

ESTABLISHMENT OF ASSURANCES

Assurances are a guarantee to Pima County that all the required subdivision improvements will be constructed by the developer prior to the sale of any subdivision lots. These improvements include but are not limited to roadway and flood control, electrical, water, and sewer improvements. All improvements must be constructed in conformance with the approved improvement plans.

Acceptable forms of assurances are either a 3rd Party Trust Agreement or a Financial Security.

1. Third Party Trust Agreements (Title Company Trust)
 - a. An Agreement to Construct Subdivision Improvements and an Amendment to Trust executed by the escrow or title company shall be submitted to the Subdivision Coordination Office.
 - b. The assurances will be presented to the Board of Supervisors at the time the final plat is presented for approval and recorded in conjunction with the final plat.
 - c. The assurances will be released upon the satisfactory completion of the subdivision improvements as outlined in the agreement.
2. Financial Securities (Letter of Credit, Cash, Certificate of Deposit)
 - a. Submit a cost estimate for all subdivision improvements, sealed by a registered Professional Engineer, and an estimated completion date for construction of the improvements, to the Subdivision Coordination Office.
 - b. The estimate will be forwarded to the appropriate agencies for review. This is a ten (10) working day process. Please coordinate with your financial institution appropriately.
 - c. An approved or revised estimate will be returned to the consultant with an Agreement to Construct Subdivision Improvements.
 - d. Assurances shall be secured in the amount approved and submitted to the Subdivision Coordination Office along with a signed Agreement to Construct Subdivision Improvements.
 - e. The assurances will be presented to the Board of Supervisors at the time the final plat is presented for approval.
 - f. The assurances will be maintained by the Subdivision Coordination Office and will be released upon satisfactory completion of the subdivision

improvements, or in cases of default, shall be utilized to construct the required improvements.

RELEASE OF ASSURANCES

- a. Subdivision assurances may be released upon completion of the required subdivision improvements. Partial releases may be granted where the required improvements for a group of lots have been satisfactorily completed, and such improvements can be used and maintained separately from the improvements required for the balance of the subdivision.
- b. Upon completion of the required improvements, an Assurance Release Checklist, a letter certifying completion in conformance with the approved plans sealed by a registered professional engineer, and one set of paving, grading, & drainage plans must be submitted to the Subdivision Coordination office. If a financial security has been provided, a cost estimate for the completed work, sealed by a registered professional engineer, must also be provided. Only the Pima County Assurance Release Checklist will be accepted. Any change to the checklist will be cause for rejection.
- c. Upon receipt of this information, a request for inspection will be sent to the appropriate agencies. This is a ten (10) working day process. Please schedule closings appropriately.
- d. The applicant will be notified of any corrections required. Upon completion of the corrective work, the applicant is responsible for contacting the agency requiring the corrections and requesting a reinspection.
- e. Upon approval of all inspection agencies, a Release of Assurance Agreement or a Reduction in the Letter of Credit will be prepared and processed by the Subdivision Coordination office. The recorded release will be mailed to the title company or issuing financial agency. In the case of a reduction, an acceptable financial assurance must be submitted in the approved amount. Upon receipt and approval of the financial assurance, the original financial assurance will be released.



Pima County
Subdivision Coordination Office
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Tucson, Arizona 85701
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ASSURANCE RELEASE CHECKLIST

1. The subdivision name is _____ as recorded at
Book _____ Page _____ This release concerns lots _____.
2. The County Case number is P12- or Co12-_____.
3. The servicing Water Company is_____. Water Plan# _____.
4. The sewers for this subdivision are () private or () public or septic()
5. The private sewer permit number is _____.
6. The name, address, email address and telephone number of who is responsible for fixing any
problems or to contact for any questions _____
_____.

Substitution of Assurances

Existing assurances may be substituted with a new 3rd party Trust Assurance Agreement or Financial security if requested by the owner and approved by Pima County.

1. Substitution of Trust

- a. Submit a signed Substitute Assurance Agreement and appropriate fee (refer to fee schedule) to the Subdivision Coordination Office.
- b. The Subdivision Coordination Office will process the agreement and a release form for signatures and will record. Recorded copies will be sent to the title company.
- c. Upon receipt of the recorded Assurance Agreement and the recorded Release of Assurances (Third Party Trust), the title company may transfer title of the property, and will have the Amendment to Trust signed and recorded.
- d. A recorded copy of the Amendment to the Trust must be received by the Subdivision Coordination Office before the date stated on the release form. If not, a Voidance Release will be recorded and the original assurance agreement shall remain in full force and effect.

2. Substitution of Financial Securities

1. Submit a cost estimate for the completed work, sealed by a registered professional engineer to the Subdivision Coordination Office.
2. The cost estimate will be forwarded to the appropriate agencies for review. This is a ten (10) working day process.
3. The approved or revised cost estimate will be returned to the consultant with a Substitute Agreement to Construct Subdivision Improvements.
4. Upon receipt of the signed Substitute Agreement to Construct Subdivision Improvements and the original financial security, a release of the previous assurance agreement will be recorded, and the financial assurances will be maintained by the Subdivision Coordination Office. The financial assurances will be released upon completion of the subdivision improvements, or in cases of default, shall be utilized to construct the required subdivision improvements.