

Village of Carol Stream

Landscape Performance Guarantee Guidelines

Standard procedure dictates that **all** required work associated with a construction project must be complete prior to Village issuance of a Certificate of Occupancy. However, the Village recognizes that circumstances may arise that make it difficult or impractical to install the required landscape materials associated with a project. Usually, these circumstances are weather related. In the event that a structure has otherwise been deemed ready for occupancy, with the exception of the installation of required landscape materials, the Village will accept a cash performance guarantee in the amount of the required landscape improvements, in accordance with the procedures outlined below:

1. The applicant shall submit the following items:
 - A list of all lot numbers/addresses for which the request for a landscape performance guarantee is being submitted;
 - The cost estimate of the required landscape materials per lot, as provided by the landscape contractor or landscape architect;
 - A copy of the approved landscape plan for the lots for which the landscape bond will be submitted.
2. Community Development Department staff will review the submitted materials. If the submitted information is found to be in order, the Village will contact the applicant and notify them accordingly. If there are deficiencies in the information that was submitted, the Village will inform the applicant of the additional/revised information that is needed.
3. Once the submitted information is in order, the Village will advise the applicant that a cash performance guarantee, in the agreed upon amount, can be submitted. This is most easily accomplished by the applicant submitting a check made payable to the Village of Carol Stream in the necessary amount to our Cashier's attention. A receipt will be provided to the Community Development Department.
4. Once the Community Development Department is provided with a receipt indicating that the necessary funds have been deposited with the Village, provided that there are no other deficiencies or outstanding issues regarding the new construction, the Planning Division can recommend issuance of the Certificate of Occupancy.
5. Once the required landscape materials have been installed, the applicant shall contact the Community Development Department to notify us that the work has been completed. Community Development Department staff will inspect the premises to verify that the required materials have been installed. Once this has been verified, the Finance Department will be advised that the submitted funds can be returned to the applicant. A few weeks may pass prior to the return of the funds depending on the timing of the applicant's request.

**If you have any questions regarding the Landscape
Performance Guarantee process, please contact the
Community Development Department.
Phone: (630) 871-6230 or Fax: (630) 665-1064
E-mail: comdevelop@carolstream.org**