



Bond Release Request Application

Please return to: City of Charlottesville
Department of Neighborhood Development Services
P.O. Box 911, City Hall
Charlottesville, Virginia 22902
Telephone: 434-970-3182 Fax: 434-970-3359

§29-260(d): The city shall provide periodic partial release, and final complete release, of any bond, escrow, letter of credit, or other performance guarantee required by the city under this article, within thirty (30) days after receipt of written notice by the subdivider of completion of part or all of any public facilities required to be constructed.

(1) Requests for partial or final release(s) of performance guarantees shall be in writing and accompanied by as-built drawings, certified by a professional engineer licensed by the Commonwealth of Virginia, certifying that construction of the improvements and facilities that are the subject(s) of such performance guarantees is in substantial conformity with the approved final subdivision plat and applicable city standards. An engineer's certification pertaining to construction of street improvements shall also certify that on-site typical pavement sections are consistent with the approved design specifications and that standard pavement construction practices were followed.

Project Name: _____ Approval Date: _____

Tax Map and Parcel: _____

Physical Street Address: _____

Type of Bond: E&S SWM Public Improvements Landscape

Current Bond Amount: _____ New Amount being Requested: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone # 1: _____ Phone #2: _____

Email: _____

Property Owner: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone # 1: _____ Phone #2: _____

Email: _____

**The following documents are required with this application at time of submittal
Failure to provide will result in an incomplete application and will not be reviewed**

- As-Built drawings and Checklist certified by a licensed professional showing completed work related to this partial bond release. (5 hard copies and 1 digital set)
- Line item worksheets from the original bond estimate approved by the City of Charlottesville
- New line item worksheets outlining remaining work to be completed. For items that are 100% complete, you will need to retain a minimum 15% contingency unless otherwise directed.
- 3rd party inspection report. Bonds will not be released if the appropriate inspection (City or 3rd party) have not been conducted or submitted.

Application will take up to 30 days for review

Applicant Signature: _____ Print: _____ Date: _____

Owner Signature: _____ Print: _____ Date: _____