City of Richmond

Surety Bond Application Form

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca devapps@richmond.ca

Date:_____

Surety Bond Application Type

☐ New Surety Bond ☐ Replacement Surety Bond

Charge / Security	Security Amount	City File # * and Project Description ** Development Permit, Building Permit, or Servicing Agreement File #*
☐ **Development Cost Charge**	**$** **(Balance of the Charge)**	
☐ **Development Permit Landscape Security**	**$**	
☐ **Tree Survival Security**	**$**	
☐ **Servicing Agreement Security**	**$**	

Existing Surety Bonds

If you are using Surety Bonds on other projects in the City of Richmond, provide the information below.

Note: No more than a total of four Surety Bonds are permitted per developer for DP landscaping, tree survival and Servicing Agreements.

Charge / Security	Security Amount	City File # * and Project Description ** Development Permit, Building Permit, or Servicing Agreement File #*
	$	
	$	

For Office Use

Date Application Received:_____ Application Fee:_____

Date Electronic File Received on USB:_____ Application Complete Date:_____

Checklist Verified: ❑ Yes Date:_____ Rec'd by: (Zoning Staff Name)_____

File No.:_____ Receipt No.:_____

Only assign if application is complete

Property Information (**Note:** if there are multiple properties with different owners, complete a new form for each property)

Property Address(es)*: _____

PID (Only required if property does not have an address)**:** _____

Legal Description(s)*: _____

Applicant (Project Contact) Information

Name*: _____

Email*: _____ **Tel No.*:** _____

Mailing Address*: _____

Signature*: _____ **Print Name*:** _____

Owner Information (Note: if the Owner is not the Applicant, complete section below) ☐ Owner is Applicant

Name*: _____

Email*: _____ **Tel No.*:** _____

Mailing Address*: _____

Signature*: _____ **Print Name*:** _____

If there are more than one owner, complete a new form for each additional owner.

**Required fields*

Surety Bond Application Submission Checklist

Ensure the following information is included in the submitted Surety Bond application to avoid processing delays:

☐ **Land Title Search**

Current title search from the Land Title and Survey Authority (LTSA) for each parcel in the application.

Note: Land Title Search must be dated within **60 days of application submission**.

☐ **Letter from the Surety Bond Insurer**

A letter prepared and signed by a Surety Bond Insurer confirming compliance with the specified Surety Bond Qualification Criteria and Pilot Program limits (including certification) in Bulletin DEVAPPS-20 Use of Irrevocable/On-Demand Surety Bonds and outlining the proposed securities / charges.

Note: The Surety Bond Insurer must provide certification confirming credit rating.

☐ **Application Fees**

Payment of Surety Bond Application Processing Fee

Note: Refer to Consolidated Fees Bylaw 8636. The processing fee is per proposed security, not per application.

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Notice to All Surety Bond Application Applicants

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An owner may apply or authorize another person to apply on the owner's behalf. Where an agent purports to act on behalf of an owner, it will be presumed that (a) he or she has the authority of the owner to act on his or her behalf and (b) that the agent will be responsible for all matters connected with the development, including the timely payment of fees for services rendered by the City.

It is also important for owners and agents to notify the City in writing of any change in their status with respect to the application, as they will be held responsible for the payment of costs incurred by the City while they appear on the file as the person responsible for the application. This is particularly important where the agent has been relieved of his or her authority to act on behalf of the owner, or where the property has been sold to a third party.

Applicants are encouraged to consult with the Development Applications Department prior to making their application to ensure they are aware of specified qualification criteria and limits, and the extent of documentation required to support the application. This can help to avoid any delays in the adoption of a rezoning bylaw, issuance of a DP, approval of a subdivision, or issuance of a BP resulting from the late submission of a Surety Bond application.

For more information about the use of Surety Bonds in the City of Richmond, including the specified qualification criteria and limits, please review Bulletin DEVAPPS-20 Use of Irrevocable/On-Demand Surety Bonds or contact the Development Applications Department at devapps@richmond.ca.