

**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 _____ _____
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Surveyor/Engineer: _____ Address: _____ _____	Telephone No. _____ Fax No. _____ Email Address _____ _____
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Other Contact: _____ Address: _____ _____	Telephone No. _____ Fax No. _____ Email Address _____ _____
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**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 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 partial surety reduction 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]

Ms. Dawn Hardman, Business Manager  
Hanover County Planning Department  
P.O. Box 470  
Hanover, VA 23069-0470

RE: [Subdivision Name]  
Surety Release

Dear Ms. Hardman:

The road, drainage, utility, 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: \_\_\_\_\_ HTE#: \_\_\_\_\_  
Date of Surety Release: \_\_\_\_\_ Type of Surety: \_\_\_\_\_ Surety Number: \_\_\_\_\_  
Financial Institution: \_\_\_\_\_  
Original Surety Mailed to: \_\_\_\_\_ Date: \_\_\_\_\_