

Partial Release Request for Guaranteed Subdivision Improvements

The intent of this form is to provide a uniform method for developers to submit releases for the required infrastructure costs related to their project. Partial release may be requested for existing Letters of Credit, bonds or cash deposits. Once submitted, the Town Engineer will review the release information for accuracy and will perform on-site inspections of the proposed infrastructure to be released. The Engineer will bill the applicant directly for the time required to complete the inspections. A \$100 review fee is due at the time of submittal. Please indicate each map separately and submit one form per map. Any difference in utility or paving must be calculated in separate unit costs and proof of payment to all subcontractors must also be submitted.



Contact Information: Please provide the information of the person or company who will be providing this information.

Company: _____ Contact Name: _____

Mailing Address: _____ Telephone: _____

_____ Fax No.: _____

Contact e-mail address: _____

Original Amount of LOC/Bond/Cash Deposit: _____ Project Release Request (1st, 2nd, 3rd, final, etc.): _____

PROJECT NAME, PHASE, and MAP NUMBER: _____

	QUANTITY	COST PER UNIT	TOTAL COST	AMOUNT COMPLETED	REQUESTED RELEASE AMOUNT	CONTINGENCY (25% of requested release amount)	BALANCE REMAINING ON ORIGINAL GUARANTEE
Landscaping:							
Sidewalks:							
Seeding and Mulching:							
Asphalt Paving (Final Lift):							
Curb and Gutter:							
TOTAL:							

REQUESTED CHECK AMOUNT (AMOUNT SHOULD INCLUDE 25% CONTINGENCY):

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NOTE: A COPY OF THE ORIGINAL APPROVED IMPROVEMENT GUARANTEE FORM SHOULD ACCOMPANY THIS FORM WHEN SUBMITTED.