



Security Release Procedure

The following is the Procedure for **Requesting Security Release**:

Written request submitted to the attention of Development Engineering c/o Nicoale Sylvestre, Management Specialist.

Request should be on company letterhead (if applicable) identifying the following:

- Tract/Parcel Numbers(s) and Lot Numbers(s)
- Project/Permit Number(s)
- Developer Name, Address, Contact
- Type of Bond – Faithful Performance, Monument, Grading, etc.
- Bond Numbers (if applicable)
- Bond Amount (if applicable)
- City Receipt number for cash security (if applicable)
- Address to where the release/refund is to be sent (Please include old address if moved since the start of the project) For expedited processing, please provide copies of the first page of bonds, agreements, permits, receipts, etc.
- A fee of \$266 will be charged for each prepared staff report related to security bond release presented to the City Council.

This information can be emailed to Nsylvestre@victorvilleca.gov or mailed to the following address:

City of Victorville
Development Engineering
Attention: Nicoale Sylvestre
14343 Civic Drive
Victorville CA 92393

Upon receipt of the information above, the request will be verified against City records and submitted for review and approval from City Council.

Please note that all items related Tract development, including conditions of approval, punch list items and as-built plans, must be completed before any bonds or cash securities can be released. The developer should contact their Development Engineering Inspector to ensure that this has been accomplished.

**** Fees are subjected to change based on approved master fee schedule****