



PRINCE  
WILLIAM  
WATER

DIVISION OF  
ENGINEERING &  
PLANNING

# BOND RELEASE PROCESS

Water and sanitary sewer facilities are placed on the same performance bond held by Prince William County (County) when the project is subject to the County's review, approval and permitting. The County acts as the Bond Administrator and is the responsible party for bond reductions and bond releases. When the performance bond includes water and sanitary sewer facilities, the County's Bond Administrator will only release the bond after receiving written consent from Prince William Water.

A separate performance bond for water and sanitary sewer facilities is held by Prince William Water when facilities are to be constructed in the Town of Haymarket, Dumfries or Occoquan. Prince William Water acts as its own Bond Administrator for facilities constructed within an independent town.

## PRE-QUALIFICATIONS FOR BOND RELEASE

1. All water and sanitary sewer facilities associated with the project must be placed into service through Prince William Water's Beneficial Use process.
2. Final pavement must be installed throughout the project, where applicable.
3. All outstanding Prince William Water invoices must be paid for services rendered to the project.

# BOND RELEASE PROCESS

## Application

Prince William Water's bond release inspection process is completely independent of the County's or the Town's process. The County and the Town do not forward an Applicant's request for bond release to Prince William Water; therefore, a separate bond release request must be submitted directly to Prince William Water using the application form found at <https://princewilliamwater.org/do-business-with-us/developers/policy-process-center/bond-release-request-form>. Upon receipt of the application form, Prince William Water will send the Applicant a pre-inspection checklist and contact information to notify the Prince William Water Field Inspector when the pre-inspection checklist is complete.

## Inspection

The Prince William Water Field Inspector will perform a bond release inspection of the public water and sanitary sewer facilities within thirty (30) days of submitting a valid request from the Applicant after notification of a completed pre-inspection checklist. Within the thirty (30) days, the Field Inspector shall either affirm the project meets all requirements for utility acceptance or shall forward a punch list to the Applicant citing deficiencies that require correction. The Prince William Water inspection and punch list is valid for six (6) months.

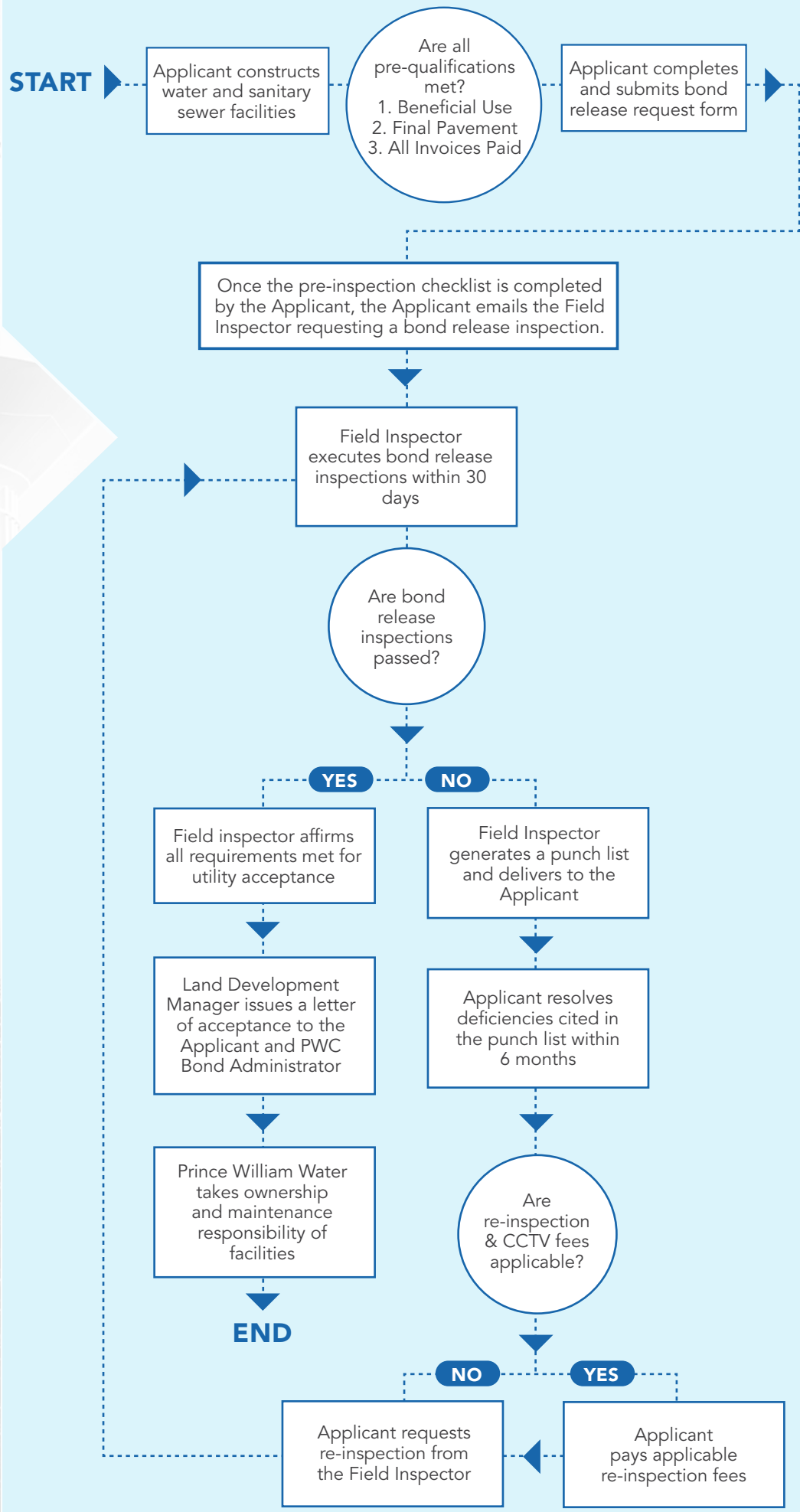
The Applicant is expected to correct deficiencies and request re-inspection by the Prince William Water Field Inspector within six (6) months. If all punch list items are not re-inspected and deemed resolved by the Prince William Water Field Inspector within the six (6) month period, a new bond release inspection shall be made of all water and sanitary facilities.

## Re-Inspection

The Applicant is responsible to contact the Prince William Water Field Inspector to arrange for re-inspection. If re-inspection requires another CCTV inspection of the sanitary sewer, the Applicant is responsible to pay for all applicable Prince William Water fees prior to requesting re-inspection. The Prince William Water Field Inspector will perform a re-inspection of punch list items within thirty (30) days of receiving a valid request from the Applicant. Within the thirty (30) days, the Field Inspector shall either affirm that the project meets all requirements for utility acceptance or shall forward a punch list to the Applicant citing deficiencies that require correction.

## Consent & Prince William Water Acceptance

Once the Prince William Water Field Inspector affirms the project meets all requirements for utility acceptance, Prince William Water's Development Manager shall issue a letter to the Applicant, stating that Prince William Water does not object to the release of the performance bond for the project. If the performance bond is held by the County, the County's Bond Administrator is the official party that releases the bond. If performance bond is held by Prince William Water for facilities constructed within a Town, Prince William Water takes action to release the bond.



# BOND RELEASE WORK FLOW