

REQUEST FOR RELEASE OF LANDSCAPE SURETY



Release of the following landscape surety(s) is requested.

Project Name: _____

Type of Surety(s): *A separate form is required for each project.*

Date: _____

<u>Street Trees</u>
<input type="radio"/> 50% Completion <input type="radio"/> 75% Completion <input type="radio"/> 100% Completion
Amount (if known): _____
Date Installed: _____
Installed By: _____

<u>Landscape Screening</u>
<input type="radio"/> 50% Completion <input type="radio"/> 75% Completion <input type="radio"/> 100% Completion
Amount (if known): _____
Date Installed: _____
Installed By: _____

Developer _____

Contact Person _____

Address _____

Telephone _____

Requirements

1. Please **attach** a letter from your nursery or landscape contractor certifying installation of landscaping/street trees in conformance with the approved plans. **Installation dates must be included in letter.** (Please note **only** nursery or landscape contractor's letterhead will be accepted.)
2. If landscaping/street trees were planted privately, please provide copies of all receipts of purchase.
3. Requests for Release of 50% or 75% completion **must have the Landscape & Street Tree Matrix attached.**
4. Plant material inspections will typically occur during the months of **June through October.**

Please deliver one copy of this form with the required attachments to:

City of Lincoln Parks & Recreation Dept.
Attn: Tree Surety
3131 "O" Street, Suite 300
Lincoln, NE 68510
Email: treesurety@lincoln.ne.gov
Phone: (402) 441-8275, Fax: (402) 441-5537