

# Building Escrow Application

Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Person/Company <u>paying</u> the escrow	Person/Company <u>receiving</u> returned escrow
Name: _____	<input type="checkbox"/> Same as person/company who paid the escrow
Company: _____	Name: _____
Phone: _____	Company: _____
Mailing address: _____	Phone: _____
_____	Mailing Address: _____
Email: _____	_____
	Email: _____

### Escrow Requirement

The City recognizes that during winter months and early spring it is sometimes difficult to meet the requirements for driveways, landscaping, and installation of septic systems and retaining walls. The City will issue a Certificate of Occupancy even if the driveway or landscaping is not finished; however, the property owner is required to complete this application and pay for the escrow amounts as outlined below.

Escrow Type	Escrow Amount	What is required
<b>Driveway Escrow</b>	\$5,200	Refer to Appendix A, Section 10, Number 15 in the City Code.
<b>Landscaping Escrow</b>	\$6,600	Refer to Appendix A, Section 27 in the City Code.
<b>Septic Escrow</b>	125% of estimated septic installation costs. Property owner is required to provide the City with a design and 2 estimates for the installation	Septic system that is up-to-code and capable of handling the amount of bedrooms of the home
<b>Sidewalk Escrow</b>	Escrow cost is based on a recommendation from the City Engineer	No cracked or damaged sidewalks

Required Info				
<b>Who will be doing the work:</b>	Contractor	Homeowner	Other: _____	
<b>Circle any that apply:</b>	driveway \$5,200	landscaping \$6,600	septic \$ _____	sidewalk \$ _____
<b>Total amount put in escrow:</b> \$ _____				
<b>The deadline for completed work is set for (East Bethel staff only):</b> _____				
Work must be completed by this date or you are authorizing the City to have the right to use the money set aside for escrow to complete the work themselves. Escrow will be returned once the work has been completed and is inspected by the City Official.				

Escrow Payee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community Development Staff: \_\_\_\_\_ Date: \_\_\_\_\_