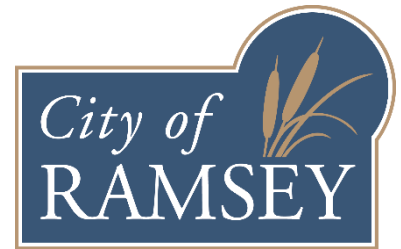


# ESCROW AGREEMENT REQUIREMENTS

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](http://www.cityoframsey.com/permits)  
[permits@cityoframsey.com](mailto:permits@cityoframsey.com)



## Escrow Agreement Requirements

- The City of Ramsey requires all required landscaping (typically this includes four [4] inches of MnDOT Premium Topsoil 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 can 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 **\$5,000.00** 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 (should be done before yard is established to ensure proper depth) and then the trees/yard inspection.
- 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 back to the party that posted it originally.