

# ARTICLE I

## ADMINISTRATIVE

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## ARTICLE I

### ADMINISTRATIVE

#### 100.00 GENERAL INFORMATION - PURPOSE

The Public Facilities Manual (the PFM) for the City of Manassas Park serves these purposes:

- A. To set forth design guidelines and standards for facilities constructed in association with new development and with reconstruction/rehabilitation projects in the City of Manassas Park.
- B. To assist the public and particularly the development community (i.e., contractors, builders, engineers, architects), in understanding laws, technical regulations, rules and policies which apply to development projects constructed within the City of Manassas Park.
- C. To facilitate orderly development through standardization of public and private facilities requirements and the associated plans review process.

100.01 Coordination With Other Laws; Interpretation: The PFM supplements all State and City codes and ordinance provisions applicable to land development. Nothing contained in the PFM shall be deemed to waive other requirements of existing codes or regulations, including the Zoning, Fire, Health, and the Virginia Uniform Statewide Building Code. Where the provisions of this PFM with existing codes or regulations, the more stringent requirement shall apply. Unless otherwise specified in this PFM, the Director shall mean the Director of Public Works for the City of Manassas Park. The term "City" shall mean the City of Manassas Park, Virginia. The current specifications contained in the Virginia Department of Transportation ("VDOT") Road and Bridge Specifications shall govern all workmanship, material, seasonal limitations and construction procedures in conjunction with this PFM.

100.02 Effective Date: The effective date of the revised Public Facilities Manual shall be the date following its adoption by the Governing Body of the City. This manual supersedes the Public Facilities Manual dated March 17, 1987.

100.03 Enforcement and Penalties: This PFM is an ordinance and shall have the force and effect of law. Any person or entity, including the owner of property on which there is construction activity

regulated under this manual, who or which fails to comply with a violation notice and stop work order issued pursuant to Chapter 31, Article VIII of the Manassas Park Code shall be guilty of a Class 1 misdemeanor. Provisions of this manual shall be administered jointly and cooperatively by the Director of Public Works and the Zoning Administrator for the City.

- 100.04 Plan Review Process - Overview: The subdivision, site and construction plans review processes for land located in the City of Manassas Park are the primary means by which the City oversees the nature of site development. Plats and plans are submitted to the Planning and Zoning Office where they are first reviewed for completeness. The plans are then circulated for review for compliance with City ordinances that govern land use and site development. Through plat and plan review, the City endeavors to ensure that proposed development includes safeguards that help protect the environment and the health and safety of the citizens.

All proposed development or land disturbance activities conducted in the City must proceed through the plan review phase. Whenever any physical improvements are to be constructed, such as storm or sanitary sewers, water mains, streets, curb and gutter, or any land-disturbing activity is proposed, the work must be covered by a site or construction plan approved by the City, a validly recorded subdivision plat and an erosion and siltation control plan approved by the City.

In addition, the developer must enter into an agreement with the City to construct the improvements specified in the approved plans and must post a bond to cover the cost of completing the improvements. A similar bond and agreement is also required for erosion and siltation control measures.

- 100.05 Development Process - Overview:

- A. After required subdivision plats are approved by the City and recorded by the developer, bonds posted and agreements signed, a pre-construction meeting between City officials and developers/engineers is required to assure understanding and compliance with standards established by this manual and the approved plats and plans.
- B. After the necessary bonds and agreements are finalized and signed by all parties, clearing and grading, construction, and utility permits must be obtained from the Zoning Administrator before starting any

work on the site. These permits authorize the developer to begin clearing the site and constructing the public or private improvements and utilities. No work may begin on the buildings or other structures until building permits are issued.

- C. The developer must advise the Director of Public Works 24 hours in advance of any construction or land-disturbing activity related to public facilities or which may directly affect such facilities. This advisory does not supersede or modify any requirement for approved plans, bonds or permits.

