*Surety Preferences Selection Form

(This form is a required attachment to the Subdivision Final Plat Approval Form)

* Posting sureties is required for plat release in the absence of completed public improvements.

Ref: 

City of Charlotte Subdivision Ordinance – 8.400 Modification of Requirements; Bond
Charlotte-Mecklenburg Land Development Standards Manual - III. C. 1. (b)

As with any financial obligation, a thorough understanding of available options and consequent
requirements, liabilities, and limitations will help ensure your satisfaction with the Land Development Bond
Program. Please visit http://charlottenc.gov/ld/BondAdministration/Pages/default.aspx for a complete
overview of the Land Development Bond Program, policies, procedures, reports, and current forms.

For questions/comments, please contact:

**Bond Administration**
Engineering and Property Management Department
Land Development Division
600 East Fourth Street, Charlotte, NC 28202-2844
Phone: (704) 336-6692
City of Charlotte Land Development Bond Administration
Surety Preferences Selection Form

Please give careful consideration to your selections - once submitted, selection modification is not permitted.

**Project Information - all fields required**
The “Project” is the Plat being submitted to the Charlotte-Mecklenburg Planning Commission for Approval.

<table>
<thead>
<tr>
<th>Subdivision Final Plat Approval Form Date (Planning Commission Application):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name:</td>
<td>Phase #: Map #:</td>
</tr>
</tbody>
</table>

**Owner Information - all fields required**
The “Owner” is the party submitting the plat to the Charlotte-Mecklenburg Planning Commission for approval. Following plat approval, Surety Requirement Notification will be provided to the Owner via email or fax.

<table>
<thead>
<tr>
<th>Owner Company:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Contact Name:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>Ext:</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

**Physical Address:**

<table>
<thead>
<tr>
<th>Suite #:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code (plus 4, please):</th>
</tr>
</thead>
</table>

**Mailing address:**

<table>
<thead>
<tr>
<th>Suite #:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code (plus 4, please):</th>
</tr>
</thead>
</table>

**Additional Contacts to Receive Surety Requirement Notification - optional**

Name: Email: Name: Email:

**Surety Preferences – A selection is required for each section. Forms without completed selections will not be processed.**

Note: once the estimate is produced, there will be no modification to the estimate unless a Surety Action Request Form is submitted with the required surety adjustment fee.

**Developer Subdivision Surety (Select only one. If a selection is not made, the form cannot be processed.)**

A. □ **Do Not Credit Completed Work** – Upon plat approval, calculate/provide all surety amounts required/selected.

B. □ **Credit Completed Work** – Upon plat approval, perform site visit to verify completed work; calculate/provide all surety amounts as required/selected. I understand **I will not receive notification of the site visit date/time, and 5 to 7 business days may be required from the date of plat approval for completion of the site visit, estimate calculation, and surety requirement notification.**

C. □ **Credit Completed Work** – Upon plat approval, **defer site inspection/calculation** of all surety amounts as required/selected. I agree to notify Land Development Customer Service by phone (704.336.6692) at a later date to request a site visit to verify completed work. I understand **5 to 7 business days may be required from the date of notification for completion of the site visit, estimate calculation, and surety requirement notification.**

**Separate Sidewalk Surety (Select only one. If a selection is not made, the form cannot be processed.)**

A. □ No - Separate Sidewalk Surety is not desired.

B. □ □ Yes - Calculate/provide requirements for a separate Sidewalk Surety. **Eligible lots must front right-of-way that is a part of the same plat; CO holds will be placed prior to Plat Release.**

**Other Surety Requirements** (i.e., Tree-Planting, Right-of-Way Acquisition, BMP, etc.) will be calculated as required.

I have reviewed and understand the requirements, policies and procedures of the Land Development Bond Program as published on http://charlottenc.gov/ld/BondAdministration/Pages/default.aspx and have selected the options above based on that information.

Owner’s signature (required) Date (required)

City of Charlotte Land Development Surety Preferences Selection Form Rev. 03/06/2017