



## CLOSEOUT AND BOND RELEASE REQUIREMENTS

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BULLETIN

**6**

JAN 2017

Engineering Department  
3232 Main Street, Lemon Grove, CA 91945  
Phone: 619-825-3811 Fax: 619-825-3818  
[www.lemongrove.ca.gov](http://www.lemongrove.ca.gov)

### **Closeout and Bond Release:**

1. Developer will notify the City Engineer or designee that they are close to completion and would like to start the close-out process.
2. As-built and close-out punch lists will be generated by all city departments (engineering, field, planning, stormwater) and added to a closeout letter.
3. Concurrently, a review of resolutions, conditions of approval, agreements, deposit account, etc...will occur to verify if additional items are needed and added to the close-out letter.
4. Final PDF copies and hard copies of the following reports and plans must be submitted to the engineering department:
  - Geotechnical Report
  - Hydrology Report
  - SWQMP Report
  - Grading/Improvement As-Built Plans
  - Recorded Final Map
5. Provide evidence that the surety you are requesting to be released is unencumbered by claims pursuant to the "Mechanic's Lien Law".
6. For the Public Improvement bond, the required 10% Maintenance bond must be provided prior to bond release.
7. Once all closeout items are addressed to the satisfaction of the City Engineer and Development Services Director and the project is deemed complete, bond release letters will be issued and any remaining deposit will be refunded.