

City of Santa Fe, Design and Improvements Checklist Subdiv. ID No. _____

Subdivision Name: _____ Reviewer: _____ Date of Review: _____

Key: = Meets intent of ordinance = Not Applicable
 = To be corrected = Remains to be provided

Reference notes:
1: Noted on Sketch Plat. 2: Noted on Prelim. Plat. 3: Noted on construction drawings. 4: Noted on the Final Plat.
Notes indicate when item must first appear; subsequent documents must be identical, else changes must be documented via formal approval process.

Requires action Requires Action

5.1	Improvements and Subdivision Improvement Agreement	<input type="checkbox"/> 5.1.2Ciii	<input type="checkbox"/> ^{3,4}	With SD Improv. Agreement: Equal to 100% of cost of improvement Cost of improvements: \$ _____
	!BEFORE FINAL PLAT IS SIGNED!	<input type="checkbox"/> 5.1.2Civ	<input type="checkbox"/> ^{3,4}	With SD Improv. Agreement: Includes lot improvements
	<u>5.1.1 Completion of Improvements</u>	<input type="checkbox"/> 5.1.2Cv	<input type="checkbox"/> ^{3,4}	With SD Improv. Agreement: Letter of Credit or bond acceptable to Commission
	<input type="checkbox"/> 5.1.1 <input type="checkbox"/> ⁴ All improvements are completed			Approved by Commission: (date) _____
	<input type="checkbox"/> 5.1.1 <input type="checkbox"/> ⁴ or, Bonding requirements are satisfied (See _____)			
	<input type="checkbox"/> 5.1.1 <input type="checkbox"/> ⁴ All dedications completed	<input type="checkbox"/> 5.1.2C1i	<input type="checkbox"/> ^{3,4}	With Letter of Credit: is irrevocable
	<input type="checkbox"/> 5.1.1 <input type="checkbox"/> ⁴ Free and clear of liens and encumbrances	<input type="checkbox"/> 5.1.2C1ii	<input type="checkbox"/> ^{3,4}	With Letter of Credit: term to cover construction, maintenance and warranty
	<u>5.1.2 Subdivision Improvement Agreement and Guarantee:</u>	<input type="checkbox"/> 5.1.2C1iii	<input type="checkbox"/> ^{3,4}	With Letter of Credit: only proof to collect –sight draft and City Attorney’s affidavit
	<input type="checkbox"/> 5.1.2Ai <input type="checkbox"/> ⁴ Alternate bonding provision approved by P&Z	<input type="checkbox"/> 5.1.2C1iv	<input type="checkbox"/> ^{3,4}	With cash escrow: provide that developer has no right for return except as provided by 5.2(2)(b)
	<input type="checkbox"/> 5.1.2Aii <input type="checkbox"/> ⁴ Subdivision Improvement Agreement written	<input type="checkbox"/> 5.1.2C1v	<input type="checkbox"/> ^{3,4}	With cash escrow: provide that escrow agent has duty to deliver funds to the city upon presentation of affidavit
	<input type="checkbox"/> 5.1.2Aiii <input type="checkbox"/> ⁴ Covenant written; and approved by City Attorney	<input type="checkbox"/> 5.1.2C1vi	<input type="checkbox"/> ^{3,4}	With cash escrow:
	<input type="checkbox"/> 5.1.2Aiv <input type="checkbox"/> ⁴ Covenant. incl. max. 2 yr completion date (from Final Plat signing)	<input type="checkbox"/> 5.1.2C1vii	<input type="checkbox"/> ⁴	Upon project completion: Developer not in breach of Subdivision Improvement Agreement
	<input type="checkbox"/> 5.1.2Av <input type="checkbox"/> ⁴ Covenant incl. 1 yr maintenance agreement after acceptance	<input type="checkbox"/> 5.1.2C1viii	<input type="checkbox"/> ⁴	Upon project completion: After last improvement –SF executes waiver of 75% of escrow
	<input type="checkbox"/> 5.1.2Avi <input type="checkbox"/> ⁴ Covenant incl. 2 yr. warranty after acceptance			Waiver executed: (date) _____
	<input type="checkbox"/> 5.1.2Avii <input type="checkbox"/> ⁴ Covenant contains other agreement terms:	<input type="checkbox"/> 5.1.2C1ix	<input type="checkbox"/> ⁴	Upon project completion: 25% retained as security –for maintenance and warranty period
	<input type="checkbox"/> 5.1.2Bi <input type="checkbox"/> ⁴ Covenants run with the land			Final Waiver due: (date) _____
	<input type="checkbox"/> 5.1.2Bii <input type="checkbox"/> ⁴ Binds all successor, heirs and assignees			Final Waiver executed: (date) _____
	<input type="checkbox"/> 5.1.2Bii <input type="checkbox"/> ^{3,4} Agreement adopted by P&Z Commission Date: _____			
	<input type="checkbox"/> 5.1.2Biii <input type="checkbox"/> ⁴ Filed with County Clerk			
	<input type="checkbox"/> 5.1.2Ci <input type="checkbox"/> ⁴ With SD Improv. Agreement: Letter of Credit provided Amount: \$ _____			
	<input type="checkbox"/> 5.1.2Cii <input type="checkbox"/> ^{3,4} With SD Improv. Agreement: cash escrow provided Amount: \$ _____			

City of Santa Fe, Design and Improvements Checklist Subdiv. ID No. _____

Subdivision Name: _____ Reviewer: _____ Date of Review: _____

Key: = Meets intent of ordinance [N] = Not Applicable
 [C] = To be corrected = Remains to be provided

Reference notes:
1: Noted on Sketch Plat. 2: Noted on Prelim. Plat. 3: Noted on construction drawings. 4: Noted on the Final Plat.
Notes indicate when item must first appear; subsequent documents must be identical, else changes must be documented via formal approval process.

