



# **Land Development Inspection & Documentation Manual**

**November 2025**

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## I. Introduction

The Virginia Department of Transportation (VDOT) originally developed this manual in 2012. It establishes inspection and testing documentation required for the construction of non-VDOT built streets to be accepted by VDOT for state maintenance or for land use work within the state highway right of way.

This updated *Land Development Inspection Documentation Manual* should be utilized for development projects that have not yet held a preconstruction meeting or been issued a VDOT land use permit as of March 1, 2026.

Most required inspection and testing policies and procedures are contained within the following five documents.

1. [VDOT Road and Bridge Specifications](#)
2. [VDOT Road and Bridge Standards](#)
3. [VDOT Materials Division Manual of Instructions \(MOI\)](#)
4. [VDOT Virginia Test Methods \(VTMs\)](#)
5. [VDOT Construction Manual](#)

The level of testing completed and documentation to be submitted to VDOT will depend upon the [street inspection type and the surety option chosen by the developer](#) (e.g., surety, Third-Party Inspection, etc.). This request for an alternative to the Manual's contents must be made and agreed to prior to any work directly related to the proposed alternative being initiated.

### **Secondary Street Acceptance Requirements (SSAR)**

The [Secondary Street Acceptance Requirements \(SSAR\)](#), first approved in 2009 and last revised in 2024, includes the rules that govern the development of streets for acceptance into the state system. All roads accepted into the state secondary highway system or maintained by VDOT are required to be constructed according to VDOT standards, specifications, and the requirements of the SSAR.

The SSAR includes an option for developers to use third-party inspectors to ensure new roads are constructed in accordance with all applicable VDOT requirements. Experienced developers and certified third-party inspectors should have full knowledge of the aforementioned five construction and inspection documents.

This *Land Development Inspection & Documentation Manual* lists the documentation with relation to street construction testing and inspection for streets to be accepted into the secondary system and for work completed under a VDOT Land Use Permit.

The SSAR offers developers four inspection options. This Manual will be useful to VDOT inspectors as it lists the testing and documentation for these types of inspections. These inspection types include:

1. [VDOT standard inspection](#)
2. [Third-party comprehensive construction inspection](#)
3. [VDOT comprehensive construction inspection](#)
4. [Local government administered inspection program](#)

These inspection options and related documentation requirements presented in this Manual ensure developer projects meet VDOT's current Quality Assurance Program requirements that have been approved by the Federal Highway Administration.

This Manual is intended for use by the development community, localities, consultants, and VDOT staff to guide the documentation, inspection and testing associated with construction conducted under a land use permit and the construction of streets intended to be maintained by VDOT. Guidance for VDOT funded projects that are administered by localities can be found in Local Assistance Division's [Locally Administered Projects Manual](#).

## **A. Definitions**

“Certifying Engineer” or “Certifying PE” means the professional engineer that is in responsible charge for the testing and inspection work being conducted.

“Developer” means the party that has initiated the work of constructing a street to be accepted into the state’s secondary system of highways or conducting some work on the right of way of a state highway under a land use permit.

“Developer’s Technician” means the certified technician or inspector hired by the developer or contractor to ensure quality control during the construction of a project.

“Proof roll” means the use of heavy pneumatic tired equipment (i.e. loaded 10-ton tandem dump truck) for testing the subgrade for stability and uniformity of compaction. A proof roll is considered to have failed if lateral movement, vertical deformation, or pumping of the subgrade occurs. Acceptable deflection shall be that which does not result in rutting, pumping, or loss of support of the subgrade under loaded conditions.

“Third-Party Inspector” means a professional engineer or a certified technician/inspector supervised by a professional engineer who has been hired by the developer to provide a level of testing and inspection on the project equivalent to that for a VDOT project and who has no relationship otherwise with the developer or contractor.

**B. Acronyms**

- [AASHTO](#) – American Association of State Highway and Transportation Officials
- [AMRL](#) – AASHTO Materials Reference Laboratory
- [ASTM](#) – American Society for Testing and Materials
- [CBR](#) – California Bearing Ratio
- [CCRL](#) – Cement and Concrete Reference Laboratory
- [FHWA](#) – Federal Highway Administration
- HDPE – High density polyethylene pipe
- [MOI](#) – VDOT Materials Division Manual of Instructions
- [MUTCD](#) – FHWA's Manual on Uniform Traffic Control Devices
- QA/QC – VDOT Quality Assurance/Quality Control
- [RIMS](#) – VDOT's Road Inventory Management System which is maintained by the agency's Maintenance Division
- [SSAR](#) – Virginia's Secondary Street Acceptance Requirements
- [VTM](#) – Virginia Test Methods

## II. Overview of Inspection Options and Requirements

### A. Options for Inspection and Surety

#### 1. VDOT Standard Inspection (One Year Surety) – Minimal Documentation of Inspection and Testing

VDOT Standard One Year Surety inspections require the use of both VDOT inspectors and private engineering staff. The cost of VDOT standard inspection is included in the street inspection fee and in land use permit fees.

#### 2. Third-Party Comprehensive Construction Inspection (No Surety) – SSAR Developments Only

The developer can exercise the “No Surety” option for secondary street acceptance if all standard inspections and testing are performed and documented by the developer’s third-party inspectors. This [level of inspection and documentation](#) shall be provided through a third-party firm. Inspection and testing that is performed by a third party must be performed under the direction and supervision of a professional engineer (PE) licensed to practice in the Commonwealth, and not otherwise related to the developer or contractor.

Third-party inspections **can only be used in conjunction with SSAR developments.** For third-party inspections, a certification letter shall be submitted to VDOT by the PE of the third-party firm, prior to acceptance of the roadway, stating that all inspection and testing performed by non-VDOT personnel demonstrates that the roadway was constructed in accordance with all related VDOT requirements.

For inspections and testing performed by non-VDOT personnel, the related documentation [shall remain on file with the certifying PE](#) after completion of the project or permit work. All third-party inspectors utilized by the developer must have completed the appropriate VDOT training for the work they are to inspect (see [Subsection D beginning on page 13](#) of this Manual for further details).

### **3. VDOT Comprehensive Construction Inspection – No Surety**

A developer may request the VDOT Comprehensive Construction Inspection option for secondary street acceptance, but its use is subject to the availability of VDOT personnel or consultants. This inspection is equivalent to that required for third-party inspections.

### **4. Local Comprehensive Street Construction Inspection (No Surety – Only Fairfax and Prince William Counties as of October 2025)**

In localities with a VDOT approved, government administered secondary street inspection program, the requirements of that program shall be followed for the inspection and testing of secondary streets intended to be accepted as part of the secondary system of state highways. As of October 2025, Fairfax and Prince William were the only counties which administered local construction inspection programs.

All streets inspected through a local government administered inspection program must be constructed to meet all applicable VDOT requirements. All provisions and/or agreements related to this type of construction inspection program must result in a quality road and the related processes must be equivalent to or greater than the documentation requirements contained within this manual.

## **B. Option for Individual Street Acceptance and Extended Surety**

Chapter 401 of the 2010 Acts of Assembly amended Section 33.1-70.3 (now 33.2-334) of the Code of Virginia to provide VDOT the ability to extend the bonding requirement by up to one year beyond that required in the SSAR for streets to be accepted under an inspection option that normally requires a one-year warranty. This applies to street segments which:

- Meet the public service minimum requirements, but
- Are part of a network addition whose other streets do NOT provide minimum public service AND
- A majority of lots on the subject street remain undeveloped. Under these circumstances, “undeveloped” means that a locally granted Certificate of Occupancy has not yet been approved for the lot and related land use.
- Under these circumstances, only the subject street segment is accepted into the system, while the remainder of the network addition is not accepted at this time.

