



BOND REFUND REQUEST FORM

Rev: 9 | Revision Date: 12/06/2022 |

I.D. Number: BRRF

Three (3) Options to submit completed form: (A separate form per bond is required)

- Online:** Via **LauderBuild** > From Engineering Permit record page, select **Record Info>Attachments**, when prompted, Select Document Type > **Bond Refund Request**
- By Email:** dengineeringadmin@fortlauderdale.gov
- In Person:** Development Services Department, 700 NW 19 Ave, Fort Lauderdale, FL 33311, Hand to: **DSD Engineering Admin** or Pull a Ticket for **Engineering>Bonds** or upon arrival call **(954) 828-5232**

Original Form of Payment (Check one):		<input type="checkbox"/> CHECK	<input type="checkbox"/> PERFORMANCE/SURETY BOND
Date Requested:	Refund Amount:	City Staff Name:	
Job Address:		CITY USE ONLY	
ENGINEERING PERMIT Number: _____		Recv'd By: _____	
MASTER PERMIT Number: _____		Date Received: _____	
Bond Type - Check applicable box below			
<input type="checkbox"/> MITIGATION–SITE PREPARATION - New Construction / Demolition (MB) <input type="checkbox"/> SIDEWALK- CONCRETE Work in City of Fort Lauderdale Right of Way (SB) <input type="checkbox"/> PAVING RESTORATION in City of Fort Lauderdale Right of Way (RB) <input type="checkbox"/> UNDERGROUND (Water / Sewer/ etc) Work in City of Fort Lauderdale Right of Way (RB) <input type="checkbox"/> OTHER: _____			
REFUND PROCESS			
Refunds will be issued ONLY to person or company listed as the payee on check / Surety Bond to Authorized signatory named. This includes the mailing address. If mailing address changed, additional proof is required with the request.			
It shall be the responsibility to the "Depositor" or authorized person to provide written notice to the City stating that all bond conditions have been met and that a refund is requested. Bond fees may be applied to any liability due to the City of Fort Lauderdale by the Depositor.			
Name of Requestor: (print name below)		Signature:	
Address to Mail Refund:		Email:	
		Phone No.:	

PLEASE READ CAREFULLY THE BELOW DISCLAIMERS PERTAINING TO THE REFUND PROCESS:

- The bond refund process can take several weeks, due to the involvement of several City Departments and required management approvals.
- The ENGINEERING DEPARTMENT cannot expedite requests.
- A confirmation receipt, of this form, from an Engineering Senior Admin Assistant, initiates review to determine eligibility for a refund/release of bond. **IF YOU DO NOT RECEIVE CONFIRMATION, CALL (954-828-5232) TO CONFIRM RECEIPT.**