

IMPROVEMENTS AGREEMENT SECURITY REDUCTION OR RELEASE APPLICATION

1. PROJECT

Development Name: _____
Original Planning File Number: _____

2. PROPERTY OWNER

Name: _____
Full Address: _____
Phone: _____
Email: _____

3. APPLICANT

Name: _____
Full Address: _____
Phone: _____
Email: _____

4. REPRESENTATIVE

Name: _____
Full Address: _____
Phone: _____
Email: _____

5. PROPERTY

Full Street Address: _____
Full Legal Description: _____
Current Zoning: _____

6. PREVIOUS GUARANTEE INFORMATION

Previous guarantee type: _____
Issuing Institution: _____

Identification number
(check number, LOC number, Bond form): \$ _____

Date of expiration, if LOC: \$ _____

7. REMAINING IMPROVEMENTS TO BE GUARANTEED FOR REDUCTION ONLY

If improvements are remaining, attach a revised detailed estimate of the improvements installed and the remaining improvements proposed to be guaranteed. The estimate for any improvements to be dedicated to the public such as streets and water sewer street frontage landscaping, park improvements shall be prepared by an appropriate professional such as a civil engineer or landscape architect as applicable.

For all improvements installed to date, the property owner and applicant are required to provide certifications from their appropriate project professionals (architect, civil engineer, landscape professional, lighting engineer, etc.) that the private and public improvements have been installed according to the improved plans and specifications. If these certifications are not provided, it may delay the review of this application. These certifications can be provided on dated letterhead by each professional.

Type(s) of improvements proposed for guarantee: _____

Anticipated date of installation: _____

Remaining Improvements Estimate Amount: \$ _____

Financial Guarantee Amount (1.5 X Estimate) \$ _____

An acceptable financial guarantee is required following approval of the financial guarantee amount. The City accepts Cash, Letters of Credit from local banks or out of area banks where funds can be drawn by certified mail. Bonds may be accepted, but must be approved by the City Attorney and in a form provided by the City. Contact us if you plan to use a bond as your financial guarantee.

8. APPLICATION FEES AND MATERIALS

- Base fee \$262 for reduction.
- No fee for the final release of the guarantee.

9. CERTIFICATIONS AND SIGNATURES FOR A REDUCTION IN SECURITY

This application must be signed by both the applicant(s) and the property owner(s) (if different) before the submittal will be accepted.

Statement of Intent to Complete Improvements - I understand that the Improvements Agreement must be secured by a financial guarantee, as may be deemed acceptable by the City, payable to the City of Bozeman, in an amount equal to one and one-half times the estimated cost of the installation of any required improvements not completed at that time. Said method of security shall be valid for a period of not less than twelve (12) months, eighteen (18) months for subdivision improvements. **In any event, all required improvements shall be completed within nine (9) months of occupancy for site development and twelve (12) months for subdivision improvements except for lot frontage sidewalks in order to avoid default on the method of security.**

Applicant Signature: _____

Printed Name: _____

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Required Forms:	Estimate (if applicable)	Recommended Forms:	Required Forms:		

Owner _____
 Signature: _____

Printed Name: _____

Owner _____
 Signature _____

Printed Name: _____

If signing as a corporation, please provide the title and position of the individual signing on behalf of the corporation. Attach separate sheets for additional owner signatures.

10. CERTIFICATIONS AND SIGNATURES FOR FINAL RELEASE

For all improvements installed to date, the property owner and applicant are required to provide certifications from their appropriate project professionals (architect, civil engineer, landscape professional, lighting engineer, etc.) that the private and public improvements have been installed according to the improved plans and specifications. If these certifications are not provided, it may delay the review of this application. These certifications can be provided on dated letterhead by each professional. Contact us for more information if you are unfamiliar with this process.

This application must be signed by both the applicant(s) and the property owner(s) (if different) before the submittal will be accepted.

Statement That Improvements Are Complete. - I certify that all improvements have been installed per the plans and specifications approved by the City of Bozeman.

Applicant Signature: _____

Printed Name: _____

Owner _____
 Signature: _____

Printed Name: _____

Owner _____
 Signature _____

Printed Name: _____

If signing as a corporation, please provide the title and position of the individual signing on behalf of the corporation. Attach separate sheets for additional owner signatures.

CONTACT US

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