When this additional surety is required, it is \$3,000 for each tenth of a lane mile and any portion thereafter. This revision to the Code allows VDOT to accept roads into the system despite the remainder of the network addition not serving the required traffic generators and protects VDOT from the extra costs such roads may impose as they experience significant land development construction traffic.

The District Administrator’s Designee will determine if such a surety will be required for streets that do not meet the public service requirement currently but can be expected to in the future. At the time of street acceptance, the developer will provide the Designee with supporting documentation verifying the number of lots on the street and how many of the lots are developed. The Designee will then determine if such a surety is warranted. This surety can be required for all inspection types.

### C. Inspection Oversight

A pre-construction conference should be scheduled by the developer to discuss the required testing, inspections, documentation, and other Department expectations. Attendance should include the developer, designer, contractor, locality, appropriate VDOT representatives, and the third-party inspection/testing firm (if applicable).

Satisfactory materials testing and inspection documentation, consistent with the documents referenced within this Manual and all pertinent VDOT specifications, are the responsibility of the developer.

The developer/contractor must follow appropriate testing frequencies, use appropriate sampling procedures, and test methods, and complete a [Materials Notebook \(TL-142\)](#) or other document that provides similar information and that contains the necessary information to enable a reviewer to determine if the appropriate materials and methods were used.

#### **Links to Testing and Inspection Forms:**

VDOT Online Forms

<http://vdotforms.vdot.virginia.gov/>

Materials Notebook (TL-142) - [Materials Notebook \(TL-142\)](#)

<http://vdotforms.vdot.virginia.gov/SearchResults.aspx?filename=TL-142.xls>

Construction Engineering and Inspection Services

<https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/construction/construction-engineering-inspection-services/>

Pile Driving Record (C-1)

<http://vdotforms.vdot.virginia.gov/SearchResults.aspx?filename=C-1.pdf>

Asphalt Concrete Test Results Input form (TL-100A) – See “Section 803.48” at:

<http://www.virginiadot.org/business/resources/bu-mat-moi-8.pdf>

<http://vdotforms.vdot.virginia.gov/SearchResults.aspx?strFormNumber=TL-100A>

Report on Job Acceptance Depth Tests (TL-105) – See “Section 803.53” at”

<http://vdotforms.vdot.virginia.gov/SearchResults.aspx?filename=TL-105.xls>

Report of Nuclear Embankment Densities (TL-124)

<http://vdotforms.vdot.virginia.gov/SearchResults.aspx?filename=tl-124.doc>

## Report of Sand Cone Density (TL-125)

<http://vdotforms.vdot.virginia.gov/SearchResults.aspx?filename=TL125.doc>

- Soils and Aggregate Compaction Certification Study Guide, Asphalt Field Certification Study Guide, Asphalt Checklists,
- Pavement Marking Certification Study Guide, and Pavement Marking Checklists - <http://www.virginiadot.org/business/matschools.asp>
- Guardrail Installation Training Manual - <https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/technical-guidance-documents/guardrail-installation-training-grit-manual/>

Virginia Work Area Protection Manual – <https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/technical-guidance-documents/work-area-protection-manual-and-pocket-guide/>

- Bridge Inspection Manual - <http://www.virginiadot.org/business/bridge-manuals.asp>
- Pavement Design Guide for Subdivision and Secondary Streets - <https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/technical-guidance-documents/pavement-design-guide-for-subdivision-and-secondary-roads/>

## Web Links and Other References

VDOT Materials Certification Schools (<https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/materials/certification-schools/>) -

The Materials Certification Program is offered by the Materials Division and offers individuals training and certification in the following areas:

- Aggregate Properties
- Asphalt Field
- Asphalt Plant
- Asphalt Plant Mix Design
- Central Mix Aggregate Plant
- Concrete Field
- Concrete Plant
- Pavement Marking
- Slurry Surfacing
- Soils and Aggregate Compaction
- Surface Treatment

The Materials Division Manual of Instructions-

<https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/technical-guidance-documents/materials-manual-of-instructions/>

VDOT On-line Forms – <https://vdotforms.vdot.virginia.gov/>

Department Approved Products List -

<https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/technical-guidance-documents/materials-manual-of-instructions/>

Virginia's Secondary Street Acceptance Requirements (current regulation) -

<https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/land-use-and-development/secondary-street-acceptance-requirements/>

(This page also lists Previous Standards, such as the 2005 Subdivision Street Requirements.)

## D. Inspectors and Technicians - Required Certifications

All third-party and private sector inspectors utilized by the developer must have completed the appropriate VDOT training or training officially recognized by VDOT for the work they are to test and/or inspect. Certifications of private sector personnel shall be presented to VDOT at the initial preconstruction meeting.

Inspectors and technicians performing work within existing and proposed right-of-ways are required to be certified. People interested in certification should contact VDOT's Workforce Development Center for more information. The following is a list of primary certification courses:

- Soil and Aggregate Field Compaction
- Asphalt Field
- Hydraulic Cement Concrete Field
- Pavement Marking
- Flagger Certification
- Asphalt Plant and Mix Design
- Concrete Plant
- Central Mix Aggregate Plant
- Certification for Erosion and Sediment Control Inspection
- Work Zone Traffic Control Training - Intermediate Level (inspectors are expected to have completed a Department approved Work Zone Traffic Control training course at the Intermediate Level)
- Nuclear Gauge Safety Training (VDOT does not offer Nuclear Safety Training, but accepts any training that meets NRC regulations)

For information regarding available VDOT certification training courses, see VDOT's Materials Certification Schools website. This site can be found at:

<https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/materials/certification-schools/>

Inspectors shall have appropriate equipment on-site, depending upon the construction activities that are underway, such as:

1. Required PPE
2. Shovel
3. Pick
4. High intensity flashlight
5. Telescoping mirror
6. Probe rods
7. Straight edge (preferred broken 10 foot)
8. Stick rule (6 foot)
9. Tape measure (35 foot and 100 foot)
10. Manhole puller
11. Measuring wheel

12. Distance Measuring Instrument (DMI)
13. Locke level
14. Smart level
15. Camera/smart phone
16. String line
17. Lockable toolbox
18. Paint wand
19. Thermal gun
20. Asphalt thermometer
21. Other inspection equipment, as appropriate

## **E. Retention of Documentation**

Within this Manual there are two primary owners of documents related to the project and work completed under permit within VDOT right-of-way. These two owners are VDOT and the developer's PE.

In many instances, VDOT either produces inspection related documentation or is provided documentation from the developer's technician, the third-party inspector, or the PE. The developer's PE may also be required to retain inspection related documentation within his or her files as described in this Manual.

The official retention period for records related to this Manual depends on whether the documents are related directly to street acceptance or land use permits, which have different retention periods.

In compliance with the Library of Virginia's Records Retention Schedules , street acceptance related documents shall remain on file at VDOT or within the PE's files for a minimum of five years after the acceptance of newly constructed subdivision streets.

Records associated with VDOT Land Use Permits must follow VDOT Retention Schedule 501-101 which states that these records must be retained for a minimum of three years after completion or revocation of the related permit.

