



## Town of Framingham SOP Policy

### Bond Release Process

In accordance with the Town of Framingham SOP Policy an applicant may be required to provide the Town with a Bond in the amount determined by the Town to cover the restoration work (temporary, permanent, or repairs to either case) in the event a SOP "Permittee" should fail to:

- complete any part or all of the restoration work in a timely manner, or
- repair the restoration work upon the Town notifying (verbal or written) of any failed restoration (defects), in accordance with the specified timeframe and conditions request to remedy the reported defects

***In addition, if any of these restoration infractions occur following the Town notifying said Permittee (beyond the first offense), then the Town may elect to refuse and not issue any further Permits or place this Person on probation and impose tighter Permit restrictions.***

The Bond shall be released to the Permit holder upon the expiration of the guarantee period as identified under Section V, paragraph 26). **During the guarantee period the Permit holder shall be responsible for the restoration, repair, and maintenance of its work.** The Director of Public Works shall be authorized to draw upon the Bond account as may be necessary to cover the costs to the Town, including administrative costs, to perform work which **a Permittee has not satisfactorily performed or maintained.**

The Town will inspect (also reference Appendix C) all SOP Permitted jobs during and following the work period. The inspection effort is to ensure the Permittee adheres to the Permit terms (within limits of work coverage/schedule, measures to protect public safety, and proper/timely completion of the restoration work that is free of any Defects).

The routine restoration work sequence/schedule (temporary to permanent and time between) shall follow the process identified under the SOP Policy. The Town may establish restoration exception to the above to address special conditions either as partitioned by an SOP Applicant or as determined by the Town. For these exception cases, the Restoration requirements will be included under the Permit as Approved Restoration Conditions.

To obtain the Release of a Bond the Permittee must satisfy the following:

***(\*) In the event Defects are identified during the guarantee period then the restoration will be corrected and the guarantee period appropriately extended to ensure no repeat defects result.***

- 1) complete the restoration work in accordance with Town requirements, and
- 2) satisfy the guarantee period with No Defects reported (\*), and
- 3) submit a request to the Town following the release procedures outlined below.

In the event a Permittee **does not contact the Town of Framingham to request the release of a Bond the meets these conditions** and which the elapsed time from the final completed Restoration work is 5 or more years; the Town will for these cases send a reminder notice to the Permittee at the address of record as documented under the Bond receipt. The Town will specify under these types of notices that the



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Permittee of record has 60 days to request such a release, which must be received by the Town in writing following the process points below. In the event the Town **does not receive** a written notification response within the specified timeframe identified, the Permittee by **default relinquishes and forfeits the release of any Bond money to the Town.**

Release procedure for Bond discharge:

- a. **No release** request will be reviewed **without completion of points 1) & 2) above.**
- b. A copy of the Bond Release Form Letter (**see next page**) the Permittee **must use and complete this form** (request will not be processed unless all required information is furnished) and returned to:  
Town of Framingham  
100 Western Ave.  
Framingham, MA 01702  
ATT: DPW Engineering Division
- c. Following the Town will schedule a site inspection to review the actual restoration condition and if no outstanding defects or issues are identified move to release the Bond to the Permittee (within 30 days of notification receipt date).

***Blank copy of the Bond Release Form Letter can be found on the next 2 pages.***

**Request for SOP Bond Release Form Letter**  
**Permittee MUST Complete ALL Yellow Highlighted Information Fields**

*SOP Permittee*

Person: \_\_\_\_\_  
*(The Permittee - any person, corporation, company, etc.)*

Address: \_\_\_\_\_

Town, State and Zip Code: \_\_\_\_\_, \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone No: (\_\_\_\_) \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF FRAMINGHAM  
100 Western Ave.  
Framingham, MA 01702  
ATT: DPW Engineering Division

**Re: REQEST FOR BOND RELEASE – SOP Permit Number, STR- \_\_\_\_\_ Year \_\_\_\_\_**

Per the Town of Framingham Street Opening Permit (SOP) Policy:

Person: \_\_\_\_\_ has for the work profile identified below,

Bond Information: \$ \_\_\_\_\_ . \_\_\_\_\_ \_\_\_\_\_  
*(Amount) (Check Number) (Town Bond Receipt Number)*

Type of Work: \_\_\_\_\_  
*(Example: Water/Sewer Service Installation or Test Boring, etc.)*

Location of Work: \_\_\_\_\_  
*(Example: 100 Main St, or at intersection of Union and Concord St, etc.)*

A) Permanent Paving Completed Date: \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ **NO DEFECTS**  
*(Month) (Date) (Year)*

**OR Defects Identified and Completed**

B) Final Defect Restoration Cure Date: \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
*(Month) (Date) (Year)*

complied and completed the following restoration requirements:

- ✓ in accordance with Town requirements, and
- ✓ satisfy the guarantee period\* *In accordance with the Town of Framingham SOP Policy reference Section V, paragraph 26). In the event Defects are identified during the guarantee period then the restoration will be corrected and the guarantee period appropriately extended to ensure no repeat defects result..*

Person: \_\_\_\_\_ acknowledges that this submittal has been reviewed for accuracy and completeness and is ready for Town review (site inspection) so to establish the Bond release decision. I hereby understand the Town has the right to not process this request in the event of any missing or misrepresented information under this letter.

Respectfully submitted,

\_\_\_\_\_  
*Contact Name Signature:*

