



# UDO Compliance Surety Submittal Information

## **Prior to submitting a surety request:**

UDO Compliance Sureties can be requested for items such as street trees, landscaping, site lighting or wall light fixtures. Request a site inspection with Development Services to determine what items are needed for the site to pass inspection. Call our inspection team at 919-557-3908 and allow five (5) business days for inspection and results.

## **Submittal Requirements:**

Multiple lots/areas may be combined into one surety. Surety deposits are not released incrementally, all work must be completed before release.

Submit the following items via the City View Portal under the Civil Construction Document application for your project: <https://cityview.hollyspringsnc.us/portal>

- ☐ UDO Compliance Surety Application
- ☐ Detailed itemized cost estimate plus labor
  - Total proposed amount of surety should be 125% of the total estimate and should not be submitted until authorized
- ☐ Include a copy of the appropriate plan sheet(s) and clearly mark and identify all quantities and materials as appropriate on each plan sheet
- ☐ Include a list of all addresses affected

## **Surety Authorization:**

Once staff has reviewed and approved your request, you will be notified to submit the surety amount with the UDO Compliance Agreement to Julie Nicewinter, Development Business Coordinator ([julie.nicewinter@hollyspringsnc.gov](mailto:julie.nicewinter@hollyspringsnc.gov); 919-567-4008).

- ☐ A submittal fee of \$350 will be available to pay at this time in the City View portal.
- ☐ The surety provided must be in the form of a Check, Bond or Letter of Credit.

## **Surety Release Request:**

Upon completion of the secured improvements, submit the UDO Compliance Surety Release Request form to Julie Nicewinter, Development Business Coordinator ([julie.nicewinter@hollyspringsnc.gov](mailto:julie.nicewinter@hollyspringsnc.gov); 919-567-4008).

# UDO Compliance Surety Application

<b>Project Name:</b>	<b>TOHS Project No.:</b>
Building Permit No.:	Final Plat #:
Date of Site Inspection:	Inspector:

<b>Request</b> (check all that apply)	
<input type="checkbox"/> Perimeter Buffer Landscaping <input type="checkbox"/> Interior Vehicle Parking Area Landscaping <input type="checkbox"/> Vehicle Parking Area Screening Landscaping <input type="checkbox"/> Foundation Landscaping <input type="checkbox"/> Architectural Elements (specify): <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Site Lighting <input type="checkbox"/> Wall Light Fixtures <input type="checkbox"/> Street Trees

<b>Estimate</b>	
Estimated Completion Date:	
Estimated Cost & Labor: (submit separate cost estimate)	
Proposed Surety Amount: (125% of total)	

<b>Applicant Contact Information</b>	
Name:	Company:
Mailing Address:	
Telephone No.:	E-mail:

<b>Property Owner Contact Information</b>	
Name:	Company:
Mailing Address:	
Telephone No.:	E-mail:

Submit this application along with a detailed cost estimate and site plan in the City View portal:  
<https://cityview.hollyspringsnc.us/portal>



# UDO Compliance Surety Agreement

<b>Project Name:</b>	
TOHS Project No.:	
Building Permit No.:	Final Plat #:

<b>Request</b> (check all that apply)	
<input type="checkbox"/> Perimeter Buffer Landscaping	<input type="checkbox"/> Site Lighting
<input type="checkbox"/> Interior Vehicle Parking Area Landscaping	<input type="checkbox"/> Wall Light Fixtures
<input type="checkbox"/> Vehicle Parking Area Screening Landscaping	<input type="checkbox"/> Street Trees
<input type="checkbox"/> Foundation Landscaping	
<input type="checkbox"/> Architectural Elements (specify):	
<input type="checkbox"/> Other (specify):	

<b>Surety Specifications</b>			
Approved Surety Amount (125% of total cost + labor):			
Surety Type:			
<input type="checkbox"/> Check (No. _____)	<input type="checkbox"/> Cash Deposit	<input type="checkbox"/> Performance Bond	<input type="checkbox"/> Letter of Credit

<b>Contact Information</b>	
Name:	Company:
Mailing Address:	
Telephone No.:	E-mail:

Due to weather conditions and/or unavailable materials at the time of request for Certificate of Occupancy, the required items are specified on the approved plans for the above referenced project cannot be installed or completed at this time. In compliance with Chapter 11 of the Holly Springs Unified Development Ordinance (UDO), 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 12: Noncompliance & Enforcement and potential monetary fines should the required improvements not be installed/completed by the above specified completion date.

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Notary Statement

State of North Carolina

County of \_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public in and for the State of North Carolina. My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Print Name

\_\_\_\_\_  
Signature



# UDO Compliance Surety Request for Release

Submit this request to Julie Nicewinter, Development Business Coordinator ([julie.nicewinter@hollyspringsnc.gov](mailto:julie.nicewinter@hollyspringsnc.gov))

<b>Project Name:</b>	<b>TOHS Project No.:</b>
Building Permit No.:	Final Plat #:

<b>Surety Specifications</b>			
Surety Amount:			
Surety Type:			
<input type="checkbox"/> Check	<input type="checkbox"/> Cash Deposit	<input type="checkbox"/> Performance Bond	<input type="checkbox"/> Letter of Credit

<b>Contact Information</b>	
Name:	Company:
Mailing Address:	
Telephone No.:	E-mail:

<b>Property Owner Contact Information</b>	
Name:	Company:
Mailing Address:	
Telephone No.:	E-mail:

<b>Certificate of Completion</b>	
I am requesting the release of this 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 if the work is not complete or in compliance, I will be subject to all applicable re-inspection fees prior to release of the surety.	
Signature of Applicant:	Date:

<b>Internal Use Only</b>	
Site Inspection Completed by:	Inspection Date:
Notes:	