

## CONTACT INFORMATION FOR ESCROW RELEASES

The deposit agreement requires the developer to install subdivision improvements according to the approved improvement plans. Once these improvements have been constructed/installed, the developer is responsible for contacting the appropriate inspecting Department/agency, and providing the additional documentation listed below. Following a satisfactory inspection, the Department of Planning will receive authorization to release funds held in escrow.

The contacts listed below can assist you in obtaining escrow releases. Please contact the person(s) listed below after the improvement is completed/installed. For escrow releases in incorporated St. Louis County, contact the appropriate city office.

ESCROW ITEM	CONTACT & ADDRESS	PHONE & EMAIL
Street escrows: Streets, Street Widening, Sidewalks, Barricades, Turnarounds, Guardrails, and Box Culverts, Residential Subdivisions: SWPPP, Detention(1), Erosion, Siltation, Grading, Sinkholes(1) and Retaining walls(1) .	Russ Leach or Todd Ware St. Louis Co. Dept. of Transportation and Public Works 1050 N. Lindbergh Boulevard St. Louis, MO 63132	Phone: (314) 615-1150  <a href="mailto:RLeach@stlouisco.com">RLeach@stlouisco.com</a> <a href="mailto:TWare@stlouisco.com">TWare@stlouisco.com</a>
Commercial Sites, SWPPP, Grading, Erosion, and Control Siltation	Mike Burkemper St. Louis Co. Dept. of Transportation and Public Works 41 S. Central Avenue Clayton, MO 63105	Commercial: (314) 615-7130 <a href="mailto:MBurkemper@stlouisco.com">MBurkemper@stlouisco.com</a>
Survey Monuments <sup>(5)</sup>	Andy Williams or J. T. Merseal St. Louis Co. Dept. of Transportation and Public Works 1050 N. Lindbergh Boulevard St. Louis, MO 63132	Phone: (314) 615-1175 <a href="mailto:AWilliams3@stlouisco.com">AWilliams3@stlouisco.com</a>
Water Mains	Sue Moynihan Missouri American Water Company 535 North New Ballas Road St. Louis, MO 63141	Phone: (314) 996-2306
Street Trees (4), Landscaping (4), Common Ground Seed/Sod (2),Swimming Pools(3),Tennis Courts(2), Recreation Buildings <sup>(2)</sup> & Fencing <sup>(2)</sup>	Debbi Nesbit St. Louis County Dept. of Planning 41 S. Central Avenue Clayton, MO 63105	Phone: (314) 615-2520 <a href="mailto:DNesbit@stlouisco.com">DNesbit@stlouisco.com</a> TTY: (314) 615-5467

### THE FOLLOWING ITEMS ARE NEEDED FOR SOME ESCROW RELEASES.

- (1) Submit letter from professional engineer certifying installation.
- (2) Submit photograph(s) and letter requesting release.
- (3) Pools inspected by the Health Department.
- (4) Submit letter from nursery certifying installation in accordance with approved plan and plat showing location of planting.
- (5) Submit letter from a registered land surveyor and copies of Record Plat certifying installation.

(d/forms/Web forms/Inspections and Release-July 2020 for internet)

## INSPECTIONS AND RELEASES

The deposit agreement guarantees that the developer will complete and install improvements in a subdivision according to the approved improvement plans. Once these improvements have been constructed/installed **the developer is responsible for obtaining necessary inspections**. Following a satisfactory inspection, the Department of Planning receives authorization from the appropriate inspecting authority, to release funds held in the deposit account.

St. Louis County will make a release or issue a deficiency notice (deficiencies must be corrected within sixty (60) days or a new inspection is required) within thirty (30) days of a written request to approve or inspect the improvements. However, improvements must be suitable for inspection, (i.e. concrete reached final cure, etc.).

### Contacts for Inspections

The contacts listed below can assist you in obtaining full or partial releases from your deposit agreement. You are advised to contact these persons prior to start of work to determine when inspections are necessary:

<u>ESCROW ITEM</u>	<u>CONTACT &amp; ADDRESS</u>	<u>PHONE &amp; EMAIL</u>
RIGHT OF WAY IMPROVEMENTS	Russ Leach or Todd Ware St. Louis Co. Dept. of Transportation and Public Works 1050 N. Lindbergh Boulevard St. Louis, MO 63132	Ph. (314) 615-1150  <a href="mailto:RLeach@stlouisco.com">RLeach@stlouisco.com</a> <a href="mailto:TWare@stlouisco.com">TWare@stlouisco.com</a>

All inspections, except street acceptance, are made within seven (7) working days after the receipt of the developer's written request. Public streets petitioned for acceptance will be inspected within fifteen (15) working days, and if acceptable placed on the next Council Agenda for approval. This time frame represents the normal maximum time span required from receipt of the request to signing the release memorandum or deficiency report. Inspections may be delayed by weather and ground conditions, especially during the winter when a complete inspection cannot be accomplished. Releases will not be authorized where deficiencies exist; the Department will mail a deficiency report to the developer. Inspection fees for the development must be paid in advance.