Requires action Requires Action

	<u>5.2.2</u>	<u>Release or Reduction of Security</u>		<u>5.3.1</u>	<input type="checkbox"/> ^{3,4} Improvement agreement and SD security remain in force
<input type="checkbox"/>	5.2.2A	<input type="checkbox"/> ⁴ Certificate of Satisfactory Completion issued by Development Officer			
<input type="checkbox"/>	5.2.2A	<input type="checkbox"/> ⁴ "As-builts" issued to city		<u>5.3.2</u>	<u>Procedures on Escrow Fund</u>
<input type="checkbox"/>		<input type="checkbox"/> Engineering calculations and documentation verifying compliance of completed project with regulations. (as required by Form #10.)		<input type="checkbox"/>	<input type="checkbox"/> ^{3,4} Season interferes with lot improvements: Improvements completed within 9 months of CO issuance
<input type="checkbox"/>	5.2.2A	<input type="checkbox"/> ⁴ All layouts and improvements are in conformity with approved plans		<input type="checkbox"/>	<input type="checkbox"/> ^{3,4} Season interferes with lot improvements: Notarized statement from purchaser authorizing completion of improvements by P&Z
<input type="checkbox"/>	5.2.2A	<input type="checkbox"/> ⁴ Title search completed and present (max. age 60 days)		<input type="checkbox"/>	<input type="checkbox"/> ⁴ Failure to complete: Give 2 weeks written notice
<input type="checkbox"/>	5.2.2A	<input type="checkbox"/> ⁴ Certificate of Completion signed and delivered by the developer		<input type="checkbox"/>	<input type="checkbox"/> ⁴ Failure to complete: P&Z approves request to have work completed (cost not to exceed escrow)
<input type="checkbox"/>	5.2.2A	<input type="checkbox"/> ⁴ Approval of title by City Attorney			
<input type="checkbox"/>	5.2.2A	<input type="checkbox"/> ⁴ Release of Lien Certificates submitted to city		<u>5.3.3</u>	<u>Maintenance of Improvements</u>
<input type="checkbox"/>	5.2.2A	<input type="checkbox"/> ⁴ Planning Commission acceptance formalized		<input type="checkbox"/>	<input type="checkbox"/> ⁴ Maintenance by developer until acceptance of improvements by P&Z
<input type="checkbox"/>	5.2.2B	<input type="checkbox"/> ⁴ Cash Escrow: Upon acceptance - reduce escrow proportionately		<input type="checkbox"/>	<input type="checkbox"/> ⁴ If CO's issued: repairs can be ordered w/ 12 hrs notice
<input type="checkbox"/>	5.2.2B	<input type="checkbox"/> ⁴ Cash Escrow: Max. reduction 75%		<input type="checkbox"/>	<input type="checkbox"/> ⁴ Cost charged to developer
<input type="checkbox"/>	5.2.2B	<input type="checkbox"/> ⁴ Cash Escrow: Funds released only by City Mgr.		<input type="checkbox"/>	<input type="checkbox"/> ⁴ Maintenance by developer until acceptance of improvements by P&Z
<input type="checkbox"/>	5.2.2B	<input type="checkbox"/> ⁴ Cash Escrow: After maint. And warranty -release last 25%		<input type="checkbox"/>	<input type="checkbox"/> ⁴ P&Z requires maintenance of improvement for one (1) year after acceptance
<input type="checkbox"/>	5.2.2B	<input type="checkbox"/> ⁴ Letter of Credit: Upon acceptance - reduce escrow proportionately			
<input type="checkbox"/>	5.2.2B	<input type="checkbox"/> ⁴ Letter of Credit: Max. reduction 75%		5.5	Deferral or Waiver of Required Improvements
<input type="checkbox"/>	5.2.2B	<input type="checkbox"/> ⁴ Letter of Credit: Funds released only by City Mgr.		<u>5.5.1</u>	<u>Waiver of Improvements</u>
<input type="checkbox"/>	5.2.2B	<input type="checkbox"/> ⁴ Letter of Credit: After maint. And warranty -release last 25%		<input type="checkbox"/>	<input type="checkbox"/> ^{3,4} P&Z waives certain public improvements
5.3		Escrow Deposits for Lot Improvements		<input type="checkbox"/>	<input type="checkbox"/> ^{3,4} List of waivers and justifications prepared
	<u>5.3.1</u>	<u>Acceptance of Escrow Funds</u>		<input type="checkbox"/>	<input type="checkbox"/> ^{3,4} List of waivers and justifications approved by P&Z
<input type="checkbox"/>	5.3.1	<input type="checkbox"/> ^{3,4} Season interferes with lot improvements: cash escrow can be accepted and CO issued			
<input type="checkbox"/>	5.3.1	<input type="checkbox"/> ^{3,4} Season interferes with lot improvements: cash escrow amount determined by City Mgr.		<u>5.5.2</u>	<u>Deferral of construction</u>
				<input type="checkbox"/>	<input type="checkbox"/> ^{3,4} P&Z approves deferral
				<input type="checkbox"/>	<input type="checkbox"/> ^{3,4} Developer pays pro-rata share of deferred cost

