



ESCROW SUBMITTAL  
CERTIFICATE OF OCCUPANCY SHEET

Date Received \_\_\_\_\_  
From \_\_\_\_\_

Building permit status may be accessed through Citizen Portal [fcgov.com/citizenaccess](http://fcgov.com/citizenaccess)

**NOTE:**  
There will be a 1 business day processing period before sign off.

**TO BE SUBMITTED WITH PAYMENT at 281 North College prior to TCO/CO issuance.**

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_

**Project Information**

Project Name / Subdivision / Blk / Lot \_\_\_\_\_  
Project Physical Address \_\_\_\_\_  
Permit and/or Development Review # \_\_\_\_\_

**The following escrows are collected prior to Temporary or Full Certificate of Occupancy (C.O.)**

**Grading** Amount \$ \_\_\_\_\_  
*Non-refundable admin fee (must be paid separately if escrow will be placed with bond/LOC) \$ 200.00*

An escrow amount, along with a non-refundable \$200.00 administrative fee, is required to guarantee certification and proper installation and maintenance of storm drainage facilities as shown on the approved plan. Escrow used to release C.O. / SW Engineering Final Hold if conditions cannot be met prior to needing a release. This escrow is retained until the final grading certification can be produced and accepted by the water utilities engineers.

**Floodplain** Amount \$ \_\_\_\_\_

A security deposit that that is infrequently used to guarantee performance when working in floodplains to ensure proper installation and maintenance or to ensure a LOMR is submitted and approved. This escrow is returned when proper functioning of the improvements can be shown and/or fulfillment of the LOMR responsibilities to FEMA have been completed.

**Zoning** Amount \$ \_\_\_\_\_

An escrow in lieu of work completed is required to guarantee that all plants, irrigation, and landscaping elements are installed in accordance with the approved landscape plan. When submitting an escrow please provide the following: 1) Highlighted copy of approved landscape plan, illustrating the areas covered under the escrow 2) Itemized estimate of materials, labor, and irrigation 3) Check, bond or letter of credit in the amount of 125% of the estimated cost of the landscaping improvements. Please note: escrows are retained until a zoning inspector has completed a final landscape inspection verifying that the approved landscape plan requirements have been met in full. **To request a zoning inspection for full or partial escrow refund or reduction contact us at 970-416-2745 or zoning @fcgov.com.**

**Grand Total**

Please circle appropriate method of escrow: CHECK /BOND/LOC # \_\_\_\_\_ \$ \_\_\_\_\_

Upon escrow release, Bond/LOC to be returned to: \_\_\_\_\_

Any inquires on escrows should be directed to DRCoord@fcgov.com

City Staff Internal Process

Grading  
Please scan everything that was supplied then deposit any checks or cash in ACCT # 504.211610 and any LOC or Bonds be given to engineering. All admin fees for grading should be deposited into ACCT # 5040.475999. Please send scanned copies of the supplied escrows and fee to both [WaterUtilitiesEng@fcgov.com](mailto:WaterUtilitiesEng@fcgov.com) and [utilityfees@fcgov.com](mailto:utilityfees@fcgov.com)

Floodplain  
Please scan everything that was supplied then deposit any checks or cash in ACCT # 504.422060 and any LOC or Bonds be given to engineering. Please send scanned copies of the supplied escrows to [mhilmesrobinson@fcgov.com](mailto:mhilmesrobinson@fcgov.com)

Zoning  
Please scan everything that was supplied then deposit any checks or cash in ACCT # 100.211610 and any LOC or Bonds be given to engineering. Please send scanned copies of the supplied escrows to [zoning@fcgov.com](mailto:zoning@fcgov.com)