Copies of documentation in addition to that minimally required to be submitted in this Manual may be requested by VDOT and shall be provided by the PE.

## **F. Other Requirements**

The developer is responsible for complying with all applicable VDOT standards and specifications and the requirements of other state agencies and the federal government.

### III. Required Testing and Inspection Reports and Supporting Documentation

This section governs the acceptance of secondary roads under all inspection options with the exception of “[Local Comprehensive Street Construction Inspection](#).” **The manual’s requirements are also applicable to improvements of existing roads within VDOT right-of-way performed under permit.**

Inspection requirements and supporting documentation for permit work that is associated with a project that does NOT involve new street acceptance should, at a minimum, meet the inspection and documentation requirements for the appropriate elements of work as outlined for the “one year surety” street inspection option.

**If a subdivision or site plan project involves both permit work and street acceptance, the inspection process chosen for the street acceptance and its related documentation requirements shall apply to the associated permit work as well.**

Inspection documentation prepared for each day shall include, at a minimum, the following information:

1. Project identification
2. Date of work
3. Inspector name, firm, and contact information
4. Hours the inspector or technician is on the site
5. Weather conditions and temperatures
6. Individuals on-site with their roles or titles (e.g. technician, geotechnical engineer)
7. Work being performed, where, and by whom
8. Details of any issues/problems that were addressed with the contractor, who the inspector or technician spoke with and how the issue was corrected.
9. Attach any and all applicable sketches, testing, and/or inspection forms covering the work accomplished ([see related forms, links, and references](#)).

For all inspections and testing designated to be performed by VDOT within the sections below for “one year surety” projects, a 48 hour advance written notification shall be provided to VDOT unless otherwise specified. This notice may be in the form of a letter, e-mail, or fax to the designated VDOT contact person. For inspections conducted by VDOT staff, a daily diary shall be completed and include the information listed above.

Delays in construction may be caused by the lack of availability of VDOT inspectors. To avoid delays, the developer may elect to have an inspection or testing firm perform portions of the work described to be performed by VDOT as long as this has been **pre-approved** by the agency and VDOT was provided 48-hour (at least two business days) notice.

This manual includes the minimum documentation levels that must be submitted to the appropriate VDOT personnel for verification purposes. It is the testing firm’s licensed professional engineer’s responsibility to ensure that the documentation on file in his office complies with the frequencies required in the [Materials Division Manual of Instructions \(MOI\)](#) and that the results have been deemed acceptable in regards to the tolerances set forth in the applicable specifications.

The level of documentation listed below is generally the minimum documentation that must be submitted to VDOT based on the [inspection option](#) chosen. The documentation shall be on standard VDOT forms.

In instances where a construction methodology or material is used which is not directly addressed in the tables below, contact the specified VDOT person who was identified during the pre-construction conference.

In the tables below, there is a column for “one-year surety” inspections and another column related to both the VDOT comprehensive inspection as well as the third-party inspection type.

Construction Category	Construction Activity	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<b>A. Utilities and Storm Water Pipes</b>	<b>Trenches/ Backfill - For lines and pipes (see “Concrete Structure” sections <a href="#">beginning on page 30</a> for manholes, inlets, and all other structures)</b>	1. A completed source of <a href="#">materials shall be retained by the developer</a> after street acceptance or permit closure, to be available to VDOT for review upon request	1. A completed source of <a href="#">materials shall be retained by the third-party inspector</a> after street acceptance or permit closure, to be available to VDOT for review upon request
		2. Submit all documentation to VDOT for review to ensure proper testing has been completed.	2. Before beginning of backfill, the third-party inspector shall document inspection of installed pipe, including line and grade, termini, length, and joint treatment. Document any pipe damage during placement. Document bolt torque on applicable pipes.
		3. Developer’s technician shall document inspection of pipe joints, bedding, connections, and lift holes	3. Third-party inspector shall document inspection of pipe joints, bedding, connections, and lift holes

Construction Category	Construction Activity	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<p><b>A. Utilities and Storm Water Pipes (continued)</b></p>	<p><b>Trenches/ Backfill - For lines and pipes (see “Concrete Structure” sections <a href="#">beginning on page 30</a> for manholes, inlets, and all other structures)</b></p>	<p>4. Testing and documentation shall be performed by the developer’s technician and conform with the requirements outlined in the MOI, Road and Bridge Standards, Road and Bridge Specifications, and other relevant VDOT standards and specifications. All reports shall be submitted to VDOT prior to the proof roll.</p>	<p>4. Testing and documentation shall be performed by the third-party inspector and conform with the requirements outlined in the MOI, Road and Bridge Standards, Road and Bridge Specifications, and other relevant VDOT standards and specifications. All reports shall be submitted to VDOT prior to the proof roll.</p>
		<p>5. Detailed information shall be provided to VDOT by the developer’s technician including the structure numbers, stations, pipe run, length, size, class of pipe, methods of backfill installation such as equipment used for compaction, lift thickness of backfill, condition of materials, bedding type and thickness, condition of pipe joints, adequacy of connections, lift holes, proper placement of joint materials and total amount of backfill placed.</p>	<p>5. Detailed information shall be provided to VDOT by the third-party inspector including the structure numbers, stations, pipe run, length, size, class of pipe, methods of installation and backfilling such as equipment used for compaction, lift thickness of backfill, condition of materials, bedding type and thickness, condition of pipe joints, adequacy of connections, lift holes, proper placement of joint materials and total amount of backfill placed. Ensure inverts are poured in all structures and drop inlets (DI)</p>

Construction Category	Construction Activity	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<p><b>A. Utilities and Storm Water Pipes (continued)</b></p>	<p><b>Trenches/ Backfill - For lines and pipes (see “Concrete Structure” sections <a href="#">beginning on page 30</a> for manholes, inlets, and all other structures)</b></p>	<p>6. Video recording prior to asphalt placement shall be completed by the developer’s technician for underdrains, cross drains, and storm drains. The video shall be of a clear and comprehensive quality for VDOT to observe and review (VTM-123).</p>	<p>6. Video recording prior to asphalt placement shall be completed by the third-party inspector for underdrains, cross drains, and storm drains. The video shall be of a clear and comprehensive quality for VDOT to observe and review (VTM-123).</p>

Construction Category	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<p><b>B. Fills and Embankments</b></p>	<p>1. <i>This documentation is not required to be submitted to VDOT under this inspection option. The inspection tasks listed to the right are required, but submission to VDOT is not required unless specifically requested.</i></p>	<p>1. CBRs for any fill materials shall be submitted to VDOT by the developer's certifying engineer prior to use of materials and the third-party inspector shall ensure material has been tested and approved and shall retain documentation of such</p>
	<p>2. Existing grade shall be inspected by VDOT/ developer's technician* prior to commencement of fill operations. Documentation for complete removal of root mat and deleterious materials prior to fill placement. Documentation to be submitted to VDOT by the appropriate person.</p>	<p>2. Existing grade shall be inspected by VDOT/ third-party inspector* prior to commencement of fill operations. Documentation for complete removal of root mat and deleterious materials prior to fill placement. Documentation to be submitted to VDOT by the appropriate person.</p>
	<p>3. Documentation of compaction and moisture tests per the MOI and Road and Bridge Specifications. Minimum moisture and density testing documentation to be provided to VDOT by the developer's technician at the rates indicated in the MOI and within requirements set forth in the Road and Bridge Standards and Specifications. This documentation must be provided to VDOT prior to proof roll and subgrade test.</p>	<p>3. Moisture and density testing documentation to be provided by the third-party inspector shall be in accordance with the requirements outlined in the MOI, Road and Bridge Standards, Road and Bridge Specifications, and other relevant VDOT standards and specifications.</p>

\* Developer's technician/inspector may be used for these inspections with adequate prior (48 hours) notice to VDOT and concurrence from the VDOT representative.

