**City of Newcastle Bond Release Request Form**

*Please completely fill out this form and then email to your project planner.*

**ASSIGNED PLANNER:** Click here to enter text.

**APPLICANT:**  Click here to enter text.

**APPLICANT CONTACT INFO:** Click here to enter text.

**DATE:**  Click here to enter a date.

**PROJECT:** Click here to enter text.

**CITY PROJECT NUMBER(S):** Click here to enter text.

**BOND NUMBER(S):**  Click here to enter text.

**AMOUNT:** Click here to enter text.

**TYPE OF BOND** (Surety, Cash?): Click here to enter text.

**PERFORMANCE OR MAINTENANCE BOND?**

Click here to enter text.

**SURETY CONTACT** (Enter contact information for your surety company, whom the letter of release will be sent to. Please indicate if email is acceptable, or if USPS paper copy is preferred. The City **must** have a surety contact for surety bonds in order to release them.)

Click here to enter text.

**IF CONVERTING TO MAINTENANCE BOND, HAVE YOU INCLUDED THE REPLACEMENT MAINTENANCE BOND?** (You must have the maintenance bond prior to the release of the performance bond.)

Click here to enter text.

**RELEASE REQUEST** (Full release, partial release, release of performance bond and conversion to maintenance bond, etc.)

Click here to enter text.

**FOR OFFICIAL USE ONLY:**

**Release approval**

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Jeff Brauns, PE Date

Public Works Director/City Engineer

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Mark Hofman, AICP Date

Community Development Director

**Staff Concurrence**

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| --- | --- | --- |
|  |  |  |
| Public Works/SWM Inspector |  | Date |
| Project Planner |  | Date |