



City of Shoreline
Planning & Development Services Dept.

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ADMINISTRATIVE ORDER #000035 011702
INTERPRETATION OF DEVELOPMENT CODE

CODE SECTION: 20.30.440 Installation of Improvements

Clarification of the procedures for the financial guarantee of required site development improvements prior to final plat approval.

Director's Response:

Section 20.30.440 B. of the Development Code states "Completion-Bonding. The applicant shall either complete the improvements before the final plat is submitted for City Council approval, or the applicant shall post a bond or other suitable surety to guarantee the completion of the improvements within one year of the approval of the final plat. The bond or surety shall be based on the construction cost of the improvements as determined by the Director."

The application package for a final plat shall include a bond quantity worksheet completed by the applicant that includes the most accurate determination of the cost to complete the required improvements at the time of application. The bond quantity worksheet includes the cost of both site and frontage improvements. Improvements calculated include curb and gutter; sidewalk/driveways/ramps; landscaping/street trees/restoration; paving; drainage improvements; grading/erosion control; and other (to be described individually, if any).

A 30% mobilization cost is included in the worksheet to cover the City's actual costs in the case of default. The full amount of the financial guarantee as determined by the bond quantity worksheet shall be agreed upon by the applicant and City at the time of application.

Three types of financial guarantees are used by the City: cash, assignment of funds, and surety bond. A form for each is available from the City for the applicant to provide proof of financial guarantee. At time the final plat is scheduled for Council approval the applicant shall submit proof of financial guarantee to the City. The City Attorney will then approve the legal form of the guarantee in writing before the date of Council approval. The approved bond amount shall appear in the staff report to Council for final approval.

_____ Original on file _____
Director's Signature

___signed by the Director 1-17-02___
Date

title updated 11/15/06