



Development Contracts Checklist

For all developments in which streets, sidewalks, bicycle infrastructure, drainage facilities, water/wastewater lines or other improvements will be constructed and dedicated or conveyed to the public, a development contract is required to ensure proper construction and completion of the improvements and contractor payment is made. Probable Construction Cost of Public Improvements (Exhibit A) must be approved prior to submitting your development contract packet.

Items Required with Development Contract Packets

- 1.1 **Completed Three-Way Agreement Template:** Using the latest template available on the City's Land Development webpage, available [here](#), complete all required fields including necessary dates and signatures from the developer/contractor, surety company, witnesses/attestations, and applicable seals.
- 1.2 **Approved Probable Construction Cost of Public Improvements (Exhibit A):** Please include the approved Exhibit A as an attachment with your development contract packet. **Note: Exhibit A should be approved prior to submitting your development contract packet.*
- 1.3 **Performance Bond:** Total should equal or exceed the approved Exhibit A total. (Bond Template is included in the Three-Way Template)
- 1.4 **Payment Bond:** Total should equal or exceed the approved Exhibit A total. (Bond Template is included in the Three-Way Template) **Note: Payment Bond corporate surety must be authorized to do business in Texas and include a local resident agent.*
- 1.5 **Power of Attorney:** Along with the Performance and Payment Bond, verify the surety company provides a power of attorney, signed with seal.
- 1.6 **Certificate of Insurance:** Please provide proof of insurance that is, at a minimum, valid for the next 30 days and maintained until the completion of the project. The minimum coverage levels listed below must be met:
 - a. **General Liability Insurance:** minimum of \$1,000,000
 - b. **Automobile Liability Insurance:** minimum of \$500,000
 - c. **Workers Compensation Insurance:**
 - i. \$100,000 for each accident
 - ii. \$100,000 per each employee
 - iii. \$500,000 policy limit for occupational disease
- 1.7 **Hold Harmless Agreement:** Using the latest template available on the City's Land Development webpage [here](#), complete all required fields. Note: Hold Harmless Agreements are not required for single family developments and are only required in instances where the developer wishes to begin work on private improvements prior to the completion of public improvements.

Please submit completed development contract packets, including all associated attachments, via email to PlanningTechnicians@cityofdenton.com. One physical copy of the completed development contract packet will need to be mailed to Development Services prior to the issuance of building permits.