<b>Construction Category</b>	<b>One-Year Surety</b>	<b>VDOT Comprehensive Inspection and Third-Party Inspection</b>
<b>B. Fills and Embankments (continued)</b>	4. Submit all documentation to VDOT for review and approval to ensure testing has been completed and quality assurance	4. The third-party inspector shall ensure that all testing of fill is staggered to cover the full length, width and depth of the fill and embankment per MOI. The third-party inspector shall document lift depths and provide total depth of fill placement.
	5. Submit all documentation to VDOT for review and approval to ensure testing has been completed and quality assurance	5. Third-party inspector shall perform and document checks of line and grade, slope ratio, and slope texture.
	6. Submit all documentation to VDOT for review and approval to ensure testing has been completed and quality assurance	6. Third-party inspector, before beginning subbase or base operation (also stabilization treatment or placement of select material), shall perform and document density tests and line and grade checks.
	7. Developer's technician shall record information regarding test and inspection locations by street name AND station number, total depth of compacted material placed on this date, and methods of fill installation such as equipment used for compaction, lift thickness of fill, condition of materials and total amount of backfill placed, and submit such information to VDOT prior to proof roll.	7. Third-party inspector shall record information regarding test and inspection locations by street name AND station number, total depth of compacted material placed on this date, and methods of fill installation such as equipment used for compaction, lift thickness of fill, condition of materials and total amount of backfill placed, and submit such information to VDOT prior to proof roll.

Construction Category	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<p><b>C. Subgrade</b></p>	<p>1. VDOT inspector shall verify that all utility and fill documentation has been submitted and meets the requirements of this Manual prior to the proof roll. Results of the VDOT verification shall be submitted, in writing, to the developer.</p>	<p>1. VDOT inspector shall verify that all utility and fill documentation has been submitted and meets the requirements of this Manual prior to the proof roll. Results of the VDOT verification shall be submitted, in writing, to the developer.</p>
	<p>2. Developer's technician shall verify that all CBR, soil stabilization and pavement design data has been submitted to VDOT prior to proof roll and approved.</p>	<p>2. Third-party inspector shall verify that all CBR, soil stabilization and pavement design data has been submitted to VDOT prior to proof roll and approved.</p>
	<p>3. Inspector, before beginning subbase or base operation (also stabilization treatment or placement of select material), shall perform and document density tests and line and grade checks.</p>	<p>3. Third-party inspector, before beginning subbase or base operation (also stabilization treatment or placement of select material), shall perform and document density tests and line and grade checks.</p>
	<p>4. Moisture and density testing documentation shall be per MOI requirements and shall be documented by the third-party inspector and submitted to VDOT prior to placement of any base stone courses. Subgrade density testing will also be completed the same day.</p>	<p>4. Moisture and density testing documentation shall be per MOI requirements and shall be documented by the third-party inspector and submitted to VDOT prior to placement of any base stone courses. Subgrade density testing will also be completed the same day.</p>
	<p>5. Proof roll and density tests shall be performed by the developer's technician with the VDOT inspector present and results shall be recorded and submitted to VDOT by the developer's technician prior to placement of any subbase or base course*</p>	<p>5. Proof roll and density tests shall be performed by the third-party inspector with the VDOT inspector present and results shall be recorded and submitted to VDOT by the third-party inspector prior to placement of any subbase or base course*</p>

	<p>6. Developer's technician shall provide detailed information to VDOT prior to the placement of any asphalt course regarding street names and stations proof rolled, equipment used, the locations and descriptions of any deficiencies, names of all parties present during proof roll, and detailed accounts of deficiencies, recommendations, and corrective actions taken.**</p>	<p>6. Third-party inspector shall provide detailed information to VDOT prior to the placement of any asphalt course regarding street names and stations proof rolled, equipment used, the locations and descriptions of any deficiencies, names of all parties present during proof roll, and detailed accounts of deficiencies, recommendations, and corrective actions taken.**</p>
	<p>7. Stringline Verification – If all layers of the pavement structure are string lined with VDOT present, no asphalt depth cores will generally be required. Results shall be recorded by VDOT representatives.</p>	<p>7. Stringline Verification – If all layers of the pavement structure are string lined with VDOT present, no asphalt depth cores will generally be required. Results shall be recorded by VDOT representatives.</p>

\* Developer's technician/inspector may be used for these inspections with adequate prior (48 hours) notice to VDOT and concurrence from the VDOT representative.

\*\* Proof roll may be conducted without the VDOT inspector present with adequate prior (48 hours) notice to VDOT and concurrence from the VDOT representative.

Construction Category	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<b>D. Aggregate Base and Sub-base Course</b>	1. Developer's technician shall verify and document final depth checks, line and grade verification before placing subsequent layers of material	1. Third-party inspector shall verify and document final stone depth checks, line and grade verification before placing subsequent layers of asphalt material courses
	2. Moisture and density testing documentation shall be per MOI requirements and shall be documented by the third-party testing firm and submitted to VDOT prior to placement of any asphalt courses	2. Moisture and density testing documentation shall be per MOI requirements and shall be documented by the third-party testing firm and submitted to VDOT prior to placement of any asphalt courses
	3. Stone density and roller patterns shall be performed by the developer's technician with the VDOT inspector present, and results shall be recorded and submitted to VDOT by the developer's technician prior to placement of any asphalt course.**	3. Stone density and roller patterns shall be performed by the third-party inspector with the VDOT inspector present, and results shall be recorded and submitted to VDOT by the third-party inspector prior to placement of any asphalt course.**
	4. The results from the roller pattern and control strip per appropriate VTM testing shall be submitted to VDOT prior to placement of any asphalt course.	4. The results from the roller pattern and control strip per appropriate VTM testing shall be submitted to VDOT prior to placement of any asphalt course.
	5. Third-party inspector shall check and document that proper curing procedures are being followed and are adequate for anticipated conditions and materials (such as cement treated aggregate). Mix design and rate to be reviewed and approved alone with method of getting mix to proper depth and proper equipment will be used for CTA.	5. Third-party inspector shall check and document that proper curing procedures are being followed and are adequate for anticipated conditions and materials (such as cement treated aggregate). Mix design and rate to be reviewed and approved alone with method of getting mix to proper depth and proper equipment will be used for CTA.

\* and \*\* - See footnotes on page 23

Construction Category	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<b>D. Aggregate Base and Sub-base Course (continued)</b>	6. Developer’s technician shall provide detailed information to VDOT prior to the placement of any asphalt course regarding locations and stations tested , equipment used, results of depth checks, the locations and descriptions of any deficiencies, names of all parties present during roller pattern density test, and detailed accounts of any deficiencies, recommendations, and any corrective actions taken.	6. Third-party inspector shall provide detailed information to VDOT prior to the placement of any asphalt course regarding locations and stations tested , equipment used, results of depth checks, the locations and descriptions of any deficiencies, names of all parties present during roller pattern density test, and detailed accounts of any deficiencies, recommendations, and any corrective actions taken.
	7. Stringline Verification – If all layers of the pavement structure are string lined with VDOT present, no asphalt depth cores will generally be required. Results shall be recorded by VDOT representatives.	7. Stringline Verification – If all layers of the pavement structure are string lined with VDOT present, no asphalt depth cores will generally be required. Results shall be recorded by VDOT representatives.

