

XV. PROJECT CLOSURE

For projects that do not require construction, or the required improvements are built or the applicant does not want to proceed with the project, a request to close the IP account shall be sent to the Transportation Department, attention Plan Check Section, the letter should state the case number, IP number, applicant and engineer, and reason for closure. Plan check staff will review and respond to the applicant on the request and if granted, update the project status to withdrawn or “complete”, whichever applies, which closes out the “IP” case. The accounting program will close out the account 45 days from the “completed” or “withdrawn” status date. If the case has a positive balance, then a check is issued and sent out within an additional 2 weeks. If the case has a negative balance, a request for additional funds will be sent out and the case remains open until the deposit is made. Once the case has a positive balance, it is closed as stated before.