

Letter of Credit Reduction Form Instructions

1. Use a new sheet for each section/grouping. (A section/grouping equals watermain or storm sewer or sanitary sewer or stormwater management or erosion control, etc. or how your approved estimate was sectioned)
2. Each section should be itemized like the original submitted cost estimate.
3. Quantities should match original cost estimate.
4. Should be a summary sheet at end of packet showing the totals for each section and then summing up the sections to give the new reduced LC amount.
5. Be advised that a reduction does not mean acceptance or approval of the improvement and does not place the improvement under maintenance.
6. Form must be signed & sealed by a registered Illinois Professional Engineer.