

**HANOVER COUNTY, VIRGINIA  
PUBLIC WORKS DEPARTMENT**

**INSTRUCTIONS FOR SECURITY DOCUMENTS**

1. Principals named in cash bonds and surety bonds must include all parties named as developers or obligated parties in the permit, agreement or other obligation being secured.
2. Documents entered into by a corporation must be executed by an officer of the corporation or other authorized party; evidence of authority of signatory effective on the date of execution of the document may be required and must be provided for parties other than officers.
3. Documents entered into by a partnership must be executed by all general partners, or by the managing partner of a limited partnership; evidence of authority effective on the date of execution of the document may be required and must be provided for other parties.
4. All signatures must be properly notarized; full names of parties shall be stated on page 1 and must be exactly the same as names on signature lines and in notary clauses.
5. Date of security document (bond or letter of credit) must be no earlier than the date of execution of the permit, agreement, or other obligation being secured.
6. Surety bonds must be accompanied by a document of the same date as the bond signature, confirming the status of the signatory as attorney in fact for the surety. Surety companies must be either licensed to conduct business in Virginia, or exempt from licensing.
7. Forms prescribed by the County must be used. All information on the form must be typed or legibly printed in ink.
8. Forms must not be altered in any manner.
9. The County reserves the right to disapprove the provision of security by a financial institution or surety company having a rating or other status deemed to be inadequate for protection of the public interest in completion of obligations.

Questions relating to the form or content of documents may be directed to the Hanover County Public Works Department, P. O. Box 470, Hanover, Virginia 23069-0470, (804) 537-6181 or 730-6181.

Failure to follow these instructions or to use approved forms will result in rejection of documents and possible delay for the developer or applicant.