

**ESTES VALLEY REQUEST FOR REDUCTION OR RELEASE OF SECURITY**

\_\_\_\_\_  
*Date*

Town of Estes Park  
Community Development Department  
PO Box 1200  
Estes Park, CO 80517

**Re:** \_\_\_\_\_  
*Project Address*

\_\_\_\_\_  
*Development Plan or Subdivision Name*

This is a request for a reduction of the amount guaranteed by the \_\_\_\_\_ issued by  
*letter of credit #/ check #*  
\_\_\_\_\_ for the \_\_\_\_\_.  
*name of financial institution name of development plan or subdivision*

The current balance is \$\_\_\_\_\_. Please reduce the secured amount by \$\_\_\_\_\_,  
leaving a balance of \$\_\_\_\_\_. If you have any questions about this request, please  
contact \_\_\_\_\_ at \_\_\_\_\_.  
*name phone number*

I have attached the following:

- \_\_\_\_\_ 1. A signed Request for Reduction or Release of Security spreadsheet.
- \_\_\_\_\_ 2. Reduced-size copies of the plat or plans with the completed improvements identified/highlighted.
- \_\_\_\_\_ 3. An Estes Valley Engineer’s Drainage Certificate (*Submit only if staff has waived the requirement to submit drainage plan as-builts and a request for reduction in drainage security is requested*).
- \_\_\_\_\_ 4. Proof of subdivision monumentation (*Submit only if release of subdivision monumentation funds is requested*).
- \_\_\_\_\_ 5. Improvement Acceptance/Warranty Agreement form.
- \_\_\_\_\_ 6. Applicable Fee (See Fee Schedule).

I have submitted all required as-built plans for improvements, for which reduction of security is requested, to the applicable reviewing agency/department in all required formats (for example, one mylar copy, one digital copy, and one stamped and signed paper copy), and those as-builts have been approved by the applicable department.

I understand and agree that the Town/County is relying on and will release security pursuant to the representations made herein. In no event shall the release of security by the Town/County amend, release, or waive any of the obligations, warranties, requirements, and/or representations of the Improvement Agreement dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the Town/County and \_\_\_\_\_.

\_\_\_\_\_  
*Signature of owner/developer*

\_\_\_\_\_  
*Title of owner/developer*