

**INSTRUCTIONS FOR COMPLETING
CASH -IN-LIEU-OF BOND AGREEMENT- SEPARATE ACCOUNT
(SUBMIT ONE ORIGINAL)**

Page 1

- The form must be an original and must not contain any fax information, stray marks, line outs, correction tape or white out.
- Leave the date blank on page 1 but complete the name of the developer and address as well as the name of the financial institution and address.
- Fill in the Assessor's Parcel Number (APN) where indicated and the name of the project as written on the civil improvement plans.

Page 2

- The financial institution must fill in the name of the project, the account number itself and the amount of funds deposited in the account.

Page 4

- Complete developer name and authorized representative and the financial institution information where indicated.
- The Director of Public Works and Manager of Development & Flood Control will sign the document.

Page 5

- The developer and financial institution must have their signatures notarized as indicated.
- The city will notarize the signatures of city staff.

Once all signatures are obtained and notarized, the document will be attested by the City Clerk who will sign and affix the city seal on page 4 .

Distribution:

One **copy** will be forwarded to the developer and one original will be maintained in the City Clerk's office until the off-site improvements have been accepted for maintenance by the city.