

ARTICLE 5 PROCEDURE FOR INSPECTIONS AND FEES

Section 500 – CONSTRUCTION INSPECTIONS

A company approved by the Town Council must perform inspections within the Town limits of St. Leon and conduct all public improvement construction inspection. Each approved testing agency shall be certified by INDOT. At a minimum an approved inspection company must have a business license within the State of Indiana, meet the standards of ASTM E 329 and possess at least one million dollars of liability insurance (for errors and omissions). Annual renewal will be required and performed by the Town Board or it's designee. The Subdivider can select and hire any company to perform the required construction inspections for the public improvements within their development, providing they meet the qualifications noted above. Inspection reports from non-approved companies are not acceptable and may result in the calling of the financial guaranty at the discretion of the Town Board. Nothing in this Ordinance precludes the Town Board or his designee from performing construction inspections or overseeing inspections performed by the approved inspection company on any given development.

The approved testing agency shall make inspections relative to the construction and installation of public improvements such as streets, stormwater facilities and driveway aprons among other things. This inspection also includes soil erosion control measures as it relates to public improvement construction and lot grading. The Building Department, as part of the building permit process, shall inspect sidewalks and individual lot soil erosion.

The following are the inspection steps that the Subdivider shall follow for concrete pavement and asphalt pavement. The licensed testing agency must perform all the listed inspections and certify that the improvements are installed according to the standards established by the Indiana Department of Transportation (INDOT) and this Ordinance.

Inspection Steps for Concrete or Rigid Pavement, Curbs and Gutters, and Sidewalks:

Preliminary Grading - This covers initial site grading as well as all fills;

Subgrade - prior to placing aggregate base;

Base - prior to placing concrete;

Storm sewers - Inspections shall be randomly performed;

Concrete (pre-final) - This shall include inlets;

Final

Inspection Steps for Asphalt or Flexible Pavement:

Preliminary Grading - This covers initial site grading as well as all fills;

Subgrade - prior to placing stone base;

Subbase - prior to placing asphalt base;

Storm sewers - Inspections shall be randomly performed;

Bituminous Base (pre-final);

Bituminous Surface;

Final

Notes:

Core samples will be performed by the approved testing company, to determine pavement thickness. All costs associated with core sampling shall be paid by the Developer.

The Town Engineer or his designee must be notified by the testing agency once testing for each phase is complete. This notification must occur, at minimum, three (3) days prior to commencement of the next phase of construction to allow the Town Engineer or his designee sufficient time to review testing records and perform a visual inspection.

An approved testing company is authorized to inspect all work done and all materials furnished. Such inspection, including final inspection, may extend to all or any part of the work and to the preparation, fabrication, or manufacture of the materials to be used. The inspector **shall not** be authorized to revoke, alter, or waive any requirements of the approved Improvement Plan drawings and specifications. Although, they are authorized to call to the attention of the contractor, any failure of the work or materials that do not conform to the approved Improvement Plan drawings and specifications. Any change in the approved plan and specifications shall require an as-built plan as outlined in Section 288 of this Ordinance that will be reviewed by the Planning Department and the Town Engineer. Minor changes that comply with the Ordinance shall be approved, as per the as-built plan and placed in the Subdivision file. Major changes will result in reapplication as outlined in Article 2 of the Improvement Plan and/or Primary Plat and the appropriate fee.

The owner, developer and/or general contractor shall contact and meet with the appropriate inspection official for the purpose of a pre-construction meeting. The purpose of this meeting is to discuss the project's timetable, local specifications and general information relating to the proposed development.

Before construction begins on the development the Subdivider shall submit to the Town Engineer, an Inspection Schedule prepared by an approved testing company hired to perform the construction inspections for the Subdivider. The inspector shall begin inspections at the time of construction and maintain inspections as the work progresses on each phase of the project until all construction is complete. During construction, any work determined by the inspector not to conform with the requirements of the approved Improvement Plans, and specifications found within the Ordinance shall be suspended and corrected prior to proceeding with that phase of the project or follow the as-built procedure described in Section 288.

After the final inspection an inspection report shall be filed with the Town Engineer that states that the improvements are complete and have been constructed in accordance with the approved Improvement Plan and the construction requirements of this Ordinance.

All construction shall be performed by (Indiana) *State-certified contractors that are licensed, insured, and bonded.

Note:

**Requires a Certificate of Authorization from the (Indiana) Office of the Secretary of State.*

SECTION 510 - Final Clean-Up of Site

Upon completion of construction work of the Subdivision or an individual lot, the Subdivider, developer, and/or contractor shall remove all debris or excess fill in connection with the completed work prior to Secondary Plat approval.

SECTION 520 - Review Fees

The Subdivider shall pay all fees for the review of a Primary Plat, Improvement Plan, Secondary Plat, Certified Surveys, and Grading Plan applications as specified in the approved Town of St. Leon Schedule of Fees.

SECTION 530 - Inspection Fees

An inspection fee shall be charged by the Town to the Subdivider or Applicant for inspections during the construction of public improvements if the Town employs the inspection company or if the inspection is performed by a Town employee or designee. The fee shall be based upon a "Schedule of Fees" established by the Town Board. No fees will be charged by the Town to a Subdivider whose inspections are performed by an approved inspection company.

Where improvements are to be installed prior to Secondary Plat approval, no Secondary Plat approval will be given, nor shall such a plat be recorded, until all inspection fees are paid in full. It shall be the responsibility of the Subdivider to insure that proper notice is given to the appropriate inspector. In the event Secondary Plat approval is given prior to the installation of the improvements, the guarantee posted by the Subdivider shall assure the payment of all inspection fees and no guarantees shall be released until all inspection fees are paid in full.

