

On Bank Letter Head

Town of Kennebunk

Mr. Michael Pardue, Town Manager
Town of Kennebunk
One Summer Street
Kennebunk, ME 04043

Final Approval Date:

Date

Letter of Credit Expiration Date:

Two year from approval date

Issuance Date

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

Dear Mr. Pardue:

This letter will confirm to the Town of Kennebunk that **Bank Name** has issued a loan commitment to **Developer** for the purpose of constructing all required improvements for the **Name of Project/Subdivision**.

Bank Name will set aside **Amount/\$** 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 **Project/Road Name** by two years from the date of Final Plan Approval.

Item	Quantity	Unit cost	Sub Total	Total
1. Clearing and Grubbing				
Stumping and Grubbing	Acres			
2. Erosion Controls				
	Lump Sum (LS)			
3. Ledge Removal				
	Cubic Yard (CY)			
4. Sanitary Sewer				
Manholes	Total #			
Main	Linear Foot (LF)			
5. Water Main				
Main	LF			
House Services	LF			
Hydrants	Total #			
6. Underground Utilities				
Underground Utility Trench	LF			
Transformer Base	Total #			

7. Storm Drainage				
Pipe/Culvert	LF			
Catch Basin	Total #			
8. Stormwater Management				
Outlet Control Structures	Total #			
Detention/Retention Basin	LS			
9. Excavate and Grade Subgrade				
	CY/LF			
10. Subbase Gravel for Roads & Sidewalk				
	CY			
11. Base Gravel for Roads & Sidewalks				
	CY			
12. Base Paving				
	Tons			
13. Loam & Seed				
	(per thousand sq. ft.)			
14. Riprap				
	CY			
15. Landscaping				
	LS			
16. Street Lights/Signs				
	Total #			
17. Surface Paving				
	Tons			
18. Monuments/Iron Pins				
	Total #			
19. Clean Up				
	LS			
20. Other: Offsite improvements and other requiremnts by the Board				
Total				\$0.00

Bank Name 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/her approval in writing as s/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.

Bank Name 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