



# CITY OF PALM BEACH GARDENS

## ENGINEERING DEPARTMENT

10500 N. MILITARY TRAIL, PALM BEACH GARDENS, FL 33410-4698

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### SURETY REDUCTION/RELEASE/APPROVAL CHECKLIST

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Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of Surety Review:  Approval  Reduction  Release

Prior to the surety review process the applicant shall provide the following documents to the Growth Management.

1. Letter from Applicant identifying nature of request to include:

a. Project Name \_\_\_\_\_

City of Palm Beach Gardens Permit #:     -   -   -

b. Type of surety:  Letter of Credit  Bond  Certified Escrow  Cash

❖ If letter of credit or bond, please provide #: \_\_\_\_\_

c. Type of work covered by surety: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

d. Expiration date of surety: \_\_\_\_/\_\_\_\_/\_\_\_\_

e. Contact information:

CONTACT INFORMATION		
	Applicant	Representative
Name		
Company		
Title		
Phone Number		
Address		
E-mail Address		

2. Copy of the current surety document, including riders for the work.

3. Original and current surety amount (if reductions have previously been made):

Original amount: \$ \_\_\_\_\_ Current amount: \$ \_\_\_\_\_

4. Engineer and Landscape Architect's certification letters of the work completed to date, for which surety reduction/release is requested (not required if all work has been completed).
  - Already submitted to Engineering department
  - Included with this request
  
5. Electronic files of As-built plans as shown in "Standards for Electronic Files" from the Engineering Department. Please check appropriate box:
  - Already submitted to GIS department
  - Included with this request
  
6. A letter from the Engineer-of-Record approving overall certification can be submitted in lieu of item number 5 above.
  - Already submitted to Engineering department
  - Included with this request
  
7. List any other documents, not mentioned thus far, which are attached with this request:
  - No additional documents attachments
  - See items below:

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**For reduction to 10% (maintenance)**

8. In addition to all items mentioned above, the project has to be completed and Certificate of Completion and Occupancy be issued.

**Upon receipt of all of the above, the following will be verified by City Staff**

9. Certification from the Finance Department that all invoices have been paid and that there are no outstanding billings.
10. Sign off by the City Forester prior to reduction/release of surety.
11. Status of construction inspection items to be resolved prior to reduction/release of surety.
12. Status of any other City concerns with the construction of the project and receipt of all required documents by affected departments of the City and other approving agencies.

Print name of person filling out this form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_