



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

Bonding Protocol Planning

1. Bonding Allowance

Planning accepts Surety Bond and Letter of Credit and other financial guarantees for required improvements that are not completed in subdivisions or completion for temporarily uncompleted work on development projects. Items that can be bonded for include, but not limited to, landscaping, drainage, re-vegetation, sewer construction (only for Subdivision), streetlights, pressure irrigation, curb, gutter, sidewalks, private streets, common driveways, fencing, amenities, and other similar aspects of a project. Upon acceptance of a bond, the applicant may obtain the certification signature of the Boise City Engineer on a plat and record the subdivision plat.

2. Types of Sureties Accepted and Requirements for Each:

A. Surety Bond – Essentially an insurance policy issued by an insurance company or bank to guarantee satisfactory completion of a project by a contractor/developer. The Surety Bond must:

- 1) Be issued by a local insurance company or bank with a designate representative, local telephone listing and mailing and/or street address.
- 2) Demonstrate that the applicant posting the bond has no financial interest in the company or bank issuing the bond.
- 3) List Boise City as beneficiary.
- 4) List Loan Number

B. Letter of Credit – A form of savings or escrow account established to guarantee payment by the applicant's bank for the bond amount. The Letter of Credit must:

- 1) Be issued by FDIC insured lender with a local bank branch
- 2) Demonstrate that the applicant posting the Letter of Credit has no financial interest in the company issuing the Letter of Credit.
- 3) State expiration date of one (1) year or less time, if applicable.
- 4) List Boise City as the beneficiary.



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C. Cash Deposit – May be either:

- 1) Cash or
- 2) Cashier's Check made out to the City of Boise.

3) Process for bonding

A. For subdivision and planning projects, submit bid(s) from local companies that principally provide the service being bonded for. The company supplying the bids cannot be owned or affiliated with the applicant. The Planning Director reserves the right to require additional bids. All bids must include the following: Contact Representative, telephone number and street address. Bids shall include labor and materials. **Bonding amount will be at 110% of the highest bid.**

For subdivisions, bids prepared by a professional engineer can be accepted for the improvements required by the Public Works Department.

B. Prepare and submit drawings.

- 1) Landscape plans shall be prepared by a licensed landscape architect including a plant palette.
- 2) Plans showing fencing type and sidewalk details and a scaled site plan including a material list and installation cost from local vendor.
- 3) Construction of curb, gutter and sidewalk must comply with the Boise City Public Works and Ada County Highway District standards.
- 4) Playground or barbeque equipment specifications with sales quote including installation from local vendor.
- 5) Drainage, re-vegetation, private streets, sewer construction, streetlights, pressure irrigation improvements must obtain approvals as necessary from Public Works
- 6) For temporary occupancy, the Planning Team may determine the drawings necessary and the bid amount if different as required above.



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C. Obtain surety as described in item 2 above

D. Meet with Planning

1) Sign bonding agreement for subdivision and planning projects.

2) Submit **\$330.75 nonrefundable bonding fee** and applicable drawings and documents.

3) Bonding Agreement will be sent for recording to the Ada County Recorder.

4) Once recorded a copy will be emailed to person of contact on Bond Contact Information form.

E. Planning team will create bonding case file and enter the bonding agreement and exhibits into Accela

5. Time Extensions

Bonding Agreements for subdivision improvements are for a maximum of one (1) year. One, six-month administrative level extension is allowed after the one (1) year time frame with a non-refundable bond fee of **\$330.75**. After that, additional one (1) year time extensions may be granted by the City Council subject to a **\$192.15** time extension application fee and a new **\$330.75** non-refundable re-bonding fee. New bids shall be required for bids that are more than one (1) year old to establish bond amount as a condition of approval for a time extension. All bond time extensions will be entered into Accela.

Bonding Agreement for temporary occupancy permits are for a maximum of ninety (90) days. Extensions may be approved in writing by the Planning Team.

6. Release of Bonding Agreement

A. Applicant completes improvements and requests verification by the Planning Team.

B. Planning Team visits site and verifies whether improvements have been completed.

1) If improvements are not complete, Planning Team informs applicant.

2) If improvements are complete, Planning Team provides written notice to:

a) PDS Account Manager for cash sureties, or

b) Bank for Letter of Credit



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7. Expiration of Bonding Agreement

A. Subdivision applicants notified in writing by Planning Team as least 30 days in advance of expiration of bonding agreement.

B. If applicant does not respond to notification with request for time extension, Planning Team visits site to verify whether improvements have been completed. If completed, Planning Team releases the Bonding Agreement.

C. If improvements have not been completed, either Planning Team notifies applicant of the bonding agreement has expired, and improvements have not been completed.