



A Letter of Credit is a financial instrument issued by a bank at the request of their customer. The City of Phoenix accepts Letters of Credit that are reviewed and approved by the Finance Department. Approvals from several departments might be required before final acceptance of the Letter; this process may take up to 15 business days. Banks customarily maintain a standard format for Letters of Credit; the customer's bank and requested format must be submitted to Planning & Development prior to permit issue. The following elements are required in the Letter of Credit:

- Beneficiary:** City of Phoenix  
 Planning & Development Department  
 Financial Services Section  
 200 W. Washington, 3rd Floor  
 Phoenix, AZ 85003
  
- Amount:** Dollar amount equal to the cost of work to be done in the right-of-way
  
- Principal:** Name of Company/Developer/Owner for whom letter is guarantee
  
- Bank Name/Address** Bank/Institution (name and address) upon which payment would be drawn
  
- Improvements:** Text identifying location/address and required improvements
  
- Expiration Deadlines:** One-year expiration, no auto-renewal
  
- Presentation of Draft:** Draw on local branch or presentable at a correspondent bank in Phoenix
  
- Partial Draft Clause:** Text must indicate that partial draft draws are permissible

Questions or additional information regarding Letters of Credit may be directed to the **Financial Services Section, Planning & Development Department**, [pdd.financial.services@phoenix.gov](mailto:pdd.financial.services@phoenix.gov) or **(602) 495-0243**