

# Infrastructure Surety Checklist

<b>Project Name:</b>			
<b>TOHS Project Number:</b>			
<input type="checkbox"/> <b>Completion</b>	<input type="checkbox"/> <b>Warranty</b>	<b>Amount:</b>	<b>Expiration:</b>

**Site/Commercial:** Sureties must be in place prior to C.O.

**Subdivisions:** Sureties must be in place prior to recording of Final Plat.

The following items must be completed and provided to the Town of Holly Springs (TOHS):

- \_\_\_\_\_ Original PE Certification for Water lines submitted to TOHS and final acceptance from State received by TOHS
- \_\_\_\_\_ Original PE Certifications for Reclaimed Water and Sewer lines submitted to TOHS and receipt received by TOHS verifying delivery to State
- \_\_\_\_\_ Project as-built mylar and one blue line copy
- \_\_\_\_\_ Punchlist (1010 Letter) inspection performed and all items addressed.
- \_\_\_\_\_ Letter size (8 ½ x 11") Vicinity Map (if not previously submitted)
- \_\_\_\_\_ Signed/Sealed PE itemized cost estimate for each surety type submitted for review and approval by TOHS. Completion is 125% of total costs. Warranty is 10% of total costs.

Once your cost estimates are approved, you will be provided with the following from our Development Business Coordinator:

- \_\_\_\_\_ Model Bond for execution
- \_\_\_\_\_ Development Project Improvements Agreement for execution
- \_\_\_\_\_ Invoice for surety submittal; \$350 per surety, payable in City View
- \_\_\_\_\_ A Bond, Letter of Credit or Check should be provided in the approved amount

Please contact Julie Nicewinter, Development Business Coordinator at [Julie.nicewinter@hollyspringsnc.gov](mailto:Julie.nicewinter@hollyspringsnc.gov) or 919-567-4008 for questions regarding the surety process.