



# BOND ADMINISTRATION

## ZONING ORDINANCE REQUIREMENTS

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The Hanover County Zoning Ordinance requires that certain amenities street trees, buffers, sidewalks, and street lights in the RS, Single Family Residential, RM Multi Family Residential, and MX Mixed Use Districts be installed at the time of recordation of a subdivision or section of a subdivision. Alternatively, the developer can execute a Performance Agreement at the time of plat recordation for all improvements that have not been completed, approved and accepted. The [Performance Agreement](#) must be accompanied by a security ([cash bond](#) or [letter of credit](#)) in an amount sufficient to provide for the improvements identified in the Performance Agreement.

The Zoning Ordinance provides the deadlines by which all the improvements must be completed.

### Starting the Process

Upon completion of the final plat review, the Subdivision Planner will issue a letter detailing the required surety amount. The surety and Performance Agreement must be submitted at the time the plats are submitted for recordation. The developer must use the forms as provided by the Planning Department. Any document received in which standard language is modified must be accompanied with written explanation for the changes and will require review by the County Attorney's office, which will result in extra review time.

In addition, a Subdivision Performance Agreement and Surety may be required to secure infrastructure improvements such as roads and utilities. See [Bond Administration - Public Improvement and Administrative Subdivision](#).

### Partial Reduction of Surety

Once a minimum of thirty (30) percent of the improvements have been completed, a [request for reduction of surety](#) form can be submitted. One (1) partial reduction prior to recordation of the Subdivision plat may be requested in order to reduce the surety amount for work completed. Once the surety has been posted, reductions may be requested for work completed. After recordation of the plat, no more than three (3) partial releases may be requested in any twelve (12) month period

Upon completion of the inspection, a letter detailing the reduced bond amount will be mailed to the developer

### Release of Surety

Upon completion of all improvements, a [request for surety release](#) may be submitted. An inspection will be conducted to determine if all improvements have been completed in conformance with the approved construction plans. Once acceptance has been received by all agencies, a letter releasing the surety will be mailed to the developer.

### Default Process

Should the improvements not be completed, approved and accepted by the deadline date the developer is considered to be in default and building permits will not be issued in the subdivision. At this time, the County reserves the right to call the surety and obtain the funds to complete the project.