



City of Granbury Facilities Improvements Agreement (FIA)

Checksheet

- | Yes | No | Project/Subdivision Name: _____ |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is a plat application required as part of the development proposal? |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit engineering plans including cost estimates to City Engineer & Public Works for review and approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Obtain financial surety in one of 3 approved forms:
A) Payment & Performance bonds (120% of approved construction costs)
B) Irrevocable Letter of Credit (100% of approved construction costs)
C) Cash Escrow (100% of approved construction costs) |
| <input type="checkbox"/> | <input type="checkbox"/> | Download fillable FIA document from City's website and get signatures from City Engineer (Freese & Nichols) and Director of Public Works (Service Center) before returning signed and completed document to Community Development (City Hall). Include surety documents, 3% inspection fee, and any additional engineering review fees. |
| <input type="checkbox"/> | <input type="checkbox"/> | DRC Comments deadline / Formal application & Completed FIA due (Refer to Development Calendar) |
| <input type="checkbox"/> | <input type="checkbox"/> | Planning & Zoning Commission review & recommendation (for plat, if plat is submitted concurrently) |
| <input type="checkbox"/> | <input type="checkbox"/> | City Council review & approval (for FIA agreements AND plat if plat is submitted concurrently) |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule Pre-construction meeting with Public Works Department and chosen contractor(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | Commence construction / installation of infrastructure improvements after 'Notice to Proceed' letter from Director of Public Works |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspection as required by Public Works |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit ½ size 'as-built' mylars & Exhibit H (from developer's engineer) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2-year maintenance bond filed with Public Works |
| <input type="checkbox"/> | <input type="checkbox"/> | After inspections are finalized, written letter of acceptance issued by Public Works |
| <input type="checkbox"/> | <input type="checkbox"/> | Surety returned |