

REQUEST FOR RELEASE OF LANDSCAPE SURETY

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

Date _____

Project Name _____

Type of Surety(s):

(A separate form is required for each project.)

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

Landscape Screening
<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 month of **June** and the month of **October.**

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

City of Lincoln Parks & Recreation Dept.
Attn: Tree Surety
2740 "A" Street
Lincoln, NE 68502
Email: treesurety@lincoln.ne.gov
Phone: (402) 441-8275
Fax: (402) 441-8706

**"Some Lincoln" Subdivision
Last Amended: 11/08/2006**

Addition	Block	Lot	Address Number	Street Name	Tree Variety	Date Planted	Date Replaced	Comments	Quantity NEEDED	Quantity DONE		Tree Price	Subtotal	Amount Campbells COLLECTED	Differ - Cost vs. Collected	Comments
EXAMPLE OF HOW TO ENTER ROWS																
1	1	1	2501	Switchback Road	Skyline Locust	Dec-04		Switchback Road Side	2	2		\$ 185.00	\$ 370.00	\$ 370.00	\$0.00	
1	1	1	2501	Switchback Road	Red Sunset Maple	Dec-04	Jun-05	Southview Drive Side	1	1		\$ 185.00	\$ 185.00	\$ 185.00	\$0.00	
1	1	2	2511	Switchback Road	Skyline Locust	Jun-05			1	1		\$ 185.00	\$ 185.00	\$ 185.00	\$0.00	
COMPLETION TOTALS									4	4	100.00%					

ENTER ACTUAL ROWS BELOW