\* and \*\* - See footnotes on page 23

Construction Category	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<b>E. Asphalt Concrete Pavement</b>	1. A VDOT approved mix design for the current paving year signed by the VDOT Materials shall be retained by the Developer's technician and submitted by the Developer to VDOT prior to asphalt placement or permit closure	1. A VDOT approved mix design for the current paving year signed by VDOT Materials shall be retained by the third-party inspectors and submitted by the Developer to VDOT prior to asphalt placement or permit closure.
	2. Density testing shall be in accordance with applicable standards, specifications and frequencies provided per MOI requirements and submitted to VDOT biweekly or as agreed upon at the preconstruction meeting. Submit all documentation to VDOT for review and approval to ensure proper testing has been completed, testing coverage and quality assurance.	2. Density testing shall be performed in accordance with applicable standards, specifications and frequencies provided per MOI requirements and shall be documented by the third-party inspector and submitted to VDOT prior to street acceptance.
	3. Before each day's operation, the developer's technician shall check and document grade, density, and existing surface and review all milled areas for cleanliness prior to placement of tack material. Submit all documentation to VDOT for review and approval to ensure proper testing has been completed, testing coverage and quality assurance.	3. Before each day's operation, the developer's technician shall check and document grade, density, and existing surface and review all milled areas for cleanliness prior to placement of tack material. Documentation shall be submitted prior to street acceptance.
	4. The developer's technician shall oversee and document establishment of a roller pattern and density control strip to establish compaction criteria. Submit all documentation to VDOT for review and approval to ensure proper testing has been completed, testing coverage and quality assurance.	4. The third-party inspector shall oversee and document establishment of a roller pattern and density control strip to establish compaction criteria and <a href="#">retain findings</a> after street acceptance to be available to VDOT for review upon request.
	5. The developer's technician shall check and document surface and edge vertical and lateral deviation of each layer by straight edge and centerline overlap and density testing for this area. Submit all documentation to VDOT for review and approval to ensure proper testing has been completed, testing coverage and quality assurance.	5. The third-party inspector shall check and document surface and edge vertical and lateral deviation of each layer by straight edge and centerline overlap and density testing for this area.

Construction Category	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<b>E. Asphalt Concrete Pavement (continued)</b>	6. The developer's technician shall confirm rolling procedures determined by the density control strip are being maintained. Third-party inspector shall also check temperature of mat to confirm that density is being obtained before mat cools and document same to VDOT.	6. The third-party inspector shall confirm rolling procedures determined by the density control strip are being maintained. The third-party inspector shall also check temperature of mat to confirm that density is being obtained before mat cools and document same to VDOT.
	7. Developer's technician shall obtain all testing forms and printouts from the asphalt technician at the end of every workday and submit to VDOT.	7. The third-party inspector shall obtain all testing forms and printouts from the asphalt technician at the end of every workday and submit to VDOT.
	8. The developer's technician shall provide VDOT with detailed information regarding the street names and stations of asphalt placement, equipment used, acceptability of the placement of the tack coat, recorded base temperatures, and recorded asphalt lay down temperatures.	8. The third-party inspector shall provide VDOT with detailed information regarding the street names and stations of asphalt placement, equipment used, acceptability of the placement of the tack coat, recorded base temperatures, and recorded asphalt lay down temperatures.
	9. Asphalt coring for depth verification shall be performed by the developer's technician* with the VDOT inspector present and results shall be recorded and submitted to VDOT. Any recommendations for necessary corrective measures shall be submitted by the certifying professional engineer. (also see item D, 7 "aggregate base and sub-base course")	9. Asphalt coring for depth verification shall be performed by the third-party inspector and results shall be recorded and submitted to VDOT. Any recommendations for necessary corrective measures shall be submitted by the certifying professional engineer.

\* Developer's technician/inspector may be used for these inspections with adequate prior (48 hours) notice to VDOT and concurrence from the VDOT representative.

<b>Construction Category</b>	<b>One-Year Surety</b>	<b>VDOT Comprehensive Inspection and Third-Party Inspection</b>
<b>F. Asphalt Surface Treatment (Prime and Seal)</b>	1. The developer's technician shall perform a test per VTM and MOI for application rate of the asphalt emulsion application and aggregate placement and record results	1. The third-party inspector shall perform a test per VTM and MOI for application rate of the asphalt emulsion application and aggregate placement and record results
	2. The developer's technician shall record and submit to VDOT the daily weather and surface conditions on days when paving takes place	2. The third-party inspector shall record and submit to VDOT the daily weather and surface conditions on days when paving takes place

Construction Category	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<b>G. Concrete Structures – Pre-Cast Components – All precast facilities must be on VDOT Approved List 34 (For example: bridges, box culverts, pedestrian tunnels, catch basins, inlets, manholes, retaining walls, cribs, end walls and junction boxes)</b>	1. A completed source of <a href="#">materials</a> shall be submitted by the contractor to VDOT for approval prior to receiving any materials on the project site.	1. A completed source of <a href="#">materials</a> shall be submitted by the contractor to VDOT for approval prior to receiving any materials on the project site.
	2. The developer’s technician shall verify and document that the structure installed is consistent with the structure shown on the approved plan and shop drawings or that it is built per VDOT road and bridge standards insert drawing.	2. The third-party inspector shall verify and document that the structure installed is consistent with the structure shown on the approved plan and shop drawings or that is built per VDOT road and bridge standards insert drawing.
	3. The developer’s technician shall document to VDOT the results from a bearing surface inspection and condition of structure prior to and after installation.	3. The third-party inspector shall document to VDOT the results from a bearing surface inspection and condition of structure prior to and after installation.
	4. The developer’s technician shall inspect and document to VDOT all pile driving operations, sketches and calculations for center of gravity, and verification that proper splicing methods are being used.	4. The third-party inspector shall inspect and document to VDOT all pile driving operations, sketches and calculations for center of gravity, and verification that proper splicing methods are being used.
	5. Before placement of component, the developer’s technician shall check and document alignment and grade. Results shall be submitted to VDOT.	5. Before placement of component, the third-party inspector shall check and document alignment and grade. Results shall be submitted to VDOT.
	6. The developer’s technician shall verify and document that the contractor performs field rotational torque test, that proper grade nut, washer, and bolt combinations are used, and that bolts have required torque. Results shall be submitted to VDOT.	6. The third-party inspector shall verify and document that the contractor performs field rotational torque test, that proper grade nut, washer, and bolt combinations are used, and that bolts have required torque. Results shall be submitted to VDOT.