100.06 Sketch Plans/Preliminary Site Plans: Submission of a sketch plan or preliminary site plan is at the discretion of the applicant. If the submission is made, applicable fees shall be paid and the sketch plan or preliminary plan shall include the following items:

- a topographic base map showing the property;
- the proposed street layout showing the name, location, and dimensions of all streets entering the property, adjacent to the property, or terminating at the boundary of the property;
- a schematic with dimensions, showing the proposed uses of land and open space; and
- payment of fee (See Supplement A) in accordance with notice of acceptance for processing.

100.07 Preliminary Subdivision Plats: Preliminary subdivision plats are drawings prepared by a Virginia registered engineer or Virginia licensed land surveyor showing a proposed subdivision of land. These drawings show the proposed layout of lots, street widths, and proposed open space and other items specified in the City subdivision ordinance and this PFM.

- A. Preliminary Subdivision Plat Submissions.  
The following items must be submitted with the preliminary subdivision plan to the Office of Planning and Zoning:
  - twenty copies of the preliminary plat;
  - copies of all conditions approved in the rezoning, proffers, variances or conditional use permits applicable to the property, and
  - payment of fee (see Supplement A) in accordance with notice of acceptance for processing. The preliminary plat must be signed and sealed by a professional engineer or land surveyor licensed to do business in Virginia.
  
- B. Preliminary Subdivision Plat Requirements

Identifications: Names of subdivision, owner, subdivider, person preparing drawings, date of drawings, number of sheets, north arrow and scale. If true north is used, method of determination must be shown.

Location of Subdivision: Vicinity map of proposed subdivision by an inset map at a scale of not less than one inch equals two thousand feet (1"=2000') showing adjoining roads, their names and route numbers, towns, subdivisions, watershed areas and other landmarks .

Topography of site: Shown with maximum two (2') contour intervals and showing physical features such as tree lines, streams, wetland areas, existing utilities, etc. Scale of drawings shall not be less than one inch equals one hundred feet (1"=100').

Boundaries of Subdivision: The boundary survey or existing survey of record of the property by bearings and distances (provided such survey shows a closure with an accuracy of not less than one in ten thousand (1:10,000)), with reference to a known, permanent monument.

Other Subdivision Data:

Total acreage, acreage of subdivided area, number and approximate area and frontage of all building sites, existing buildings within the boundaries of the tract, names of all property owners of the tract and adjoining properties and their respective owners property lines .

C. Fee Schedule - Preliminary Subdivision :  
See Supplement A for applicable fee schedules.

D. Preliminary Subdivision Plat Review: An approved preliminary subdivision plan is valid for six (6) months from the date of its approval by the Commission. Minor revisions may be made to the preliminary subdivision plan, but a material revision to a preliminary subdivision plan will require a new full review of the proposal. Approval of the preliminary plan does not guarantee approval of the final subdivision plat.

100.08 Final Subdivision Plats: A final subdivision plat is the final boundary survey drawing by a Virginia registered engineer or Virginia licensed surveyor of a proposed subdivision of land which has been reviewed by City staff to ensure that it conforms to all applicable zoning and subdivision ordinance requirements and the requirements of this PFM and approved by the City of Manassas

Park Planning Commission. A final subdivision plat must bear the signature of the Zoning Administrator, which evidences its approval by the City. It must then be recorded with the Clerk of the Circuit Court, Prince William County, upon approval, so that lots can be legally sold and building permits lawfully issued for those lots. A certified copy of the recorded plat shall be filed with the Zoning Administrator prior to application for a building permit.

100.09 Final Subdivision Plat Requirements: A final subdivision plat shall be clearly and legibly drawn in ink upon stable and reproducible plastic or linen material at a scale not less than one inch equals one hundred feet (1"=100') on sheets having a size of not more than eighteen (18) inches by twenty-four (24) inches. In addition to the requirements for the preliminary subdivision plat, the final subdivision plat shall include the following:

**Approval Space:** A signature block measuring three (3) inches by five (5) inches shall be reserved for the use of the approving authority.

