



PARTICIPATION AGREEMENT APPLICATION

Development Services Department

Submit the Application to: contractsandagreements@cctexas.com

Mail to: City of Corpus Christi Land Development Services 2406
Leopard St. Suite 100
Corpus Christi, Texas 78408

Date: _____

Legal Business Name: _____

Business Address: _____

Business Name: _____

Authorized signatories to enter into the agreement:

Plat Name (if known): _____

Project Type: _____

Requested Duration of Agreement (months): _____

Point of Contact Information

Name: _____

Phone No: _____

E-mail Address: _____

Developers Legal Name: _____

Developers E-mail Address: _____

Comments:

A non-refundable application fee of \$610.00 is due at the time of submission

Applicant's Signature:

Title:



PROCEDURES FOR PARTICIPATION AGREEMENT

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- (1) **Exhibit 1 - Approved plat**
- (2) **Exhibit 2 - Street/Bridge layout (Layout must include detail from the approved Public improvement plans) (Major Projects Engineer shall review and approve)**
Submit plans to: PublicImprovements@cctexas.com
- (3) **Exhibit 3 - Cost estimate document for total cost of construction AND the breakdown of street/bridge participation amount requested for the street/bridge respectively. Cost estimates should include title block with engineering firm name and legal description of property. (Major Projects Engineer shall review and approve).** Submit cost estimate to: PublicImprovements@cctexas.com
- (4) **Exhibit 4 - Standard General Insurance Information** (documents to be provided before construction begins).
- (5) **Exhibit 5 - Signed Disclosure of Interest Form** from all interested parties including all supporting documentation for proof of ownership and authorized signatories (**original signed form**).
- (6) **Participation agreement \$610 processing fee due before processing.**
- (7) Warranty Deed
- (8) Corporate Resolution
- (9) Form 1295
Form 1295 (Use interactive link below and use legal description and type of agreement for contract number)
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
- (10) Recording fees will be due after agreements are approved 2nd reading, fee will depend on number of pages.

A draft agreement is created once all listed items above are received and sent the Major Projects Engineer for review and approval. Once approved, the draft agreement is sent to the customer and our legal department for review and approval (**do not sign agreement**). Once approved, the document is prepared and sent to customer for signatures. The customer will sign first and submit the document for processing. Once the signed document is received, the City's legal department will sign.

Once the participation agreement is signed, documents will be prepared and reviewed by Development Services Department for City Council presentation. Once prepared, a City Council date will be assigned. Once approved by City Council after 2nd reading, recording fees are collected, and the reimbursement agreement is required to be recorded with Nueces County (Number 11 above).



PROCEDURES FOR PARTICIPATION AGREEMENT CONTINUED

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Participation Agreement Payment Request Process

Per Section 8.1 – 8.5 of the UDC

1. Formal letter from Developer/Owner requesting payment
2. 100% City Acceptance
3. City of Corpus warranty letter
4. Engineer Completion Certification
5. AS BUILTS set of plans with recent engineer signature, seal and date.
6. Detailed paid invoices for construction
7. W9 Form

A package is created once above items are received and is sent for Development Services Department review. Once approved, the request is sent to the City of Corpus Christi Finance Department for review. Finally, once approved, the payment is made.