
SURETY APPLICATION INSTRUCTIONS

STEPS:

1. **Login or Create Account:** Click the following link to open the Citizen Access Portal: <https://citizenportal.meridiancity.org/CitizenAccess/Default.aspx>. You can either log in with your existing username and password or register for a new account.
2. **Navigate to Surety Tab:** Click on the **SURETY** tab located on the upper right of the black tabs listed across the page.
3. **After Logging In, Initiate Application:** Click on **"Submit for Surety"**, then click **"I have read General Disclaimer, Continue Application."**
4. **Enter Location and Applicant Information:** Enter the **Street No.** and **Street Name**. Then, complete the **Application Information** template.
5. **Provide Detailed Contact Information:** Include the **Applicant, Property Owner/Developer**, and other **Detailed Information**, specifying the:
 - a. Entity Name
 - b. Developer Name and Title (e.g., ABC Developer LLC - John Doe - Manager) or the name and title of the authorized signee for the surety agreement and payment.
 - c. Contact phone number.
 - d. Email address where the surety agreement will be sent.
6. **Select Surety Type and Upload Bids:** Indicate whether you are applying for a **Performance Surety** or **Warranty Surety** (refer to **{? Help}** for clarification). Upload the relevant bids, acknowledge the disclaimer, and type your signature name.
7. **Attach Supporting Documentation:**
 - a. For **Performance Surety:** Add/attach bid documents from each contractor's letterhead.
 - b. For **Warranty Surety:** Attach the contractor's invoice detailing the final installation costs for main sewer, main water, and fire hydrant (if applicable).
8. **Submit Application:** Click **Continue Application** and then **SUBMIT**. The Land Development department will receive an email notification of your submitted surety application.
9. **Surety Number Generation:** The system will automatically generate a Surety number (Example: SURETY-2024-0123).
10. **Performance Surety Review and Agreement:** The Land Development department will summarize the performance surety information and forward it to the Planning department for review and approval. Upon approval, a surety agreement will be sent to the developer/owner for signature and payment.

ESTABLISHING WARRANTY SURETY

Warranty surety for infrastructure such as main sewer, main water, and fire hydrants will occur later in the process, after the Performance surety is established. If the Performance surety items are already completed, then the Warranty surety will be submitted as a separate record.

Before establishing Warranty surety:

- Record drawings for main sewer, main water, and fire hydrants must be submitted to and approved by the City of Meridian Public Works Department.
- Upon approval, a Final Acceptance Letter will be emailed to the developer/owner. The two-year warranty period will begin as of the date listed on the final acceptance letter.
- The Developer will provide the final costs or invoice from their contractor for the main sewer, main water and fire hydrants.
- The Warranty surety amount will be based on these final costs.
- A Warranty Surety Agreement will be emailed to the developer/owner for signature and payment.

CONTACT INFORMATION

If you have any questions or concerns regarding surety, please call Kelly Ready, Land Development Support Specialist, at (208) 489-0307 or email kready@meridiancity.org.

