

TOWN OF HOLLY SPRINGS

UDO COMPLIANCE SURETY

DPM Appendix #A.22
Supplement #14
April 2018



Prior to Filing Surety Request

Request a site inspection with the Department of Planning & Zoning in order to determine what items are needed for the site to pass inspection. Call 919-557-3908 to schedule this inspection. (Allow 5 business days for results.)

Based on the results of the site inspection, an itemized cost estimate of remaining items to be completed shall be submitted with your UDO Surety Request.

FOR MORE INFORMATION:

Current Fee Schedule:
www.hollyspringsnc.us/dept/planning/policy/feesched.pdf

Review Process: Town of Holly Springs Development Procedures Manual (DPM) - Section 10

The DPM is available for purchase in the Department of Planning & Zoning or on-line at:
www.hollyspringsnc.us/dept/planning/policy/dpm.htm

Surety Request Submittal Requirements

For multiple surety items, separate requests and fees shall be submitted unless the request for surety release will be in one lump sum. Surety deposits are not refunded in separate increments.

The following items must be included with the UDO Compliance Surety Request to be deemed a complete submittal: (Please provide one original and one copy of all information.)

- Processing Fees (make check payable to: Town of Holly Springs)
- UDO Compliance Surety Application
- Detailed Itemized cost estimate plus labor. Total proposed amount of surety should be 125% of the total estimate. *Do not include your actual surety payment at this time.
- An estimated date of completion
- Include a copy of the appropriate plan sheet(s): landscape plan, lighting plan, and/or building elevation with the items included in this UDO Surety Request clearly marked and identify all quantities and materials as appropriate on each plan sheet.

Surety Authorization

After Staff has reviewed and approved the submitted request and itemized cost estimate, you will be notified to submit the proposed Surety amount and the UDO Compliance Agreement form and Cash Financial Guarantee if appropriate.

Surety Release Request

Upon completion of the secured improvements, submit the UDO Compliance Surety Release form to the Department of Planning & Zoning.

1. A site inspection by the Department of Planning & Zoning will be completed on or after the date specified that the items will be completed for inspection.
2. Applicant will be notified of the results of the inspection within 3 to 5 business days after inspection.
3. If approved, allow ten (10) business days for the surety release to be processed.
4. If applicable, Applicant will be notified when check is available for pick-up.



Town of Holly Springs
128 S. Main Street
P.O. Box 8
Holly Springs, NC 27540

Department of Planning & Zoning
919.557.3908
www.hollyspringsnc.us/dept/planning

UDO COMPLIANCE SURETY APPLICATION



The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule: www.hollyspringsnc.us/planning

Request for: (check all that apply to the requested surety)

- Perimeter Yard Landscaping
- Interior Parking Area Landscaping
- Parking Area Screening Landscaping
- Foundation Landscaping
- Street Trees
- Other: _____
- Site Lighting
- Wall Light Fixtures
- Architectural Element *specify* _____

For DPZ Use only

Fees Paid: \$ _____

Date Received: _____

Surety Specifications: (if applicable)

Surety Type Anticipated:

- Cash Deposit _____
- Irrevocable Letter of Credit
- Performance Bond

Estimated Completion Date: _____

Estimated Cost / Labor: _____

Surety Amount (125% of Total): _____

Cost: _____ Labor: _____ Total: _____

Project Information:

Project Location:

(Street Address or closest intersection) _____

Project Name: _____

Building Permit #: _____ TCO Date: _____

Final Plat #: _____ PIN: _____

Contact Information:

Applicant/Contact

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ E-Mail _____

Property Owner

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ E-Mail _____

Planning & Zoning Use Only:

Approval: _____ Date: _____

Site Inspection Comments: _____

Surety Expiration Date: _____

UDO COMPLIANCE AGREEMENT



To be submitted once surety authorization has been provided.
Submit a separate agreement for each surety being provided.

