



ENGINEERING DEPARTMENT  
CITY OF VENICE  
401 W. Venice Avenue  
Venice, FL 34285  
(941)486-2626 Fax (941)480-3031

November 12, 2013

TO: DEVELOPERS AND ENGINEERS

FROM: CITY OF VENICE  
ENGINEERING DEPARTMENT

SUBJECT: BONDING AND CONSTRUCTION OF PUBLIC IMPROVEMENTS

The following policy as covered in Municipal Code Chapter 86, Land Development Regulations will govern the construction of public improvements, application for building permits, and turnover of facilities to the City of Venice.

Before obtaining a building permit, the developer has the choice of:

- (1) Constructing all public improvements and having City Council accept improvements that are to be operated and maintained by the City. A fifteen percent (15%) Maintenance Bond is required with this option.
- (2) Providing a Developers Completion Bond for One Hundred fifteen percent (115%) of the cost of construction of the public improvements. Building permits may be issued but Certificates of Occupancy will not be until public improvements are complete and City Council accepts those that are to be operated and maintained by the City.



# CITY OF VENICE

401 W. Venice Avenue Venice, FL. 34285

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November 12, 2013

TO: Developers, Engineers, Owners

SUBJECT: TURNOVER OF IMPROVEMENTS TO THE CITY OF VENICE

City acceptance of improvements such as additions to the public water and sewer systems and public roadways, requires completion of documentation as listed below and in the City Standard Details. We recommend that paper copies of record drawings be submitted for review first; they must be field checked and approved by the Utilities Department before proceeding to City Council with a Resolution for acceptance of the improvements.

A Turnover package fee of \$275.00 is due upon submittal of a complete package.

Following is a list of the usual documentation required. Approved forms are available upon request.

- Bill of Sale
- Affidavit of No Liens
- Certification
- Final Costs Letter and Breakdown Sheet (by Engineer)
- Legal Description
- Contractual Guarantee from owner
- Easement(s) as necessary
- Approved record drawing - 3 signed/sealed prints and CD
- Maintenance Bond form
- Cash, surety bond, or irrevocable letter of credit
- Declaration of Maintenance Responsibilities

For further information, please contact Cathy Dubre, Projects Coordinator at 941-486-2626, ext 25003 or [cdubre@venicegov.com](mailto:cdubre@venicegov.com)