**Surveyor's Certificate:** Certificates signed by Virginia licensed surveyor or Virginia registered engineer setting forth the source of title of the owner(s) of the land being subdivided and the place of record of the last instrument in the chain of title. This certificate is required by state law.

**Owner's Consent to Subdivide:** A statement by the owner(s) of the land that the subdivision as it appears on the plat is made with the free consent and in accordance with the desires of all of the owner(s), proprietors and trustees (if any) of the land which is signed by all of the owners, proprietors, and trustees (if any) and is duly acknowledged before an officer authorized to take acknowledgements of deed, and to notarize the plat. This consent is required by state law and must use the statutory language.

**Identification of Tracts:** When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be placed on the plat. The Surveyor's Certificate must identify all owners and sources of title.

**Streets, Public Facilities, Utilities:** The accurate location and dimensions by bearings and distances with all curve data of all proposed lots and streets, boundaries and the identification of all proposed or existing easements, parks, school sites; public and

private streets (including their names, route numbers, and right-of-way widths), utilities, (such as electric, telecommunications and other services, sanitary sewers, storm drains, water mains, manholes and underground conduits including their size and type) water courses and their names and the identification of property owners by name and their property lines, both within and adjoining.

**Street and Subdivision Naming:** The names of existing subdivisions and streets shall not be duplicated and, where possible, similar sounding names shall be avoided for purposes of clarity.

Subsequent street and/or subdivision name changes must be properly recorded to assure accurate records.

**Floodplain:** Delineation of any FEMA 100 year floodplain limits and wetlands.

**Deed of Subdivision:** A Deed of Dedication, Subdivision and Easements which corresponds to the final subdivision plat must be submitted for review and approved as to form by the City Attorney prior to approval of the final subdivision plat by the Planning Commission.

**Property Owners' Association:** The Declaration of Covenants, Conditions and Restrictions, the Articles of Incorporation and Bylaws of the applicable property owners association shall be submitted for review and approval as to form by the City Attorney prior to approval of the final subdivision plat by the Planning Commission.

**Summary Table:** A summary table listing the existing zoning of the property, total site area, number of lots, average lot area, total area of courts and streets to be dedicated and all open space dedications shall be indicated on the final subdivision plat.

**Curve Table:** The data of all curves shall be shown in detail at the curve data table containing the following: delta, radius, arc, tangent, chord and chord bearings.

100.10 **Final Subdivision Plat Revision:** Any changes to the final subdivision plat after its recordation can only be done by recording a plat and of correction or a plat corresponding deed of resubdivision. A plat of correction must be prepared by a Virginia registered engineer or Virginia licensed surveyor and again reviewed and approved by the City to verify that it is a technical correction and

that it complies with applicable subdivision ordinance requirements lot owners and is consented to by all affected lot owners. The submission of a plat or resubdivision must include, among other things, certified statements from all affected property owners that they concur in the resubdivision.

100.11 Fee Schedule - Final Subdivision Plat:  
See Supplement A for applicable fee schedules.

100.12 Recordation of Approved Final Subdivision Plat: A final subdivision plat must be approved by the Governing Body and then recorded in the Circuit Court in order to finalize and make a subdivision of land legal. The plat must be accompanied by a proper deed of subdivision, dedication and easement.

Landowner is responsible for delivering the original final subdivision plat, and one (1) copy of the plat, together with the deed of subdivision and appropriate property owners' association documents to the Office of the Clerk of the Circuit Court of Prince William County, Virginia and paying the recordation fee. The Clerk then assigns an instrument number to the transaction. The plat and documents will then be copied, recorded and entered into the land records. Recordation of an approved final subdivision plat must occur within six (6) months of its approval by the City or it will by law automatically become void.

The owner is responsible for accomplishing the recordation process. A certified copy of the recorded plat shall be filed with the Zoning Administrator prior to application for a building permit.

