



Checklist for Security Submittal for Public Improvements

This checklist is to assist applicant in submittal of securities for Public Improvements associated with the Subdivision and/or Development Process. Before any security is accepted, **all** applicable criteria must be met. This checklist is not binding or all-inclusive and should be used as a guideline only.

General Information Regarding Securities:

- Securities are required for security on all Public Improvements that are not being constructed prior to approval of the final plat, issuance of the building permit, and/or as necessary to secure work/excavation on Public Easements/RW.
- The ability to provide securities is reviewed on a case by case basis and may be rejected by the Director of Public Works as per the City Code.
- Securities for improvements are valid for a period of one year (3 years for sidewalks). After one year, the City may collect the security to complete the improvements.
- Security amounts may be adjusted from the approved bids if the City determines the bid amount is not adequate to cover cost of completion at City's estimated cost.
- **Securities will take up to two weeks to for approvals and processing after all correctly completed documents are received.**
- Please call the Public Works Construction Inspection Department with any questions regarding the security process. Any of the following individuals will offer assistance:
 - Austin Biellier 417-874-2159
 - Brett Foster 417-864-1937

Before any Securities can be processed for approval, the following are required:

- Approved Public Improvement Plans and Bid must be approved in Project Dox
- Engineering Review & Inspection Fees must be paid
- All Fees for Detention Buyouts, Pump Station, and Sewer District Fees and any other applicable fees must be paid
- Non-returnable Security Fee of \$468.00 must be paid to Public Works. Check may be submitted with packet or you may call Austin Biellier for credit card payment.
- All applicable documents should be mailed or delivered in **one packet** to:

**Construction Inspection Department
Attn: Securities
1010 W. Chestnut
Springfield, MO 65802**



Checklist for Submittal of Security Documents:

For ALL Securities:

- [Provide a completed Request Form](#) (click link to the left for form)
- All documents must have **original signatures** and show all applicable Public Works Plan Numbers on each document.
- All Agreements, Certificates of Insurance, and Securities **must be in the same person's or company's name.** Company must be registered with Mo. Sec. of State.
- A current Certificate of Insurance must accompany the security agreement. The Certificate Holder must be an additional insured as per policy provisions and/or endorsements to the policy. A copy of the endorsements must be included with the Certificate of Insurance.
 - **Insurance must be provided from same entity as the Agreement to Complete and Security Agreement.**
 - City of Springfield must be the certified certificate holder
 - Insurance Limits and Coverage are outlined in the Agreement to Complete or call Finance's Christian Burris at 417-864-1053 for specific questions.
- Submit three (3) Copies of the [Agreement to Complete Public Improvements](#) form signed by the applicant. (click link above for form)

If Cash Escrow:

- Submit three (3) Copies of the [Escrow Agreement to Secure Completion of Public Improvements](#) form signed by the applicant. All copies must have original signatures (click link above for form)
- Submit a **certified check or cashiers check** in the full amount of the Security

If Performance Bond:

- Submit a notarized, original copy of the [Performance Bond](#) (click link to the left for form). Bond will need to expire no less than 13 months from date submitted to cover full term.

If Letter of Credit:

- [Letter of Credit](#) signed and sealed by a bank officer on correct City Form (click link to the left for form) LOC will need to cover a term of 3 years.