

PRINCE WILLIAM COUNTY
DEPARTMENT OF DEVELOPMENT SERVICES
INSTRUCTIONS FOR BOND AND ESCROW EXTENSION AND/OR REDUCTION REQUESTS

Intent and General Requirements:

The intent of these instructions is to provide the engineer/preparer of the extension or reduction request a better understanding of the policies and guidelines used by the County in processing, reviewing and calculating extension and reduction requests and to reduce confusion and introduces the opportunity for the engineer/preparer to contact and discuss with the inspectors any disagreements with the amounts and quantities on the bond reduction form.

Reduction and Extension requests must comply with Section 130.03.02 of the Design and Construction Standards Manual and Section 4.07 of the Administrative Procedures Section of the Design and Construction Standards Manual (DCSM).

Thirty percent (30%) of the bonded improvements must be completed before any bond reduction request will be processed [Section 4.07.4(2)]. Fifty percent (50%) must be completed for the first extension request and eighty-five (85%) percent for the second extension request [Section 4.07.3(D) (1)]. The County may accept up to three (3) reduction requests in any twelve month period. Requests for bond and escrow reductions will not be processed if there are unresolved site violations.

Siltation and erosion escrows are allowed a one-time reduction of a maximum fifty percent (50%) when work has satisfactorily progressed to the stage where sufficient escrow would remain to ensure the installation, maintenance, and performance of erosion and sediment control measures [DCSM Section 750.11(D)].

Submission Requirements:

All extension and/or reduction requests must include three copies of the following:

- A written explanation for an extension. The written explanation must include reasons and conditions which have precluded the completion of the required physical improvements.

- A written time line to complete the project.

- Proffers and/or special use conditions and the current associated analysis, when applicable.

A compact disc containing a completed Bond Reduction Form indicating the remaining items left to be constructed must also be submitted. In lieu of a disc, the completed form may be sent via e-mail to LDD@pwcgov.org.

A fee, in accordance with the current fee schedule, must be submitted with the request. There is a \$297.00 fee for an extension and/or reduction request submitted prior to the expiration of the performance agreement. There is an \$800.00 fee for an extension and/or reduction request submitted after the expiration of the performance agreement.

The request must also include contact information including telephone, e-mail and/or Fax number for the applicant and the preparer. The request is submitted to the Land Development Division, Department of Development Services, 5 County Complex Court, Prince William, Virginia 22192.

Bond Reduction Form:

The form is in MSExcel format and must be completed electronically by the preparer and submitted via e-mail or a compact disc to the County. The form requires the retention of a certain percentage of the construction cost for specific bonded items. The notes at the end of the form specify the required retention percentages. These are guidelines and the actual percentages of monies held are determined by the inspectors and based upon the level of quality of workmanship and materials. The preparer and/or applicant can meet with the inspectors to discuss any disagreements with the final reduction amounts.

Review Process:

The request is processed in accordance with the Bond Reduction Procedure. Once the extension and/or reduction request is reviewed and processed, the applicant will receive a letter from the Department of Development Services. The letter will state a recommendation of approval or denial of the extension and/or reduction request. The process may take up to forty-five days if the Inspectors disagree with the preparer's estimates. Otherwise, the letter to the applicant will be sent within thirty days of the submission of the application. Extensions and/or reductions that are granted will require proper documentation from the Surety Company or Financial Institution to officially extend and/or reduce the bond or escrow.

Documents from the Surety Company or Financial Institution cannot be accepted until the Land Development Division has notified the applicant that the extension and/or reduction request has been granted. Documents received prior to this notification will be returned to the applicant.

Updated: August 16, 2009