

PROCEDURE

FOR

REDUCTION/RELEASE OF BONDS/LETTERS OF CREDIT

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

REDUCTION/RELEASE:

1. SUBMIT A WRITTEN REQUEST TO ZONING AND SUBDIVISION ADMINISTRATOR, MARK CHERAN, FREDERICK COUNTY PLANNING AND DEVELOPMENT.
2. SUBMIT A CHECK IN THE AMOUNT OF \$300 (BOND MANAGEMENT FEE) WITH THE WRITTEN REQUEST TO PLANNING AND DEVELOPMENT.
3. ONCE THE REQUEST AND FEE HAVE BEEN RECEIVED AND PROCESSED, PLANNING AND DEVELOPMENT WILL FORWARD A WRITTEN REQUEST TO PUBLIC WORKS FOR RECOMMENDATION. PUBLIC WORKS WILL THEN PERFORM A SITE INSPECTION AND PROVIDE PLANNING AND DEVELOPMENT WITH A WRITTEN RECOMMENDATION ON THE GUARANTY REQUEST AS FOLLOWS: RELEASE THE TOTAL AMOUNT, RELEASE A PARTIAL AMOUNT OR NOT AT ALL BASED ON ANY ISSUES THAT REQUIRE CORRECTION TO BRING THE SITE INTO COMPLIANCE WITH THE APPROVED PLAN AND/OR THE VIRGINIA DEPARTMENT OF TRANSPORTATION'S ACCEPTANCE OF THE ROADS INTO THEIR SECONDARY ROAD SYSTEM.
4. PLANNING AND DEVELOPMENT WILL THEN NOTIFY THE PETITIONER OF THE STATUS OF THEIR REQUEST.