

## Site Improvement Performance Agreement and Financial Guarantee

Following the approval of a site plan or site plan amendment, and prior to the issuance of a building permit, the applicant shall enter into a site improvement performance agreement (SIPA) with the city and provide a financial guarantee to ensure the completion of all private exterior improvements as shown on the approved site plan.

The party to enter into the agreement shall execute the SIPA (as provided by the city), which defines the required work shown on the approved site plan and reflects the terms of the agreement. The “Work” shall consist of the improvements described in the approved plans, to include any approved subsequent amendments, and shall be in compliance with all applicable statutes, codes, and ordinances of the city, and shall include but not be limited to such things as: landscaping, private driveways, parking areas, storm drainage systems, water mains, sanitary sewers, hydrants, curbing, lighting, fences, fire lanes, sidewalks, trails, and outside trash disposal enclosures.

The applicant shall complete a SIPA worksheet (found on the back of this sheet) that identifies cost estimates to complete the required work. City staff will review the entries on the worksheet and the city will establish the amount of the financial guarantee. This must occur prior to preparing the SIPA document for execution between the city and the applicant.

A financial guarantee shall be provided for 40 percent of the cost of the work and shall be for the life of the SIPA. Financial guarantees acceptable to the city include an irrevocable letter of credit or cash deposit. A cash escrow, calculated at a percentage of the total estimated costs, up to \$5,000, will also be collected to cover the costs of administrating the agreement. Remaining funds in the escrow will be released upon final acceptance of all site improvements.

Except in cases where the city has issued a separate grading permit, the applicant shall also provide a \$2,000 refundable cash deposit for erosion control, as well as a street sweeping contract to the city. These items are held to ensure immediate resolution in the event of erosion control problems.

As the required work is completed, the applicant shall submit written requests to the city for inspection of the work. Based on a satisfactory city inspection, staff will administratively approve reductions and/or release of the financial guarantee.

For projects with landscaping improvements, the city will hold a percentage of the financial guarantee over a winter season to verify survivability of all landscaping. Inspections shall be conducted during the growing season identified as May 1<sup>st</sup> through October 31<sup>st</sup>.

For projects with construction or repair of utilities, ponding or wetland mitigation areas, the city requires the submittal and inspection of a record plan in conformance with the city’s current engineering guidelines after all sod is installed and the final lift of asphalt is completed.

For questions or additional information, please contact the Planning Division at (763) 509-5450.



A-FILE #: \_\_\_\_\_  
 APPLICANT/DEVELOPER: \_\_\_\_\_  
 PHONE #: \_\_\_\_\_  
 PROJECT NAME: \_\_\_\_\_

**SITE IMPROVEMENT PERFORMANCE AGREEMENT (SIPA) WORKSHEET**

<u>ITEM</u>	<u>ESTIMATED COST</u>
1. Sanitary Sewer	_____
2. Watermains and hydrants	_____
3. Surface water facilities	
a. Pipes	_____
b. Ponds	_____
c. Rain Gardens (money held for 2 years from completion of construction)	_____
d. Other	_____
4. Grading (except public trail grading), erosion control and retaining walls	_____
5. Private trails and sidewalks	_____
6. Public trails	
a. Grading	_____
b. Paving	_____
7. Driveway, curb cut, parking lot	_____
8. Lighting	_____
9. Signs	
a. Traffic control	_____
b. Fire Lane	_____
10. Landscaping (money held over winter season to verify survivability)	
a. Sod and seed	_____
b. Trees	_____
c. Other plantings and materials	_____
11. Tree preservation	_____
12. Wetland Mitigation (money held until completion of required monitoring reports)	_____
13. Wetland Buffers (money held for 2 years from completion of construction)	_____
14. Record Plans (required for utilities, ponding and wetland mitigations areas)	_____
15. Other	_____
<b>TOTAL ESTIMATED COST</b>	<b>\$ _____</b>

**PLEASE RETURN TO PLANNING DIVISION**  
 Phone (763) 509-5450 • Fax (763) 509-5407  
 3400 Plymouth Boulevard, Plymouth, MN 55447