Surety Action Request Form

Type of Surety Review Request (check only one):
Annual Registration for Surety over 4 Years Old □
Adjustment of a Posted Surety □ (Please note, a copy of the initially recorded plat and subsequent revisions, if any, must be included with all adjustment requests. No credit allowed for installed storm drainage or BMPs until as-built plan is approved. To receive credit for stone base, asphalt, curb & gutter, or sidewalk, 100% of the item must be installed unless this Form is accompanied by a scaled plan delineating the limits of work for which credit is requested.)
Adjustment of a Surety Estimate □
Replacement □

Surety Information:
Subdivision Name__________________________ Phase_____ Map_____
Subdivision □ Sidewalk □ ROW □ Other □ BMP □
Site Inspector Name__________________________________________
Letter of Credit □ Surety Bond □ Cash Surety □

Applicant Information:
Organization Name______________________________________________
Contact Name__________________________________________________
Contact Title___________________________________________________
Address _________________________________________________________
City_________________________ State_______ Zip Code__________
Email Address___________________________________________________
Phone Number___________________________________________________
Signature ___________________ Date__________________________

Fee Information:
Annual Registration for Surety over 4 Years Old (from Original Effective Date) $650.00
Adjustment of a Posted Surety $650.00
Adjustment of a Surety Estimate $650.00
Replacement of a Surety $650.00

Payment Method: Check (made payable to the City of Charlotte): □
Online payment at https://aca-prod.accela.com/CHARLOTTE/Default.aspx: □

Please note that we will not accept the surety review request until payment is received.

Submit completed form to:
Bond Administration
City of Charlotte Land Development Division
600 East Fourth Street, Charlotte, North Carolina 28202-2844
Telephone: (704)432-0960; Email: shauna.salanger@charlottenc.gov

03/17/2019