100.13 Site Plan and Construction Drawings: Site plans and construction drawings are required for every development of land in the City. The site plan must be prepared by a Virginia registered engineer, Virginia licensed land surveyor, or registered architect and approved by the Zoning Administrator after review and recommendation by City staff. Nine (9) copies are submitted to the Planning and Zoning Office where the copies are distributed to appropriate City and other agencies for review.

Agency comments will be provided to the applicant by the contact person in the Office of Planning and Zoning. Following any required revisions to site plans, the applicant will submit such revised plans along with bond estimates for required public or private facilities and soil erosion control measures.

Once the Office of Planning and Zoning recommends site plan for approval by the Planning Commission, the applicant must complete the bond, escrow, and agreement process before the site plan can be approved for permit.

100.14

Site Plan Requirements:

- (1) Location of the tract by an insert map at a scale of not less than one inch equals two thousand feet (1"=2000') indicating the scale, the north arrow, and such information as the names and numbers of adjoining roads, streams, and bodies of water, railroads, subdivisions, or other landmarks sufficient to clearly identify the location of the property.
- (2) A boundary survey of the tract by bearings and distances certified by a licensed land surveyor.
- (3) A certificate signed by the Virginia licensed surveyor or Virginia registered engineer setting forth the source of title of the owner(s) of the tract and the place of record of the last instrument in the chain of title.
- (4) All existing property lines; existing streets and easements, their names, numbers and width; the locations and sizes of existing sanitary and storm sewers, gas lines, water mains, culverts and other utilities and their easements; existing buildings; existing watercourses, waterways or lakes and their names; and other existing physical features in or adjoining the project.
- (5) Existing zoning and zoning district boundaries of the property in question and of immediately surrounding properties.
- (6) The present uses of all contiguous or abutting property.
- (7) Existing topography with a maximum of two (2) foot contour intervals. Where existing ground is on a slope of less than two (2) percent, either one (1) foot contour or spot elevations, where necessary, but not more than fifty (50) feet apart in both directions.
- (8) Proposed changes in zoning, if any.
- (9) The locations, dimensions, and character of construction of all proposed streets, alleys, driveways, and the locations, types, and sizes of vehicular entrances to the site. (Refer to Section 400, Street Design Standards and Specifications.)
- (10) The locations, dimensions and character of all proposed and existing off-street parking, loading spaces and walkways indicating type of surfacing, size, angle of stalls, widths of aisles, and a specified schedule showing the number and types (e.g., compact, standard, handicapped) of parking spaces provided.
- (11) All proposed water and sanitary sewer facilities, indicating all

- pipe sizes, types, and grades and where connection is to be made to City or to other utility systems; all proposed gas lines and other utilities and their easements. Fire flow and water modeling calculations shall be submitted for review and approval for extension of water mains. (Refer to Section 200, Water Distribution Systems and Section 300, Sanitary Sewers.)
- (12) The proposed location, general use, number of floors, height and floor area for each building, accessory and main, and where applicable, the number, sizes, and types of dwelling units.
  - (13) Proposed finished grading by contours supplemented where necessary by spot elevations.
  - (14) Provisions for the adequate disposition of natural and storm water in accordance with design criteria and construction standards of the City, including storm drainage calculations and profiles for ditches, catch basins and pipes of proposed storm drainage systems and their connection to associated existing systems or drainage control facilities. (Refer to Section 500, Storm Drainage Systems.)
  - (15) Provisions for the adequate control of erosion and sedimentation, in accordance with the requirements of Chapter 8 of the City Code, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading, and construction.
  - (16) Delineation of any FEMA 100 year floodplain limits.
  - (17) Locations, types, sizes and heights of all proposed fencing, retaining walls and screen planting where required under the provisions of this manual, the Zoning Ordinance and applicable covenants.
  - (18) The location of wooded areas on the property, and the location of those trees and wooded areas that will be retained.
  - (19) A landscape plan, drawn to scale, including dimensions and distances and the locations, types, sizes, and descriptions of all proposed landscape materials.
  - (20) The locations and dimensions of all proposed recreation, open space, and required amenities and improvements, including details of disposition.
  - (21) The locations, character, sizes, heights and orientations of all proposed signs and outdoor lighting systems.
  - (22) All features and elements of a site plan shall, in all respects, conform to all applicable provisions and standards of the Code of Virginia (1950), as amended, the City Code, and this manual, and the respective standards of the Virginia

Department of Transportation and the Virginia Department of Health.

