



# City of New Prague

In the Counties of Scott & Le Sueur

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**Joshua M. Tetzlaff**  
City Administrator

Date: \_\_\_\_\_

To: Scott Sasse / Brian Petersen  
RE: Landscape Escrow Refund Request for New Residential Construction

The City of New Prague requires all new residential construction permits to submit a landscaping escrow of \$1,650 when a building permit is issued. Boulevard trees installed by developers does not meet landscaping escrow requirements and no trees should be planted by residents in the public right-of-way.

As stated in the city code, the following requirements must be completed before escrow is returned.

1. Final grade requirements are completed.
2. Required tree(s) is installed and alive at the end of the 30 day warranty time period.
3. Sod/seed is installed and alive at end of the 30 day warranty time period and with sufficient coverage to control erosion.
4. If weeds are present at the end of the 30 day warranty time period, documentation of an application of weed treatment shall be provided.

If occupancy is requested by a builder, a Temporary Certificate of Occupancy must be issued. The builder/owner is required to complete the sod/seed and tree(s) requirement within 60 days after the Temporary Certificate of Occupancy is issued. Once the property owner or builder has completed all landscaping requirements, an inspection must be scheduled by calling city hall at 952-758-1138. The building inspector will conduct the landscaping inspection. **In addition to the landscaping inspection, the permittee must also submit an As-Built survey to the city, indicating the property has been graded to the approved plans.** Following submittal of the As-Built survey and staff approval, the City Council will consider releasing the escrow at the next regularly scheduled meeting and a check will be refunded to the party who applied for permit.

- Homes that are completed between October 15<sup>th</sup> and before May 15<sup>th</sup>, shall have until July 1<sup>st</sup> to complete the sod/seed and tree requirements but will only be issued a temporary certificate of occupancy until that time. Final grading does not need to be done before a temporary certificate of occupancy is issued, but erosion control must be maintained until a final certificate of occupancy is issued.

Escrow refund for property at: \_\_\_\_\_

Please refund escrow check to the following:

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

\*\*\*\*\* (FOR OFFICE USE ONLY) \*\*\*\*\*

Building Permit #: \_\_\_\_\_ Return of Escrow Approved: Yes  No  Check #: \_\_\_\_\_

Grass/Tree  Blower Door Test  As-Built Survey  CO  Misc. \_\_\_\_\_

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_