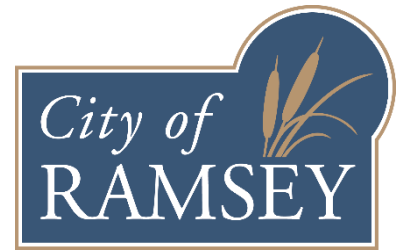


ESCROW AGREEMENT REQUIREMENTS

7550 Sunwood Drive NW
Ramsey, Minnesota 55303
City Hall: 763-427-1410
Building and Inspections: 763-433-9850
Fax: 763-433-9848
www.cityoframsey.com/permits
permits@cityoframsey.com



Escrow Agreement Requirements

- The City of Ramsey requires all required landscaping (typically this includes four [4] inches of topsoil meeting the City's topsoil specification must be applied across all disturbed areas, two [2] shade trees in the front yard, and an established yard [sod is considered established, seed can be used but not considered established until it has germinated and taken hold to the point that it is ready to be mowed] be completed prior to the issuance of a Certificate of Occupancy. If a Certificate of Occupancy is requested prior to completion of required landscaping, a **\$3,000.00** landscape escrow is required.
- The City of Ramsey requires a driveway to be completed prior to the issuance of a Certificate of Occupancy. If a Certificate of Occupancy is requested prior to completion of required driveway, a **\$2,000.00** driveway escrow is required.
- The City deposits that money into an escrow account until such time that the required work is completed (City Code allows **six [6] months' time** to complete this work).
- There are two required inspections related to the landscaping, which are a topsoil inspection (this should be done before the yard is established to ensure proper depth; inspection is conducted by the Engineering Department) and then the trees/yard inspection (this inspection is done by the Planning Division).
- Upon completion of the required work, the builder/owner is required to contact the City to schedule the required inspections. Once the City has approved the driveway, topsoil and the trees/yard inspections, the Finance Department is notified to release the escrow(s) back to the party that posted it originally.