



**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

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**DEVELOPMENT ENGINEERING CHECKLIST
FOR SUBDIVISION IMPROVEMENT AGREEMENT**

THIS CHECKLIST IS PROVIDED TO THE ENGINEER TO OUTLINE REQUIRED INFORMATION FOR A DEVELOPER TO ENTER INTO A SUBDIVISION IMPROVEMENT AGREEMENT (SIA) WITH THE CITY OF CHICO. **PLEASE NOTE THAT ALL THESE ITEMS ARE NECESSARY FOR THE SIA TO BE PROCESSED IN AN EFFICIENT AND TIMELY MANNER.**

Parcel Map (or) Subdivision Name/Number: _____

Location/APN(s): _____

Engineering Firm/Contact No./Email: _____

Title Owner Name(s): _____ **Title Owner Address:** _____

I. REQUIRED ITEMS FROM PROJECT ENGINEER/SURVEYOR

Letter request for SIA from the Project Engineer/Surveyor.

Two (2) copies of a plat map that depict the project boundary entitled "Exhibit A-1" for City review and comment.

Two (2) copies of a legal description that describe the project boundary entitled "Exhibit A-2" for City review and comment. Upon acceptance by the City, the final submittal shall be stamped and signed by the Project Engineer or Surveyor.

Copy of Engineer's Estimate for remaining improvements to construct.

Current Preliminary Title Report. (Within 6 months, or newer. Report must accurately name all person(s) with title interests in property).

II. REQUIRED ITEMS FROM SUBDIVIDER

Improvement Security (Check one of the following below):

Performance/Labor and Materials Bonds

Irrevocable Letter of Credit. Name of financial institution:

Pledge of Agreement for a certificate of deposit payable to the City.

Provide liability insurance.

Subdivision account balance, sanitary sewer, and storm drainage fees paid.

Financial commitment letters from PG&E, AT&T, California Water Service Company, and Comcast.