



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. The current owner is defined as, the owner or contract purchaser of the land on which development is proposed or a person authorized to submit the application on behalf of the owner, contract purchaser, or other person having a recognized property interest in the land, as evidenced by a letter or document from the owner, contract purchaser, or another person. If there are multiple owners, contract purchasers, or other persons authorized to apply, all such persons shall acknowledge the application by a letter or document consenting to the application.

2. Application Fee:

\$165

3. Financial Security:

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

4. 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.