

APPENDIX B BONDING PROCEDURE

Anyone required to submit a bond to the Town Commissioners relative to any subdivision matter shall file a written request with the Zoning Administrator of Elkton for the Determination of the amount of bonding required. Upon the determination of the necessary amount of bonding, the bond must be posted in a form satisfactory to the Town Commissioners.

If the bond is secured through a bonding company, is in the proper form, is accompanied by the required power of attorney, and a certificate from the Insurance Commissioner that the surety is licensed to do business in Maryland as an insurer, the bond will be approved by the Town Commissioners.

If any other type of bonding arrangements is desired, a written request must be made to the Town Commissioners. The written request should be accompanied by a financial statement and any other information which might be helpful to the Town Commissioners in determining whether or not to accept the bonding arrangement.

After consideration of the request for bonding, the applicant will be notified of the Town Commissioners' decision. If the Town Commissioners approve the bonding agreement, the Town Attorney's office will prepare the necessary documents which will be submitted to the applicant by the Zoning Administrator for execution.

Upon receipt of the executed document they will be referred to the Town Commissioners for their review and final approval. If the bond is approved by the Town Commissioners, the bond will be returned to the Zoning Administrator and the Planning Commission's records relative to bonding requirements will then show that the bond has been accepted. Any inquiries relative to bonding procedure or the status of particular bonds should be directed to the Zoning Administrator.