



Surety Release/Reduction Request Form
Planning & Building Services Department
Planning Division

200 S. Willow St. | ph: (307) 733-3959
P.O. Box 1727 | www.tetoncountywy.gov
Jackson, WY 83001

For Office Use Only

Fees Paid _____
Check # _____ Credit Card _____ Cash _____
Application # _____
Approve _____ Deny _____ Date _____ Initials _____

PROJECT

Application # _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

OWNER

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

SURETY INFORMATION

Letter of Credit/Check/Bond #: _____
Current Expiration Date: _____ Current Surety Amount: _____
Reduction _____ OR Full Release _____ Amount: _____

Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Signature of Owner or Applicant/Authorized Agent _____ Date _____

Name Printed _____ Title/Role _____

CHECKLIST OF SUBMITTAL REQUIREMENTS

_____ **Letter of Authorization** A letter of consent from the landowner is required if the applicant is not the landowner, or if an agent is applying on behalf of the landowner.

_____ **Fee** Fee of \$50.00 is required with a submittal of a reduction request and/or a release request, in accordance with currently adopted fee schedule found on the website

For Partial Releases

_____ **Estimate** Provide an estimate of work completed and a revised estimate of the cost of work remaining under the original obligation. The estimate should be prepared by a qualified professional, such as an engineer, landscape architect, or environmental professional, depending on the nature of the project.

For Full Releases

_____ **Estimate** Provide an estimate of work completed. The estimate should be prepared by a qualified professional, such as an engineer, landscape architect, or environmental professional, depending on the nature of the project.

_____ **Evidence of Inspection** Provide evidence of the required final inspection conducted by the Planning Director, County Engineer, or their designees as appropriate.

Please note that a Warranty Period applies, and a Warranty Period Financial Assurance is required. You may not request full release of the assurance until the Warranty Period is complete, unless you provide a separate Warranty Period Financial Assurance, in a form acceptable to the County as outlined in Section 8.2.11 of the LDRs.