

Landscape Escrows



Facts To Know

All landscaping in a project, or designated phase of a project, shall either be installed in compliance with the approved landscape plan, or the installation shall be secured prior to the issuance of a temporary certificate of occupancy (TCO) or certificate of occupancy (CO) for any building. Installation can be secured with a letter of credit, an escrow, or a performance bond. The surety amount is determined by the schedule below and must be documented with an estimate of the outstanding landscaping to be completed.

The City encourages builders to install all of the required landscaping prior to any type of inspection for a certificate of occupancy. This will alleviate the need for any type of escrow payment.

Surety Amount

1. Single-Family Home Owner: 125% of landscaping cost for front yard and side yard (for corner lots) only.
2. Single-Family Home Builders, Multi-Family Residential, Commercial, or Industrial Properties (All Other Development): 125% of the cost of materials and labor to install all required landscaping.

Surety Type

Sureties can be in the form of a letter of credit, an escrow, or a performance bond. All funds for escrow must be certified. Letters of credit will only be accepted from local banks. Personal checks will NOT be accepted.

Estimate Required

A written, itemized, estimate of remaining landscaping work to be completed must accompany all landscape escrows. Landscape estimates for anyone other than a homeowner must be from a landscaping company and written on company letterhead.

Escrow Release

Once the landscaping is installed, another planning final inspection must be scheduled. An inspection will be performed to ensure the installed landscaping adheres to the approved landscape plans. If the landscaping is found to be complete, healthy, and properly installed in compliance with the approved plans then the escrow will be released. The refund or release process may take several weeks.

Required Items Checklist

- Letter of Explanation clarifying why landscaping was not able to be sufficiently installed
- Itemized estimate for scope of work from landscape company
- Surety for 125% of the estimate provided (Check or Bond)
- One copy of the approved plans
- One copy of the Development Agreement (if applicable)

Temporary Certificate of Occupation Surety Submittal Form



Date Submitted:

Project Information			
Project Name			
Permit Number			
Project Address			
PIN			
Zoning			
PUD Name (if applicable)			
Applicant Name			
Applicant Email			
Applicant Phone			
CITY USE ONLY			
Received		Date	
Planning Authorization		Date	
Inspection Completed		Date	
Escrow Returned		Date	