



**BE KNOWN THAT WE** \_\_\_\_\_ as Principal, and \_\_\_\_\_, a corporation duly incorporated under the Laws of the State of \_\_\_\_\_, as Surety, are held and firmly bound under the City of Manassas, Virginia, in the full and just sum of \_\_\_\_\_ U.S. Dollars (\$ \_\_\_\_\_), to be paid to the City of Manassas, Virginia to the payment whereof we hereby bind ourselves and our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_ (year).

**WHEREAS**, The said Principal hereunder has been or will be granted permit(s) authorizing one or more of the following activities; (A) Right of Entry under Subsection 2-850 of the City’s Design and Construction Standards Manual in effect at time of permit issuance (hereinafter, “DCSM”); (B) Excavation Permit under DCSM Subsection 2-840, (C) to install an entrance or tie-in into a public roadways under DCSM Subsection 9-540; or (D) for the following purposes: Explain below exact purpose(s) for which surety coverage is being obtained, with reference to appropriate sections of the DCSM:

\_\_\_\_\_

\_\_\_\_\_

**Work to be performed in the City of Manassas, Virginia**

**THEREFORE**, The conditions of this obligation are such that if the said Principal shall in all respects comply with the terms and conditions of said permit(s), and fully meet and perform obligations thereunder in accordance with requirements for permits as set forth in the DCSM, and shall satisfactorily complete the work permitted, meeting the requirements of the DCSM (including but not limited to Sections 9-5100, 10-700, associated details, and incorporated documents), and shall indemnify and save harmless the City of Manassas, Virginia against and from all loss, cost, expense damage or injury to roadways, curb and gutter, sidewalk, entrances and easements and to persons and property lawfully on such properties, growing out of the granting of such permit(s) to said Principal, then this obligation be void, otherwise to be and remain in full force and effect.

**NOW, THEREFORE**, It is expressly understood that this Bond may be modified or canceled by the Surety only at the expiration of sixty (60) days from the date which the Surety shall have lodged with the Development Services Manager or their designees written notice to so cancel. This provision, however, shall not operate to relieve, release or discharge the Surety from any liability already accrued, or which shall accrue, on permits issued before the expiration of the sixty-day period. **Bonds securing performance on active permit(s) may be canceled only upon (i) satisfactory completion of permit(s), as determined by the Department Inspector, (ii) City approval of replacement surety protection for the Principal, or (iii) City issuance of an adequately-bonded permit(s) to one or more third parties and cancellation of all permits under this bond. ALL permit work shall be covered by a bond at all times.**

**Said principal and surety, being properly authorized, have caused these presents to be executed and their seals affixed the day and year first above written.**

Surety name _____	Principal name _____
Bond number _____	TAX ID # or DMV ID # _____
Address _____	Address _____
City _____ State _____ ZIP _____	City _____ State _____ ZIP _____
Contact person _____	Contact person _____
Phone number _____	Phone number _____
Attorney-in-Fact Name _____	Signature _____
Signature _____	

**Attorney-In-Fact  
(Seal)**

**POWER OF ATTORNEY AUTHORIZATION TO BE ATTACHED**

**Acknowledgement of Principal**

STATE OF \_\_\_\_\_ COUNTY / TOWN / CITY OF \_\_\_\_\_  
I, the undersigned, a Notary Public in and for the County / Town / City aforesaid, in the State aforesaid, do certify that, \_\_\_\_\_ whose name as Principal is signed to the foregoing writing bearing date this \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_ (year), personally appeared before me and acknowledged the same.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_ (year)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**Affidavit and Acknowledgement of Surety**

STATE OF \_\_\_\_\_ COUNTY/TOWN/CITY OF \_\_\_\_\_  
I, the undersigned, a Notary Public in and for the County/Town/City aforesaid, in the State aforesaid do certify that, \_\_\_\_\_ (Name of Attorney in Fact) personally appeared before me and made oath that he is \_\_\_\_\_ (Title) of the \_\_\_\_\_ (Name of Surety), that he is duly authorized to execute the foregoing bond by virtue of a certain power of attorney of said company; that said power of attorney has not been revoked; that the said company has complied with all the requirements of law regulating the admission of such companies to transact business in the State of Virginia; that the said company holds the certificate of the Commissioner of Insurance authorizing it to do business in the State of Virginia; that it has a paid-up cash capital of not less than \$250,000; that the paid-up capital plus the surplus and undivided profits of said company is \$ \_\_\_\_\_; that the penalty of the foregoing bond is not in excess of ten percentum of said sum; that the said company is not by said bond incurring in the aggregate, on behalf or on account of the principal names in said bond, a liability for an amount larger than one-tenth of its paid-up capital, plus its surplus and undivided profits; that the said company is solvent and fully able to meet promptly all its obligations, and the said (Attorney in fact name) thereupon, in the name and on behalf of the said company, acknowledged the foregoing writing as its act and deed.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_ (year) My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Original to be filed with the Development Services Coordinator  
Request for Permit Surety Bond Cancellation may be addressed to:  
Development Services Division  
9027 Center Street, Suite 201  
Manassas, Virginia 20110