

Internal Use Only

Date Received: _____

Fee Paid: _____

Received by: _____

Intake: Forward to Program Administrator



BOND INSPECTION REQUEST

APPROVED PLAN No.: _____

PROJECT NAME (including Phase #): _____
(As listed on the approved plan)

This form is used to request a reduction or release of a bond. A fee is required for each inspection. Please check the appropriate box below for the requested inspection(s). Fees include 4% Technology Fee. County Code, Chapter 1, Article 5.

A separate fee is required for each bond request. Check the applicable box(es) below:

VESMP Erosion Control, Stormwater Management and/or Mitigation per Water Protection Ordinance Section 17-207 **\$296.40**
 Reduction **Release**

(NOTE: As-built drawings and fee (\$353.60) must be submitted prior to bond release.)

Subdivision (roads, drainage, etc.) **\$296.40**
 Reduction **Release**

Subdivision (Water & Sewer) **\$296.40**
 Reduction **Release**

Site Development Performance bond (Incomplete Site Work & Landscaping) **\$296.40**
 Reduction (site work only) **Release**

Other (Proffer, Special Use Permit, etc.) **\$296.40**
 Reduction **Release**

TOTAL FEES _____

Submit requests to: Department of Community Development, 401 McIntire Road, North Wing, Charlottesville, VA 22902, Attention: Program Administrator – Phone 434-296-5832. All roads and stormwater facilities will require construction record drawings, inspection reports, videos/photos, plats/easements, certifications, and completion processes through VDOT (refer to County acceptance procedures). Bonds will not be reduced or released without record drawings and inspection documentation per the state requirements and County’s published procedures. A minimum 20% of the original posting is held until acceptance of all bonded improvements. For Site Development Performance bonds, if landscape installation is part of the bonded site work, a request for reduction should only be made once all landscaping is complete.

If all required documentation is not received within 30 days of receipt of this request, this application shall be deemed incomplete and shall be rejected. If rejected, a new bond inspection request, supporting documentation and fee will be required.

If this is a reduction request, the revised estimate will be prepared by the plan reviewer and sent to the owner. Please provide contact information.

EMAIL: _____ Signature of Owner/Developer: _____

Print Name

Date