



CITY OF VENICE

401 W. Venice Avenue Venice, FL. 34285

(941) 486-2626 Fax (941) 480-3031

September 7, 2011

TO: Developers, Engineers, Owners

FROM: City Engineer Kathleen J. Weeden, P.E., CF. LEED®AP

SUBJECT: TURNOVER OF IMPROVEMENTS TO THE CITY OF VENICE

City acceptance of improvements such as additions to the public water and sewer systems and public roadways, requires completion of documentation as listed below and in the City Standard Details. We recommend that paper copies of record drawings be submitted for review first; they must be field checked and approved by the Utilities Department before proceeding to City Council with a Resolution for acceptance of the improvements.

A Turnover package fee of \$275.00 is due upon submittal of a complete package.

Following is a list of the usual documentation required. Approved forms are available upon request.

- Bill of Sale
- Affidavit of No Liens
- Certification
- Final Costs Letter and Breakdown Sheet (by Engineer)
- Legal Description
- Contractual Guarantee from owner
- Easement(s) as necessary
- Approved record drawing - 3 signed/sealed prints, mylar and CD
- Maintenance Bond form
- Cash, surety bond, or irrevocable letter of credit
- Declaration of Maintenance Responsibilities

For further information, please contact Cathy Dubre, Projects Coordinator at 941-486-2626, ext 25003 or cdubre@ci.venice.fl.us