<u>Improvement and Time Frame</u>	<u>Release type</u>	<u>Criteria for Inspection</u> (the following must be done prior to requesting inspection)
<b>Public Streets</b> (7 working days after request)	90%release (partial)	<ul style="list-style-type: none"> <li>a. Roadway sewer and utility crossings backfilled and jetted.</li> <li>b. Roadway built under county inspection.</li> <li>c. Core drills for proper thickness (a minimum of 14 days after pouring concrete).</li> <li>d. Any thickness penalties paid or corrections completed.</li> <li>e. Concrete cylinder break of 3,000 psi at 7 days or 4,000 psi at 28 days.</li> <li>f. Cracksealed.</li> <li>g. Backfilled.</li> </ul>

<u>Improvement and Time Frame</u>	<u>Release type</u>	<u>Criteria for Inspection</u>
	Acceptance (final 10%)	<ul style="list-style-type: none"> <li>a. Record plat recorded</li> <li>b. Connects to an existing publicly maintained street.</li> <li>c. Streets signs installed as per county standards. (street signs are not released until streets are accepted)</li> <li>d. Barricades installed (if required).</li> <li>e. Right-of-way area clear and free of building materials.</li> <li>f. Ground cover in Right-of-way.</li> <li>g. Submit Density Report.</li> <li>h. At least 90% of the lots in the subdivision or plat must be developed.</li> </ul> <p>NOTE: If acceptance is to be pursued prior to a partial release, the conditions for both criteria would have to be met, and all sidewalks previously released must be free of deficiencies.</p>
<b>Private Streets</b> (10 working days after request)	90% release Final 10%	<p>Criteria - same as public streets for partial release.</p> <ul style="list-style-type: none"> <li>a. Record plat recorded.</li> <li>b. Street signs installed.</li> <li>c. Barricades installed (if required).</li> <li>d. Backfilling completed.</li> <li>e. At least 90% of the lots in the subdivision or plat must be developed.</li> </ul>
<b>Sidewalks:</b> in Public right-of-way (7 working days after request)	100%	<ul style="list-style-type: none"> <li>a. Built according to approved plans and ADA compliant.</li> <li>b. Backfilled and vegetated in the right-of-way properly.</li> <li>c. Request must identify Lot No. or plan location of sidewalks to be inspected.</li> </ul> <p>NOTE: If streets are not accepted, the developer is required to maintain the sidewalk to County Standards until the abutting section of the street is accepted.</p>
<b>Storm Sewers;</b> Within or adjacent To public right-of-way (7 working days after request)	80% release Final 10%*	<ul style="list-style-type: none"> <li>a. Sewers installed under County inspection.</li> <li>b. Granular backfill under roadway.</li> <li>c. All sewers in right-of-way jetted.</li> <li>d. Built according to approved plans.</li> </ul>
(For approvals of other sewers see below)		<ul style="list-style-type: none"> <li>a. Street accepted for maintenance.</li> <li>b. Established ground cover.</li> <li>c. Berms, swales, and drainage areas installed</li> <li>d. Developer caused damage (if any) to sewer system subsequent to 80% release repaired.</li> <li>e. Development at least 90% complete.</li> <li>f. Detention areas functioning and installed and letter from MSD received.</li> <li>g. No downstream erosion problems.</li> </ul>

\*MSD holds and releases the other 10% of the sewer escrow.

