CITY OF LA QUINTA – PUBLIC WORKS DEPARTMENT

RELEASE OF BONDS / DEPOSIT PROCEDURE

45 – DAYS TO REVIEW & COMMENT, OR APPROVE

DEVELOPER sends **LETTER** to PW Director / City Engineer requesting Release of Bond(s) or deposit(s). ☆

Log Date Received

DEVELOPMENT SERVICES DIVISION

Assistant Engineer II prepares a memo and "Request Packet" within five (5) working days.

Request Packet includes:

- Approved Conditions of Approval
- Approved Subdivision Improvement Agreement, if applicable
- Approved Tract / Parcel Map, if applicable
- Approved Improvement plans
- Copy of previous Bond Reductions or the remaining bond amount, if applicable
- Construction "Punch List", if applicable

Log Date sent to Engineering Services Division
Scan Initialed Memo

ENGINEERING SERVICES DIVISION

Engineering Services Principal Engineer forwards the "Request Packet" to an inspector who will field check the project. The "Request Packet" is returned to Development Services Division with the results of the inspection.

DEVELOPMENT SERVICES DIVISION

If the improvements are not completed the Public Works Director / City Engineer will notify the developer that the request will be rejected at this time.

Log Date sent to Developer
Scan Signed Letter

DEVELOPMENT SERVICES DIVISION

Assistant Engineer II prepares:

- A letter to the developer outlining that the bond(s) or deposit(s) an be released.
- A Memo to the City Clerk for the release of existing bond(s).

OR

A Check Request form is forwarded to the Finance Department for a check for the same amount of the deposit(s).

Scan signed letter and Log Date letter sent to Developer
Log Date Request Packet received from Engineering Services Div.
Scan initialed Memo and Log Date sent to City Clerk

CITY CLERK

The City Clerk releases the bonds and sends the Developer a letter notifying them of the action taken. The City Clerk sends a copy of this letter to Public Works Director / City Engineer.

LEGEND

- Approved / Submit
- Denied
- 45-day Period
- ☆ Procedure Initiates Here
- City Clerk
- Development Services Division
- Engineering Services Division
- Required from Developer

FOR ASSISTANCE PLEASE CALL PUBLIC WORKS DEPARTMENT AT (760) 777-7075