



NEW HOME CONSTRUCTION ESCROW POLICY

In accordance with City Ordinance *40.08 New Home Construction Escrow*, all residential new construction shall require a financial security via a cash escrow deposit, at permit issuance. If all site work requirements are not completed prior to issuance of the Certificate of Occupancy (C.O.), additional escrow will be required and must be posted prior to release.

Initial and additional escrow shall be calculated based on the adopted fee schedule. The applicant shall complete the as-built submittal, final grade inspection, and final escrow inspection prior to C.O. or notify the City of any outstanding items and post additional escrow prior to final building inspection. The escrow requirement items are the responsibility of the applicant.

A minimum of two inspections will occur: Final Grade Inspection and Final Escrow Release Inspection.

If the C.O. is to be issued between May – August, site work must be completed within 60 days of issuance, if the C.O. is issued between September – April site work must be completed by June 30.

1. Prior to Final Building Inspection/C.O.

Complete the Certificate of Occupancy & As-Built Review form located on the City's website: [Escrow Process New Home Construction](#)

Scenario 1: Work incomplete. If all site work is **not** complete, the applicant must indicate the outstanding work on the form and submit. City Staff will calculate additional escrow requirements and notify the applicant. (Staff may conduct a site visit prior to determining escrow.)

Scenario 2: All work complete. If all site work is complete, the applicant must complete the form and submit as-built survey and request Final Grade Inspection. (See step 2 below.)

*A minimum of 3-5 business days' notice is required for all inspections.

2. As-built Review and Final Grade Inspection

Prior to sod or seeding and landscaping, but after final grading has been completed, a final grade as-built survey must be submitted to the city's Construction Services and Inspections Division for review, and a final grading and topsoil inspection must be completed.

To submit the as-built survey and request inspection, the applicant must complete the Certificate of Occupancy & As-Built Review form located on the City's website: [Escrow Process New Home Construction](#)

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The as-built drawing must show the completed first floor elevation, final grade spot elevations and contours of the final grade. All grading must be completed per the approved plans.

After the as-built survey and final grade/topsoil inspection are approved, the applicant will be notified, and sod and/or seeding may be completed as well as all other required site work.

3. Final Escrow Release Inspection

After all site work is complete, the applicant must complete the Escrow Release Request form located on the City's website: [Escrow Process New Home Construction](#)

Staff will then inspect the site to ensure all site work is completed per City requirements. All landscaping and site work must be completed per the approved plans.

Final Escrow Release Requirements:

The following is a list of items that must be completed prior to escrow release, but may not be all inclusive:

1. Driveway complete.
 - Paved as required
 - Maximum width in ROW: 24'
 - Maximum slope: 10%
 - Minimum slope: 2%
 - Culvert as required
2. Drain Tile/Sump Connections (if applicable)
3. Sidewalk, trail, curb, and other infrastructure free from damage
4. Curb stop and box at grade and operational, tracer wire installed.
5. Wetland/Conservation signage installed per approved plans.
6. Wetland Buffer seeded
7. All noxious weeds removed
8. Required landscaping installed per approved plan
9. At least one over-story tree in front yard
10. Temporary erosion control removed
11. Sod installed and/or entire property seeded with a minimum 70% established
12. Other site specific items that may be required.

The escrow release process can take up to 30 days or more for approval from all departments and to process the refund. Changes or alterations to your approved grading and site plans without prior approval may require corrections, further review, and/or re-inspections and could cause delays.

Staff and consultant time used in review and/or inspections may be charged against the escrow per the adopted fee schedule.



NEW HOME CONSTRUCTION ESCROW INSPECTION CHECKLIST

Project Address _____ Permit Number _____

Applicant/Responsible Party _____ Email Contact _____

Building Permit			
Requirements	Complete	Incomplete	Notes
Final Building/C.O.			
Additional Escrow			

Final Grading			
Requirements	Complete	Incomplete	Notes
As-built Survey Review			
Final Grading/ Top Soil Site Inspection			

Final Site Inspection - Escrow Release			
Requirements	Complete	Incomplete	Notes
Driveway (Max width 24' Max slope 10%; min 2%)			
Drain Tile/Sump Connected (where provided)			
Curb, Sidewalk, Trail or Infrastructure Damage			
Curb Stop/Box (at grade and operational). Tracer Wire Connected. Meter Antenna Installed.			
Wetland/Conservation Signs			
Wetland Buffer			
No Noxious Weeds			
Required Landscaping (per approved plan)			
Tree (one over-story in front yard)			
Temporary Erosion Control Removed			
Sod Installed or Seeded (Min 70% established)			
Other			
Release Escrow			