



PERFORMANCE GUARANTEE RELEASE CHECKLIST

PROJECT NAME: _____

NOTE: Performance securities are not available for release until one year after:
1) *The issuance of a Certificate of Occupancy for commercial properties,*
or
2) *The conversion of an Erosion Control Measure to a Stormwater Management Facility in a single-family subdivision.*

- Date:** ____/____/____
 - **Certificate of Occupancy**
 - **Conversion to BMP**

- Operation and Maintenance Agreement recorded (must have been recorded prior to certificate of occupancy or final plat)**

- Transfer of Maintenance Responsibilities Agreement recorded (if applicable)**

- Drainage Easement / Access Easement recorded (appropriate references)**

- Record Drawings and Engineer’s Certification**
 - **Hard copy – prior to Final Inspection**
 - **Digital**

- Annual Inspection Report after first year**

- Request for release of performance guarantee in writing**

- Escrow Account of 15% / Maintenance Fund of 20% (for single-family subdivisions only)**

- Final Inspection of BMP by the City**

- Payment of BMP Inspection Fee**

- City Engineer’s Approval**

City Engineer

Date

Additional Comments: