

BOND CONTROL PROCEDURES

City of Los Angeles
Department of Public Works
Bureau of Engineering

Rev. 04/26/2018 RT

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TAKING IN BOND APPLICATIONS

GENERAL REQUIREMENTS:

- Bond Application
- Bond preparation fee paid

EXCAVATION

LATERAL SUPPORT

- Bond estimate shown on E-permit system

This information needs to go on the document that discusses how each bond is processed

MONITORING WELL

- Plans uploaded to E-permit system showing number of monitoring wells

RELOCATE STREET LIGHT

- Bureau of Street Lighting approved plans uploaded to E-permit system showing required bond amount
 - Typically \$11,000.00

SOIL BORING

- Plans uploaded to E-permit system showing number of soil borings

OTHER

- Bond estimate shown on E-permit system

GENERAL IMPROVEMENT

- Bond Estimate shown on A-permit or on B-permit system
- Acceptable Proof of Ownership:
 - Preliminary Title report within 6 months, or
 - Title report older than 6 months plus current Tax Bill if owner names match on both, or
 - Commitment of title insurance
- Unacceptable Proof of Ownership
 - Grant Deed
 - Property Profile Report
- Check to see if name on title report/title insurance policy/tax bill matches owner name on permit. If it does not, assignment of funds is required

This information needs to go on the document that discusses how each bond is processed

VOLUNTARY IMPROVEMENT

- Proof of ownership not required.

This information needs to go on the document that discusses how each bond is processed

IMPORT/EXPORT (HAUL ROUTE)

- Bond Estimate and Haul Route both shown on either one of the following:
 - Board of Building and Safety Commissioners Board File, or

- City Inter-Departmental Correspondence from Bureau of Street Services to Honorable Board of Building and Safety Commissioners
 - Usually is stamped “THIS IS NOT A PERMIT”

TRACT/PARCEL MAP

- Bond Estimate shown on A-permit or on B-permit system
- Acceptable proof of ownership:
 - Preliminary Subdivision Report
- Unacceptable proof of ownership
 - Title Report
 - Grant Deed
 - Property Profile Report
- Check to see if name on preliminary subdivision report matches owner name on permit. If it does not, assignment of funds is required

This information needs to go on the document that discusses how each bond is processed

BOND RIDERS

TIME EXTENSION

- Time extension letter from District Engineer. Should be uploaded to B-permit. Customer may bring in a copy.

Bond Riders - Went in Purpose & Def.

INCREASED/DECREASED BOND AMOUNT

- New bond estimate on permit, or
- Letter from inspector showing % of work completed

ADD/REMOVE CASES (E.G. CPC, APC, DIR)

- Case added or removed from permit title
- Tract/Parcel map cannot be added to general improvement bonds. New subdivision bond is needed in this case (see Replacement Bonds)

REPLACEMENT BONDS

- Required in the following circumstances:
 - Change in Principal
 - Change in Surety
 - Change from a General Improvement Bond to Subdivision Bond
 - This happens when tract needs to be added to subdivision bond

Bond Riders - Went in Purpose & Def.

PREPARING BOND FORMS

EXCAVATION

LATERAL SUPPORT – SURETY BOND

- Create new bond record
- Write Bond Ref. # and E Ref# on bond application
- Upload documents
 - Bond Application
 - Bond Estimate
- Fill out Bond Record:
 - Project Type: Lateral Support
 - Permit Type: Excavation (E) Permit
 - Permit Log/Reference Number:
 - Project Scope: Shoring (Lateral Support)
 - Job Location: [Job Address on E Permit]
 - Engineering District: [Engineering District on E Permit]
 - Council District: [Council District on E Permit]
 - Principal, Address, City, State, Zip Code, Phone Number, Email: [From bond application]
 - Bond Title: [Job Address on E Permit] – EXCAVATION/LATERAL SUPPORT
 - Type of Guarantee: SURETY BOND
 - Bond Estimate: [Amount on bond estimate]
 - Actual Bond Amount: [Amount on bond estimate]
 - Actual Bond Amount (Spelled Out): [Spell out actual bond amount]
 - Bond Status: Waiting for customer action
 - Date Bond Forms Prepared: [Same as date application received]
 - Comment: [today's date] [initials]: Bond form and instructions sent to [email address].
- Email bond and execution instructions to contact person on application:
 - Open Excavation – Lateral Support Template from Q drive and fill out
 - Save bond form to Q Drive in appropriate Year and Month folder:
 - Q:\PRIVATE DEVELOPMENT\Bond Control\EXCAVATION BONDS
 - Email bond form
 - Email execution instructions:
 - Q:\PRIVATE DEVELOPMENT\Bond Control\Execution Instruction

LATERAL SUPPORT – MISCELLANEOUS CASH BOND

- Follow instructions for Lateral Support – Surety Bond with the following exceptions:
 - Use instructions in MCB Procedures

MONITORING WELL – MISCELLANEOUS CASH BOND

- Follow instructions for Lateral Support – Surety Bond with the following exceptions:
 - Use instructions in MCB Procedures

RELOCATE STREET LIGHT – SURETY BOND

- Create new bond record
- Write Bond Ref. # and E Ref# on bond application
- Upload documents
 - Bond Application
 - Bond Estimate
- Fill out Bond Record:
 - Project Type: Relocate Street Light
 - Permit Type: Excavation (E) Permit
 - Permit Log/Reference Number:
 - Project Scope: STREET LIGHT RELOCATION
 - Job Location: [Job Address on E Permit]
 - Engineering District: [Engineering District on E Permit]
 - Council District: [Council District on E Permit]
 - Principal, Address, City, State, Zip Code, Phone Number, Email:[From bond application]
 - Bond Title: [Job Address on E Permit] – EXCAVATION/STREET LIGHT RELOCATION
 - Type of Guarantee: SURETY BOND
 - Bond Estimate: [Amount on BSL-Approved Plans on E-permit attachments]
 - Typically \$11,000
 - Actual Bond Amount: [Amount on bond estimate]
 - Actual Bond Amount (Spelled Out): [Spell out actual bond amount]
 - Bond Status: Waiting for customer action
 - Date Bond Forms Prepared: [Same as date application received]
 - Comment: [today’s date] [initials]: Bond form and instructions sent to [email address].
- Email bond and execution instructions to contact person on application:
 - Open Excavation – Lateral Support Template from Q drive and fill out
 - Save bond form to Q Drive in appropriate Year and Month folder:
 - Q:\PRIVATE DEVELOPMENT\Bond Control\EXCAVATION BONDS
 - Email bond form
 - Email execution instructions:

Q:\PRIVATE DEVELOPMENT\Bond Control\Execution Instruction

RELOCATE STREET LIGHT – MISCELLANEOUS CASH BOND

- Follow instructions for Relocate Street Light – Surety Bond with the following exceptions:
 - Use instructions in MCB Procedures

SOIL BORING – MISCELLANEOUS CASH BOND

- Follow instructions for Lateral Support – Surety Bond with the following exceptions:

- Use instructions in MCB Procedures

OTHER

FAITHFUL PERFORMANCE

GENERAL IMPROVEMENT

GENERAL IMPROVEMENT – SURETY BOND

- Create new bond record
- Write Bond Ref. # and A/B-Permit# on bond application
- Upload documents
 - Bond Application
 - Bond Estimate
 - Title report/property tax bill/title insurance policy
- Fill out Bond Record:
 - Project Type: General Improvement
 - Permit Type: A/B-Permit
 - Permit Log/Reference Number:
 - Project Scope: [Use headings from bond estimate]
 - E.g. “STREETS, SEWERS, STREET LIGHTING, STREET TREES, LADOT WORK, etc.”
 - Job Location:
 - A-permit: Use street address on permit
 - B-Permit: [Job Address on B Permit] – [Permit Title]
 - Engineering District: [Engineering District on B Permit]
 - Council District: [Council District on B Permit]
 - Principal:
 - Use owner name as shown on title report/property tax bill/title insurance policy
 - If name on permit does not match, prepare assignment of funds form, but still use owner name on report
 - Address, City, State, Zip Code, Phone Number, Email: [From bond application]
 - Bond Title: [Permit Title]
 - Type of Guarantee: SURETY BOND
 - Bond Estimate: [Amount on bond estimate]
 - Actual Bond Amount: [Amount on bond estimate]
 - Actual Bond Amount (Spelled Out): [Spell out actual bond amount]
 - Bond Status: Waiting for customer action
 - Date Bond Forms Prepared: [Same as date application received]
 - Comment: [today’s date] [initials]: Bond form and instructions sent to [email address].
- Email bond and execution instructions to contact person on application:

- Click “Prepare Documents” tab on left column
- Click, save, and email the bond forms:
 - General Improvement Performance Bond
- Email execution instructions:
 - Q:\PRIVATE DEVELOPMENT\Bond Control\Execution Instruction

GENERAL IMPROVEMENT – MISCELLANEOUS CASH BOND

- Follow instructions for General Improvement – Surety Bond with the following exceptions:
 - Use instructions in MCB Procedures

VOLUNTARY IMPROVEMENT

- Follow instructions for General Improvement with the following exceptions:
 - Title report not required therefore owner does not need to be the one posting bond
 - Use Principal from bond application.
 - If Principal does not match owner on permit, assignment of funds is required.

IMPORT/EXPORT

IMPORT/EXPORT – SURETY BOND

- Create new bond record
- Write Bond Ref. # on bond application
- Upload documents
 - Bond Application
 - Board of Building and Safety Commissioners Board File, or City Inter-Departmental Correspondence from Bureau of Street Services to Honorable Board of Building and Safety Commissioners
- Fill out Bond Record:
 - Project Type: Import/Export
 - Project Scope: IMPORT/EXPORT HAUL ROUTE
 - Job Location: [Use location as shown on Commissioners Board file or IDC from BSS]
 - Engineering District:
 - Council District:
 - Principal: [From bond application]
 - Address, City, State, Zip Code, Phone Number, Email: [From bond application]
 - Bond Title: [Job Location from Bond Record] – IMPORT/EXPORT
 - Type of Guarantee: SURETY BOND
 - Bond Estimate: [Estimate shown on Commissioners Board File or IDC from BSS]
 - Actual Bond Amount: [Amount on bond estimate]
 - Actual Bond Amount (Spelled Out): [Spell out actual bond amount]
 - Bond Status: Waiting for customer action
 - Date Bond Forms Prepared: [Same as date application received]

- Comment: [today's date] [initials]: Bond form and instructions sent to [email address].
- Email bond and execution instructions to contact person on application:
 - Click "Prepare Documents" tab on left column
 - Click, save, and email the bond forms:
 - Import/Export Payment Bond
 - Email execution instructions:
 - Q:\PRIVATE DEVELOPMENT\Bond Control\Execution Instruction

IMPORT/EXPORT – MISCELLANEOUS CASH BOND

- Follow instructions for Import/Export – Surety Bond with the following exceptions:
 - Use instructions in MCB Procedures

TRACT/PARCEL MAP

TRACT/PARCEL MAP - SURETY

- Create new bond record
- Write Bond Ref. # and A/B-Permit# on bond application
- Upload documents
 - Bond Application
 - Bond Estimate
 - Preliminary Subdivision Report
- Fill out bond record
 - Project Type: Tract/Parcel Map
 - Map Number: Use tract/parcel map number shown on permit
 - Permit Type:
 - Permit Log/Reference Number:
 - Project Scope: Use headings from bond estimate
 - E.g. "STREETS, SEWERS, STREET LIGHTING, STREET TREES, LADOT WORK, etc."
 - Job Location:
 - A-permit: Use street address from permit
 - B-Permit: ["Job Address"] – ["Permit Title"]
 - Engineering District:
 - Council District:
 - Principal:
 - Use owner name as shown on preliminary subdivision report
 - If name on permit does not match, prepare assignment of funds form, but still use owner name on report
 - Address, City, State, Zip Code, Phone Number, Email: Taken from bond application
 - Bond Title: Tract/Parcel Map number

- Type of Guarantee: Surety
- Bond Estimate:
- Actual Bond Amount: Use amount from bond estimate
- Actual Bond Amount (Spelled Out): Spell out actual bond amount
- Labor and Material Amount: Enter 50% the amount of actual bond amount
- Labor and Material Amount (spelled out): Spell out Labor and material amount
- Bond Status: Waiting for customer action
- Date Bond Forms Prepared: Same as date application received
- Comment: [today's date][initials]: Bond form and instructions sent to [email address].
- Email bond and execution instructions to contact person on application:
 - Click "Prepare Documents" tab on left column
 - Click, save, and email the bond forms:
 - Subdivision Improvement Agreement & Contract
 - Subdivision Labor & Material Payment Bond
 - Subdivision Improvement & Warranty Performance Bond
 - Email execution instructions:
 - Q:\PRIVATE DEVELOPMENT\Bond Control\Execution Instruction

TRACT/PARCEL MAP – MISCELLANEOUS CASH BOND (MCB)

- Create new bond record
- Write Bond Ref. # and A/B-Permit# on bond application
- Upload documents
 - Bond Application
 - Bond Estimate
 - Preliminary Subdivision Report
- Fill out bond record
 - Project Type: Tract/Parcel Map
 - Map Number: Use tract/parcel map number shown on permit
 - Permit Type:
 - Permit Log/Reference Number:
 - Project Scope: Use headings from bond estimate
 - E.g. "STREETS, SEWERS, STREET LIGHTING, STREET TREES, LADOT WORK, etc."
 - Job Location:
 - A-permit: Use street address from permit
 - B-Permit: ["Job Address"] – ["Permit Title"]
 - Engineering District:
 - Council District:
 - Principal:
 - Use owner name as shown on preliminary subdivision report

- If name is different from name on permit, prepare assignment of funds form but still use owner name on subdivision report
 - Address, City, State, Zip Code, Phone Number, Email: Taken from bond application
 - Bond Title: Tract/Parcel Map number
 - Type of Guarantee: Miscellaneous Cash Bond
 - Misc. Cash Bond No.: Taken from MCB Google Sheet
 - Follow instructions on MCB Procedures
 - Receipt Number:
 - Bond Estimate:
 - Actual Bond Amount: Use amount from bond estimate
 - Actual Bond Amount (Spelled Out): Spell out actual bond amount
 - Labor and Material Amount: Enter 50% the amount of actual bond amount
 - Labor and Material Amount (spelled out): Spell out Labor and material amount
 - Cash or Security Amount: Sum of “Actual Bond Amount” and “Labor and Material Amount”
 - Cash or Security Amount (spelled out):
 - Bond Status: Waiting for customer action
 - Date Bond Forms Prepared: Same as date application received
 - Comment: [today’s date][initials]: Bond form and instructions sent to [email address].
- Email bond and execution instructions to contact person on application:
 - Click “Prepare Documents” tab on left column
 - Click, save, and email the following bond forms:
 - Subdivision Improvement Agreement & Contract
 - Subdivision Cash or Negotiable Security Improvement and Warranty Performance Agreement
 - Before sending this pdf, it will need to be edited:
 - “CERTIFICATE NUMBER” to be replaced with “CAO Risk Management No.”
 - “Bank or Savings Institution” to be replaced with “Miscellaneous Cash Bond No.”
 - Add the MCB number on top of “Miscellaneous Cash Bond No.”
 - Add MCB Receipt number on line for “Bureau of Engineering Receipt No.”
 - Add MCB number on line for “MCB No.” on second page
 - Email execution instructions:
 - Q:\PRIVATE DEVELOPMENT\Bond Control\Execution Instruction

TRACT/PARCEL MAP – CERTIFICATE OF DEPOSIT (CD)

TREES

OAK

NON-OAK

BOND RIDERS

TIME EXTENSION ONLY

- Open existing bond record
- Upload Documents:
 - Bond Rider Application
 - District Office Time Extension Letter
- Check if there are existing bond riders for change in bond amount
- Create Bond Rider on Bond Tracking System
 - Click “Rider(s) Details”
 - “Add Bond Rider”
 - New Bond Amount:
 - Enter the Current bond amount
 - If there was a bond rider for increased/decreased bond amount, then the new bond amount should be inputted here
 - New Default Date: Extension date on District Office Time Extension Letter
 - Click Next
 - Click Finish

Bond Information	
Bond Title	HAZELTINE AVE (E/S) 20' TO 80' S/O FRIAR ST - (R-3)
Type of Guarantee	SURETY BOND
Misc. Cash Bond No.	
Check if Non-Refundable	<input type="checkbox"/>
Contract Number	
Receipt Number	
Bond Estimate	\$29,000.00
Actual Bond Amount (see Definitions)	\$29,000.00
Actual Bond Amount (spelled out)	TWENTY NINE THOUSAND
Report Number	
New Bond No. (if Replaced)	

[Rider\(s\) Details](#)

Rider Information (Post 2007)				
Rider Number	New Bond Amount	New Exp. Date	Date Approved by CAO	Rider Status
No Riders Found				

Rider Information (Prior to 2007)	
Original Bond Amount	\$0.00
Date Rider Approved	
New Bond Amount	\$0.00

Labor and Material (if applicable)	
Labor and Material Amount	\$0.00
Labor and Material Amount (spelled out)	

Bond Tracking Information	
Bond Title	HAZELTINE AVE (E/S) 20' TO 80' S/O FRIAR ST - (R-3)
Bond Estimate	\$29,000.00
Actual Bond Amount (see Definitions)	\$29,000.00
Date Bond Prepared	02/19/2016
Date Bond Approved	02/23/2016
Date Map Recorded	
Bond Default Date	03/19/2018
Type of Guarantee	SURETY BOND

Rider Information	
Original Bond Amount	\$29,000.00
Date Rider Approved	(Will be filled once CAO approves rider.)
New Bond Amount	<input type="text" value="\$29,000.00"/>
New Default Date	<input type="text" value="03/19/2020"/>
General Comments (Visible to BOE users and CAO users) <div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> 05/24/2018 RT: Rider for time extension only. </div>	

Next >>

CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
Office of the City Engineer

10038036
SURETY BOND NO.
CAO160077
CAO Risk Mgmt No.

VALLEY

District/Division Design Office
Council District No. 02
Permit No.
BR205451
Date Prepared: 05/24/2018

GENERAL BOND RIDER

WHEREAS, under the date 02/23/2016 I-we MARINE NUBARYAN as Principal, and HUDSON INSURANCE COMPNAY as Surety, executed in favor of the City of Los Angeles, a certain bond in the sum of TWENTY NINE THOUSAND AND NO/100 Dollars (\$29,000.00) guaranteeing construction of certain public improvements located at-in HAZELTINE AVE (E/S) 20' TO 80' S/O FRIAR ST - (R-3) to be completed on or before 03/19/2018, and

WHEREAS, the Principal(s) and Surety have agreed to amend said bond by extending the time within which to construct and complete said public improvements, and

WHEREAS, the Obligee is willing to accept said amendments, as agreed,

NOW THEREFORE, it is agreed by the undersigned Principal(s) and Surety on said bond that the time for performance shall hereby be extended to on or before 03/19/2020

and it is hereby expressly agreed that the effective date of this rider is the date of its acceptance by the City, and all other terms and conditions shall remain the same as originally written.

FINISH

Rider Number	Revise Rider	Print General Bond Rider Form	Rider Status	Action
1	Revise Rider	Print General Bond Rider Form		Forward to CAO

- Review bond rider for correctness and save to computer
- Email bond rider and execution instructions to contact person on bond rider application

INCREASED/DECREASED BOND AMOUNT ONLY

- Upload Documents
 - Bond Rider Application
 - New Bond Estimate
 - Prepared by District Office, or
 - Letter from Inspector showing % of work completed
- Check if there are existing bond riders for change in bond amount
- Create Bond Rider on Bond Tracking System
 - Click “Rider(s) Details”
 - “Add Bond Rider”
 - New Bond Amount:
 - Permit has only one bond estimate that has been revised:
 - Use the bond estimate amount
 - Permit has new, additional bond estimate (additional scope of work)
 - Add the new bond estimate to current bond amount
 - Inspector has sent letter showing % work completed
 - Calculate percentage of work remaining. This is new bond amount.
 - New Default Date: Enter current default date
 - Click Next
 - On first text box after “WHEREAS, the Principal(s) and Surety have agreed to amend said bond by extending the time within which to construct and complete said public improvements, and” enter:
 - [INCREASING/DECREASING] THE FACE AMOUNT OF SAID BOND FROM [CURRENT BOND AMOUNT] TO [NEW BOND AMOUNT], and
 - Click Finish
- Save bond rider to computer
- Edit bond rider pdf:
 - *Tip: You can use OCR feature on pdf program and edit in program or save as .docx*
 - On the second paragraph, remove the crossed out words:
 - WHEREAS, the Principal(s) and Surety have agreed to amend said bond by ~~extending the time within which to construct and complete said public improvements, and~~
 - The second paragraph should now read:

- WHEREAS, the Principal(s) and Surety have agreed to amend said bond by [INCREASING/DECREASING] THE FACE AMOUNT OF SAID BOND FROM [CURRENT BOND AMOUNT] TO [NEW BOND AMOUNT], and
- Save edited bond rider
- Email bond rider and instructions to applicant on bond rider application

ADD/REMOVE CASES (E.G. CPC, APC, DIR) ONLY

This section applies if cases are being added or removed and there is no change in bond amount or default date.

Cases can be added or on a general improvement bond once they are added to the permit. However, tracts and parcel maps cannot be added to a general improvement bond.

Replacement bonds are required if a general improvement bond needs to change to a subdivision bond.

- Upload documents
 - Bond Rider Application
 - Bond Estimate showing added/removed cases on bond title
- Check if there are existing bond riders for change in bond amount
- Create Bond Rider on Bond Tracking System
 - Click “Rider(s) Details”
 - “Add Bond Rider”
 - New Bond Amount: Use current bond amount
 - New Default Date: Enter current default date
 - Click Next
 - On first text box after “WHEREAS, the Principal(s) and Surety have agreed to amend said bond by extending the time within which to construct and complete said public improvements, and” enter:
 - [ADDING/REMOVING] [CASE NUMBER] FROM SCOPE OF WORK, and
 - Click Finish
- Save bond rider to computer
- Edit bond rider pdf:
 - *Tip: You can use OCR feature on pdf program and edit in program or save as .docx*
 - On the second paragraph, remove the crossed out words:
 - WHEREAS, the Principal(s) and Surety have agreed to amend said bond by ~~extending the time within which to construct and complete said public improvements, and~~
 - The second paragraph should now read:
 - WHEREAS, the Principal(s) and Surety have agreed to amend said bond by [ADDING/REMOVING] [CASE NUMBER] FROM SCOPE OF WORK, and
- Save edited bond rider
- Email bond rider and instructions to applicant on bond rider application

MISCELLANEOUS CASH BOND (MCB) PROCEDURES

- Applicant to complete bond preparation application and pay preparation fee
- Create new bond record (“Add New Bond”)
- Fill out information on Bond Tracking System
- Obtain an “Improvement Cash Bond Receipt” (MCB Receipt)
 - Fill out all applicable fields:
 - Permit Counter (where the project is located)
 - Amount:
 - Tract/Parcel Map, use sum of:
 - Improvement Bond
 - Labor & Material Bond (50% of Improvement Bond)
 - All other bonds:
 - Use amount on bond estimate
 - Miscellaneous Cash Bond No. (from “MCB” spreadsheet on Google Drive)
 - Date
 - Fund Type:
 - GENERAL IMPROVEMENT: 574208
 - General Improvement
 - Voluntary Improvement
 - Excavation-Lateral Support
 - Street Light Relocation
 - Import/Export
 - Tree Bond
 - SUBDIVISION IMPROVEMENT: 574209
 - Tract/Parcel Map
 - MISCELLANEOUS CASH BOND: 574200
 - Soil Boring
 - Monitoring Well
 - NON-REFUNDABLE CASH BOND: 574202
 - Cash-in-Lieu
 - Tract/Parcel Map No., R3, Zone Case No., as applicable
 - Project Location (Title): Use bond title on bond tracking system
 - Street, Sewer, Stm. Drn., Trees, St. Lts., Curb/Gutter/Sidewalk as applicable
 - Other: Write down permit number
 - Subdivision Imp. Bond (per bond estimate), if applicable
 - Subdivision L & M Bond (50% of Subdivision Imp. Bond), if applicable
 - Party to Whom Refund is to be Made (needs to match bond tracking system)
 - Street Address, City, State, Zip Code, Telephone
 - Council Dist. No (according to project address)
 - Check # (cashier’s check number)
 - Received by (your name)
 - Write down Bond Ref# on the MCB receipt
- Complete record on “MCB” spreadsheet from Google Drive

- Fill out following information to match MCB Receipt:
 - Name of Depositor/Vendor (this should match “Party to whom refund is to be made” on MCB Receipt and the “Principal” on bond tracking system)
 - Amount (per the bond estimate)
 - Branch Receipt No. (found on top right of MCB Receipt)
 - Requested By (your name)
 - BOE District (engineering district where project is located)
 - Date
- Process cashier’s check payment. Use the following register codes:
 - GENERAL IMPROVEMENT: 574208
 - W55/QC507
 - SUBDIVISION IMPROVEMENT: 574209
 - W55/QC304
 - MISCELLANEOUS CASH BOND: 574200
 - W55/QC508
 - NON-REFUNDABLE CASH BOND: 574202
 - W52/QC504
- Distribute Receipts:
 - Yellow copy to customer with paper receipt from register
 - Pink copy hole punched and filed in Bond Control MCB binder
 - Blue copy filed in tray next to register
 - White copy filed in Bond Control “To be filed” bin
- Update Bond Tracking System:
 - Reference Information
 - Improvement Bond Number: MCB Number (MCBXXXXXX)
 - Bond Information
 - Type of Guarantee: Miscellaneous Cash Bond
 - Misc. Cash Bond No.: MCBXXXXXX
 - Receipt Number
 - Bond Status:
 - Tract/Parcel Map: Waiting for Customer Action
 - All other bonds: Active
 - Date Bond Forms Prepared: Today’s Date
 - Date Bond Approved:
 - Tract/Parcel Map: Blank until CAO-Risk Management Approves bond
 - All other bonds: Same date as on MCB
 - Bond Default Date: Depends on type of work. Check Expiration Dates File.
 - Comments: Created bond record. Issued MCB#####
 - Check box for “CHECK ONLY IF PERMIT HAS MET THE BOND REQUIREMENTS:
 - (Once you check this box, application will be forwarded to the BOE District Offices with all the information you added)”.
- Upload Application and MCB Receipt

BOND APPROVAL PROCESS

REVIEWING EXECUTED BONDS

GENERAL REQUIREMENTS:

- *Note: Do not accept bond unless all requirements are met*
- Documents are originals
- Documents have not been modified/altered
 - Format of bond and wording should be the same as how we sent it
 - Dates or names have not been modified (e.g. white out, crossed out)
- Bond: First sheet shows:
 - Surety's Bond NO.
 - Surety Company Name
 - State where Surety is incorporated
- Bond: Second sheet (signature sheet) shows:
 - Date where Surety signed
 - Signature/s for Principal
 - Surety information:
 - Surety Name (must match first page)
 - Attorney-in-Fact signature
 - Surety's Address
- Attorney-in-Fact Notary Acknowledgement Sheet
 - Date must match date on second sheet of bond
 - Name of Attorney-in-Fact must match name on second sheet of bond
 - Notary Public must stamp
 - *Note: In some cases, the notary acknowledgement is stamped directly on the bond sheet instead of providing a separate sheet*
- Power of Attorney sheet
 - Surety company name must appear
 - Name of Attorney-in-Fact that signed must be listed
 - Date must match date on second sheet of bond
- Principal Notary Acknowledgement Sheet/s
 - Name/s of Principal must match name of signatories on second page of bond sheet
 - Date must be on or after date shown on second sheet of bond

SPECIFIC PRINCIPAL SIGNATORY REQUIREMENTS:

- Individuals
 - Each individual name listed shall have notarized signature
- Corporations
 - The notarized signatures of two corporate officers are required, or
 - One notarized signature of a corporate officer if the person holds more than one position

- The officer position/s must be listed adjacent to their name
- Joint Ventures
 - The notarized signatures of all persons on Joint Venture are required
- Limited Liability Companies (LLC's)
 - One notarized signature is required from an authorized LLC member
 - LLC operating agreement must be submitted to show that the person is authorized to sign on behalf of the LLC
- Trust Agreements
 - One notarized signature is required from an authorized Trustee
 - Trust agreement must be submitted to show that the person is authorized to sign on behalf of the Trust
- Power of Attorney's
 - One notarized signature is required
 - Power of Attorney must be submitted and notarized showing that the signor is authorized to sign on behalf of the individual
- Partnerships, Limited Partnerships (LP's)
 - One notarized signature is required from an authorized LP member
 - LP operating agreement must be submitted to show that the person is authorized to sign on behalf of the LP
- Non-Profits
 - ?
- Combination of the above listed
 - The requirements for each apply when the Principal includes various entities
 - Example: LLC, Corporation, Individual
 - One notarized signature for LLC is required, and
 - Two notarized signatures for corporation are required, and
 - One notarized signature for the individual is required
- Nested Entities
 - Example: "A" LLC has sole member of another "B" LLC which has only member of Corporation
 - Operating agreement for "A" LLC needs to show "B" LLC can sign on behalf of it
 - Operating agreement for "B" LLC must show that corporation may sign on behalf of it
 - Notarized signature for corporation is required.

EXCAVATION, GENERAL IMPROVEMENT, IMPORT/EXPORT, TREES, BOND RIDERS

FAITHFUL PERFORMANCE

TRACT/PARCEL MAP (SUBDIVISION)

SUBMITTING EXECUTED BONDS TO CAO-RISK MANAGEMENT

- Stamp bond with the "APPROVED FOR THE CITY ENGINEER BY, BOND CONTROL" stamp

- Stamp on first page of bond
 - For Subdivision bonds, stamp on first page of Performance bond only
- Sign your name on line above BOND CONTROL on stamp
- Scan and upload executed bond to Bond Tracking System
 - If Subdivision, make sure to include all three components
- Fill out bond record information:
 - Surety Information
 - Click “Select Surety/Bank from Existing Ones”

ACTIVATING BOND ON SYSTEM

BOND DEFAULT DATES

<u>GENERAL IMPROVEMENT:</u>	Use date indicated on Bond Form
<u>IMPORT/EXPORT:</u>	1.5 years after date approved
<u>TREES:</u>	3 years after planting
<u>EXCAVATION:</u>	
GENERAL	2 years after date approved
STREET LIGHT	2 years after date approved
SOIL BORINGS:	2 years after date approved
LATERAL SUPPORT:	4 years after date approved
MONITORING WELLS:	10 years after date approved
<u>REVOCABLE PERMITS:</u>	5 years after date approved
<u>TRACT/PARCEL MAP:</u>	
MAP RECORDED:	2 years after date map recorded
MAP NOT RECORDED:	3 years after decision date on determination letter, or Date of most recent map extension

BONDS REQUIRING ACTION

EXPIRING IN 60 DAYS

EXPIRED BONDS

EXP. BONDS – NO RESPONSE

BONDS TO DEFAULT

PERMITS TO BE CLOSED

BONDS TO RELEASE

EXONERATION PROCEDURES

WHEN BONDS CAN BE RELEASED

COMPLETED PROJECTS

Excavation

Lateral Support	2 years after Final Inspection
Monitoring Well	After Final Inspection
Street Light	After Final Inspection
Soil Boring	3 months after Final Inspection
Potholing	3 months after Final Inspection

Tree

Upon receipt of IDC from Urban Forestry Division

Import/Export

Upon receipt of IDC from Bureau of Street Services

General Improvement

A-Permit	After Final Inspection
B-Permit	Permit closure card: Authorize bond release

Subdivision

A-Permit	After Final Inspection
B-Permit	Permit closure card: Authorize bond release

CANCELED PROJECTS

ABANDONED PROJECTS

BOND NOT REQUIRED

CORRECTION LETTER