

**Hanover County Planning Department
Application for Surety Release**

Request for SURETY RELEASE

NAME OF SUBDIVISION: _____

SURETY INFORMATION

Name of Financial Institution: _____
 Date of Bond or Letter of Credit: _____ Amount of Surety: _____
 Bond Number or Letter of Credit Number: _____

APPLICANT INFORMATION

PLEASE DIRECT CORRESPONDENCE/ QUESTIONS TO: **Developer** **Surveyor/Engineer** **Other**

Developer: _____ Address: _____ _____	Telephone No. _____ Fax No. _____ Email Address _____
Surveyor/Engineer: _____ Address: _____ _____	Telephone No. _____ Fax No. _____ Email Address _____
Other Contact: _____ Address: _____ _____	Telephone No. _____ Fax No. _____ Email Address _____ _____

ATTACHMENTS - Submit the following items. Incomplete applications will not be accepted for review.

- a) Request for Surety Release
- b) Final Engineer's/Surveyor's Certificate, prepared by a Professional Engineer/Surveyor certifying the completion of improvements, monuments and amenities (see example on the next page)
- c) A fee in the amount of \$300.00, payable to the Treasurer of Hanover County.

PLEASE SIGN AND DATE THE FOLLOWING STATEMENT:

The undersigned developer/subdivider represents and certifies that to the best of his/her knowledge, information, and belief, all work for which this request for surety release is submitted has been completed in full, in accordance with the approved construction plans and the conditions and terms of the Performance Agreement.

Signature: _____ Date: _____

SAMPLE FINAL ENGINEER'S/SURVEYOR'S CERTIFICATE:

[Engineer's/Surveyor's Letterhead]

[Date]

Business & Operations Manager
Hanover County Planning Department
P.O. Box 470
Hanover, VA 23069-0470

RE: [Subdivision Name]
Surety Release

Dear Business & Operations Manager:

The road, drainage, utility, monuments, and amenity improvements for [Subdivision Name] have been completed by 100% and are in substantial conformance with the approved construction plans. All public drainage structures have been constructed as per the approved plans and are located within recorded right-of-ways or county drainage easements. Please perform an inspection in order to work towards releasing the bond for this subdivision.

Sincerely,

[Name and Signature of Engineer/Surveyor]

[Engineer's/Surveyor's Seal]

PLEASE NOTE: The surety will not be ready for final release until the following have been received and/or completed: 1) Final Acceptance from the Department of Public Utilities, 2) Final Acceptance from the Department of Public Works, 3) Approval from the Board of Supervisors of a Road Resolution, and 4) Letter of Acceptance from the Virginia Department of Transportation Central Office.

STAFF USE ONLY:

Accepted by: _____ Date: _____ Project#: _____
Date of Surety Release: _____ Type of Surety: _____ Surety Number: _____

Financial Institution: _____
Original Surety Mailed to: _____ Date: _____