

NEW HOME CONSTRUCTION ESCROW POLICY

In accordance with Village Municipal Code Section 103-1 Escrow, all new residential construction shall require financial security via a cash escrow, at permit issuance. If all site work requirements are not completed prior to issuance of the Certificate of Occupancy, additional escrow will be required.

The Village of Harrison has two escrows: \$1,500 Building Escrow and \$1,500 Grading Escrow. The Building Escrow is collected during the pre-building permit construction process and the Grading Escrow is charged at the time of the Certificate of Occupancy request.

The **Building Escrow** is used to remediate erosion control issues of general and sub-contractors during the construction process. Eligible items may include:

- Failure to install and maintain erosion control measures including but not limited to silt fence, silt sock, tracking pads, catch basin protections and storm sewer cleanliness. Should the Village order that these items need to be fixed and they are not remedied, the Village shall have the right to enter the property to complete the work or contract with a landscaper to complete the work on the Village's request.
- \$300 per day penalty charged by the Building Inspector for non-compliance against the general contractor and/or the subcontractor.

The **Grading Escrow** is used to guarantee that the final grading and lawn placement is completed per plan. Items that may be charged against the grading escrow include:

- Final grading and seeding of the lawn not installed per plan based on elevations obtained by Village staff.
- Public sidewalks, aprons and curb/gutter that are damaged during restoration process.
- \$300 per day penalty charged by the Zoning Administrator, Engineering Technician, or Building Inspector for not complying with the site/grading plan.

Final Grading Escrow Release Requirements

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

- Driveway complete
- Sidewalk, curb and other infrastructure free from damage.
- Curb and box, if applicable, are operational.

- Wetland buffer seeded
- All noxious weeds removed
- Required landscaping installed
- Temporary erosion control installed
- Sod installed and/or entire property seeded with a minimum of 70% established.
- Other site-specific items that may be required and communicated during the construction phase.

The grading escrow release process can take up to 30 days or more for approval and processing of 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 further delays.

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

As-Built Review and Final Grade Inspection

Once sod or seeding and landscaping is completed, a final grade as-built survey must be scheduled and completed by calling Village Hall at (920) 989-1062 and scheduling with the Engineering Technician.

No escrow release will occur until the final as-built survey is complete and constructed per plan and approved by Village staff and the Village Engineer.

Approved by the Village Board, _____, 2025.