

PROCEDURE

FOR

ESTABLISHMENT OF BONDS/LETTERS OF CREDIT

(PROCEDURE SHALL BE HANDLED THROUGH THE PLANNING AND DEVELOPMENT DEPARTMENT)

ESTABLISHMENT:

(FOR LAND DISTURBANCE PERMITS PLEASE CONTINUE TO UTILIZE THE EROSION AND SEDIMENT GUARANTY ESTIMATE FORM INCLUDED IN THE LAND DISTURBANCE PERMIT PACKAGE. THIS FORM SHALL BE SUBMITTED WITH APPLICATION FOR LAND DISTURBANCE PERMIT)

1. SUBMIT WRITTEN REQUEST AND GUARANTY ESTIMATE FORM FROM THE MONETARY GUARANTY PROCEDURES PACKAGE TO ZONING AND SUBDIVISION ADMINISTRATOR, MARK CHERAN, FREDERICK COUNTY PLANNING AND DEVELOPMENT.
2. IF THE GUARANTY AMOUNT IS GREATER THAN \$10,000 PLEASE SUBMIT A CHECK IN THE AMOUNT OF \$500 (BOND MANAGEMENT FEE) WITH THE WRITTEN REQUEST AND GUARANTY ESTIMATE FORM TO PLANNING AND DEVELOPMENT. IF THE GUARANTY AMOUNT IS LESS THAN \$10,000 THERE WILL BE NO BOND MANAGEMENT FEE.
3. A BOND MANAGEMENT FEE WILL BE REQUIRED FOR EROSION AND SEDIMENT CONTROL GUARANTYS ASSOCIATED WITH LAND DISTURBANCE PERMITS; HOWEVER, THE FEE SHALL BE SUBMITTED TO PLANNING AND DEVELOPMENT ONCE THE APPLICANT HAS BEEN NOTIFIED THAT THE LAND DISTURBANCE PERMIT IS READY FOR ISSUANCE. PROOF OF PAYMENT WILL BE REQUIRED AT THE TIME OF ISSUANCE OF THE LAND DISTURBANCE PERMIT AS APPLICABLE.