

# Town of East Hartford

## Bond Release / Reduction Request Form

Note: separate forms required for EACH request

**Part 1** to be completed by applicant or designated agent. Incomplete applications will be returned to the applicant

Site Address: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
Cell No. \_\_\_\_\_

Action Requested:

Bond Release: ☐  
Bond Reduction: ☐ Original Bond Amount Posted: \$ \_\_\_\_\_

Notice: Per Section 706.4 of the Zoning regulations, "There may be no more than two (2) bond reductions per calendar year on each approved site plan."

Type of bond (*Applicant Must Check one*):

Site modification ☐ E&S Controls ☐ Requested by: \_\_\_\_\_  
Off-site improvements ☐ Subdivision ☐ Print name \_\_\_\_\_  
Signature \_\_\_\_\_  
Designated Agent check here: ☐

### Part 2 Inspection report: \_\_\_\_\_ (to be completed by Engineering Division )

Received by Engineering Division (date): _____	Assigned to: _____
Date of Inspection: _____	Inspected by: _____
Recommendations ( <i>check all that apply</i> ):	
1. A bond reduction is recommended .....	<input type="checkbox"/> (print name)
2. Recommended value of reduction: \$ _____	
3. A full release of the bond is recommended.....	<input type="checkbox"/> (title)
4. No reduction is recommended at this time. ....	<input type="checkbox"/>
5. The attached list of outstanding items must be completed	<input type="checkbox"/>
6. Supporting documentation is attached .....	<input type="checkbox"/> (signature)
Bond Number: _____	
Cash <input type="checkbox"/> Surety <input type="checkbox"/>	
Value of bond currently being held (verified by escrow account) : \$ _____	

Note: If Item 1 is checked, a value must be provided in line 2  
If Items 1, 4 or 5 are checked, supporting documentation **MUST** be attached

### Part 3 Approval

**NOTICE TO Town Planner:** Engineering staff have inspected the above referenced project for conformance with approved plans. The actions above are recommended by the Town Engineer for the consideration of the Planning and Zoning Commission at the next regularly scheduled meeting.

Approved by:

\_\_\_\_\_ Date: \_\_\_\_\_  
M. Denise Horan, PE , Town Engineer