A.2 Bond, Letter of Credit, and Cash Security Release Checklist

Applicants must provide all materials listed in the checklist below. The submission packet must be submitted in the same order as the checklist. Review materials and check the boxes within the column on the left-hand side of the page to confirm submission. Applications for release or reduction can be submitted in-person, or by emailing planningtech@reno.gov.

Applicant	Item		Staff
Required Items for Release			
	A.1	Formal request from an authorized agent of the Principal that includes the following information: a. Project name b. Permit number c. Security identification/Bond number d. Dollar amount e. Contact name, email, and phone number	
	A.2	Release checklist	
	A.3	Original stamped and signed certification from a registered State of Nevada Landscape Architect that includes: a. Verification that improvements are in conformance with the approved plans	
	A.4	8½ x 11 or 11 x 17 site plan identifying all landscaping and revegetation areas completed (must identify changes from original improvement plans)	
	A.5	Photographs of landscaped and revegetated area	
	A.6	Cash refund request form *(**link**; cash security release only)*	
Additional Required Items for Reduction			
	B.1	New, original, stamped and signed estimate from a registered State of Nevada Landscape Architect for the remaining work to be completed	
	B.2	8½ x 11 or 11 x 17 site plan identifying landscaping and revegetation areas to be completed	
	B.3	Photographs of landscaped and revegetated area	
	B.4	Payment of applicable fees (online payment is available at OneNV.us)	