- (23) A cross-section showing proposed street construction, depth and type of base, type of surface, and other street construction information.
- (24) A profile or contour map showing the proposed grades for all streets and drainage facilities, including the elevations of existing and proposed ground surface at all street intersections and at points of major grade change along the center of streets, together with the proposed connecting grade lines.
- (25) All conditional use permit requirements, variance requirements and rezoning case numbers and proffers, if applicable.
- (26) All parcels of land to be dedicated for public use and the condition of dedication.
- (27) The name and address of the landowner or developer, the north arrow, date of drawing, scale of drawing (not to exceed one inch equals one hundred feet [1"=100'], signature block 3 inches wide by 5 inches high for use by the approving authority.

100.15

Fee Schedule - Site Plans:

See Supplement A for applicable fee schedules.

Minor changes to a site plan may be made at any time prior to approval of the site plan by the Planning Commission without requiring the payment of additional fees, provided that the scope and character of these changes do not materially alter the proposal. Changes to a site plan made after its approval by the Planning Commission and review by City staff require payment of a fee as indicated in fee schedule (see Supplement A). Substantive changes or revisions to an approved site plan involve the same review and approval process as that for the original site plan submission.

100.16

Site Plans - Validity: A site plan approval is valid for a period of five years from the date of its approval. The approval can be extended for an additional one-year period upon timely application for extension by the landowner. Unless otherwise noted herein, the Director may extend the time limitations set forth herein when he is satisfied with actual proof that the developer is proceeding with due diligence, but that a problem beyond the developer's control prevented the developer's meeting such time limitations. Such extensions may be granted only when the developer notifies the Director of his inability to meet such time limitations before the time limitation expires. Once the site plans are officially approved and applicable bonds posted, the building permits can be obtained,

and the applicant can proceed with the authorized development. For townhouse projects with individual ownership of the lots, the approved final subdivision plat must be recorded before development can be authorized.

- 100.17 Waivers: All standards set forth in this manual are required unless specifically waived by vote of the City Governing Body.
- 100.18 Erosion and Sediment Control Plans: Erosion and sediment control plans are required for any land-disturbing activity unless excepted by Chapter 8 of the City Code. A "land-disturbing activity" is defined in § 8-4 of the City Code.
- In general, erosion and sediment control plans show the existing and proposed grade conditions; limits of clearing; and erosion and siltation controls during site development and construction. Erosion and sediment control plans and techniques must conform to the requirements set forth in Chapter 8 of the City Code. Approved standards, specifications and criteria for control techniques to be utilized in preparing the plan are set forth in the latest edition of the Virginia Erosion and Sediment Control Handbook. Erosion and sediment control plans must be approved by the City Engineer before building permits can be issued.
- If the required grading and erosion and sediment control information is not included on a submitted site or construction plan, a separate erosion and sediment control plan shall be prepared by a Virginia registered engineer or Virginia licensed surveyor, showing the required items. Fifteen (15) copies of the plan are submitted to the Planning and Zoning Office for review.
- 100.19 Erosion and Sediment Control Plan Narrative Requirements: Refer to Virginia Erosion and Sediment Control Handbook, latest edition.
- 100.20 Erosion and Sediment Control Plan Revisions: Erosion and sediment control plans may be revised at any time. The procedure for a plan revision is the same as for the original submission. If the parcel in question is subject to a contract of sale, the contract purchaser must concur in the requested change.
- 100.21 Fee Schedule - Erosion and Sediment Control Plans:  
See Supplement A for applicable fee schedule.
- 100.22 Clearing and Grading Permit Requirements: Prior to obtaining a

clearing and grading permit, an erosion and sediment control plan must be submitted and approved by the City Engineer.

