

PROCEDURE

FOR

RPLACEMENT OF BONDS/LETTERS OF CREDIT

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

REPLACEMENT:

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. SUBMIT A CHECK IN THE AMOUNT OF \$500 (BOND MANAGEMENT FEE) WITH THE WRITTEN REQUEST AND GUARANTY ESTIMATE FORM 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 FOR THE REPLACEMENT GUARANTY AMOUNT REQUIRED BASED ON THE CONDITION OF THE SITE (I.E., THE AMOUNT OF WORK COMPLETED TO DATE) 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.