



SECURITIES RELEASE SUBMITTAL CHECKLIST (REQUEST FORM)

Project Name _____ Project File # _____ Plan # _____

Project address _____

Plan # (s):

- ☐ Grading Plan _____
- ☐ Improvement Plan _____
- ☐ Landscape Plan _____
- ☐ Erosion Control Plan _____

Please provide the following items with this request:

- ☐ An official signed letter from Owner/Developer (if LLC or Corporation signature authority required)
- ☐ Approved As-Built Plans
- ☐ Engineer of Work's Certification letter verifying that monuments have been set
- ☐ A GASB form with wet signature and sealed by the Engineer/ Landscape Architect of Record. (Please include a copy of the original, approved cost estimate)
- ☐ Final soils report
- ☐ Warranty bond (required for all public improvements)
- ☐ All fees paid (verified by City staff)
- ☐ Copies of securities (to be provided by the owner/developer if necessary)
- ☐ Letter from a Home Owner's Association (HOA) or a management association accepting all private improvements for maintenance (and public improvements for landscape maintenance in perpetuity)
- ☐ Punch-list of items required from the City Inspection Dept. (or other applicable City Dept.) along with a cost estimate for all punch list items signed, sealed and stamped by the Engineer/ Landscape Architect of Record (applicable if the owner/developer is requesting a partial security release)

Owner/Developer Signature

Date

Print Name

***Please note that based on the accuracy and completeness of this form and the information provided, your request for security release processing could take up to 60 days to complete.**