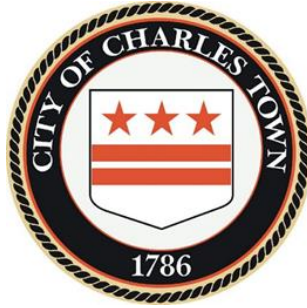


Bond Request No. \_\_\_\_\_



## BOND REQUEST AND REDUCTION

To assist the Subdivision Administrator in the review of a Bond Request Application, the Applicant must utilize this form to supply the City with the information prescribed under Article 1335 and Section 1332 of the Subdivision and Land Development Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Bond Request Application as required by Ordinance Article 1335.

1. DATE \_\_\_\_\_, 20\_\_\_\_

2. APPLICATION TYPE  Bond | Initiation  Bond | Reduction  
 Bond | Reallocation  Bond | Release\*\*

3. PROJECT NAME \_\_\_\_\_

Address \_\_\_\_\_

4. APPLICANT'S NAME\* \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

5. PROPERTY OWNER'S NAME \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

\*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

\*\*Requires a Public Hearing and landscaping surety for one year after release

Bond Request No. \_\_\_\_\_

6. DESCRIPTION OF REQUESTED INITIATION, REDUCTION, OR RELEASE:

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7. A) CURRENT BOND AMOUNT \_\_\_\_\_

B) PROPOSED BOND AMOUNT \_\_\_\_\_

8. PARCEL INVENTORY: (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District

9. PARCEL HISTORY: (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

- A. To the extent not previously submitted pursuant to bond reduction request, copies of inspection and test reports if work was inspected and tested by a third-party inspector.
- B. Certification that all bonded Improvements, other than Improvements accepted by West Virginia Department of Highways (WVDOH), have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual. For Improvements to be accepted for maintenance by WVDOH, such Certification shall state that the Improvements have been installed and inspected in accordance with WVDOH's requirements.
- C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements submitted pursuant to Section 1332.10 of this Ordinance.

Date of As-Builts \_\_\_\_\_ Prepared By \_\_\_\_\_

- D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.
- E. Documentation of acceptance by WVDOH for public roadways and rights-of-way, or a maintenance and indemnification agreement and bond approved by the Planning Commission for public roadways that have been completed in accordance with WVDOH standards but which, due to factors other than their quality of construction, are not eligible for acceptance by WVDOH.
- F. For private roadways, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond in accordance with this Section.
- G. Private Roadway Maintenance Bonds. Before a Performance Agreement and surety for private roadway construction shall be released, a Latent Defects Indemnification Agreement and Bond shall be provided by the applicant/Developer and approved by the Planning Commission. The guarantee provided by such Agreement and Bond must be for a period of two (2) years following the date of performance bond release, and must be in an amount equal to no less than 5% of the original performance bond estimate in accordance with Section 1335.07 (F) of the Subdivision Ordinance.
- H. Landscaping Surety. Surety is required to ensure the landscaping shown on the Major S/LD plans is maintained for one (1) year. The one (1) year shall start from the date at which the surety for the site has been released, with the exception of this landscaping surety. The landscaping surety amount shall not be less than \$5,000.00 or 10% of the total landscaping cost for the project, which every is greater.

**Bond Request No.** \_\_\_\_\_

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Owner (If different than Applicant)

\_\_\_\_\_ Date \_\_\_\_\_

Please submit an original completed Application, 1 digital copy and 1 paper copy of the As-Built Plans (if applicable) to the following:

Subdivision Administrator  
City of Charles Town  
101 E. Washington Street  
Charles Town, WV 25414

Please also send a copy of the completed Application as well as the As-Builts to the following:

Hatch/Chester Engineers  
Attn: Elizabeth Adamowicz  
705 Quince Orchard Road, Suite 310  
Gaithersburg, MD 20878

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**FOR CITY USE ONLY**

Application Number: \_\_\_\_\_ Date Application Received: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Check No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

Site Inspection Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Subdivision Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Engineer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Commission Approval: \_\_\_\_\_ Date: \_\_\_\_\_

City Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_