



**City of Annapolis**  
**Department of Planning and Zoning**  
 145 Gorman Street Fl 3  
 Annapolis, MD 21401-2529

[Permitting@annapolis.gov](mailto:Permitting@annapolis.gov) • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## Written Notice of Completion

### Request for Reduction/Release of Grading and/or Landscaping Bond

I, \_\_\_\_\_, hereby certify that the site work referred to under permit # \_\_\_\_\_ at \_\_\_\_\_ has been completed and the final inspection passed on \_\_\_\_\_.

I request that the bond # \_\_\_\_\_ in the amount of \_\_\_\_\_ be reduced or released for this project.

Name of person making request (Please print) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Mail address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Additional bond information \_\_\_\_\_

Check all of the following that apply:

Mylar as-builts have been submitted to the City of Annapolis.

Digital as-builts have been submitted to the City of Annapolis.

As-builts have not been previously submitted but are hereby attached.

I do not know whether as-builts have been submitted to the City.

I certify, under penalty of perjury, that the above information is true and correct, to the best of my knowledge, information, and belief.

Signature \_\_\_\_\_ Date of Request \_\_\_\_\_

The certificate of completion shall be issued within sixty-days from the date the Department receives this written notice of completion, provided that during the sixty-day period, the Department inspects the work performed and is satisfied that the applicant has complied with the provisions of this section. (City Code [Section 17.08.100E](#))

FOR CITY USE ONLY

Bond Reduced    New Amount \_\_\_\_\_ Date Reduced \_\_\_\_\_

Bond Released    Trakit Record # \_\_\_\_\_

Mylar As-Builts Rec'd \_\_\_\_\_ Digital As-Builts Rec'd \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_