



**CITY OF
SAN MARCOS
ENGINEERING DIVISION**

**AN APPLICANT'S GUIDE
TO PROCEDURES FOR:**

**SECURITY INSTRUMENTS
STATUS/RELEASE FORM**

1 Civic Center Dr., San Marcos, CA 92069-2918 (760) 744-1050 FAX (760) 591-4135

**REQUEST FOR RELEASE/STATUS OF SECURITY INSTRUMENT FORM
(Improvement Security)**

Note: Verbal requests will not be processed. Please use this form.

1. This form provides a procedure for release/status of a Security Instrument. A Security Instrument shall be in the form of a Bond, Cash Security (using City forms); or a Letter of Credit (using appropriate financial institution letterhead) approved by the City Attorney. Each Security Instrument pertaining to public improvements shall be accompanied by two (2) completed, signed and notarized Subdivision Agreements.
2. The applicant must provide all applicable information requested. This will preclude excessive research by the Engineering Division staff which would delay the response. Contact the Engineering Division at 760-744-1050, Ext. 3273 for additional information. The request for a bond release should only be made after the project has been completed and the "As-Built" plans have been accepted by the City.
3. The following items are required for processing a request for release/status of a Security Instrument:

- a. Prior to release of bonds, "As-Built" plans must be on file with the Engineering Division.

As-Built Dwg. # _____

Date Approved _____

- b. Development Case No. and Project Name: (e.g., TPM 100/Coronado Hills):

- c. Property Address and Assessor's Parcel Number(s): _____

- d.

	Engineer:	Owner/Developer:	Contractor:
Name:	_____	_____	_____
Address:	_____	_____	_____
Phone No.:	_____	_____	_____

e. Type of Bond for each release requested (i.e., Performance, Grading, etc.):

f. Bond Amount for each release requested:

g. Name and Address of Issuing Agency where bond is to be mailed upon release:

h. Date Project (Secured by Bond) completed: _____

i. If applicable, Engineer's letter (for monument certification and fee payment only):

j. Development Resolution of Approval Number (i.e., "Resolution PC _____"):

k. Point of Contact at Requesting Organization: _____

4. This Release/Status of Security Instrument Form should be forwarded to the Engineering Division, Development Services Department, 1 Civic Center Dr., San Marcos, CA 92069-2949.