



PRINCE WILLIAM COUNTY
Department of Development Services – Land Development Division
BOND REDUCTION PROCEDURE

Action	Notes	# of Days	Day
Applicant submits request for reduction to the Land Development Division (LDD).	Application include request letter, proffer analysis, fee, bond reduction estimate form, contact information for both applicant and consultant including e-mail address and phone number.	0	0
LDD performs quality control evaluation of application documents and sends documents through e-mail to Transportation/Watershed Inspectors and the Service Authority.	If application is rejected, LDD informs the applicant of required corrective actions.	7	1-7
Transportation/Watershed Inspectors perform site inspection and/or prepare an estimate using the current Bond Extension and Reduction Estimate . Transportation/Watershed inspectors consolidate estimates into one document.		15	8-22
The inspector(s) performing the consolidation send(s) a copy of the estimate to the applicant and consultant via e-mail. If applicant/consultant disagrees with any of the amounts, the applicant/consultant has five (5) days to inform the inspector (via e-mail) ; otherwise the amounts become final and will be used as the basis for the bond reduction.			8-22
Applicant/consultant schedules meeting to resolve any disagreement regarding cost to complete.	Applicant resolves any issues with the Service Authority independently with the Service Authority	15	23-37
Transportation/Watershed inspectors inform LDD of the final amount to be retained.	The final amount to be retained will include Service Authority estimates.	1	38
LDD prepares paperwork for the amount to be released and updates the information in the database.		7	39-45