



## **Subdivision Administration Policy Notice**

**TO:** All Engineers, Surveyors and Real Estate Developers Serving Greenville County

**SUBJECT:** **FINANCIAL SECURITY APPLICATION**

**EFFECTIVE:** IMMEDIATELY

---

Please be advised that a new **Financial Security Application** form is now available on our website. The new form requests the name, phone number and e-mail address of your General Contractor. This information will serve to expedite the close-out process.

In addition, please upload the contractor information into the online portal (Cityworks) under "Contractor".

Please discontinue use of the old form.

As always, thank you for your cooperation.



# FINANCIAL SECURITY ESTABLISHMENT APPLICATION

## INITIATION - EXTENSION - REDUCTION

Date: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Subdivision Number: \_\_\_\_\_

I request an  initiation of my financial security in the amount of \$ \_\_\_\_\_

- Initiation Fee \$250

I request an  extension  reduction of my financial security in the amount of \$ \_\_\_\_\_

- Extension/Reduction Fee under 4 years of origination \$100
- Extension/Reduction Fee over 4 years of origination \$300

Current Financial Security \$ \_\_\_\_\_

Escrow

Letter of Credit – Expires: \_\_\_\_\_ Current Bank: \_\_\_\_\_

I further understand and acknowledge I must submit an amended Letter of Credit to the Subdivision Administration at least **forty-five (45) days prior** to the expiration date of the existing financial security.

I estimate the percentage of work completed in the subdivision is as follows:

Paving/Curbs	_____ %	Storm Water	_____ %	Sewer	_____ %
Water	_____ %	Sidewalks	_____ %		

*(Attach a detailed cost estimate with line items and quantities)*

### DEVELOPER:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

### ENGINEER:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

### BANK INFORMATION: (N/A if Escrow)

Bank Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

### CONTRACTOR:

\_\_\_\_\_ Phone: \_\_\_\_\_  
*Please provide notification if this information changes*  
E-mail Address: \_\_\_\_\_