100.23 Fee Schedule - Clearing and Grading Permit:  
See Supplement A for applicable fee schedule.

100.24 Bonds, Agreements and Escrows: Developers must enter into an agreement with the City to construct the required physical improvements, both public and private, shown on approved site plans and subdivision plats and associated erosion and sediment control plans. A surety bond from an acceptable surety company or an equivalent instrument (as provided in Section 15.1-4555(A) of the Code of Virginia, payable to the City of Manassas Park must be posted to guarantee the performance of the terms of these agreements.

The Agreement for the Construction of Physical Improvements provides for the construction of all physical improvements and facilities shown on the approved plans within a specified time period and for compliance by the developer with other construction-related provisions contained in the agreement. The Erosion and Sediment Control Agreement provides for installation and maintenance of temporary and permanent erosion control devices and improvements.

Agreements and bonds for property improvements including grading, erosion and sediment control, sanitary sewer, water lines, storm sewers, streets, public sidewalks or parking lots shall be required for all projects within public right-of-way or becoming the responsibility of the City for maintenance. Satisfactory security shall also be posted for proposed private streets, vehicular ingress and egress, critical slopes stabilization and storm water management facilities. Agreements and bonds shall comply with the requirements of Section 31-40 and Section 21-65(11) of the Code of the City of Manassas Park and shall be in an amount equal to one hundred and twenty percent (120%) of the total cost of the improvements determined by the administrator.

100.25 Types of Security: Four types of bonds are acceptable as security by the City:

- (1) Corporate Bond. This surety is furnished by a corporation (such as an insurance company) which guarantees the full amount of the bond.
- (2) Cash Escrow. Under this type of surety, the face amount of the bond is deposited in cash with the City Treasurer. Selected U.S.

Treasury and Federal agency securities also may be accepted.

(3) Letter of Credit. This surety is furnished by a bank or savings institution and allows the City to draw on developer funds in the event of default. Letters of credit must be irrevocable and drawn on a financial institution located in Northern Virginia.

(4) Set-Aside Letter. This surety is furnished by the developer's lender and sets aside funds in the developer's account.

100.26 Bond Review: The completion of the bonding process occurs after the required site plan or subdivision plat has been approved by City authorities. However, some of the steps can be started while the site plan or construction plan is being reviewed by City staff. The developer's engineer must submit cost sheets for the bondable private or public improvements. The City Engineer will review the amount submitted for the necessary bond and escrow, verify the estimate and determine the final figure. The City requires security equal to 120 percent of the cost of the work, which means that 20 percent additional cost be added to the final construction cost to cover contingencies for administrative and engineering costs.

After the City staff has completed the review of the construction plan or site plan, approved the estimated cost of constructing the bonded improvements, and reviewed the amount of time estimated by the developer to complete these improvements, a bonding packet, which contains the required agreements, bond forms and other documents, is sent to the developer for his completion and execution by all necessary parties. The signed and completed documents and security are returned to the Office of Planning and Zoning where they are checked for accuracy. Only when the bonds, agreements, and escrows are completed and approved, can the site or construction plans receive final approval.

100.27 Bond Extensions or Reductions: If the site improvements required under an agreement cannot be completed within the time period stipulated in the agreement, the applicant may request an initial extension of time of not more than six (6) months or may apply for a replacement agreement and bond. A written request for an extension is made to the Zoning Administrator, stating the reasons that prevented the completion of the required improvements. The first extension can be granted by the Zoning Administrator. Any subsequent extensions must be approved by the Governing Body of the City.

