



FREDERICK COUNTY, MARYLAND  
DIVISION OF PLANNING & PERMITTING

Environmental Compliance Section

30 North Market Street Frederick, Maryland 21701

DATE OF REQUEST:

**REQUEST TO RELEASE SECURED FUNDS**

Please E-Mail this form to: [Empearl@FrederickCountyMD.Gov](mailto:Empearl@FrederickCountyMD.Gov)  
*\*Please use a separate request form for each permit\**

PERMIT NO:

**PROJECT AND CONTACT INFORMATION**

PROJECT:  OWNER:

STREET:  CITY:  ST:  ZIP:

PHONE:  MOBILE:  E-MAIL:

COMPLETE THE FOLLOWING CONTACT INFORMATION FOR PERSONS MAKING THIS REQUEST OTHER THAN THE OWNER

NAME:  AFFILIATION:

PHONE:  MOBILE:  E-MAIL:

**SECURITY INFORMATION**

LETTER OF CREDIT NAME OF FINANCIAL INSTITUTION:

ACCOUNT NO:

COUNTY HELD ESCROW MAKE CHECK PAYABLE TO:

PERFORMANCE BOND NAME OF SURETY:

ACCOUNT NO:

**NOTES:**

\*All requests involving funds held by a **TOWN**, must be submitted through the **TOWN**.

\*\*Public Improvement release requests should be directed to DPW Dept. of Facilities & Project Services. Call 301-600-3512 or Email: [Bhovatter@FrederickCountyMD.Gov](mailto:Bhovatter@FrederickCountyMD.Gov)

ORIGINAL AMT. SECURED:

CURRENT BALANCE:

THIS REQUEST:

BALANCE TO REMAIN:

**SECURITY IS BEING HELD TO SECURE (Check all that apply)**

Sediment Control  Forest Resource Ordinance  Common Driveway

Stormwater Management  Public Improvements [Roads & Stormdrain]  Other

**\*THE FOLLOWING DOCUMENT(S) MUST ACCOMPANY EACH REQUEST\***

(Failure to provide these documents may cause the delay or denial of this request)

**ALL** A copy of the Cost Estimate that was used to establish the amount of security being held. Please specify the amount(s) previously released, the amount of this request and the proposed remaining balance.

**SWM** Add a copy of the Stormwater Management As-Built approval letter. SWM Funds cannot be released prior to approval of as-built drawings.

**PUBLIC IMPROVEMENTS** DPW Department of Facilities & Project Services. Phone (301) 600-3512 or E-Mail: [Bhovatter@FrederickCountyMD.Gov](mailto:Bhovatter@FrederickCountyMD.Gov) for additional details.

Add a detailed list of street names and their stationing.

Add a surveyor's certification of placement of all monuments and markers.