

**A. PERFORMANCE GUARANTEE RELEASE PROCEDURE**

1. Receipt of Request to Release from Principal of the performance bond/loc/check.
2. Issue Inspection Request (DHILL/LISTS/OKTOREL) to:
  - a. Don Simpson or Brett Ransford for water releases
  - b. Aaron Hoover for sanitary releases
  - c. Dan Greskamp or Bob Dykstra for all other releases except erosion
  - d. John Thomas for erosion releases
3. Once inspection has been completed and approved, complete the Performance Release Form (DHILL/FORMS/RELEASE BK! FILE). Change Insert to Overtyping to insert new data. Use the Underline Function as required.
4. Obtain a Resolution Number from Sandy Johnson of the Clerk-Treasurer's Office. Either type the Resolution Number on the release form as you prepare it or insert it manually after the form is printed.
5. Print the form. Need 2-originals.
6. Have the City Engineer sign both forms. He doesn't mind if you use his signature stamp in lieu of his actual signature for normal releases. However, you should confirm if this is still acceptable.
7. Reduce the 8½ x 14 form to 8½ x 11. Make a copy of the request for release letter.
8. Use the reduced release form and release request letter to make the required copies
9. Make 7-stapled copies of the release form and request to release letter. Attach 5-stapled copies to the 2-original 8½ x 14 Release Forms/Original Request for Release Letter. This packet is for the Clerk-Treasurer's Office. 1-stapled copy is for the City Engineers packet and the remaining stapled copy is for the Engineering Department file packet. The Clerk-Treasurer's Office will return 1-of the Performance Release Forms within a day or two of the release by the BPWS.

**B. FOR YOUR FILES AND/OR RECORDS**

1. Prepare a Maintenance Due calculation sheet (DHILL\LISTS\MAINTENANCEDUEON).
2. Prepare the Performance Guarantee Release Request Form (DHILL\FORMS\DOCD-PR).
3. Print both forms.
4. Make required copies of both forms along with copies of remaining reduced Performance Release Form/Performance Release Request Letter.
  - a. Original for the Bond Release/Maintenance Due file in the lower drawer of the 3-drawer lateral file on the left side of the desk. Record the information on the file to track the maintenance bonds due.
  - b. Copy for the Subdivision Bond Files

**C. PERFORMANCE RELEASED/MAINTENANCE GUARANTEE RECEIVED**

1. Prepare the Performance Release Letter (DHILL\FORMS\PERFLOREL). Make a copy of the letter to be placed in the Performance/Maintenance Bond File.
2. Mail the letter and the original Performance Guarantee(s) to the appropriate petitioner. Include a reduced version of the approved Performance Release Form.

**D. FAX RELEASE INFORMATION TO THE PETITIONER**

1. Fax a copy of the Performance Guarantee Release Request, Maintenance Due on Performance Release calculation sheet and a copy of the BPWS agenda to the petitioner and/or any other interested party.

Record the release information on the appropriate subdivision bond file.