<u>Improvement and Time Frame</u>	<u>Release type</u>	<u>Criteria for Inspection</u>
<b>Street Signs</b>	100%	<ul style="list-style-type: none"> <li>a. Released by planning when public street is accepted.</li> <li>b. For large lot subdivision, they are released after inspection and verification that entrances to a County right-of-way have been constructed to County standards.</li> </ul>
<b>Temporary Turnaround</b> (7 working days after request)	100% release (installation only)	<ul style="list-style-type: none"> <li>a. Turnaround installed according to plan.</li> <li>b. Backfilled and right-of-way vegetated.</li> </ul>
	100% release (removal)	<ul style="list-style-type: none"> <li>a. Turnaround completely removed.</li> <li>b. Area restored and right-of-way vegetated..</li> </ul> <p>NOTE: If the street has been continued through into the next plat and the turnaround is no longer required, all funds will be released upon request. If the turnaround has been constructed removal will be required prior to the release of funds.</p>
<b>Barricades/ Guardrails</b> (7 working days after request)	100%	<ul style="list-style-type: none"> <li>a. Installed as required per approved plans.</li> </ul>
<b>Roadway Widening/ Entrances</b> (7 working days after request)	90% release	<ul style="list-style-type: none"> <li>a. Installed per plan.</li> <li>b. Core drilled for proper thickness - if width and length are sufficient to require core drilling.</li> <li>c. Concrete cylinder break of 3,000 psi at 7 days or 4,000 psi at 28 days if concrete widening.</li> <li>d. Crack sealed as required.</li> </ul>
	Final 10%	<ul style="list-style-type: none"> <li>a. Backfilled, swales established in right-of-way, and ground cover established in right-of-way.</li> </ul>
<b>Box Culverts</b> (7 working days after request)	75% release	<ul style="list-style-type: none"> <li>a. Culvert construction, including fence installation, complete.</li> <li>b. Culvert sufficiently cleaned for inspection.</li> </ul>
	Final 25%	<ul style="list-style-type: none"> <li>a. Streets accepted.</li> <li>b. No apparent drainage problems.</li> <li>c. Repair of any deficiencies or damage to culvert subsequent to 75% release.</li> <li>d. Stone revetment adjacent to and within 100 feet of culvert accepted by MSD.</li> </ul>
<b>Retaining Walls</b> (structural in ROW) (7 working days after request)	75% release	<ul style="list-style-type: none"> <li>a. Wall construction, including fence installation and adjacent swales, complete.</li> <li>b. Wall backfilled.</li> <li>c. Wall alignment and elevations verified.</li> </ul>

<u>Improvement and Time Frame</u>	<u>Release type</u>	<u>Criteria for Inspection</u>
<b>For Walls not in ROW</b> see below	Final 25%	a. Streets accepted. b. No apparent drainage problems. b. Repair of any deficiencies or damage to wall subsequent to 75% release.

<u>ESCROW ITEM</u>	<u>CONTACT &amp; ADDRESS</u>	<u>PHONE &amp; EMAIL</u>
SURVEY MONUMENTS	Andy Williams St. Louis Co. Dept. of Transportation and Public Works 1050 N. Lindbergh Blvd. St. Louis, MO 63132	Ph. (314) 615-1175 <a href="mailto:AWilliams3@stlouisco.com">AWilliams3@stlouisco.com</a>

<u>Improvement</u>	<u>Release type</u>	<u>Criteria for Inspection</u>
<b>Survey Monuments</b>	100% release	a. Monuments must be set in compliance with the current Missouri Minimum Standards for Property Surveys, final grading should be completed, and sidewalk installation. Certification by a Registered Land Surveyor with a current Missouri seal is required.

<u>ESCROW ITEM</u>	<u>CONTACT &amp; ADDRESS</u>	<u>PHONE &amp; FAX</u>
WATER MAINS	Sue Moynihan Missouri American Water Company 535 North New Ballas Road St. Louis, MO 63141	Ph. (314) 996-2306

<u>Improvement</u>	<u>Release type</u>	<u>Criteria for Inspection</u>
<b>Water Mains</b>	100% release	a. Inspection pursuant to Missouri American Water Company request

<u>ESCROW ITEM</u>	<u>CONTACT &amp; ADDRESS</u>	<u>PHONE &amp; FAX</u>
SANITARY SEWERS STORM SEWERS	Keith Milson Metropolitan St. Louis Sewer District 2350 Market Street St. Louis, MO 63103	Ph. (314) 768-6206 Fax (314) 768-6302

<u>Improvement</u>	<u>Release type</u>	<u>Criteria for Inspection</u>
<b>Sanitary and Storm Sewers</b>	All releases	a. Escrows for sanitary sewers and storm sewers outside the right-of-way are held by MSD, not by St. Louis County. All releases will be done by MSD pursuant to their rules and regulations.

