



**City of Port St Lucie Utility Systems Department  
Utility Acceptance Turnover Check List**

**Project Name** \_\_\_\_\_ **PSLUSD File No.** \_\_\_\_\_

**Final Passing Utility Inspection Date:** \_\_\_\_\_

**EOR  
Initials**

- |    |  |  |
|----|--|--|
| 01 | <b>Utility Acceptance Turnover Checklist</b> (This form, Signed by EOR)  | <input type="text"/>   |
| 02 | <b>As-Built Survey</b> (Signed & Sealed by Professional Surveyor)<br>As-Built Survey Certification (PSLUSD Doc No 131)<br>2 Black or Blue Lines<br>1 CD of PDF files (utility sheets only)<br>1 AutoCAD CD with standard fonts (entire project)  | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/>                         |
| 03 | <b>Utility Easement Document</b> (PSLUSD Doc No 125 or 127) with<br>Legal Description and Parcel ID Number<br>Signed & Sealed Sketch with Legal Description of Easement or Recorded Plat   | <input type="text"/>   |
| 04 | <b>Contractor's Affidavit &amp; Release of Lien</b> (PSLUSD Doc No 130)  | <input type="text"/>   |
| 05 | <b>Request for Approval to Place a System into Operation</b> (PSLUSD Doc No 132)   | <input type="text"/>   |
| 06 | <b>Owner's Affidavit</b> (PSLUSD Doc 35)<br>Exhibit A - Legal Description  | <input type="text"/>   |
| 07 | <b>Inspection Forms, Overtime/Re-Inspection/Other Fees</b><br>Final Inspection Report (PSLUSD Doc No 111)<br>Final Inspection Report - Deficiency List (PSLUSD Doc No 112)<br>Overtime Fees<br>Re-Inspection Fees<br>Other Fees (Explain): _____ | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/> |
| 08 | <b>Bill of Sale</b> (PSLUSD Doc No. 20) with:<br>Exhibit A - Legal Description   | <input type="text"/>   |
| 09 | Other: _____   | <input type="text"/>   |

\_\_\_\_\_  
Engineer of Record Name Printed

\_\_\_\_\_  
Engineer of Record Signature

\_\_\_\_\_  
Date

PSLUSD Office Use Only		
Date Turnover Packet Received For Review: _____		By: _____
Date Turnover Packet Final Accepted: _____		
Date of Final Project Acceptance: _____		
Comments: _____		