Construction Category	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<b>G. Concrete Structures – Pre-Cast Components (continued)</b>	7. The developer's technician shall check and document condition of beam seat areas, bearing pad and assemblies for line and grade, proper fit of bearing assemblies, clearances, and vertical installation of structural steel and concrete beams. Results shall be submitted to VDOT.	7. The third-party inspector shall check and document condition of beam seat areas, bearing pad and assemblies for line and grade, proper fit of bearing assemblies, clearances, and vertical installation of structural steel and concrete beams. Results shall be submitted to VDOT.
	8. The developer's technician shall review and document to VDOT the methods of placement with regards to bedding, joint sealers, joint conditions, backfill, as well as the structure's certification.	8. The third-party inspector shall review and document to VDOT the methods of placement with regards to bedding, joint sealers, joint conditions, backfill, as well as the structure's certification
	9. The developer's technician shall provide documentation to VDOT of structure identification, all testing for backfill, beginning 5 feet below road subgrade elevation in accordance with MOI, and condition of precast item at the time of placement. Backfill for precast drop inlets, manholes, and other appurtenances shall be tested at the same rate as the utility pipe or conduit.	9. The third-party inspector shall provide documentation to VDOT of structure identification, all testing for backfill, beginning 5 feet below road subgrade elevation in accordance with MOI, and condition of precast item at the time of placement. Backfill for precast drop inlets, manholes, and other appurtenances shall be tested at the same rate as the utility pipe or conduit.
	10. The developer's technician shall provide detailed information to VDOT regarding structure numbers, item descriptions, work completed each work day, equipment used, and the condition of precast items at the time of placement.	10. The third-party inspector shall provide detailed information to VDOT regarding structure numbers, item descriptions, work completed each work day, equipment used, and the condition of precast items at the time of placement.
	11. For all structures to be included in the federal inventory, inspection and acceptance by the VDOT District Structure and Bridge Inspection Team is required.	11. For all structures to be included in the federal inventory, inspection and acceptance by the VDOT District Structure and Bridge Inspection Team is required.

Construction Category	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<b>H. Concrete Structures – Cast in Place Components (For example: bridges, box culverts, pedestrian tunnels, catch basins, inlets, manholes, retaining walls, cribs, end walls and junction boxes)</b>	1. A completed source of materials shall be submitted to VDOT prior to receiving any materials on the project site.	1. A completed source of materials shall be submitted to VDOT prior to receiving any materials on the project site.
	2. The developer's technician shall inspect and document to VDOT all pile driving operations and verification that proper splicing methods were used. Dynamic pile driving test may be required.	2. The third-party inspector shall inspect and document to VDOT all pile driving operations and verification that proper splicing methods were used. Dynamic pile driving test may be required.
	3. Before placement of concrete, the developer's technician with the VDOT inspector* present shall check and document line, grade, elevation, dimensions, and placement of reinforcing steel in accordance with the approved plan or standards. These findings shall be submitted to VDOT.	3. Before placement of concrete, the third-party inspector with the VDOT inspector present shall check and document line, grade, elevation, dimensions, and placement of reinforcing steel in accordance with the approved plan or standards. These findings shall be submitted to VDOT.
	4. The developer's technician shall verify and provide cylinder break reports to VDOT that indicate the specified or greater concrete strength has been obtained from field cured cylinders prior to stripping forms, and forming and pouring superimposed elements.	4. The third-party inspector shall verify and provide cylinder break reports to VDOT that indicate the specified or greater concrete strength has been obtained from field cured cylinders prior to stripping forms, and forming and pouring superimposed elements.
	5. The developer's technician shall verify and document to VDOT the type and results of any field rotational tests performed, that proper nut, washer, and bolt combinations were used, and that bolts have required torque.	5. The third-party inspector shall verify and document to VDOT the type and results of any field rotational tests performed, that proper nut, washer, and bolt combinations were used, and that bolts have required torque.
	6. The developer's technician shall check and document to VDOT the condition of beam seat areas, bearing pad and assemblies for line and grade, proper fit of bearing assemblies, clearances, and vertical installation of structural steel and concrete beams.	6. The third-party inspector shall check and document to VDOT the condition of beam seat areas, bearing pad and assemblies for line and grade, proper fit of bearing assemblies, clearances, and vertical installation of structural steel and concrete beams.

\* Developer's technician/inspector may be used for these inspections with adequate prior (48 hours) notice to VDOT and concurrence from the VDOT representative.

Construction Category	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<b>H. Concrete Structures – Cast in Place Components (continued)</b>	7. All backfill testing shall be performed and submitted to VDOT by the developer's technician in accordance with all applicable specifications and frequencies as indicated in the MOI.	7. All backfill testing shall be performed and submitted to VDOT by the third-party inspector in accordance with all applicable specifications and frequencies as indicated in the MOI.
	8. Documentation of concrete air, slump and temperature testing shall be submitted to VDOT by the developer's technician. Laboratory cylinders shall be made at required frequencies in accordance with MOI.	8. Documentation of concrete air, slump and temperature testing shall be submitted to VDOT by the third-party inspector. Laboratory cylinders shall be made at required frequencies in accordance with MOI.
	9. The developer's technician shall review methods of placement with regard to bedding, joint sealers, backfill and other items and submit findings to VDOT per MOI and VDOT approved list.	9. The third-party inspector shall review methods of placement with regard to bedding, joint sealers, backfill and other items and submit findings to VDOT per MOI and VDOT approved list.
	10. The developer's technician shall provide VDOT detailed information regarding structure numbers, item descriptions, work completed each work day and equipment used.	10. The third-party inspector shall provide VDOT detailed information regarding structure numbers, item descriptions, work completed each work day and equipment used.
	11. For all structures to be included in the federal inventory, inspection and acceptance by the VDOT District Structure and Bridge Inspection Team is required.	11. For all structures to be included in the federal inventory, inspection and acceptance by the VDOT District Structure and Bridge Inspection Team is required.
	Note: Cast in place items shall be built in accordance with all applicable specifications, standards, VTM and all SSAR referenced documents.	Note: Cast in place items shall be built in accordance with all applicable specifications, standards, VTM and all SSAR referenced documents.

Construction Category	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<p><b>I. Guardrail -</b>                      – Use <a href="#">VDOT Approved List 12</a></p>	<p>1. Guardrail location to be reviewed by VDOT prior to installation. The results of the guardrail meeting, determining guardrail locations, shall be submitted to VDOT and documentation verifying that the guardrail has been installed accordingly.</p>	<p>1. Guardrail location to be reviewed by VDOT prior to installation. The results of the guardrail meeting, determining guardrail locations, shall be submitted to VDOT and documentation verifying that the guardrail has been installed accordingly.</p>
	<p>2. All testing shall be recorded by the certified guardrail installer and/or the daily installation log and submitted to VDOT upon completion.</p>	<p>2. All testing shall be recorded by the certified guardrail installer and/or the daily installation log and submitted to VDOT upon completion.</p>
	<p>3. Documentation shall also include the contractor’s daily log, or equivalent and any applicable sketches, testing or inspection forms to the daily summary report.</p>	<p>3. Documentation shall also include the contractor’s daily log, or equivalent and any applicable sketches, testing or inspection forms to the daily summary report.</p>

Construction Category	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<b>J. Pavement Marking</b>	1. All material certifications and testing documentation shall be provided to VDOT by the Certified Pavement Marking Contractor.	1. All material certifications and testing documentation shall be provided to VDOT by the third-party inspector or the Certified Pavement Marking Contractor.
	2. Provide all documentation to VDOT in accordance with VDOT standards and specifications, VTM, and Pavement Marking Manual to include humidity and moisture tests, wet/dry thickness, surface temperature verification, air temperature verification, glass beads rate and the results. Documentation shall identify all parties on site for layout.	2. Provide all documentation to VDOT in accordance with VDOT standards and specifications, VTM, and Pavement Marking Manual to include humidity and moisture tests, wet/dry thickness, surface temperature verification, air temperature verification, glass beads rate and the results. Documentation shall identify all parties on site for layout.
	3. <i>This documentation is not required to be submitted to VDOT under this inspection option. The inspection tasks listed to the right are required, but submission to VDOT is not required unless specifically requested.</i>	3. The third-party inspector shall verify that pavement surface has been prepared to receive markings and markers.
	4. <i>This documentation is not required to be submitted to VDOT under this inspection option. The inspection tasks listed to the right are required, but submission to VDOT is not required unless specifically requested.</i>	4. The third-party inspector shall observe and document the contractor performing application thickness and bead rate testing.

