

Norwell Planning Board  
SURETY REDUCTION REQUEST FORM & POLICY

*As accepted and voted on January 9, 2008*

**To the Applicant:**

All requests for surety substitution or partial or full surety reduction shall abide by the “Planning Board Meeting Schedule & Deadlines to Submit Revised Materials” and the “Schedule of Fees Adopted By The Norwell Planning Board”. The “Planning Board Meeting Schedule & Deadlines to Submit Revised Materials” stipulates that materials requiring Technical Review, including all surety reduction requests, must be submitted three weeks in advance of the requested hearing. This submittal timeframe allows the Planning Board’s consulting engineer two weeks to conduct his review and gives the Planning Board and the applicant an additional week to review the report.

The applicant understands that surety reduction requests will cause the Planning Board’s consulting engineer to draft a punchlist of outstanding work items and a current cost to cure associated with each outstanding item (in conjunction with an appropriate contingency factor for the total work estimate). The payment for this Technical Review will be borne by the applicant from his established Review Fee Account. The applicant will be sent a copy of this punchlist.

The applicant or authorized representative acknowledges that he understands and will abide by the Norwell Planning Board Surety Reduction Request Form & Policy. The applicant also understands and acknowledges that this document must be executed before a surety reduction request will be granted.

**Surety Reduction Policy:**

*Upon the completion of the construction of ways and the installation of municipal services in accordance with the rules and regulations of the Norwell Planning Board, security for the performance of which was given by bond, deposit or covenant, or upon the performance of any covenant with respect to any lot, the applicant shall send to the Planning Board a written or emailed statement that the said construction or installation in connection with which such bond, deposit or covenant has been given has been completed or partially completed in accordance with the Planning Board’s Rules and Regulations and the approved plan. If the Planning Board determines that said construction or installation has been completed, it shall release the interest of the Town in such bond and return the bond or the deposit to the person who furnished the same, or release the covenant by appropriate instrument. If the Board determines that said construction or installation has not been completed or is partially complete, it shall specify in a written notice sent by regular mail or email to the applicant regarding details wherein said construction or installation fails to comply with its rules and regulations or with the approved plan within forty-five (45) days after the request for surety reduction.*

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Date

I ☐ will / ☐ will not attend the Planning Board Hearing. Attendance is not required.

I ☐ do / ☐ do not plan to request a substitute form of surety.

Pshare: Surety / Surety Reduction Request.doc