

CITY OF AURORA

SECOND WARD FENCE PROGRAM

COMPLIANCE CHECKLIST

Task No.	Task	Coordinating Responsibility	Date Documents Received or Action Confirmed
1	Program Application Completed and Approved (Aerial map of property and other supporting documentation included)	Aldermen's Office	
2	Confirmation of Public Benefit (Aldermen's Office and Purchasing are Notified)	Law Office	
2A	Denial Letter Sent	Aldermen's Office	
3	Zoning Approval Requested	Aldermen's Office	
4	Zoning Approval Granted (Aldermen's Office and Purchasing Notified)	Building and Permits	
5	Solicitation, Receipt and Analysis of Bids	Purchasing	
6	Review of Bids	Purchasing	
7	Approval of Contract	Finance Committee or City Council	
8	Notification to Selected Contractor	Purchasing	
9	Lien Agreement Executed and Sent to Purchasing	Aldermen's Office	
10	Purchase Order and Contract Issued (Building and Permits is Notified)	Purchasing	
11	Second Ward Fence Permit Issued (Aldermen's Office and Purchasing are Notified)	Building and Permits	
12	Completed Fence Inspected (Aldermen's Office and Purchasing are notified of the inspection results)	Building and Permits	
13	Contractor's Invoice Approved for Payment and Forwarded to Purchasing	Aldermen's Office	
14	Invoice Processed for Payment	Purchasing/Accounting	
15	Lien Sent to the Law Department	Purchasing/Accounting	
16	Lien Recorded (Copies of the recorded lien are sent to the Aldermen's Office, Revenue and Collections and Purchasing)	Law	