Tracy Ann Coleman, P.E.
Deputy Director

Michael C. O'Connor
Mayor

FREDERICK
PROJECTS

REDUCTION/RELEASE REQUEST

IN ACCORDANCE WITH THE CITY OF FREDERICK STANDARD DESIGN & CONSTRUCTION SPECIFICATIONS, SECTION 01102-3, PRIOR TO FINAL PROJECT ACCEPTANCE AND THE RELEASE OF THE GUARANTEE, ALL RELEVANT AS-BUILT DOCUMENTS (DRAWINGS, VALVE TIES, PARKLAND DEDICATION CRITERIA, ETC.) MUST BE SUBMITTED TO THE CITY FOR REVIEW AND APPROVAL.

REQUEST TYPE: ☐ RELEASE OF SURETY ☐ REDUCTION OF SURETY

DATE: **PZ #:**

PROJECT:

(Development Name, Phase, Section)

DEVELOPER:

(Name & Address)

PERSON REQUESTING:

CONTACT INFORMATION:

(Address, Phone #, Email)

DESIGN ENGINEER:

PWA DATE:

SURETY INFO:

(Guarantor, ID Number)

SURETY AMOUNT: ☐ Bond ☐ LOC ☐ Cash Funds

AS-BUILT APPROVAL DATE:

Please email the complete release/reduction request form to DPW Projects at projectsinspection@cityoffrederickmd.gov. Upon receiving the request, an acknowledgement will be returned to the email of the person making the request. DPW Projects recommends contacting the assigned inspector for the project to verify eligibility prior to making the request.