



Pine City

North. Nice and close.

BUILDING DEPARTMENT ESCROW AGREEMENT (CITY HELD)

Escrow agreement between the City of Pine City and _____ (seller or buyer
“Applicant”) mailing address: _____, for the following
uncompleted work at property address: _____ PIN #:
_____ (“Subject Site”), Pine City, Minnesota, Building permit number: _____.

Check one:

- Driveway*
- Sidewalk*
- Landscaping*
- Other _____

Escrow in the amount of \$_____ (set by City Planner, City Engineer, and City Building Official)

***Work may only be escrowed for the winter months – November through April.**

See page 2 for description of each escrow item.

A temporary certificate of occupancy may be issued only after the City receives the funds listed in this agreement. The money held by the City of Pine City shall be released to the party stated in this agreement upon verification by the City/Building Inspector that the work referenced has been satisfactorily completed (within 30 days of verification of the work being completed). A final certificate of occupancy shall be issued only after all of the work referenced is completed. The city reserves the right to use these funds to complete the work described herein, if unfinished within six months (weather permitting) after entering into this agreement. The Applicant hereby grants to the City, its agents, employees, contractors, and invitees’ permission to enter upon the Subject Site for the purpose of completing the Project. If the City completes the items listed above, and costs are in excess of the funds held, the City may specially assess all such costs, plus legal and professional fees incurred, against the Subject Site. In accordance with Minn. Stat. § 429.061, the Applicant consents to the levying of special assessments against the Subject Site in an amount not to \$25,000.00, or such lesser amount as is actually incurred by the City. The Applicant waives notice and hearings with respect to such special assessments and, pursuant to Minn. Stat. § 429.081, waives the right to appeal special assessments imposed under this Agreement. Special assessments against the Property shall be payable over the period of time and at the interest rate stated in the resolution adopting the assessment roll for the Project. **Escrow deposits include a \$100.00 non-refundable administrative fee.** This Agreement shall run with the Property and shall be binding upon the parties hereto and their respective successors and assigns. The parties intend that this Agreement may be recorded among the County real estate records.

I, _____ of _____, understand the information given above and agree to the conditions contained within.

(Signature of party responsible for work listed) Date: _____

City of Pine City

1015 Hillside Ave SW, Suite 2, Pine City, Minnesota 55063-1619 | Phone: 320.629.2575
E-mail: info@pinecitygov.com | Website: pinecity.gov/office.com



OFFICE USE ONLY

Received and approved by: _____ Date: _____ Check # _____
CC Last 4 _____

Project Inspected on: _____

Incomplete or Complete

(Inspector Signature) _____

(Inspector Print) _____

Project Inspected on: _____

Incomplete or Complete

(Inspector Signature) _____

(Inspector Print) _____

Escrow Descriptions. Escrows shall be held until the applicable items have been completed as follows:

Driveway

- The driveway is to be paved or concrete.

Sidewalk

- All sidewalks are required to be installed per code.

Landscaping

- Landscape Plan Requirements submitted with escrow application.
- Perimeter erosion/sediment control must be maintained until ground cover is established.

Other

- As approved and documented by City staff, responsible party and/or building official.

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