

BOND, LETTER OF CREDIT, or CASH SECURITY RELEASE CHECKLIST

Requester	Item No.	ITEMS REQUIRED FOR SECURITY RELEASE CONSIDERATION:	Staff
Complete and Correct			Incomplete
	1	Security Release Checklist, initialed and completed.	
	2	Site Plan clearly identifying all landscaping and/or revegetation areas that have been completed (including any major changes to approved plans).	<input type="checkbox"/>
<input type="checkbox"/>	3	A stamped and signed release letter from a State of Nevada registered design professional (<u>verifying that improvements are in substantial conformance with approved plans.</u>)	<input type="checkbox"/>
	4	If requesting a cash security release, please provide the required refund request form.	<input type="checkbox"/>
<input type="checkbox"/>	5	A letter from an authorized agent of the developer requesting the release of the security. Letter must include: <ul style="list-style-type: none"> a) Project names b) Permit # for project that security is covering (begins with LDP, BLD, or SIT) c) Type of security to be released (e.g. Bond, Letter of Credit, Cash) d) Dollar amount of security to be released e) If requester cannot pick-up the released security, please provide a <u>Name and Mailing Address</u> to where the security shall be mailed 	

_____(Requester's Initials) ***Security release requests with missing components as listed above will be deemed incomplete and will not be accepted. Security release requests can be submitted during normal business hours.**