

\$500 GENERAL CONTRACTOR MAINTENANCE DEPOSIT FORM

ADDRESS	BUILDER	DATE
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1. It is the policy of the City of Tipp City to collect a \$500 maintenance deposit from all general contractors (property owner in the absence of a general contractor) for demolitions; construction of residential, commercial, or industrial buildings (greater than 200 sq. ft.); in-ground pools; and/or work within the right-of-way.
2. The purpose of this deposit is to offset the costs of cleanup of city streets and/or repair any items in the right-of-way, should the general contractor (including all sub-contractors) not leave the site in acceptable condition, including final grading of the project site in accordance with the plan.
3. The general contractor must file the deposit responsible for the overall construction project.
4. The \$500 maintenance deposit is required to be replenished by the general contractor in an amount equal to the costs incurred by the City to correct any items covered by this form.
5. Overlapping of maintenance deposits is prohibited. General contractors must file a separate deposit with the City for each project undertaken within the corporate limits. However, no general contractor shall be required to maintain a cumulative maintenance deposit total exceeding \$1,000 per year in which the company has building permits issued.
6. The general contractor shall sign up for "TEMPORARY UTILITIES" water and electric services (general service rate) with the Tipp City Utility's Department (667-8424), by completing the Temporary Service Form. These services SHALL be paid for and remain in the general contractor's name until the following three conditions are met: 1) the occupancy permit is released by Tipp City, 2) all utility charges are paid, 3) that the new owner signs up for permanent water, electric, sanitary sewer, and wastewater treatment services, at the Utility Department, in accordance with Code.
7. The general contractor shall install and maintain erosion control along all public right-of-ways and as specified by the OEPA. These erosion control measures shall be maintained until grass is established within the dedicated public right-of-ways.
8. The general contractor is responsible to ensure that all sub-contractors, agents, suppliers, delivery trucks, employees, etc. keep the streets clean and free of rocks, dirt, mud, soil, debris, building material and/or any other impediments. If the general contractor fails to meet these standards, the City shall place one phone call and/or fax to the general contractor, who shall generally be given twenty-four (24) hours to clean the street, or the City shall clean the street and deduct the cost from the \$500 Maintenance Deposit.
9. It is the City's preference that all dumpsters be placed out of the right-of-way. The general contractor shall be required to obtain a permit from the Tipp City Police Department (667-3112) to place a dumpster on the street. The City requires that the dumpster have reflective tape on all sides adjacent to the street, and that lighted barricades be placed so that oncoming traffic may see the dumpster.
10. Portable toilets SHALL not be placed in the right-of-way. The general contractor shall be responsible to maintain the toilets, keep them upright, and clean up any spills due to overturned toilets.
11. The general contractor SHALL be responsible to maintain the project site, including but not limited to: keep all trash, litter, weeds, grass, and construction debris in contained (ie. dumpsters, removed daily, etc.), and not allowing these items to blow around the project site or onto other properties.
12. The general contractor SHALL request inspections from the City (667-6305) at the following times:
 - A: Sidewalk, curb & gutter, and driveway approach inspections (pre-pour)
 - B: Maintenance bond release inspection (after Final Punch List completion)
13. The general contractor shall provide to the City the following certifications:
 - A: PE/PS Certification of footer & foundation setbacks prior to framing of structure.
 - B: As built detention basin certification of volume & detention basin controls, by registered engineer (NON-Residential projects).
 - C: Base Flood Elevation (BFE) certification for lowest livable level of structure if property has any flood plain zoning on the lot

Being the general contractor, whose phone number is _____, and email is _____, I have read, agreed, and understand the requirements and implications herein, including all the attached drawings, forms, permits, etc. and shall follow and obey all applicable rules and regulations. I agree and realize that the \$500 fee may be used to pay for any items covered by this form. I further realize that the City may assess the property for any costs that exceed the \$500.

General Contractors Signature Date
Property Owner (Current name, address, & phone #): _____

Address: _____ House # _____

-----City Completes These Items-----

14. The \$500 maintenance deposit is refundable and will be returned when the following conditions are met:

- A. The City has received the Miami County building occupancy permit, and all punch list (Miami County & Tipp City) items have been addressed for the project site;

County Final Date Received: _____ Punch list Received: _____
PE/PS Setback Certification Received: _____ By: _____
Date(s) Inspected: _____
Date Approved: _____ By: _____

- B. All required sidewalk, curb/gutter, & driveway approaches are installed to City standards. Determination has been made by the Tipp City Public Works Superintendent or Inspector that the street, curb and gutter, and right of way are being left in an acceptable state of condition as a result of the completion of the project;

Date(s) Inspected: _____
Date Approved: _____ By: _____

- C. Determination by the Tipp City Water Department that the water curb box and valve is visible, straight, and accessible.

Date(s) Inspected: _____ By: _____
Date Approved: _____ By: _____

- D. BFE Certification Date Provided: _____ Approved City Planner _____

- E. Storm Water Detention Cert. Date Provided: _____ Approved City Engineer _____

Comments _____

15. ALL REFUNDS WILL BE MADE IN THE FULL AMOUNT OF THE DEPOSIT LESS ANY OUTSTANDING CHARGES.

PO for \$ 500	PO # _____	\$ 500 Receipt # _____	Date: _____
Deductions	Date _____	\$ (_____)	Reason: _____
Deductions	Date _____	\$ (_____)	Reason: _____
Deductions	Date _____	\$ (_____)	Reason: _____
Refund submitted for: Date _____ By: _____		Rolled over to: _____	

Final Occupancy: Date Released: _____
Date E-mail forwarded to Utility Dept. noting release: _____