

BOND PROCESSING - TOC

PURPOSE & DEFINITION

WHEN IS A BOND REQUIRED

BONDS PROCESSING BY PROJECT TYPE

1. Tract/Parcel Maps

Processing Procedures

Preparing Bond Forms

Bond Riders 5

Time Extension 5

Increased/Decreased Bond Amount 5

Add/Remove cases (e.g. CPC, APC, DIR) 5

Labor & Materials

2. Import/Export (Haul Route)

3. A Permit Projects

Trees

Voluntary Improvements

4. B Permit Projects

5. Excavation “E” Permit Projects

Lateral Support

Monitoring Well

Relocate Street Light

Soil Boring

Other

Bond Riders	5
Time Extension	5
Increased/Decreased Bond Amount	5
Add/Remove cases (e.g. CPC, APC, DIR)	5
Replacement Bonds	5
Preparing Bond Forms	6
Excavation	6
Lateral Support – Surety Bond	6
Lateral Support – Miscellaneous Cash Bond	6
Monitoring Well – Miscellaneous Cash Bond	6
Relocate Street Light – Surety Bond	7
Relocate Street Light – Miscellaneous Cash Bond	7
Soil Boring – Miscellaneous Cash Bond	7
Other	8
Faithful Performance	8
General Improvement	8
General Improvement – Surety Bond	8
General Improvement – Miscellaneous Cash Bond	9
Voluntary Improvement	9
Import/Export	9
Import/Export – Surety Bond	9
Import/Export – Miscellaneous Cash Bond	10
Tract/Parcel Map	10
Tract/Parcel Map - Surety	10
Tract/Parcel Map – Miscellaneous Cash Bond (MCB)	11

Tract/Parcel Map – Certificate of Deposit (CD)	12
Trees	12
Oak	13
Non-Oak	13
Bond Riders	13
Time Extension Only	13
Increased/Decreased Bond Amount Only	16
Add/Remove cases (e.g. CPC, APC, DIR) Only	17
Miscellaneous Cash Bond (MCB) Procedures	18
Bond Approval Process	20
Reviewing Executed Bonds	20
General Requirements:	20
Specific Principal Signatory Requirements:	20
Excavation, General Improvement, Import/Export, Trees, Bond Riders	21
Faithful Performance	21
Tract/Parcel Map (Subdivision)	21
Submitting Executed Bonds to CAO-Risk Management	21
Activating Bond on System	22
Bond Default Dates	23
Bonds Requiring Action	24
Expiring in 60 Days	24
Expired Bonds	24
Exp. Bonds – No Response	24
Bonds to Default	24
Permits to be Closed	24

Bonds to Release	24
Exoneration Procedures	25
When bonds can be released	25
COMPLETED PROJECTS	25
CANCELED PROJECTS	25
ABANDONED PROJECTS	25
BOND NOT REQUIRED	25
Correction Letter	25