

## CITY OF PEORIA

# Repayment and Reimbursement Policy

If approved by the Engineering Director and prior to permits being issued for construction of special public improvements for which a repayment is being requested, the following requirements shall be met:

1. A diagram shall be submitted and approved by the Engineering Director or their designee describing all property, which will be benefited by any special public improvements to be installed.
  - a. The diagram shall follow the attached Repayment templates and can be downloaded from our website.  
**Legal Description:**  
<http://www.peoriaaz.gov/uploadedFiles/Peoriaaz/Departments/Engineering/Downloads/ExhibitTemplate1.pdf>  
**Exhibit:**  
<http://www.peoriaaz.gov/uploadedFiles/Peoriaaz/Departments/Engineering/Downloads/ExhibitTemplate2.pdf>
  - b. The diagram shall be prepared by a registered professional engineer in the State of Arizona.
  - c. The diagram shall identify all construction, inspection, testing and permit fees, engineering and design fees and administrative costs.
  - d. The diagram shall identify the per acre or front footage costs assigned to each lot and/or parcel.
  - e. The diagram shall contain a signature block for the Engineering Director and the developer.
2. The owner/developer shall provide a copy of the approved construction plans.
3. The project shall be bid in accordance with the provisions pertaining to Public Works projects contained in Title 34, Arizona Revised Statutes. Bids shall be opened by the City on a pre-determined date agreeable to the owner and the City. The City and the owner reserve the right to reject any and all bids. Construction costs shall be determined prior to the commencement of construction and shall be approved by the City. In the event that the agreed upon construction costs increase, the repayment agreement may be amended upon approval of the additional construction costs by the City.
4. The City shall perform the inspection during construction and shall charge the owner/developer for the inspection of the special public improvements. The costs of such inspections may be included in any repayment agreement.
5. The repayment diagram will be recorded by the City of Peoria with the Maricopa County Records Office.
6. The owner/developer must provide the City with mailing labels of property owners located within the repayment boundary prior to recording of the document.
7. An annual charge may be assessed by the City for administration of each repayment agreement. The annual charge shall be calculated on actual construction costs incurred by the City for the administration of the agreement; however, the annual charge shall be less than \$500 per year.
8. The repayment obligation under Section 23-37 of the City Code shall terminate ten years or when the total amount provided for by Section 23-37 is repaid, whichever is sooner.