to be submitted prior to Initial Close-Out.

**Important!** *It is imperative that the above listed items are completed per this GESC Manual prior to the Initial Close-out Inspection. Failure to properly complete these items may result in a hold being placed on the issuance of any City of Centennial Building Permits or Certificates of Occupancy.*

**7.1.4 Initial Close-Out**

**Acceptance Form.** The initial close-out acceptance form must be completed by the GESC Manager and submitted to SEMSWA to initiate the Initial Close-Out Process. A copy of this form can be found in Appendix P. All certifications as described in Section

7.1.3 must be attached to the form including a revised Cost Estimate, if applicable. The GESC Manager must also complete the collateral history and request.

**7.1.5 Scheduling the Inspection.** Once all items are completed, the GESC Manager shall call SEMSWA and schedule an Initial Close-Out Acceptance Inspection.

**Initial Close-Out Acceptance**

**7.2**

**7.2.1 Attendees.** Representatives of the Permittee(s), including the GESC Manager, shall attend the Initial Close-out Inspection.

**7.2.2 General Meeting Agenda.** The following agenda items are addressed at the Initial Close-out Inspection:

- **Inspection of Final BMPs.** Installation of all Final BMPs are inspected, including topsoil spreading, soil preparation, and drill seeding and crimp mulching.
- **Inspection of Site Cleanup.** Cleanup of the site and adjoining streets is checked.
- **Discussion of Vegetation Requirements.** The required vegetation inspections and coverage will be discussed.

**7.2.3 Detached Single-Family Residential Projects.** If the filing is divided into separate grading phases, as discussed in Sections 2.8.3, 4.8, and 5.8, Initial Close-out Acceptance (part of the GESC Permit Process)

**Initial Close-Out  
Acceptance,  
continued**

and Land Use Services Inspections are required for each phase until the entire filing is accepted. Additional information on partial acceptance of Phased residential projects is provided in Section 5.8.

**7.2.4 Corrections to Site.** The Permittee(s) shall make any corrections to the site as requested by the SEMSWA Inspector. When completed, a re-inspection shall be scheduled with SEMSWA.

**7.2.5 Granting Initial Close-Out Acceptance.** Once the appropriate certifications have been provided, and the acceptance inspection is approved, SEMSWA shall grant Initial Close-Out Acceptance by approval of the Initial Close-Out Acceptance Form. A copy of the approved form will be sent to the GESC Manager and Permittee(s).

**7.2.6 Reduction of Financial Collateral.** Upon approval of the Initial Close-Out Acceptance Form, the Permittee is eligible to have the original GESC collateral reduced. The reduction shall be to the amount stated in the Engineer's original Cost Estimate for the Final GESC BMP & Maintenance Value or to the amount approved in the revised cost estimate form.

**Interim Between  
Initial Close-Out  
and Final  
Close-Out**

**7.3**

**7.3.1 Required Inspections and Maintenance.** The Permittee(s) shall undertake the following inspections and maintenance operations:

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***Inspection and maintenance requirements include the following:***

- 1. Seeded and mulched areas shall be inspected monthly by the Permittee(s) for a period of two years following initial seeding. Repairs and reseeded and mulching shall be undertaken at least twice per year or as requested by the SEMSWA Inspector for any areas failing to meet the required coverage.*
  - 2. Rill and gully erosion shall be filled with topsoil prior to reseeding. Reseeding method shall be approved by SEMSWA.*
  - 3. Noxious weeds shall be controlled in a manner approved by the SEMSWA Inspector.*
  - 4. The GESC Manager will be required to certify at Final Close-Out that all seeded areas were inspected and repaired as required in the above section. A copy of the Final Close-Out GESC Inspection Certification Form is provided in Appendix P.*
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In addition, the SEMSWA Inspector will make periodic inspections of the re-vegetation area.

