

Completion/Final Inspection Meeting Checklist for Stream Crossings DGR LVR

Applicant: _____ Road Name: _____ LAT/LONG: _____

Applicant Reps: _____ Date: _____

CD Reps: _____

Additional Attendees: _____

Summarizes discussion points for an on-site closeout meeting. More information in Chapter 10 of the DGLVR Stream Crossing Replacement Technical Manual, and 3.8.9 of the DGLVR Administrative Guidance Manual.

Final Site Inspection

- All stream crossing components properly installed**
 - See Site Inspection Checklist
 - Stream crossing structure and appurtenances installed according to plan, permit requirements, and DGLVR requirements
 - Stream restoration completed according to plan, permit requirements, and DGLVR requirements: including low flow channel, stream banks, and grade control structures, continuity
- Other ESM Practices** –all other ESM Practices installed according to plan and DGLVR requirements
 - Cross pipes, ditch disconnection, French mattress, underdrain, Driving Surface Aggregate, etc.
- Engineer Certification**
 - Signed and sealed by the engineer
 - Includes redline mark-of construction documents or as-built drawings
 - Provided to conservation district and grant recipient
- Erosion and Sedimentation (E&S) controls**
 - E&S controls such as pumps, dams, filter bags, and silt fence are removed and properly disposed of
 - Disturbed earth is stabilized (minimum 70% uniform vegetative cover, rip-rap, etc.)
- General Site Clean Up**
 - Equipment and excess material are removed from (or planned to be removed from) the site
 - Note: It is helpful to complete the final site inspection while equipment is still on site in case touch-ups are needed. It is also good to remind the grant recipient and contractor that they are responsible for cleaning up and stabilizing the site upon completion.
- Follow Up Inspection** – (if applicable) Issues identified in the final inspection are corrected.

File Requirements

- Completion Report:** filled out appropriately and signed by conservation district and grant recipient
- Financial Documentation:** provided and matches the Completion Report
- PA One-Call Number**
- Prevailing Wage Weekly Payroll and Certified Statement of Compliance (if applicable)**
- Other paperwork:** See “Hard File” Project Checklist for full list of required and recommended documentation
- Final Payment** cannot be made until the site and file meet all requirements
 - If applicable, provide local maintenance policies or recommendations with payment to grant recipient
- Copy of Checks:** included in the conservation district project file
- Update CDGRS Mapper** - enter the payment, fill out the completion report, and mark the project as “complete”

Meeting Notes:

