

**Performance Bond Checklist**

Step/Action/Approval Item	Person(s) Responsible for Step	Timeline
<p>Pre-application meeting to review/discuss need for a performance guarantee (held prior to formal submittal)</p> <p>NOTE: This meeting is designed to allow staff and the applicant to meet and discuss the matter in an effort to allow staff to identify potential opportunities/constraints associated with the proposal</p>	Applicant to schedule	Meeting can occur at time.
<p>Submission of complete Performance Guarantee Application.</p> <ul style="list-style-type: none"> <li>▪ Completed Application</li> <li>▪ Detailed Project Narrative and Documentation Detailing All Work to be Bonded</li> <li>▪ DRAFT Financial Guarantee Documents</li> <li>▪ Proposed Timeframe for Completion</li> </ul>	Applicant	N/A
Review of application for completeness	Staff	Staff has 5 days to accept or reject application.
Legal and Finance Office Review of Performance Guarantee	Staff / County's Attorney Office and Finance Office	Performance guarantee shall be submitted to the County's Attorney Office for legal sufficiency review and Finance Office. This review process can take approximately 14 to 21 days.
Engineering Review	County Engineer	<p>Performance guarantee shall be submitted to the County's Engineer to review and approve cost estimates.</p> <p>This review process can take approximately 14 days.</p>
Development Advisory Committee (DAC) Meeting	Staff	<p>Depending on when application is submitted, DAC meets the first and third Thursday of each month.</p> <p>Completed/accepted</p>

		applications shall be scheduled for the next available DAC meeting date, typically 2 weeks from the date of submittal.
Revision of Performance Guarantee to address any and all County comments	Applicant	Revised documents will be routed through the same review process as detailed herein.
Final Review and Approval of Performance Guarantee Documents	Staff/Applicant	To be Determined
<p><b>TIMELINE:</b> The typical time associated with review of a performance guarantee from the date of a complete submittal is approximately 60 to 90 days from the date of submittal depending on the need for additional information/revision to a submitted application package.</p> <p>The term of a performance guarantee shall not exceed two years per the UDO.</p> <p>Additional information is contained within the attached standard operating procedure memo.</p>		