

Subdivision Improvement/Maintenance Bond Acceptance Process

The release of a performance surety is given when **both** the specific improvement is accepted by the appropriate agency and a maintenance bond is provided to cover the improvement should it fail. Maintenance bonds must be provided for all covered improvements, with the exception of erosion control, street signs and monuments. If maintenance bonds are to be accepted at the time of plat recording (instead of performance bonds) for street base/binder/curbs or storm sewer, the full acceptance process below must be completed prior to recording.

Maintenance bonds

- All maintenance bonds must be on the City of Indianapolis/Department of Metropolitan Development forms.
- Original, signed, Maintenance bonds must be presented to the DMD Subdivision Administrator with a copy provided to the accepting agency.
- The amount of the maintenance bond must be, at a minimum, 20% of the cost of the performance bond.
- The maintenance bond is effective for three years beginning at the time that the improvement is officially accepted.
- Beneficiary:
 - For projects within the City of Indianapolis and not within the jurisdiction of an excluded city or town (Beech Grove, Lawrence, Speedway, Meridian Hills, Southport), the beneficiary shall be the City of Indianapolis with the original bond presented to the Subdivision Administrator and copies sent to the accepting department.
 - For projects within the jurisdiction of an excluded city or town (Beech Grove, Lawrence, Speedway, Meridian Hills, Southport), the beneficiary shall be the City of Indianapolis and the excluded city, with duplicative original bonds presented to both the Subdivision Administrator and the excluded city.

Acceptance by the City of Indianapolis			
Covered Improvements	Accepting Dept.	Contact Person or Phone	Basic Steps to Acceptance
Streets - asphalt, base/binder and curbs	DMD / BNS	Project Manager at Business and Neighborhood Services (BNS)	<ul style="list-style-type: none"> ➤ Successful inspection by inspecting engineer; ➤ As-built documents submitted to inspecting engineer; ➤ Affidavit of Completion completed by inspecting engineer; ➤ Proof of payment to inspecting engineer; ➤ Copy of signed maintenance bond (original to DMD)
Streets - asphalt surface	DMD/ BNS/ DPW	Project Manager at Business and Neighborhood Services (BNS)	<ul style="list-style-type: none"> ➤ Successful inspection by inspecting engineer; ➤ As-built documents submitted to inspecting engineer; ➤ Affidavit of Completion completed by inspecting engineer; ➤ Proof of payment to inspecting engineer; ➤ Copy of signed maintenance bond (original to DMD); ➤ Acceptance of the Streets at a Board of Public Works hearing.
Sanitary sewer	CEG	CEG	<ul style="list-style-type: none"> ➤ All projects recorded after 2014, please contact Citizens Energy Group

Storm drainage	DMD / BNS/ DPW	Project Manager at Business and Neighborhood Services (BNS)	<ul style="list-style-type: none"> ➤ Successful inspection; ➤ As-built documents submitted to inspecting engineer; ➤ Affidavit of Completion completed by inspecting engineer; ➤ Digital Data Submission Standards (DDSS) forms and documents submitted to inspecting engineer; ➤ Proof of payment to inspecting engineer; ➤ Copy of signed maintenance bond (original to DMD)
Erosion control	DMD / BNS	Project Manager at Business and Neighborhood Services (BNS)	<ul style="list-style-type: none"> ➤ Successful inspection by inspection engineer; ➤ No maintenance bond required
Sidewalks	DMD	Jeffrey York City-County Building 200 East Washington Street, Room 1801 Indianapolis, IN 46204 317-327-5847	<ul style="list-style-type: none"> ➤ Request for sidewalk inspection and inspection fee (\$139) to DMD. Checks payable to “City of Indianapolis” ➤ Copy of signed Maintenance bond (original to DMD)
Monumentation	DMD	Jeffrey York 317-327-5847	<ul style="list-style-type: none"> ➤ Certification, with an attached drawing showing the location of the improvements, by project engineer or surveyor that the improvements are installed per requirements. This document must be recorded per Ordinance requirement. ➤ No maintenance bond required.
Street signs	DMD	Jeffrey York 317-327-5847	<ul style="list-style-type: none"> ➤ Request for street sign inspection and inspection fee (\$139) to DMD. Checks payable to “City of Indianapolis” ➤ No maintenance bond required.

Contacts for acceptance by excluded cities and towns:

City of Lawrence – City Engineer, 317 545-5566

City of Beech Grove – DPW, Streets 317 788-4982; Sanitation, 317 788-4983

Town of Meridian Hills – 317 253-5678

Town of Speedway – 317 241-2566

City of Southport – 317 786-5489