



EROSION AND SEDIMENT **BOND RELEASE / BOND REDUCTION PROCEDURES**

Bond Releases: A request for the Erosion and Sediment Bond to be released must be submitted in writing to Loudoun County and include the grading permit number, project name and a release fee check for \$400.00 payable to the County of Loudoun. The request will be forwarded to the E&S Field Engineer assigned to the project for review. Once the bond release has been approved, the paperwork will be forwarded to the Bond Management Team to process the grading bond release.

Bond Reductions: A request for the Erosion and Sediment Bond Reduction must be submitted in writing to Loudoun County and include the grading permit number, project name and a reduction fee check in the amount of \$400.00 payable to the County of Loudoun. The request will be forwarded to the E&S Field Engineer assigned to the project for review. Once the Erosion and Sediment Bond Reduction has been approved, the paperwork will be forwarded to the Bond Management Team to process the reduction of the Erosion and Sediment Grading Bond.

Send by mail: Loudoun County Dept. of B&D
P.O. Box 7000, Mailstop #60
Leesburg, VA 20177-7000
Attn: Sally Pearson

Questions: Heather Kramm
Direct – 703-771-5388
Email – heather.kramm@loudoun.gov

Jackie Carter
Direct – 703-771-5657
Email – Jackie.carter@loudoun.gov

All grading bonds will require a written request to release the grading bond. Always include the project name and grading permit number in the written request.