



**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*