

Bank Letterhead Here
Town of Kennebunk

Mr. Barry A. Tibbetts, Town Manager
Town of Kennebunk
One Summer Street
Kennebunk, ME 04043

Final Subdivision Plan Approval Date
(To be added by the Town)
Approval Date plus 2 years
Letter of Credit Expiration Date

Re: Letter of Credit – (*Developer*), (*Name of Development*), Kennebunk, ME

Dear Mr. Tibbetts:

This letter will confirm to the Town of Kennebunk that (*Bank*) has issued a loan commitment to (*Developer*) for the purpose of constructing all required improvements in the (*Name of Sub.*) subdivision.

 (*Bank*) will set aside (*Amt/\$*) in a Letter of Credit for completion of the required improvements. This account can be drawn upon by the Town of Kennebunk in the event that (*Developer*) fails to complete steps 1. through 20. listed below for (*Name/Road*) **by two years from date of Final Plan Approval.**

Item	Quantity	Unit Cost	Total
1. Clearing and Grubbing	<i>(# Acres)</i>		
2. Erosion/Sediment Control	<i>(Lump Sum)</i>		
3. Ledge Removal	<i>(Cubic Yards)</i>		
4. Sanitary Sewer Manholes Main	<i>(Total #)</i> <i>(Linear Foot)</i>		
5. Water Main Main House Services Hydrants	<i>(Linear Foot)</i> <i>(Linear Foot)</i> <i>(Total #)</i>		
6. Underground Utility Trench Transformer Base	<i>(Linear Foot)</i> <i>(Total #)</i>		
7. Storm Drainage Pipe/Culvert Catch Basin	<i>(Linear Foot)</i> <i>(Total #)</i>		
8. Stormwater Management Outlet Control Structures Detention/Retention Basin	<i>(Total #)</i> <i>(Lump Sum)</i>		
9. Excavate and Grade Subgrade	<i>(Cubic Yards)</i> <i>(Linear Foot)</i>		
10. Subbase Gravel for Roads & Sidewalk	<i>(Cubic Yards)</i>		
11. Base Gravel for Roads & Sidewalk	<i>(Cubic Yards)</i>		
12. Base Paving	<i>(Tons)</i>		
13. Loam & Seed	<i>(Per 1000 Square Feet)</i>		
14. Riprap	<i>(Cubic Yards)</i>		
15. Landscaping	<i>(Lump Sum)</i>		
16. Street Lights/signs	<i>(Total #)</i>		

Item	Quantity	Unit Cost	Total
17. Surface Paving	(Tons)		
18. Monuments/Iron Pins	(Lump Sum)		
19. Clean Up	(Lump Sum)		
20. Other: Offsite improvements and other requirements by the Board			
	Grand Total		

_____(Bank)_____ understands that _____(Developer)_____, or the contractor, will notify the Town Engineer or Code Enforcement Officer before any of the above work has begun and obtain his approval in writing as he completes each phase of the road construction.

This account shall expire when the Town of Kennebunk acknowledges in writing to _____(Developer)_____ that the work outlined in steps 1 through 20 has been completed in accordance with the Town of Kennebunk's Zoning Ordinance, subdivision regulations and street acceptance ordinance, and the approved plans of _____(Developer)_____. Any funds remaining in the account on date specified above for work outlined in steps 1 through 20, which has not been completed and approved by the Town on that date, shall be released to the Town to complete such work. As the Town Engineer or Code Enforcement Officer has issued his written approvals for each step above to _____(Developer)_____, the funds in this account may be released, (with the Town Manager's approval) based upon the schedule above.

Drafts drawn upon this account must be for this particular subdivision and to complete any work which is outlined above. Furthermore, drafts must be accompanied by itemized statements showing costs of work to be completed and must be submitted prior to six to nine months following date specified above. The Town of Kennebunk shall not be responsible for repayment or interest cost for any funds released to the Town for work not completed by date specified above.

THE (BANK) SHALL NOTIFY THE TOWN AT LEAST 30 DAYS PRIOR TO THE EXPIRATION DATE NOTED ABOVE IN ORDER FOR THE TOWN TO DETERMINE WHETHER REQUIRED IMPROVEMENTS HAVE BEEN COMPLETED ACCORDING TO THE APPROVED PLAN.

Very truly yours,

Loan Officer

Seen and agreed to: _____
Developer
Date

The Town of Kennebunk hereby accepts said original letter as evidence of its satisfaction of _____(Developer)_____ obligation to be performed.

TOWN OF KENNEBUNK

By _____
Town Manager