Construction Category	One-Year Surety	VDOT Comprehensive Inspection and Third-Party Inspection
<b>J. Pavement Marking (continued)</b>	5. The developer’s technician shall provide detailed information to VDOT regarding the parties on site for layout approval, the type and location of markings, and any other related information, including a copy of the contractor’s daily log (C-85).	5. The third-party inspector shall provide detailed information to VDOT regarding the parties on site for layout approval, the type and location of markings, and any other related information, including a copy of the contractor’s daily log (C-85).
	6. Attachments will include the Contractor’s daily log (C-85) and any applicable sketches, testing or inspection forms to the daily summary report.	6. Attachments will include the Contractor’s daily log (C-85) and any applicable sketches, testing or inspection forms to the daily summary report.

<b>Construction Category</b>	<b>One-Year Surety</b>	<b>VDOT Comprehensive Inspection and Third-Party Inspection</b>
<b>K. Signalization</b>	1. All signal work shall be coordinated through VDOT and the Developer will work with the Regional Operations Office to determine the appropriate testing, inspection, and documentation requirements for each project based upon complexity and available staff	1. All signal work shall be coordinated through VDOT and the Developer will work with the Regional Operations Office to determine the appropriate testing, inspection, and documentation requirements for each project based upon complexity and available staff
	2. Regional Operations Office will participate during the Preconstruction Conference to convey their expectations when signalization is utilized	2. Regional Operations Office will participate during the Preconstruction Conference to convey their expectations when signalization is utilized

## IV. Project Completion Process

### A. Phase I

**Records Verification** – VDOT will confirm that all testing and inspection documentation has been submitted and is on file. The VDOT inspector shall confirm that all materials and construction have been verified for conformance. Any missing information shall be provided by the appropriate party at this time. VDOT [inspection documentation must be retained in the project file](#) for five years from the acceptance of the street or three years after closure of the permit.

### B. Phase II

**Pre-final Inspection** – The VDOT representative physically inspects the construction project with VDOT Maintenance staff, developer, and contractor to confirm conformance with the plans and specifications. If requested, the pre-final inspection will be performed prior to the placement of the surface course of asphalt. In this case, the surface course will be part of the Phase III documentation and inspection. VDOT staff will determine which staff members will be present based upon the complexity of the project. Any deficient items must be corrected prior to the final inspection. Items to be examined in this inspection may include, but are not limited to:

- Pavement (cracking, rutting, slippage, profile, and typical section)
- Concrete work (curb and gutter, sidewalk, paved ditch, wing walls and end walls, and any other related work) – check for cracking, spalling, settlement, heaving, or physical damage
- Drainage systems (both underground and above-ground) – check for proper structure types, ST-1 and IS-1 in all manhole and drop inlet structures, slot length on curb inlets, video inspection of pipes, where appropriate
- Stabilization of all areas within the right-of-way
- Shoulders stabilized and graded properly
- Entrances (proper grade and dimensions, culverts of proper length and type, and in acceptable condition)
- Adequate sight distance at intersections (check for vegetation, fencing, signs, and other impediments within the line of sight)
- All appropriate traffic controls (signs and pavement markings) in place
- All installed guardrail
- Installed sprinkler systems heads are a minimum of one foot away from future R.O.W.
- Required Agreements are reviewed and approved
- Required easements are acquired and recorded in deeds and plats
- Required Speed Studies are reviewed and approved
- Required Safety Inspections to structures such as bridges, oversized culvert pipes and con-spans are inspected and approved by District Structure and Bridge prior to allow public traffic on them

During this period, VDOT may need to be contacted to review specialty structures, such as bridges (or large/multiple pipe culverts), dams, traffic signals, guardrail installation and other features. Results of the pre-final inspection shall be communicated to the county, developer, permit holder (if applicable), and the requester if different from those mentioned.

### C. Phase III

**Final Inspection** – The VDOT representative must meet on-site with the developer, contractor, local government representative, and VDOT Maintenance personnel. Any additional deficient items identified must be corrected by the developer within 30 calendar days or a full re-inspection will be required.

For projects with a one-year surety, minor problems may be addressed during the surety period. The VDOT representative will confirm that streets meet the public benefit and service requirements. If the last inspection was more than 90 days prior to the previous inspection, a reinspection may be needed.

### D. Phase IV

**Data Entry, Fees and Surety Calculation** - Once the construction is found to be acceptable, VDOT will confirm that all relevant data has been entered into VDOT's RIMS system which determines the amount of surety and fees required and VDOT staff will provide this information to the developer. The developer must submit the requested fees and surety to VDOT along with deeds of quitclaim, remain-in-place permit applications, and recorded right-of-way and easement conveyances. VDOT will then produce the resolution and send it to the locality for action by the governing body. VDOT staff can use the "State Acceptance Checklist" found in [Appendix C](#) of this manual.

### E. Surety Inspection Process

Sixty days prior to surety release, a VDOT inspector, accompanied by Maintenance personnel, shall inspect streets and structures for defects of materials and workmanship. If any problems are identified, the developer shall be notified immediately in writing of the deficiencies. If the developer has not corrected the problems within 30 calendar days of notification and by 15 calendar days prior to surety expiration, VDOT will begin proceedings to collect the surety. At least one communication to the developer about the status of the surety and the deficiencies shall be sent by certified mail. The developer may be allowed to extend the surety if mitigating circumstances warrant, such as inclement weather or low temperatures, until the repairs can be scheduled.

If no deficiencies are found, the surety can be released.

## Appendix A.

### Developer Responsibilities and Required Submittals

All testing, inspection, and documentation for the project are the ultimate responsibility of the developer. Noncompliance with any VDOT requirement may jeopardize the acceptance of project by VDOT. The primary responsibilities of the developer are as follows:

**Preconstruction** - Ensure that all parties present understand and meet the Pre-construction Meeting requirements.

- Schedule a pre-construction conference with the developer, contractor, county, VDOT and the third-party inspection\testing firm, when applicable, to discuss the required testing, inspections and other VDOT expectations
- Provide VDOT with the developer's project manager's contact information and provide a progress schedule to VDOT during the preconstruction meeting

### Implementation -

- Submittal to VDOT and [retention of all required documentation as dictated by this Manual](#) and all incorporated references from the approval of the development's construction plan through street acceptance
- Verify that inspectors, technicians and testing laboratories used on the project are qualified and/or accredited as defined in the MOI when independent firms or labs are used.
- Provide at least a 48-hour (at least two business days) written notification to VDOT when specified in Appendix A of this Manual
- Communication and scheduling of their inspection\testing firm's technicians, when applicable, and providing written notification to VDOT within the timeframes required in this Manual
- Complete corrective measures if necessary and complete additional proof rolls until the course is deemed satisfactory (subsequent layers shall not be placed until each layer has been deemed acceptable)
- Secure advance approval of material type, supplier, producer, and method of acceptance and shall submit the material sources to VDOT prior to the use of the material on-site
- Assure the acceptable quality of construction, materials, and techniques incorporated into the project
- Coordinate with the locality and VDOT to ensure materials testing is performed in accordance with locality and VDOT specifications and requirements

### Post-construction -

- Ensure that a copy of the TL - 142 Materials Notebook is submitted at the completion of construction to VDOT and if applicable, to the locality

### Acceptance -

- Request the locality and VDOT conduct a final inspection of the roadway and correct any defects identified
- Supply a copy of any associated recorded deeds or plats, stay-in-place permits, and required fees and surety.