Request for: (check all that apply)

- Perimeter Yard Landscaping
- Interior Parking Area Landscaping
- Parking Area Screening Landscaping
- Foundation Plantings
- Street Trees
- Other: _____
- Site Lighting
- Wall Light Fixtures
- Architectural Element *specify* _____

For DPZ Use only

Date Received:

Surety Specifications:

- Surety Amount (125% of total cost + labor): _____
- Surety Type:
- Cash/Check Deposit (submit Cash Financial Guarantee form)
 - Irrevocable Letter of Credit
 - Performance Bond
- Issued Date (mm/dd/yyyy) _____
- Expiration Date (mm/dd/yyyy) _____

Project Information:

- Project Location: _____
- Project Name: _____
- Building Permit #: _____ TCO Date: _____
- Final Plat #: _____ PIN: _____

Due to weather conditions and/or unavailable materials at time of request for Certificate of Occupancy, the required items as specified on the approved plans for the above referenced project cannot be installed/ completed at this time. In compliance with Section 9.05, F.: Certificate of UDO Compliance of the Holly Springs Unified Development Ordinance, we the undersigned hereby certify that all improvements being guaranteed by the submitted surety will be installed on or before _____, 20_____.

The undersigned further understand that the owner and/or occupant is subject to the provisions of UDO Section 10: Enforcement and potential monetary fines should the required improvements not be installed/ completed by the above specified completion date.

Applicant's Name (printed) Applicant's Signature Date

Company/Business Name Phone

NOTARY STATEMENT

Sworn to and subscribed before me the _____ day of _____, 20_____.
Notary Public in and for the State of North Carolina. My Commission expires: _____

Notary Public / _____ Printed Seal

Planning & Zoning Use Only:

Approved: _____
Planning & Zoning Staff Printed Name Signature

Title Date

CASH/CHECK FINANCIAL GUARANTEE



Surety Specifications:

Surety Amount (125% of total cost + labor): _____

Surety Type:

- Cash Deposit
- Bank Check
- Cashier's Check

Check Number: _____

Check Submitted By: _____

Company: _____

Address: _____

For DPZ Use only

Date Received:

Project Information:

Project Location: _____

Project Name: _____

Building Permit #: _____ TCO Date: _____

Final Plat #: _____ PIN: _____

Cash/Check Surety Contact Information:

Contact

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ E-Mail _____

Check Release Contact Information

(This information will be used for returning the cash surety when the work has been completed; it is the responsibility of the guarantor to update the contact information if it changes.)

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ E-Mail _____

Planning & Zoning Use Only:

Approval: _____ Date: _____

Surety Expiration Date: _____

Deposited in Town of Holly Springs Planning and Zoning UDO Compliance Surety Acct # **10 321.01**

Date: _____

REQUEST FOR RELEASE OF UDO COMPLIANCE SURETY



Request for: (check all that apply to the requested surety)

- Perimeter Yard Landscaping
- Interior Parking Area Landscaping
- Parking Area Screening Landscaping
- Foundation Plantings
- Street Trees
- Other: _____
- Site Lighting
- Wall Light Fixtures
- Architectural Element *specify* _____

For DPZ Use only

Fees Paid: \$ _____

Date Received: _____

Surety Specifications: (if applicable)

Surety Type:

- Cash Deposit
- Irrevocable Letter of Credit
- Performance Bond

Ready for inspection on or after: _____

Surety Amount: _____

Project Information:

Project Location: (Street Address or closest intersection) _____

Project Name: _____

Building Permit #: _____ TCO Date: _____

Final Plat #: _____ PIN: _____

Contact Information:

Applicant/Contact

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ E-Mail _____

Certificate of Completion

I am requesting that the release of a UDO Compliance Surety. I certify that all work associated with this surety has been completed in its entirety and is ready for inspection. I understand that is the work is not complete or in compliance, that I will be subject to all applicable re-inspection fees prior to release of the surety.

Signature of Applicant: _____ Date: _____

Planning & Zoning Use Only:

Site Inspection Comments: _____

Improvements have been completed as specified in the associated UDO Compliance Surety: _____

Planning & Zoning Staff Printed Name _____ Signature _____

Title _____ Date _____