***Interim Between Initial Close-Out and Final Close-Out, continued***

**7.3.2 Required Vegetation Coverage.** Required vegetation coverage is defined as follows:

***Required coverage for permanent, temporary and low growth seed mixes shall be defined as follows:***

- 1. At least 3 plants per square foot with a minimum height of 3 inches. The 3 plants per square foot shall be of the variety and species found in the SEMSWA-approved mix (Appendix T).*
- 2. No bare areas larger than 4 square feet, 2 feet x 2 feet or equivalent.*
- 3. Free of eroded areas.*
- 4. Free from infestation of noxious weeds in accordance with Appendix V.*

***Required coverage for turf grass areas shall be defined as follows:***

- 1. At least 80% vegetative cover of grass species planted.*
- 2. No bare areas larger than 4 square feet, 2 feet x 2 feet or equivalent.*
- 3. Free of eroded areas.*
- 4. Free from infestation of noxious weeds in accordance with Appendix V.*



*Full vegetation coverage is required prior to release of collateral.*



### *Final Close-Out*

#### **7.4**

**7.4.1 Vegetation Acceptance Inspection.** Once vegetation has reached the required coverage as defined in Section 7.3.2, the Permittee(s) shall call SEMSWA to schedule a Vegetation Acceptance Inspection.

**7.4.2 Written Acceptance.** The SEMSWA Inspector will confirm that vegetation has met the required coverage and that noxious weeds have been controlled. If the required coverage has been met, the SEMSWA Inspector will issue written acceptance of the vegetation and give the Permittee(s) instructions to remove remaining on-site BMPs. If the required coverage is not met, repairs or corrections will have to be made by the Permittee(s) and a follow-up Vegetation Acceptance Inspection scheduled once the vegetation meets the required coverage.

**7.4.3 Removal of On-site BMPs.** After obtaining written acceptance of the vegetation coverage, the remaining on-site BMPs shall be removed and properly disposed. The site shall be cleaned up and any areas disturbed as a result of the BMP removal shall be seeded and mulched.

**7.4.4 Certifications.** The following certifications must be submitted to SEMSWA prior to Final Close-Out. Copies of these certification forms can be found in Appendix Q.

1. Final Close-Out Acceptance Form (Section 7.4.5).
2. Final Close-Out GESC Inspections Certification (Section 7.3.1).
3. Vegetation Acceptance (Section 7.4.2).
4. Copy of Final Acceptance of Public Improvements. A copy of SEMSWA's letter of Final Acceptance of the Public Improvements is required to ensure that the Permittee's public improvements are completed prior to the issuance of Final Close-Out Acceptance.
5. Detention/Water Quality Pond Statement. A Surveyor's statement verifying the required pond volume shall be provided to ensure that adequate volume is provided for water quality capture volume and detention. If this statement is provided for water quality capture volume and detention. If this statement has been provided previously, and the SEMSWA Inspector determines that the pond has been adequately maintained, with no evidence of sediment accumulation, this requirement may be waived.

**7.4.5 Final Close-Out Acceptance Form.** The Final Close-Out Acceptance form shall be completed by the GESC Manager. All certifications as described in Section 7.4.4 must be attached to the form. The Final Close-out Inspection shall then be scheduled with SEMSWA.

**7.4.6 Final Close-Out Inspection.** The SEMSWA Inspector will check the removal of BMPs and either accept the work or stipulate the corrections that have to be made. If corrections are substantial, the SEMSWA Inspector may require that a follow-up inspection be scheduled with SEMSWA.

**Release of  
Collateral**

The Final Close-Out Inspection can be concurrent with the Final Acceptance of SIA improvements if vegetation is established.

**7.4.7 Reduction of Collateral Prior to Final Close-Out.** It is recognized by SEMSWA, that during the interim period between Initial Close-Out and Final Close-Out, conditions of the site may change, and warrant alternations to the required Final BMPs. If the Final BMP requirements are reduced, the Permittee may request a reduction in collateral consistent with the reduced BMP requirements. A copy of the Request for Reduction of Collateral for the GESC permit is provided in Appendix Q.

**7.5**  
Once Final Close-out Acceptance has been granted, the Final Close-Out form will be approved by SEMSWA and collateral for the project will be released.