## Appendix B.

### VDOT Responsibilities

#### Preconstruction –

- Review and approve plan for construction
- Attend preconstruction meeting

#### Construction -

- Perform inspections required in this Manual in a timely manner in order to minimize delay to the contractor/developer.
- Allow a qualified private sector inspector to assess construction when the VDOT Inspector is not available; these activities can proceed under the oversight of the developer's inspector at VDOT's discretion as specified in [Section III](#) of this Manual
- Document all inspections performed by VDOT and collect and review documentation submitted by other parties
- Coordinate with the relevant VDOT sections for inspection of signals, pavements markings, guardrails, and structures
- Review all documentation for inspections and testing at each phase as specified
- Advise the developer/contractor and third-party inspector of any issue that may exist within this documentation so that corrective action can be taken as soon as possible

#### Post-construction -

- Verify that all required documentation has been submitted and meets the specifications as listed in [Section III](#) of this Manual
- Reserves the right to audit the TL - 142 Materials Notebook (the frequency of an audit is dependent upon the risk or complexity associated with a project)
- Conduct an on-site final inspection after construction is complete and the streets are ready for acceptance (or permit is ready to be closed)
- Complete inspections if requested by the developer or the locality
- Provide a written list of required corrective actions to the developer and locality in the event that deficiencies are identified

#### Acceptance -

- Work with the locality and the developer to accept the roads into the secondary system of state highways once the roads are deemed acceptable and meet all VDOT requirements
- Perform an inspection between one and two months before the expiration of the surety period to allow for the correction of any defects before the release of the surety
- Release the developer's surety if the street(s) is adequate at the end of one year after acceptance (for streets accepted under a surety option)

**Appendix C.**

**SUBDIVISION FINAL INSPECTION CHECKLIST**

**Date:** \_\_\_\_\_ **Developer** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Development:** \_\_\_\_\_

**County:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**GENERAL NOTES**

- |  |     |    |
|--|-----|----|
| 1. VDOT has received two professionally sealed copies and an electronic version of the as-built plan for this section.   | YES | NO |
| 2. All roads have been swept of silt, rocks & debris .   | YES | NO |
| 3. All reconstructed, repaired, and bare/denuded areas within right-of-way have been seeded & stabilized.  | YES | NO |
| 4. Mow all areas within the right-of-way including all easements.  | YES | NO |
| 5. All portable toilets & dumpsters shall be located outside the roadway prism.  | YES | NO |
| 6. All construction materials and equipment must be located outside roadway the prism.   | YES | NO |
| 7. All drop inlets and gutters shall be free and clear of silt and debris.   | YES | NO |
| 8. All drop inlets shall have proper invert shaping.   | YES | NO |
| 9. All drop inlets over four feet in depth must have steps installed.  | YES | NO |
| 10. All stop signs shall be 30" VDOT approved retro-reflective sheeting and shall be installed seven feet from the bottom of the sign to the projected pavement.   | YES | NO |
| 11. All street/stop sign and mailbox post larger than 4"x4" shall be drilled to meet breakaway requirements equivalent to VDOT Standard 602.3.   | YES | NO |
| 12. All unnecessary E & S controls shall be removed.   | YES | NO |
| 13. Any necessary E & S controls shall be in place and functioning properly.   | YES | NO |
| 14. Any non-standard items shall be placed under perpetual permit prior to state acceptance.   | YES | NO |
| 15. Verification of string line at subgrade & stone as well as depth checks on asphalt lift thickness during placement operations. If not, asphalt cores shall be scheduled with the <b>VDOT INSPECTOR</b> and approved prior to state acceptance. | YES | NO |

- |  |     |    |
|--|-----|----|
| 16. Verification of video camera inspection of all storm sewer and underdrain systems has been completed and any deficiencies corrected. A video camera inspection is required for all storm sewers & culverts that are deemed inaccessible to VDOT inspections and are to be accepted into VDOT's maintenance program and ownership. The video inspection shall be conducted in accordance with VDOT's VTM-123. | YES | NO |
| 17. If UD is required, ensure installed into drop inlets and/or outlet at appropriate locations. A video camera inspection shall be performed prior to surface mix asphalt in accordance with VDOT's VTM-108.  | YES | NO |

**Notes/Misc.:** \_\_\_\_\_

**SUBDIVISION FINAL INSPECTION CHECKLIST (continued)**  
**INSPECTIONS**

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|---|-----|----|
| 1. Ensure documentation for passing subgrade and stone is in file.  | YES | NO |
| 2. All reconstructed, repaired, and bare/denuded areas within right-of-way have been seeded & stabilized.   | YES | NO |
| 3. Mow all areas within the right-of-way, including all easements.  | YES | NO |
| 4. Check all asphalt joints for acceptance including any previous patches.                                  | YES | NO |
| 5. Check all drop inlet locations and interior condition.   | YES | NO |
| 6. Check all culverts for blockage or debris.   | YES | NO |
| 7. Check all outfall areas for scour protection and debris.   | YES | NO |
| 8. Check all inflows and outfalls for positive drainage.  | YES | NO |
| 9. Check all VDOT slope, drainage easements locations, and site distance to ensure no encumbrances.         | YES | NO |
| 10. Check all entrances per standards.  | YES | NO |
| 11. Check all permit work within existing state right of way to include turn lanes and drainage facilities. | YES | NO |
| 12. Inspect all sidewalks and handicap ramps.   | YES | NO |
| 13. Inspect any driveway embellishments for compliance.   | YES | NO |
| 14. Ensure all private drains are located outside of proposed right of way.                                 | YES | NO |
| 15. Ensure curb have proper transition at areas that terminate.   | YES | NO |
| 16. Ensure all curbing is installed properly and provide positive drainage.                                 | YES | NO |
| 17. Inspect curb for any damages.   | YES | NO |
| 18. Ensure all ditches drain and any paved ditches are installed in accordance with plans.                  | YES | NO |
| 19. Ensure all CD's are installed in proper location and has EW-12's installed.                             | YES | NO |

20. Ensure all entrance culverts are proper size, have proper cover, and promote positive drainage. All bent or damaged culverts to be repaired or replaced.	YES	NO
21. Review project documentation for appropriate density and moisture testing on trenches and fills.	YES	NO
22. Review project documentation for all roller patterns and density tests on stone & asphalt.	YES	NO
23. Ensure all shoulders and slopes are built in accordance with approved plans.	YES	NO
24. Check all roadway alignment.	YES	NO
25. Two copies of the as-built plan for this section.	YES	NO
26. Privately maintained utilities in proposed ROW (LUP-PU).	YES	NO
27. PROWAG compliance.	YES	NO
28. ISD easements	YES	NO