

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: _____

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

Date: _____

Developer issue Deed of Conveyance.

Notify Finance to release Maintenance Bond or cash bond.

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

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

Project complete by estimated project completion date?

Close out file.

Yes No

Notes: _____

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.