

Record of Cash Deposit

For City Use Only

File Name: _____

Date Stamp

Bond No.: _____

Please Print or Type Legibly

Specify Type of Cash Deposit:

- Landscape – One Year Guaranteed Maintenance:** This deposit will be held for one year after initial acceptance of the landscaping as being installed per approved plans and released if landscaping is in a healthy growing condition.
- Landscape and/or Public Works Penalty Deposit:** This deposit is accepted in lieu of the initial installation of landscaping and is held until the landscaping is installed per approved plans and accepted by the City and/or the deposit is required in the event that certain phases of Public Works requirements have not been completed prior to use of the building. Upon receipt of the deposit, written permission to use the building is given with the deposit being refunded upon acceptance of all phases of work being complete. A Certificate of Occupancy is issued upon entire completion of the project.
- Class II Tree Removal:** Per LMC 17.15.120 (F), a three (3) year, one hundred twenty-five percent (125%) bond or cash escrow.
- Building Demolition/Removal Deposit (\$2,000):** This deposit is required by ordinance to guarantee that site restoration following removal of a building from any location is accomplished to the satisfaction of the City.
- Cash Deposit Covering Utility Installations:** A deposit is required to guarantee installation of utilities or development improvements and is refunded as soon as installations are inspected and accepted by the City and after receipt of any applicable maintenance bonds. A one (1) year maintenance bond (LMC 12.04.260) equal to fifteen percent (15%) of the original bond amount may be required for work in the Right-of-Way and a two (2) year maintenance bond equal to ten percent (10%) of the original bond amount is required for storm utilities. The applicant may agree to substitute a cash deposit in lieu of a bond,

Site Address(es):	Permit No.:
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Applicant:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:

Refund To, if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:

All deposits are held at no interest pending completion of the item for which they were accepted. Refunds are automatic upon completion of the work covered and are returned to the party depositing same unless we are notified in writing that another party is to receive the funds. Requests for release following completion of work can be initiated by the applicant in writing.

Signature of Applicant/Depositor: _____ Date: _____

Signature of Authorized Employee: _____ Date: _____

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Amount Deposited:		Receipt Number:	
Amount Refunded:		Check Number:	