



SUBMITTAL REQUIREMENTS: IMPROVEMENTS AGREEMENT

General Explanation:

An Improvements Agreement must be submitted to the Town for outstanding work not completed at time of Certificate of Occupancy. An Improvements Agreement is also required for site disturbance or development where no building permit is in place, such as a zoning, subdivision, grading, or demolition permits. Consult a Community Development Planner for direction *prior* to submitting online.

[APPLY HERE: CommunityCore Online Permit Link](#)

Review the below submittal requirements for applicable plans and documents which shall be submitted online with the Improvements Agreement application. Before submitting online, ensure you have all of the below information.

1. General Application Information:

Name, address and contact information of the current owner. If applicant is not the owner, a joint

2. Financial Security:

150 percent of the total cost of the improvements required in connection with the project.

3. Costs of Improvements:

Formal cost estimate(s) for all outstanding work shall be submitted.

After application submittal, a Community Development Planner will draft an Improvements Agreement Form. You will then be asked to sign and upload this document.