



**DANE COUNTY**  
Land and Water Resources Department  
Land Conservation Division

Kevin Connors, Director  
Patrick Sutter, County Conservationist

## MEMO

**Date:** Tuesday, January 2, 2007  
**To:** Chapter 11 & 14 Permit Applicants  
**From:** Kevin Connors, Land & Water Resources Department Director  
**Subject:** Assurance of Financial Responsibility: Letter of Credit

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The County of Dane will require, per Dane County Ordinance 14.49(2)(i), that any individual or corporation that submits an application for any type of erosion control or stormwater management permit, in which all erosion control and stormwater management practices and controls to be implemented and installed exceed \$5,000.00 in estimated cost, include in their application a **Standby Letter of Credit**.

This Letter of Credit (LOC) must be for 110% of the estimated cost of implementation of all erosion control and stormwater management measures, and should be addressed to the *Dane County Land & Water Resources Department*. In the event that proposed work is not completed in a manner sufficiently consistent with the approved plan, The County of Dane shall draw on funds as needed to complete the work. **The letter of credit shall not expire until the County of Dane releases it.**

Upon successful completion of the project, and receipt of signed and certified as-built plans from the design engineer, the County of Dane will perform a final inspection to release the letter of credit. A memorandum will be sent to the financial institution that issued the letter of credit with the original LOC attached. This memo will include these items:

- The name and address of the applicant listed on the LOC
- The date the project was completed
- This Statement: "Certified as-built plans have been received, and the proposed work has been completed in a manner sufficiently consistent with the approved plan. The County of Dane requests that the letter of credit be released."

The financial institution will process the request on their schedule.

Please call the Land Conservation Division at (608) 224-3647 with any questions you may have.