

Sample Grading Bond Release Letter

This is a sample letter to assist you in requesting a release of any current erosion and sediment control grading permit bonds with Loudoun County. Please include all of the information that is underlined below in your letter. The bond release inspection will be performed two weeks after the request has been processed. At that time the Loudoun County inspector will contact you with a list of deficiencies that need to be corrected, a bond release approval notice or you will be notified that the project is not at a stage of construction where it can be released.

If you have any questions about the release request letter please contact Charlotte Dow at (703) 771-5657. All other questions pertaining to your project should be directed to your project's county Inspector.

DATE

Company letterhead or name and address

Debbie deButts, Administrative Assistant
Department of Building and Development
MSC # 60
1 Harrison Street, S.E.,
P.O. Box 7000
Leesburg, VA 20177-7000

RE: Grading Permit Release Request

Dear Ms. deButts:

Company name would like to request the release of our current grading permit bond for project name. The bond number is _____. The grading permit number for this project is X0000-000-0001. I have enclosed a check for \$500.00 (if bond is less than \$5000.00, the fee is 10% of original bond) made payable to "The County of Loudoun" to cover the cost of this inspection process.

Please contact me at phone number should you have any questions.

Sincerely,

Your name