

## Harford County Department of Planning and Zoning

### INFORMATION FOR ON-LINE SURETY AGREEMENTS

**PLEASE READ BEFORE COMPLETING THE FORM.**

By holding your mouse over any Form Field, you will see instruction for that Field.

All form fields must be filled in; incomplete agreements may not be accepted. The date of the agreement (first paragraph of the form) will be filled in by Harford County when fully executed.

Please note that the name denoted as “Developer” on the agreement, must be the exact same name denoted as “Principal” on any bond or letter of credit associated with the agreement.

The surety may be in the form of either a cash escrow (cash or a check made payable to Harford County Government), a letter of credit, or a bond. Acceptable language for letters of credit is available on our website. If utilizing a bond, the agency must be listed in the Federal Register. All bonds must be prepared using the bond form located on our website. Bond forms, other than the one provided by Harford County, may not be accepted.

Dollar amounts must be entered on the agreement in both word format (i.e. One hundred dollars and zero cents) and numeric format (i.e. 100.00).

If you are unsure of the Landscaping Plan Number, please contact Planning and Zoning to confirm.

When complete, print the form. Signature of the Authorized Representative must be witnessed. Return the form with the surety to the Department of Planning and Zoning, 220 S. Main Street, Bel Air, MD 21014. A fully executed copy of the agreement will be returned to the Authorized Representative at the mailing address listed on the agreement.

If it is necessary for you to clear all fields, click the button at the bottom of the last page of the form.

If you have any questions regarding use of these forms, please contact the Department of Planning and Zoning at 410 638 3103 x1380.