

CHECKLIST FOR: PRIVATELY MAINTAINED ROADS AND/OR SITE PLAN BOND RELEASE

Project Name: _____

Application #: _____ - _____ - _____ **Bond Number:** _____
e.g., CPAP, CPAR, STPL, etc.

Contact Info: _____
Developer/Release Agent Telephone E-mail

ITEMS 1-9 MUST BE SUBMITTED TO THE COUNTY PRIOR TO BOND RELEASE SITE INSPECTION.

- 1) Release request letter & Fees: (\$1,645 PMRA & STPL Release Fee; \$850 Fee for SWM & \$185 As-Built Review Fee, for all applications).

- 2) A digital copy (PDF) of all release documents must be provided (via CD/DVD) at release package submission and before commencement of release process. Submission via Flash drives or links to cloud file-share sites will not be accepted.

- 3) Vicinity Map: (e.g., WebLogis or others online) non-photo, line map with site labeled & highlighted

- 4) Record Drawings (As-Built Plan), including SWM Facilities: 1 hardcopy AND digital copy referenced above.

- 5) Completed Performance Bond Release Certification: Required for all projects regardless if the project is subject to any Proffers and/or Special Exception Conditions. The forms are available here: [DOWNLOAD PERFORMANCE BOND RELEASE CERTIFICATION FORM](#) & [DOWNLOAD PROFFER/CONDITION STATUS UPDATE FORM](#)

- 6) Conformance Letter: Developer certifies the project was built in accordance with the approved plans. 2 hardcopies AND digital copy referenced above.

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- 7) Corner Monuments Letter: Property corners monumented (required for land subdivisions). Certification by Professional Land Surveyor/Engineer.
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- 8) Acceptance Letter: Entity Letter accepting responsibility for maintenance of bonded improvements. Letter to be dated within 180 days of release request.
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- 9) GeoTech Report & Certification: Cover letter signed & sealed by the supervising professional, certifying compliance to State & County Standards for compaction test results of sub-base materials & layers of asphalt pavement in roads, parking lots, trails, and concrete break-test results for sidewalks, curbs & gutters (digital only copy required of test results).
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- 10) Roadway Exhibit: Sketch with subject roadway highlighted in **Green** and dimensioned (linear foot length of road/streets associated with current release). Also, all sections/phases and adjacent labeled.
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- 11) VDOT Land Use Permit (Commercial Entrance Permit): (if connecting to a State Road). Status – Complete
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- 12) Letter of Map Revision (LOMR) from FEMA (Required for projects that increase base flood elevation of Major Floodplain or change the boundary).
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- 13) Latent Defect Indemnification Agreement (LDIA) for Private Roads: if applicable, is available here: [DOWNLOAD LDIA \(PRIVATE ROAD\) FORM](#)
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- 14) Latent Defect Indemnification Agreement (LDIA) for Stormwater Management Facilities, if applicable, is available here: [DOWNLOAD LDIA \(SWM FACILITIES\) FORM](#)
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- 15) Stormwater Management Maintenance Agreement (SWMA) (aka Wet Pond Agreement) and/or Facilities Maintenance Performance Agreement (FMPA), if applicable, are available here. [DOWNLOAD SWMA FORM](#) AND/OR [DOWNLOAD FMPA FORM](#)
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