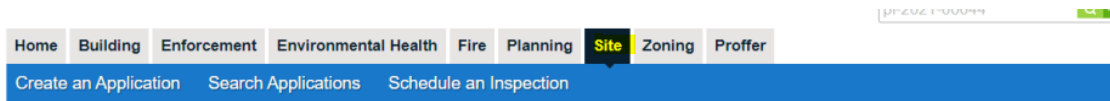


New Bond Request Submittal Instructions



To submit a **New Bond Package** please follow the steps below:

1. Create an account in [PLUS](#)
2. Click **“Site” Module Tab**
3. Click applicable Record Number (Plan Number) under your **“Site Records”**
4. Click **“Make Changes”**
5. Select Amendment Type → Click **“Bond”** → Continue Application



Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Agreement Only

Bond

6. Fill out **Contact Information** → Continue Application

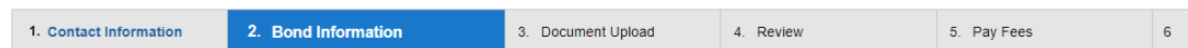
- b. Once in the application, the applicant must provide the following information for **Contact Information** click on the **Continue Application** button:

- i. Applicant – **required**
- ii. Responsible Party - **required**
- iii. Bond Contact - **required**
- iv. Contract Owner - optional

7. Enter **Bond Information** → Continue Application

***Note, only County Agencies can pay via “Interfund Transfer”**

Bond



Step 2: Bond Information > Bond Information

* indicates a required field.

Bond Information

Surety Company Name:

Surety Type:

Bond Number:

New Bond Request Submittal Instructions



Step 2: **Bond Information** > **Interfund Transfer**

* indicates a required field.

Interfund Transfer

Will you be paying via Interfund Transfer?:

Yes No

Save And Resume Later

Continue Application »

8. Upload the applicable Bond Documents → Continue Application

- a. [Development Agreement](#)
- b. [Cash Bond Completion Agreement](#)
- c. [Conservation Agreement Cash](#)
- d. [Conservation Agreement Letter of Credit](#)
- e. [Conservation Letter of Credit](#)
- f. [Bond Letter of Credit](#)
- g. [Performance Bond](#)
- h. [Stormwater Maintenance Agreement for Private Property](#)
- i. [Stormwater Maintenance Agreement for Public ROW](#)
- j. [Sanitary Sewer Agreement](#)
- k. [Land Disturbance Permit](#)
- l. [VPDES Permit Registration Statement](#)
- m. Certificate of Liability Insurance

Bond

1. Contact Information	2. Bond Information	3. Document Upload	4. Review	5. Pay Fees	6
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Step 3: **Document Upload** > **Document Upload**

* indicates a required field.

Attachment

The maximum file size allowed is **1000 MB**

.htm;.html;.exe;.com;.bat;.HEIC;.heic;.webarchive are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Bond Documents

Name	Share Link	Type	Size	Latest Update	Action
4 Part Record Structure.docx	Copy Link	Bond Documents	16.17 KB	12/13/2021	Actions ▾

▶ Add

Save And Resume Later



Continue Application »

9. Review the New Bond Application

10. Pay Fees

New Bond Request Submittal Instructions



Payment Information ✓

[Edit](#)

Electronic Check *****1010 Name on Account
Alysia Gaskins

Terms and Conditions [Open a new window to print](#)

authorization, I may contact Fairfax County at PLUSpay@fairfaxcounty.gov.

7. I understand the Originating ID for this transaction is " ". Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment.

8. I (we) agree that ACH transactions I (we) authorized comply with all applicable NACHA Rules and all applicable US law and the laws governing Fairfax County's state.

Yes, I authorize this transaction.

[Cancel](#) [Submit Payment](#)

11. Receive **Receipt and Record Number**. At this point, your New Bond Application has been submitted to Bonds and Agreements Center (BAC) for processing and review. Your new Bond Record will look like this: BOND-2022-00000.