

City of Hartford  
Planning Division  
Department of Development Services

Return Form to Zoning Section at the Licenses  
& Inspections Division  
260 Constitution Plaza  
Hartford, Connecticut 06103-1822



For Assistance Contact Planning Division  
860-757-9040,  
250 Constitution Plaza, 4<sup>th</sup> Floor  
Hartford, Connecticut 06103-1822

---

## SITE BOND FORM

---

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

### PROPERTY ADDRESS

Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Lot Area: \_\_\_\_\_

### BONDING COMPANY INFORMATION

Contact Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

---

---

### DESCRIPTION OF SITEWORK REQUIRING PERFORMANCE BOND

---

---

---

---

The Bond shall cover all improvements required by the Commission, shown on an approved plan, or required by regulation, even if not listed on bond form.

# PERFORMANCE BOND AGREEMENT

This is an AGREEMENT for a PERFORMANCE BOND for completion of SITE WORK as required by the PLANNING & ZONING COMMISSION, dated \_\_\_\_\_, 200\_\_.

The APPLICANT/BOND COMPANY \_\_\_\_\_ are bound to in the sum of \$ \_\_\_\_\_ (\$ \_\_\_\_\_ .00) lawful money of the United States of America for the payment of which sum of money to be made, we bind ourselves, heirs, executors, administrators, successors, and assigns, jointly and severally, by this instrument;

The APPLICANT has entered into a written contract, dated \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, with the \_\_\_\_\_ for work to be performed at \_\_\_\_\_, Hartford, Connecticut, as described in the foregoing contract and articles of agreement, as described in the application and Planning and Zoning Commission Resolution dated \_\_\_\_\_ with the plans and documents submitted with the application, and in response to the conditions of approval.

Now the conditions of this obligation are that if the APPLICANT shall in all respects perform the contract, and shall pay all sums of money due or to become due, for any labor, materials, apparatus, fixtures or equipment furnished for the purpose of constructing the work provided in the contract, and shall remove and replace any defects in workmanship or materials that may be apparent or may develop within a period of one (1) year from the date of FINAL ACCEPTANCE, then this obligation shall be void; otherwise it shall remain in full force. For the purpose of the PERFORMANCE BOND, the FINAL ACCEPTANCE shall be the date of issuance of the Certificate of Occupancy or Certification of Project Completion by the City Of Hartford.

And the surety, for value received, stipulates that no change to the terms of the contract or to the work to be performed under it or the specifications accompanying it shall in any way affect its obligation on this Bond, and it waives notice of any such change to the terms of the contract or to the work or to the specifications.

In witness, we have set our hands and seals on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_, Applicant (Type in Name of Individual: \_\_\_\_\_ )

WITNESS:

\_\_\_\_\_, (If Individual or Firm) \_\_\_\_\_, (Title)

Attest:

\_\_\_\_\_, (If Corporation)

Attest:

\_\_\_\_\_, (Surety Firm) \_\_\_\_\_, (Title)

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

CITY OF \_\_\_\_\_)

On this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, before me personally came \_\_\_\_\_ to me known to be person named in the above instrument and who after being by me duly sworn, did depose and say she/he resides in \_\_\_\_\_, that she/he is the \_\_\_\_\_ of the corporation described in which is executed the above instrument; that she/he knows the seal of said corporation that the seal affixed to said instrument is such corporate seal, that it was so affixed pursuant to a resolution of the board of directors of said corporation, and that she/he signed her/his name by like order.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_, 200\_\_

[The Surety Company must append statement of its financial condition and a copy of the resolution authorizing the execution of the bonds by officers of the company, and the power-of-attorney of the surety company's attorney-in-fact, authorized to act within the State of Connecticut.]

The foregoing bond and sureties are hereby approved.

Dated Hartford, Connecticut \_\_\_\_\_, 200\_\_.

\_\_\_\_\_

## **BOND RELEASE PROCEDURE**

1. Applicant requests a bond release **by filling out an Application for Zoning Compliance**. Please do not request a release until all work is complete.
2. Site inspection by various departments will be scheduled:
  - a. 1<sup>st</sup> Inspection - No additional charge
  - b. 2<sup>nd</sup> Inspection - \$50
  - c. 3<sup>rd</sup> Inspection - \$100
3. Weather permitting, inspections will be completed within thirty (30) days.
4. The Engineer or Architect who signed the approved drawings must certify what work has been completed.
5. Upon satisfactory completion of all required work your bond release request can be signed off.
- 6. No bond release will be processed prior to the issuance of a Certificate of Zoning Compliance.**
7. A release will be requested by the Planning Division to the Finance Department. Once the Finance Department, releases the bond, the applicant will be notified of the release. The check can be picked up at the Planning Division.