

City of Manteca Maintenance Access Agreement Routing Form

Number: _____

Date Stamp:

REQUESTED BY:		Date Submitted:
Department:		
Staff Name and Ext:		
AGREEMENT DETAILS:		
Developer:		
Name of Project:		
Agreement Term:		
Brief Explanation of Project:		

*If amendment, indicate original contract number: _____

Documents Received (indicate yes or no):

Insurance Documents	Y	N
Exhibits or Attachments	Y	N
Bonds	Y	N
	Y	N

Identify Authority to Sign: City Engineering

NOTE: Above information to be completed in full by project manager/department

Processing:	Initials	Date
1. Contract signed by Contractor/Consultant/Developer/Etc.	N/A	
2. Contract to City Attorney's Office		
3. Contract to Department Head		
4. Contract to City Clerk		