

Request Form for Performance Bond Release

Information on Person/Entity Making the Request

Name	
Address	

Project Details:

Name	
Address	

Performance Surety:

Type of Bond Held (Cash/Bonding Company)	
If Escrow/ Cash was not established, Name of Bonding Co. (include copy of the original Bond)	
Date Originally Established	
Requested Amount to be Released	\$
	Dollars

Indicate the document(s) included with your request *(All documents are required unless indicated otherwise):*

- Project Engineer's Certification regarding work completed
- As-built plan stamped by P.E.
- Table - Original Bond Amount Schedule of items
- Table - Items Completed on Bond Amount Schedule
- Certificate of Compliance issued by ACC, if applicable (check Board's Decision)
- Recommendation from DPW and/or other City Departments, if applicable (check Board's Decision)
- Recommendation from the Board's inspectional engineer
- Signed Form O or Form OS signed by the Board's inspectional engineer
- Landscape certified by L.A. or Arborist
- Photographs (optional)
- Other: _____

Print Name: _____ Signature: _____

Date: _____

Request Form for Performance Bond Release

Office Use Only

Prior Release(s), if any:

1. Amount Released _____ Date Released _____
2. Amount Released _____ Date Released _____
3. Amount Released _____ Date Released _____

Action by Board:

Amount Released? YES or NO If amended, then Amount Released _____

Reasons for Denial:

1. Insufficient Information YES or NO
2. Additional Information Required? YES or NO See Below:
 - Project Engineer's Certification regarding work completed
 - As-built plan stamped by P.E.
 - Table - Original Bond Amount Schedule of items
 - Table - Items Completed on Bond Amount Schedule
 - Certificate of Compliance issued by ACC, if applicable (check Board's Decision)
 - Recommendation from DPW and/or other City Departments, if applicable (check Board's Decision)
 - Recommendation from the Board's inspectional engineer
 - Signed Form O or Form OS signed by the Board's inspectional engineer
 - Landscape certified by L.A. or Arborist

3. Other Comments/Questions

- _____
- _____
- _____