



DEVELOPER SECURITIES REQUEST FORM

Stafford County Securities Division
Department of Public Works
1300 Courthouse Road

P.O. Box 339-Stafford, VA 22555

Phone (540) 658-8676 Fax (540) 658-4863

<http://www.co.stafford.va.us/Departments/Securities/Index.shtml>

STEP 1. Please indicate the nature of your request:

REDUCTION – A reduction to the amount of securities currently being held*.

A reduction request must include the following items:

A certified (stamped) estimate of the current cost and percentages completed of the project**

The required fee of **\$333.94** including the 2.75% Technology fee made payable to the County of Stafford

An as-built plan (required for reductions to SWM/Facilities and SWM/Drainage Securities)***

*A security may only be reduced to a maximum of 10% of the original security amount.

**The certified cost estimate must be prepared by a qualified professional.

***As-built plans for Stormwater Management should be submitted to the Public Works-Securities Division- (540) 658-8582.

EXTENSION – An extension to an expired performance agreement

An extension request must include the following items:

A written summary from the owner identifying delays and providing a new completion schedule

A signed Amendment Form to extend the performance agreement

The required fee of **\$308.25** including the 2.75% Technology Fee made payable to the County of Stafford

A certified (stamped) estimate of the current cost and percentages completed of the project*

*The certified cost estimate must be prepared by a qualified professional.

RELEASE – A release of a currently held security*

A release request must include the following items:

VDOT Acceptance Letter to County Transportation Division (for Roads and Drainage release)

Certification letter of 100% completion (for Monumentation release)**

As-Built Plan Approval (for Utilities release)***

As-Built Plan Approval for (SWM/Facilities and SWM/Drainage release or reduction)***

** The certificate of completion must be prepared by a qualified professional.

***For questions concerning as built plans, please contact the Utilities Department at (540) 658-8630 for Utilities As-Built or the Securities Division at (540) 658-8582 for SWM/Facilities and SWM/Drainage As-Built

PROJECT INSPECTION – A request for a project status inspection.

An inspection request must include the following items:

A certified (stamped) estimate of the current cost and percentages completed of the project*

*The certified cost estimate must be prepared by a qualified professional.

STEP 2. Please indicate the type of security below for which you are requesting a release/reduction:

- | | | | |
|-----------------------------------|--------------------------|-------------------------|--------------------------------|
| Roads/Drainage Release (VDOT) | <input type="checkbox"/> | Water/Utilities | <input type="checkbox"/> |
| SWM Inside VDOT ROW | <input type="checkbox"/> | Erosion & Sediment | <input type="checkbox"/> |
| Monumentation Release | <input type="checkbox"/> | Landscaping | <input type="checkbox"/> |
| SWM/Facilities (Outside VDOT ROW) | <input type="checkbox"/> | Final Paving/Striping | <input type="checkbox"/> |
| SWM/Drainage (Outside VDOT ROW) | <input type="checkbox"/> | Other (please indicate) | <input type="checkbox"/> _____ |

STEP 3. Complete information below and mail to the Securities Office

Date: _____ Company/Owner: _____

Project Name: _____ Project #: _____ Performance Agreement #: _____

STEP 4. Provide a mailing address below for request results.*

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email Address: _____

Print Name

Signature

***There is a \$15.00 fee for additional copies of results to be mailed.**

540-658-8676
ahyder@co.stafford.va.us