

City of Centennial Instructions For Completing a Public Improvement Agreement

These instructions for reviewing and completing a City of Centennial Public Improvement Agreement (PIA) are being provided to help ensure that the PIA process proceeds smoothly and does not cause unnecessary project delays. The PIA is a contract between a project Owner/Developer and the City of Centennial and the Southeast Metro Stormwater Authority (SEMSWA). The PIA defines the scope, extent, design, and value of public improvements required by the City and SEMSWA.

Public improvements are defined as roadways, traffic devices, curb, gutter and sidewalks, and utilities built within a public right-of-way or easement to be dedicated to or maintained by the City or other public entity, as well as the following improvements: stormwater infrastructure (inlets, pipe, outlets, detention ponds, etc.), and all landscaping (on- and off-site). Erosion control measures are approved and collateralized with the Grading, Erosion, and Sediment Control (GESC) Permit through SEMSWA.

The completed information is arranged in a checklist format to facilitate its use and shall be returned with the PIA. Thoroughly review the checklist prior to obtaining signatures or collateral. Questions regarding the PIA process can be directed to the City's Engineering Manager at 303-754-3310.

Public Improvement Agreement (PIA)

Upon receipt of the PIA, complete the following:

- Read the PIA, insert the appropriate information into any blank lines of the PIA and remove blanks as appropriate. For example, complete the Owner/Developer and project name blanks on the first page. The day and month, listed on the first page, should remain blank until the City records the document. (A recording fee of \$5 per page plus \$1 will be required made payable to Arapahoe County Clerk and Recorder.)
- Verify that the information in the PIA, as received from the City, is correct. This includes project / case names and owner information.
- Verify that the Owner/Developer name listed in the first paragraph on page 1 matches exactly the Owner/Developer name listed on subsequent pages. The Owner/Developer name must be the full legal name of the entity. If more than one party holds a property interest in the subject property, all parties must be listed.
- Owner/Developer's Legal Counsel has reviewed and accepts the PIA.

- Owner/Developer has signed three originals. Ensure that the signatory is authorized to bind the Owner/Developer into a binding contract. Upon signature by the City, two originals will be kept with the City and one original will be returned to the Owner/Developer. If three originals are not provided, the Owner/Developer will receive a photocopy.

Appendix A – Legal Description

- The property legal description is on one page, accurate and attached.

Exhibit B – Engineer’s Cost Estimate

- Engineer’s Cost Estimates (ECEs) or Engineer’s Opinion of Probable Cost are attached. The ECEs will provide the collateral amount the City and SEMSWA are expecting.
- The ECEs are in the format specified by the City.
- The ECEs have been reviewed and accepted by the City and SEMSWA (prior to obtaining collateral).
- Two originals of each ECE, with original signatures, have been delivered to the City
- The City has signed both originals, for inclusion into the SIA.

Exhibit C – Collateral

- Do not initiate obtaining collateral until you have submitted a Development Permit Application and the City and SEMSWA have approved ECE submitted with that application.
- Provide separate collateral to the City and SEMSWA in the amount of the approved ECEs and consistent with the format specified in Section VI and Exhibit C of the SIA.
- If collateral is provided in the form of a Letter of Credit (LOC), the LOC must be presentable at a Colorado branch or affiliate of the issuing bank.

Completed by:

Owner/Developer

Date

Received by:

Planning and Development Staff

Name

Date