



## PERFORMANCE GUARANTEE RELEASE CHECKLIST

PROJECT NAME: \_\_\_\_\_

**NOTE:** *Performance securities are not available for release until one year after:*

- 1) The issuance of a Certificate of Occupancy for commercial properties,  
or*
- 2) The conversion of an Erosion Control Measure to a Stormwater  
Management Facility in a single-family subdivision.*

- Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_
  - **Certificate of Occupancy**
  - **Conversion to BMP**
- Operation and Maintenance Agreement recorded (must have been recorded prior to certificate of occupancy or final plat)**
- Transfer of Maintenance Responsibilities Agreement recorded (if applicable)**
- Drainage Easement / Access Easement recorded (appropriate references)**
- Record Drawings and Engineer's Certification**
  - **Hard copy – prior to Final Inspection**
  - **Digital**
- Annual Inspection Report after first year**
- Request for release of performance guarantee in writing**
- Escrow Account of 15% / Maintenance Fund of 20% (for single-family subdivisions only)**
- Final Inspection of BMP by the City**
- Payment of BMP Inspection Fee**
- City Engineer's Approval**

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

**Additional Comments:**