



Community Development Department

SURETY ■ Checklist

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH [CITIZEN ACCESS PORTAL](#)

UPLOAD ALL DOCUMENTS AND DRAWINGS PER THE REQUIRED CHECKLIST,
AS A *SINGLE ZIP FILE WITH INDIVIDUAL PDFs*

EACH CHECKLIST ITEM MUST BE NAMED ACCORDING TO THE NAMING CONVENTION LISTED BELOW

APPLICATIONS NOT CONTAINING ALL REQUIRED CHECKLIST ITEMS WILL BE DEEMED INCOMPLETE.
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Description	Document Naming Convention
<p><i>For performance surety:</i> Provide itemized contractor bids for the following:</p> <ul style="list-style-type: none"> • Sewer and Water • Street lights • Irrigation systems (pressurized and/or gravity) • Landscaping • Amenities • Pathways (multi-use pathways and micropaths) • Fencing • Other (carports, parking lot and street paving, stormwater facilities etc.) 	Itemized Bids
<p><i>For warranty surety:</i> Provide a final invoice that substantiates the final installation costs of the water, sewer and reclaimed water infrastructure.</p>	Final Construction Costs
<p><i>Submit a copy of the Articles of Incorporation from the Secretary of State</i> www.sos.idaho.gov</p>	Articles of Incorporation