CHECKLIST FOR
DEVELOPER EXTENSION AGREEMENT

Project ____________________________ Developer _________________

This checklist and the associated Developer Extension Agreement are not necessary when the Developer is not constructing any street or utility improvements that will be dedicated to the City upon completion or if the City is participating in the Project.

☐ Pre-application conference; includes review for consistency with Comprehensive Plan, concurrency, and development standards.

☐ Refer to Planning/PW Accounts Manager to review for required all fees and charges.

☐ Pre-construction meeting with Planning/PW Dept.

☐ Developer signs Developer Extension Agreement and annexation covenant if extension located in UGA.

☐ If approved, City Council directs City Project Manager to enter into Developer Extension Agreement.

☐ Planning/PW signs Developer Extension Agreement; provides Developer with copy. Original filed at City Hall.

☐ Developer pays all required fees and charges.

☐ Review project plans for compliance with City standards.
  ☐ Project Plans approved.
  Date: ____________________________

☐ Issue permit(s).

☐ Project start date ________ (see Agreement Section 1(B)).
  ☐ Expected project completion date: ______________ (see Agreement Section 1(B)).

☐ Actual project start date ______________. If Actual project start date differs from Project start date (Section 1(B)), refer to City Attorney for possible Liquidated Damages.

☐ Finance and Planning/PW receive all required performance or cash bonds and proof of insurance from Developer.
  Cash Bond – Name of entity holding funds, amount, and account number: ______________
  ____________________________
  Bond Company and Amount(s): ______________
  ____________________________
  Insurance Company and Amount(s): ______________
  ____________________________
  Date received: _______________________

☐ Developer to apply for Developer Reimbursement Collection Agreement? See SMC 13.98.

☐ Receive proof of all required easements. On-site easements may be delayed until project completion, but are required prior to acceptance.

☐ City spend money on the project (retainage)? Notify Finance.

☐ Receipt of Notice of Substantial Completion from Developer.
  Date: ____________________________

☐ City schedules inspection within 14 days.
  Inspection date: _______________________

☐ City inspector provides developer with written punchlist of items to be corrected.
  Inspection date: _______________________

☐ City Final inspection date: __________________

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☐ Receive all “as-builts”, bill(s) of sale, test results, material lists and warranties, and any other relevant data from the Developer.

☐ Developer issue Deed of Conveyance.

☐ Actual Project completion date: _______________
(Date of City Final Acceptance/Conveyance.)

☐ Project complete by estimated project completion date?
     ☐ Yes      ☐ No

☐ If No, state reason(s), refer to City Attorney for possible Liquidated Damages.

☐ Notify Finance to release Performance Bond or cash bond

☐ Receive Maintenance Bond or cash bond from Developer.

     Cash Bond – Name of entity holding funds, amount, and account number: ____________________________

     Bond Company and amount: ____________________________

     Date received: ____________________________

☐ 23 month project maintenance/defect review.
Conduct final inspection and release Maintenance bond upon satisfactory inspection results or provide developer with a punch list of deficiencies to be corrected. Release Maintenance bond?

     ☐ Yes      ☐ No

If no, state reason(s), expected release date(s):

__________________________________________
__________________________________________
__________________________________________

☐ Notify Finance of decision not to release Maintenance Bond.

☐ Re-inspect and release Maintenance bond only upon satisfactory inspection results. Notify Finance.

☐ Actual release of Maintenance Bond.

Date: ____________________________

☐ Notify Finance to release Maintenance Bond or cash bond.

☐ Finance notifies Planning/PW when bond or funds released. Released on ____________________________.

☐ Close out file.

Notes: ___________________________________

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