



City of San Clemente Engineering Division

Procedure for Release of Bonds Held by the City of San Clemente and Acceptance of Improvements

The following is the procedure for release of bonds and acceptance of public improvements in the City of San Clemente:

1. Upon completion of punch list items and final inspection, the Public Works Inspector must sign off on the release of bonds held by the City of San Clemente that the punch list is complete. A copy of final release form will be provided to the Developer.
2. The City of San Clemente requires a letter from the Developer to the City Engineering Division requesting bond release accompanied by the Inspector's release form and requesting acceptance of all public improvements by the City (with the value of each identified, i.e., storm drain - \$325,000, etc.).

In addition, **for acceptance of the City Public Improvements**, the City will require the construction year for each type of improvement and the following information, signed and stamped by the Engineer of record. Please provide an e-mail address, if available, in order that proper forms may be forwarded, completed and returned to the City. Please complete the form in the Excel format forwarded and e-mail it to the City. For each improvement provide the following by clicking on the appropriate tab:

For Sidewalks: Street Name, street segment (i.e., Carretera to Colina Rodante), width and lineal feet.

For Curbs and Gutters: Street Name, street segment (i.e., Carretera to Colina Rodante) and lineal feet.

For Pavement: Street Name, street segment (i.e., Carretera to Colina Rodante), length, width, area (sq. ft.), street section, primary street (ps) or secondary street (ss).

For Medians: Median Location, other identifying locations (i.e., Carretera to Colina Rodante), length, width and area (sq. ft.).

For Street Lights: Street light number, street light count and installation date.

For Storm Drains: Storm drain line segment (i.e., Carretera to Colina Rodante), pipe diameter (inch), type of pipe (i.e., R.C.P.), length in lineal feet.

For Water Lines: Water line segment (i.e., Carretera to Colina Rodante), cross streets, pipe diameter (inch), type of pipe (i.e., P.V.C.), length in lineal feet.

For Sewer Lines: Sewer line segment (i.e., Carretera to Colina Rodante), cross streets, pipe diameter (inch), type of pipe (i.e., P.V.C.), length in lineal feet.

For Traffic Signals: Intersection location

For Public Alleys: Street Name, street segment (i.e., Carretera to Colina Rodante), length, width and area (sq. ft.)

For Trails: Trail Name, length, width and area (sq. ft.).

3. A letter from the Homeowners Association accepting maintenance, all private improvements such as streets, street lighting, landscaping and slopes, etc. shall be provided to the City.
4. A Warranty Bond shall accompany the letters for a period of one (1) year from the acceptance of improvements in the amount of 25% of the Faithful Performance – Subdivision Improvement Bonds. One warranty bond is required for **each** performance bond. Warranty Bonds are **not** required for **Monumentation and Street Repair**.
5. “As built” plans for all improvements certified by the Engineer of Record and digital files, in DXF or DWG **AND** PDF format.
6. Notices of Completion on improvements, recorded in the County of Orange.
7. A final soils report in digital TIFF format.
8. A letter “wet stamped” by engineer certifying all monuments have been set. Provide centerline ties and tie plats wet signed by the engineer on 8 ½”x11” mylars for all intersections.
9. A copy of the recorded CC&R’s.
10. Three (3) sets of 11”x17” water, sewer, storm drain and reclaimed water plans.
11. Copies of Deputy Inspector records, if applicable.
12. An 11”x17” FEMA Panel map overlay with the Flood Insurance Rate Map (FIRM) and Panel Map Number and project location indicating any impact to flood zone signed by the Engineer.
13. Verification that the City is in receipt of a duplicate mylar of the **recorded** tract map.
14. A DVD of all sewer and storm drain (city lines), where applicable.
15. A recorded copy of the WQMP (Water Quality Management Plan) filed with the Orange County Recorder’s Office.

The City of San Clemente no longer accepts the grading bond form. Sureties must be submitted on the Performance, Labor and Material bond forms. Existing grading bonds may be released by the City Engineer without Council approval; **however**, the signed City Inspector’s release form, **geotechnical engineer’s approval** and **civil engineer’s pad certification** must be presented in order to process exoneration.

You can access bond information by logging on to our website at <http://ci.san-clemente.ca.us>. Click on the “Organization” tab, “Departments”, “Public Works” and “Engineering”. By clicking on “Development”, bond information is provided for most frequently asked questions.

When **all** of the above noted items have been assembled, please prepare a complete package for submittal to the attention of Sue Dunbar, Management Analyst II, Engineering Division, and an Agenda Report and Resolution will be prepared for City Council action requesting the release of bonds and acceptance of the public works improvements. Please **do not submit any of the required items individually**; it only delays the processing of the packet which will be returned to the requestor.

If you have any questions, please call Sue Dunbar at (949) 361-6122.

Sincerely,