CITY OF LA QUINTA – PUBLIC WORKS DEPARTMENT

REDUCTION OF BONDS PROCEDURE

DEVELOPMENT SERVICES DIVISION

45 – DAYS TO REVIEW & COMMENT, OR APPROVE

DEVELOPER sends LETTER to PW Director / City Engineer requesting Reduction of Bonds.

Development Services Division

The Assistant Engineer II prepares a letter to the developer outlining how much the bond(s) can be reduced.

Log Date Received
Log Date sent to Developer
Scan Signed Letter
Log Date Received
From Eng. Serv. Div.

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
• Approved Tract / Parcel Map
• Approved Improvement plans

NOTE:
No reduction shall be for an amount less than ten percent (10%) of the total performance bond/security for the developer's work. In no event shall the bond/security be reduced below the required to guarantee the completion of the work or the obligation secured, plus ten percent (10%). The Public Works Director / City Engineer shall not allow more than TWO Partial Reductions of bond/security furnished for any one individual improvement agreement.

Log Date sent to Engineering Services Division
Scan Initiated Memo

Development Services Division

If improvements are not completed to the degree requested by the developer then the Public Works Director / City Engineer will either reject the request or recommend a lower reduction amount.

Log Date sent to Developer
Log Date Received
From Eng. Serv. Div.

Development Services Division

The Developer must submit new bonds in the reduced amounts to the Public Works Director/City Engineer.

Log Date Received

Development Services Division

Assistant Engineer II prepares:
• Memo for the release of old bonds and attaches the new bonds and forwards the original reduced bond to the City Clerk.

Log Date sent to City Clerk
Scan Initiated Memo

City Clerk

The City Clerk shall retain all of the bonds in the vault with the Tract/Parcel / SIA folder until the instructed to exonerate the bonds. The City Clerk returns the original bonds to the developer when the reduced bonds are received. 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.

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

LEGEND

Approved / Submit
City Clerk

Denied
Development Services Division

45-day Period
Engineering Services Division

Procedure Initiates Here
Required from Developer