



Town of
**INDIAN
TRAIL**
north carolina

ENGINEERING DEPARTMENT

- LETTER OF CREDIT RELEASE REQUEST -

For question/comments, please contact:
Town of Indian Trail
Engineering Department
315 Matthews Indian Trail Road
PO Box 2430
Indian Trail, NC 28079
Phone: (704) 821-1314

**– Letter of Credit Release –
Instructions**

- Complete the request form in its entirety and return to the Engineering Department;
- Your inspection will take place within the next 30 days unless otherwise notified;
- Upon approval, the Town's surety release fee is \$300.00 (certified check or money order). Please make check payable to the Town of Indian Trail and mail or deliver to:

Town of Indian Trail
Engineering Department
PO Box 2430
315 Matthews Indian Trail Road
Indian Trail, NC 28079

This packet includes:

Letter of Credit Release Data Form (1 page)

This form must be completed and returned to the Engineering Department.

Town of Indian Trail Engineering Department
Letter of Credit Release Request

Surety Information

Date of Issue: _____ Amount in Figures: _____

Amount in Words: _____

LOC #: _____ Company/Bank: _____

Project Information *(Project for which this Surety is being required by the Engineering Department)*

Project Name: _____ Phase #: _____ Map #: _____

Town Project Manager: _____ Project #: _____

Purpose: Street Sidewalk Curb & Gutter Storm Drainage Landscaping BMP ROW Water/Sewer Other
(Brief Description): _____

Release Information *(Party responsible and for whose account this Surety is issued)*

Name: _____ Title: _____

Company Name: _____

Address: _____

Signature: _____ Date: _____

Email: _____

Phone: _____ Fax: _____

This Surety Release is hereby approved.

Todd Huntsinger
Director of Engineering

Date: _____

Received by:

Town Engineering Representative

Date: _____

Release Fee Received: _____ Check No.: _____