



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 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 |