



Community Development Department

Planning Division Building Safety Division Environmental Soils Division

P.O. Box 6005 117 NW Lafayette Avenue Bend, Oregon 97708-6005
Phone: (541) 388-6575 Fax: (541) 385-1764
<http://www.deschutes.org/cd>

IMPROVEMENT AGREEMENT APPLICATION

FEE: _____

Applicant's Name (print): _____ Phone: (____) _____

Mailing Address: _____ City/State/Zip: _____

Property Owner's Name (if different)*: _____ Phone: (____) _____

Mailing Address: _____ City/State/Zip: _____

Property Description: Township _____ Range _____ Section _____ Tax Lot _____

Partition, Subdivision or Site Plan File Numbers: _____

Please submit the following information with your application:

1. Complete application form with appropriate signatures.
2. Schedule for all required improvements including the completion date and cost for each improvement or repair to be covered by this Agreement.
3. A list of contractors who will construct or complete the required repairs and improvements, along with completed bid forms from each listed contractor.
4. A preliminary title report.
5. Correct application fee.
6. Burden of proof statement explaining the reasons why the required repairs and improvements cannot be completed prior to final plat approval and the purpose for the Improvement Agreement. If color exhibits are submitted, black and white copies with captions or shading delineating the color areas shall also be provided.
7. Name, address and phone number of the financial institution that will issue the financial assurance for the Agreement.
8. Draft of financial assurance.

INSTRUCTIONS

Once your application has been reviewed and deemed complete, this office will prepare an Improvement Agreement, with a County contract number, for your signature. As the financial assurance for the Agreement is also subject to County review, the draft of the financial assurance must be approved prior to executing the Agreement. Please sign the Agreement before a notary and send it to your surety company. The surety company can then prepare the final version of the financial assurance, with reference to the County contract number. The financial assurance must be dated the same day as, or later than, the signing date on the Improvement Agreement. Next, bring the Improvement Agreement, along with the financial assurance, to the Community Development Department, so that the Director can sign the Agreement. Finally, you must then record the Agreement and financial assurance with the Deschutes County Clerk, and place the volume and page number of the recorded Agreement on the final mylar, as applicable. Keep in mind that the original Agreement will be recorded, so if your surety company also needs an original, then you will need to prepare two original versions.

Applicant's Signature: _____ Date: _____

Property Owner's Signature (if different)*: _____ Date: _____

Agent's Name (if applicable): _____ Phone: (____) _____

Mailing Address: _____ City/State/Zip: _____

*If this application is not signed by the property owner, a letter authorizing signature by the applicant must be attached. 10/15