



## SECTION 10.04

# Landscape Bond Procedures

The Town of Holly Springs allows the posting of financial assurances until the landscape requirements of the UDO can be fulfilled. The following are the steps involved in obtaining a Landscape Bond, and the steps involved with the release of the Bond once all requirements have been satisfied. Please refer to UDO Section 7.01, L., for additional information.

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### **Landscape Bond Procedures:**

***Expected Review Time:*** Approximately 5-15

***Primary Processing Department:*** Planning & Zoning

***Departments involved in Landscape Bond Process:*** Planning & Zoning, Engineering, and Parks & Recreation

### **Prior to Filing Request to Bond:**

1. Arrange a site inspection with the Department of Planning & Zoning. The Planning Department will determine what items are needed for the site to pass inspection.
2. An original itemized sealed cost estimate must be approved by the Department of Planning & Zoning with regard to the missing items.

### **Application Submission Requirements:**

(An original and one copy of all documents must be submitted.)

- Approved cost estimate
- An 8 ½" x 11" plan showing the bonded improvements
- An estimated date of completion must be submitted
- Landscape Bond Application
- A check in the amount of 150% of the approved estimate must be submitted at this time.

### **Petition Review Process:**

1. The Department of Planning & Zoning will notify Applicant of an incomplete application or any missing information within two (2) business days of the submittal. This information must be completed and submitted in order to continue the bonding process.
2. Staff will review the submitted petition and the Department of Planning & Zoning will forward all Staff comments to those named on the petition by noon the Friday following the Monday application deadline.

### **Processing:**

1. The Department of Planning & Zoning will forward a copy of the completed application to all Staff in the Landscape Bond review process.
2. Staff will review the submitted application and the Department of Planning & Zoning will forward all Staff comments to those named on the application.
3. Once all staff comments have been addressed an approval notice will be sent to the Applicant.

**Release Request:**

1. Arrange a site inspection with the Department of Planning & Zoning, and request a bond release.
2. Applicant will be notified of the results of the inspection and if additional plantings are needed.
3. If approved, allow 10 business days for check to be processed.
4. Applicant will be notified when check is available for pick-up.