

### **Instructions for Completing Performance Bond**

1. “Principal” is the legal name of the contractor, developer, or entity performing the work being bonded.
2. “Surety” is the Insurance Company or Bank bonding the performance of the Principal.
3. “Sum” is the amount of money required to bond the improvements (the NDS Planner sets that amount).
4. “Type of Plan” (Site Plan, Erosion & Sediment Control Plan, Roadway Improvements Plan, Tree Protection Plan, Sidewalk Construction Plan, etc.)
5. “Project Address” requires a physical location (exact address, or street name and project name).
6. “Period” is usually a 12 month period, beginning with the date of the bond.
7. If the Principal is a corporation, an authorized officer of the corporation should sign the Performance Bond. The name of the corporation should be written out above the signature line for the Principal.
8. The agent for the Surety signs.
9. The Surety’s signature should be attested by a witness signing to the left of the Surety.
10. If the Surety is an Insurance Company, a recently dated Power of Attorney form must be attached to the Performance Bond, certifying that the person signing on behalf of the Surety is duly authorized to do so.
11. Return the Performance Bond to the appropriate Planner in Neighborhood Development Services, P.O. Box 911, Charlottesville, VA 22902.