



# PERFORMANCE GUARANTEE APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 1 OF 4

APPLICATION LAST UPDATED: 11.5.2021

## 1. THINGS TO KNOW ABOUT THE PERFORMANCE GUARANTEE PROCEDURE

1. The performance guarantee provisions are established in Section 6.3.12 of the Laurel Park Unified Development Ordinance (UDO).
2. Performance guarantees are requests by an applicant, subdivider, or landowner to sell lots in a subdivision, obtain a building permit, or occupy a development prior to completion of all required public infrastructure or installation of all required private site features.
3. The applicant may select the form of performance guarantee provided (cash, bond, letter of credit, etc.).
4. There is no requirement that the Town accept or allow an applicant, subdivider, or landowner to provide a performance guarantee in lieu of completing public infrastructure or required private site features.
5. Performance guarantees associated with a stormwater control measure shall be submitted with a stormwater permit application.
6. There are several forms of infrastructure that are not eligible for performance guarantee, and must be completed prior to sale of lots or issuance of a building permit.
7. As-builts for all forms of public infrastructure and several types of private site improvements must be submitted to the Town and a final passing inspection must be conducted prior to release of a performance guarantee.
8. In the event an applicant, subdivider, or landowner fails to complete the public infrastructure or install required private site feature(s) with the maximum time allotted, the Town may use the performance guarantee to complete the infrastructure or install the site features.

## 2. GENERAL APPLICANT INFORMATION

### A. Parcel Information

1. Street Address:
2. Parcel Identification Number:
3. Base Zoning District:
4. Overlay Zoning District(s) (if applicable):

### B. Primary Point of Contact Information

1. Primary Point of Contact Name:
2. Mailing Address:
3. Phone:
4. Email:

### C. Owner Contact Information If different from Primary Point of Contact)

1. Contact Name:
2. Firm Name:
3. Mailing Address:
4. Phone:
5. Email:



# PERFORMANCE GUARANTEE APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 2 OF 4

APPLICATION LAST UPDATED: 11.5.2021

## 3. DESCRIPTION OF REQUEST

*(Please complete the following)*

1. Please identify the proposed type of development involved and identify all related development applications associated with this request:

2. Does this request for a performance guarantee relate to development already approved by the Town?

Yes  No

If so, what is the date of the approval?

3. Is this the initial request for a performance guarantee for the subject property? Yes  No

If no, please provide the project numbers for all prior-approved performance guarantees associated with the property:

4. Does this request include a guarantee for completion of public infrastructure? Yes  No

If yes, please check all that apply:

Sidewalks

Multi-use paths

Greenways

Final lift of asphalt on a street

5. Does this request include a guarantee for completion of private site features? Yes  No

If yes, please check all that apply:

Placement of vegetation

Stormwater control measure or erosion control

Other (please identify below)

Streetlights

6. Does this request include a single consolidated guarantee or multiple guarantees?

Single  Multiple

If multiple, please identify how guarantees are distinguished from one another and the purpose of each:

*Attach additional sheets if necessary.*



# PERFORMANCE GUARANTEE APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 3 OF 4

APPLICATION LAST UPDATED: 11.5.2021

7. Please identify the desired maximum term for the performance guarantee(s):

8. Please identify the amount for the performance guarantee \$

If multiple guarantees are proposed, please list the value and proposed use for each:

\$

9. Please identify the preferred form of each guarantee proposed (if more than one guarantee is proposed, please identify the form and purpose for each in the space below):

Cash

Irrevocable letter of Credit

Cashiers Check

Certified Check

Surety Bond

Other (please identify)

Please list form and purpose for each guarantee if more than one are submitted:

10. Please provide any additional details justifying the request for posting a performance guarantee:

*Attach additional sheets if necessary.*

## 4. SUBMITTAL CHECKLIST

*(Please ensure your application includes 3 paper copies and 1 digital (pdf) copy of all of the following)*

1. Performance guarantee application form	<input type="checkbox"/>
2. Application fee	<input type="checkbox"/>
3. The name and contact information of the financial entity (ies) holding performance guarantees	<input type="checkbox"/>
4. Itemized list, by improvement type, for each aspect subject to a performance guarantee, including costs of materials, labor, and project management	<input type="checkbox"/>
5. Diagram of all areas and site aspects subject to a performance guarantee	<input type="checkbox"/>
6. Certification, by a North Carolina professional engineer, of the estimated costs for infrastructure and private site features subject to a performance guarantee	<input type="checkbox"/>
7. Copies of all initial performance guarantee paperwork if this application is for a renewal	<input type="checkbox"/>
8. Any additional information determined to be necessary by the Town	<input type="checkbox"/>



# PERFORMANCE GUARANTEE APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 4 OF 4

APPLICATION LAST UPDATED: 11.5.2021

## 5. APPLICANT SIGNATURE

I certify that the information provided in these application materials is complete and accurate to the best of my knowledge. I hereby authorize Town officials to enter the subject property for the purposes of determining compliance.

*If there are multiple land owners or applicants, a signature is required for each.*

Land Owner or Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Land Owner or Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Land Owner or Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

Project #:

Associated Project #:

Received By:

Filing Date:

Accepted as Complete By:

Complete Date:

Decision:

Decision By:

Decision Date:

Pre-application Conference Date (if conducted):

Notes/Comments: