



Surety Action Request Form

Type of Surety Review Request (check only one):

Annual Registration Renewal

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 Renewal for Surety	\$855.00
Adjustment of a Posted Surety	\$855.00
Adjustment of a Surety Estimate	\$855.00
Replacement of a Surety	\$855.00

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) 336-6692 | Email: BondAdministration@charlottenc.gov

07/01/2026