



Town of
**INDIAN
TRAIL**
north carolina

ENGINEERING DEPARTMENT

- Surety Reduction Review -

Requirements & Form
Automated Version

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) 821-5401

-Surety Reduction Review- Requirements

Requests for **Surety Reduction Reviews** for eligible sureties may be made at any time during the life of the project. **Requests for a one-time reduction (excluding BMPs) must be in writing using this form** and must be accompanied by a copy of the recorded plat and any subsequent revisions (highlighted for improvements where appropriate).

Surety Reduction Reviews may require up to thirty (30) days to complete unless otherwise informed.

Upon receipt of an approved **Surety Reduction Review**, the issuing Bank, Surety Company or Surety Agent will then require time to process the Amendment or Rider necessary to officially amend the Surety on file with the Engineering Department. We therefore encourage our customers to send Reduction Review Requests well in advance of due dates for Letters of Credit and Continuation Certificates (Surety Bonds), as reduction reviews *in progress* do not affect due dates for these documents. The Town's **surety reduction fee is \$300.00**. Please make payable to the Town of Indian Trail send to the attention of the Engineering Department.

For **Surety Release**, please utilize the Surety Release Packet. Please complete the required information and return to the Town of Indian Trail Engineering Department. The Town's **surety release fee is \$300.00** should be made payable to the Town of Indian Trail.

All fees should be delivered in the form of certified check or money orders only.

This Packet includes:

Surety Reduction Request Form (1 page)

This form must be completed and provided with each surety reduction/release review request posted with the Engineering Department.

1. Complete the request form in its entirety;
2. Send all requests to:
Town of Indian Trail Engineering
Department
PO Box 2430 (mail)
315 Matthews Indian Trail Road (ship)
Indian Trail, NC 28079
3. Please include a copy of the recorded plat and any subsequent revisions.

Surety Reduction Review Request

Project Name: _____ Phase # _____ Map #: _____

Project #: _____

Cash Surety Check #: _____ Letter of Credit#: _____

Surety Bond #: _____ Amount: \$ _____

Streets Sidewalk BMP Right-Of-Way Curb & Gutter Storm Drainage Landscaping ROW Other

Brief Description:

As an authorized representative of _____, I am submitting this letter as a formal request for a **reduction review** of the improvement obligation associated with the above referenced surety.

Per the Unified Development Ordinance requirements, **a copy of the initially recorded plat** (and subsequent revisions, if any) is attached to this request. The plat has been highlighted to indicate completed improvements.

Please contact me at the number below should you need additional information to process this request.

Organization Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address (*required*): _____

Phone Number (*required*): _____ Cell Number: _____

Signature: _____

Printed Name and Title (*required*)

Date (*required*)

Please submit completed Surety Review Request to:

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

704-821-5401