



## 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 Submittal Requirements

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Bonds must be paid with guaranteed funds. You can submit Cash, Cashier's Check, Surety Bond or Letter of Credit for the amount. Company or personal checks, as well as Performance Bonds and Line of Credit are unacceptable, and the original document is required for the Surety Bond and Letter of Credit. All funds shall be payable to or list the obligee as "City of Boise". There is a non-refundable processing fee of \$330.75, this fee is due at the time of processing. This Payment can be made with any form of payment, with the exception of Surety Bond and Letter of Credit. Credit and debit card payments are accompanied with a 2.6% processing fee. Payments made with cash or check yield no additional fees. The funds will be returned once the work is completed, typically within 2-3 weeks after the notice to release the funds has been authorized.

**1. Letter of Explanation** which includes:

- Why installation cannot be completed before the mylar review
- List of improvements to be bonded for
- Type of guaranteed funds to be used
- Total amount to be bonded for
- Bond holders contact information

**2. Cost Breakdown** which includes

- Bid amounts per improvements (number/type of trees, number of shrubs, sod sqft, etc.)
- 110% markup
- Total bond request

**3. Approved Bids**, a bid for each improvement from local companies that principally provide the service being bonded for. The companies 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 information: contact representative, telephone number and street address. **Bids shall include labor material and any engineering or permitting costs.**

**4. Bid Approvals**, one for each improvement by either the associated Public Works Staff or the Previously Assigned Subdivision Review Planner, stating the associated bid satisfies their requirements.



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## Checklist

### 1. Sewer

- Bond.
  - Provide break down of bids (including labor cost)
- Completed. Approval letter or Waiver letter will be turned in with mylar.

### 2. Pressurize Irrigation

- Bond.
  - Provide break down of bids (including labor cost)
- Completed. Approval letter or Waiver letter will be turned in with mylar.

### 3. Streetlights

- Bond. Provide estimate from an electrical contractor for the required streetlights and possible meter cabinet (including labor cost)
- Completed. Approval letter will be turned in with mylar.

### 4. Landscape and Conditions of Approval

- Bond
  - Provide PDF of most updated Landscape Plan
  - Break down of bids (number trees/shrubs/bushes and their costs. Including labor cost)
- Completed.
  - Inspection must be completed before bond agreement can be completed.
- ACHD Bond for Curb, gutter and sidewalk
  - Must provide copy of Construction Cost Estimate and Receipt