

Project Closeout Package email

Please see the following for the items that need to be completed prior to the release of any water meters. Provide Liberty with the address/APN/lot number list and the AOC's and Liberty may release a small percentage of the water meters. All items need to be received for sewer only projects to receive sewer service.

The quantities on the pay application (if itemized), itemized cost breakdown, and as-builts need to match. The cost on the pay application and itemized cost breakdown need to match.

1. Invoice (Pay Application)

- a. Provide Liberty with the pay application from the general contractor to the property owner/developer.
- b. Provide a pay application showing everything has been 100% paid for the public facilities.

2. Final unconditional lien waiver

- a. Provide Liberty with the final unconditional lien waiver on final payment showing \$0 from the general contractor to the developer.

3. Water Itemized Cost breakdown

- a. Submit the water itemized cost breakdown.
- b. The water itemized cost breakdown should be similar to the Itemized Cost in the LXA.
- c. The water itemized cost breakdown shall only have the public Utility owned facilities.

4. Sewer Itemized Cost breakdown

- a. Submit the sewer itemized cost breakdown.
- b. The sewer itemized cost breakdown should be similar to Itemized Cost the LXA.
- c. The sewer itemized cost breakdown shall only have the public Utility owned facilities.

The water and sewer itemized cost need to be separate.

5. Water AOC

- a. Water Approval of Construction (AOC) issued by Maricopa County Environmental Services Department (MCESD).

6. Sewer AOC

- a. Sewer Approval of Construction (AOC) issued by Maricopa County Environmental Services Department (MCESD).

7. Sewer Discharge Authorization (This applies to Pinal County only)

- a. Sewer Discharge Authorization issued by ADEQ.

8. Letter of Completion

- a. Liberty will provide the Letter of Completion that will need to be signed by the developer.

9. Address List

- a. Please provide an addresses/lot/APN list for the properties that have been assigned an address.

10. Operational Approval

- a. At the applicable time, Operational Approval needs to be issued by Liberty.
- b. Contact Tommy Barnes at Thomas.Barnes@libertyutilities.com or 480-881-9812 to schedule the inspection.

11. Final Approval

- a. At the applicable time, Final Approval needs to be issued by Liberty.
- b. Contact Tommy Barnes at Thomas.Barnes@libertyutilities.com or 480-881-9812 to schedule the inspection.

12. As-builts

- a. Provide a PDF of the as-builts to Tommy Barnes for his review.
- b. Provide a PDF of the as-built to Rovell Foggy after Tommy has accepted the as-builts.
- c. Provide AutoCAD of the as-builts.

13. Administrative fees

- a. If applicable additional administrative fees will need to be paid prior to Liberty providing you with the Bill of Sale. This is verified later in the process. This cannot be verified until Tommy has completed his final inspections and I have completed my review of the project close out items.

14. W-9

- a. Provide W-9 to Liberty

15. Bill of Sale

- a. The Bill of Sale is provided by Liberty to the developer only after the above referenced items are 100% completed and accepted by Liberty.