The developer may apply for a replacement agreement and bond,

rather than an extension of time. The following conditions apply to bond reduction requests:

- A. Developers may apply for up to three (3) bond reductions per twelve (12) month period of time, for each project.
- B. Bond reduction requests may not exceed the cost attributable to the percentage of work completed nor exceed 80 percent of the original face amount of the bond.
- C. The City may retain a minimum of twenty (20) percent of the bond amount until the project is completed and granted final approval.
- D. The bond reduction request will be reviewed by the City Engineer and is subject to final approval by the City Manager or designee.  
Following completion, approval and execution of a reduced bond and replacement agreement, the original bonds and agreements are released to the developer.

100.28 Bond Default: If the site improvements required under an agreement have not been completed within the time period specified in the agreement or extension, the agreement is in default. Approximately sixty (60) days before the completion date stated in the agreement, designated City staff will evaluate the status of the project to determine whether the required work will be completed within the specified time period.

Approximately thirty (30) days prior to the completion date specified in the agreement, the City will notify the developer and the surety if it appears that the agreement is about to be in default.

After the agreement is in default, the City will notify the surety of the default, and within 45 days after issuance of the notice, the surety must advise the City of its plans for completion of the improvements. The City Attorney and the City Manager or designated representative shall evaluate the response of the surety and determine the appropriate action. If the surety fails to timely or adequately respond, the City may institute legal action against the developer and the surety.

100.29 Release of Security: Prior to the release of the security for site improvements, the developer may file a maintenance bond in an

amount not less than five (5%) percent of the improvement bond in order to assure the continual, satisfactory condition of the required improvements for a period of one (1) year after the date of their acceptance by the City.

Agreements, security, and any related escrows are released and returned by the City when all of the work covered by them has been satisfactorily completed in accordance with the governing plans and specifications, accepted by the City and the maintenance bond posted.

The release process must be initiated by the developer letter to the City stating the work has been completed and requesting inspection and acceptance of the improvements, release from his agreement and return of the security. Notice of the request for release is circulated to other agencies to ensure that:

- A. VDOT or the City, as applicable, has accepted all dedicated streets into their system for future maintenance and reimbursement.
- B. All applicable code violations have been remedied.
- C. All sanitary sewer lines and water lines have been accepted by the City or other appropriate authority.
- D. All fees have been collected.
- E. All record drawings have been approved.
- F. All physical improvements covered by the agreement have been inspected, approved and accepted.
- G. All water agreements have been satisfied.
- H. All necessary maintenance bonds have been received and approved.
- I. All conditions of litigation have been met.

Before the security is released, certain reviews are performed to ensure that other code requirements have been satisfied.

100.30 Fee Schedule - Bonds and Agreements: There is currently no fee

for approval of an initial agreement and bond; the cost of staff time is included in the fees established for site and construction plan approval. However, fees are imposed for agreement extension applications and bond reduction requests. See supplement A for applicable fee schedule.

100.31 Record Drawings: The plan of completed construction is known as "record drawings" and must include, at minimum, the following pertinent information:

- A. Boundaries of the site.
- B. Final and actual location of all buildings, showing building footprint, setbacks, size, height, and address numbers which have been posted.
- C. All storm sewer and sanitary sewer lines shall include pipe sizes, lengths and percent of slope, top and invert elevations of all structures, detention and retention facilities, locations of grease traps, sanitary sewer cleanouts, parking space dimensions and count, locations of fire hydrants and top elevations.
- D. Deed book and page number of plats and deeds accomplishing dedication and easements shown on the plan, indicating the respective dedication or easement.
- E. Certification by the Virginia registered engineer or Virginia licensed surveyor, who prepared the record drawings, indicating that the record drawings conform with the approved plan, depicts actual conditions on the site and bears his signature and Virginia registration number.
- F. Location of underground and overhead utility easements including telephone, electric, gas lines, storm, water and sanitary sewer lines (with sizes) and other physical improvements. Five (5) copies of the certified record drawings(s) must be submitted to the City.

After all of the above reviews have been performed, the Planning and Zoning Administrator shall authorize the release of the agreement and bond.

END OF SECTION