

**City of Charlotte**  
**Land Development Services**  
**Notification to Issue Certificate of Occupancy**  
**(Sidewalk Agreement)**

**Attention:** \_\_\_\_\_  
(City of Charlotte Site Inspector)

**Subdivision Name:** \_\_\_\_\_

**Phase #:** \_\_\_\_\_ **Map #:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

Sidewalk for this address was inspected and **does not** conform to the Charlotte Land Development Standards. The City of Charlotte is holding an active performance bond guaranteeing installation of sidewalk that meets these standards. By signing of this letter, the developer/builder agrees to correct deficiencies within 30 days of this memo and the owner is aware of the work to be done.

\_\_\_\_\_  
Signature of Developer/Builder Date

\_\_\_\_\_  
Mailing Address City, State Zip Code

\_\_\_\_\_  
Area Code/Telephone Number Area Code/Fax Number

\_\_\_\_\_  
Signature of Homeowner Date

\_\_\_\_\_  
Area Code/Telephone Number

\_\_\_\_\_  
Notary Signature/Seal Date Commission Expires



Land Development Division  
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