

Reimbursement Agreement Process

Applicant requests Reimbursement Agreement for improvements based on DIF or development approvals. Applicant's engineer to prepare cost estimate for reimbursement.

Public Works prepares Draft Agreement for review by staff

City Attorney reviews & approves Final Draft Agreement

NO

YES

Staff sends Final Draft Agreement to developer for review & comments

Developer approves Final Draft Agreement

NO

YES

2 originals of the Reimbursement Agreement are sent to the developer for notarized signature

City Council approves Reimbursement Agreement

Developer submits invoices verifying expenses

Public Works construction accepts work

Developer paid funds become available

CALL PUBLIC WORKS FOR ASSISTANCE
(760) 777-7075