**ESCROW ITEM**  
**MISCELLANEOUS**  
**IMPROVEMENTS**

**CONTACT & ADDRESS**  
 Debbie Nesbit  
 St. Louis County Dept. Planning  
 41 South Central Avenue  
 Clayton, MO 63105

**PHONE & EMAIL**  
 Ph. (314) 615-2520  
[DNesbit@stlouisco.com](mailto:DNesbit@stlouisco.com)

To obtain releases for the following miscellaneous improvements, the developer must submit verification of the installation of improvements as listed. If necessary, the Department of Planning may also inspect these improvements. A request for release will be reviewed and/or inspected within five (5) working days of receipt. The Department will notify the developer of any deficiencies.

<u>Improvement</u>	<u>Criteria for Review</u>
<b>Tennis Courts</b>	Photograph(s) and letter requesting release.
<b>Pools</b>	Letter requesting release, photographs, and copy of permit issued by Depts. of Public Works and Health.
<b>Recreation Buildings</b>	Photograph(s), copy of permit from Dept. of Public Works and letter requesting release.
<b>Street Lights</b>	Last TWO months AmerenUE bills. (Normally streetlights are not an escrow item and installation is done under an AmerenUE contract.)
<b>Common Ground Seed/Sod</b>	Photograph(s) and letter requesting release.
<b>Common Ground Walkways</b>	Photograph(s) and letter requesting release.
<b>Landscaping</b>	Letter from nursery certifying installation in accordance with approved plan and plat showing location of planting. <u>Sixty percent will be released upon installation and 40% when development is completed.</u>
<b>Trees</b>	Letter from nursery certifying installation in accordance with approved plan.
<b>Street Signs</b> - in large lot & multi-family subdivisions only	Photograph(s) and letter requesting release.

**Handicapped Ramps**

Not within right of way

Photograph(s) and letter requesting release.

**Fencing**

Photograph(s) and letter requesting release, unless adjacent to retention detention.

**ESCROW ITEM**

**CONTACT & ADDRESS**

**PHONE & EMAIL**

Residential Grading Improvements

St. Louis County Dept. of Transportation and Public Works  
1050 N. Lindbergh Boulevard  
St. Louis, MO 63132

Phone: 314-615-1150

[RLeach@stlouisco.com](mailto:RLeach@stlouisco.com)  
[TWare@stlouisco.com](mailto:TWare@stlouisco.com)

Commercial Grading Improvements

Mike Burkemper  
St. Louis County Dept. of Transportation and Public Works  
41 S. Central Ave.  
Clayton MO 63105

Phone: 314-615-7130

[MBurkemper@stlouisco.com](mailto:MBurkemper@stlouisco.com)

With the implementation of the Major Land Disturbance (MLD) program the following escrow release procedures were adapted. The Storm Water Pollution Prevention Plan (SWPPP) process requires the Special Inspector to submit weekly reports and to initiate all release requests to the County. The following regulations replace the old Siltation release procedures. Under these regulations, the Siltation, Grading and Erosion, and Detention costs are held until all of the lots/units are built and ground cover is established.

Major Land Disturbance permits may be transferred to a new owner provided the original permit holder obtains the approval of Department of Planning to retain responsibility for the Land Disturbance Activities on the site. See Section 106.2 of Chapter 1114 for details.

Siltation Control including Siltation Basins– Final 100%:

- a. Purpose of the control siltation escrow is to reduce the amount of sediment and other pollutants in storm water discharge that is associated with removal of surface vegetation or reshaping the ground surface through excavation. Control measures must comply with the Best Management Practices (BMP) established by the Chapter 1114 (Grading Ordinance), and Chapters 1003 (Zoning Ordinance), and 1005 (Subdivision Ordinance).
- b. The cost for residential and industrial/commercial siltation improvements will be taken from the approved SWPPP Plan or approved Improvement Plans. An existing SWPPP escrow on the site will be incorporated into the Subdivision escrow, and the original SWPPP escrow will be released after the Council approves the new/replacement escrow.
- c. Release criteria; normally 100% of the escrow will be released when finished grading is completed per plans, ground cover is established, and no down stream or off site siltation exist. Siltation basins will be released when the standpipe is removed, and the Department of Transportation/Public Works receives a letter from MSD showing that MSD has completed a final inspection and approval of the Detention/retention Basin.
  - i. However, interim releases can be made when the developer’s special inspector submits a written request to the Department of Transportation/Public Works. This request must provide adequate information and justification for a line item release from the Subdivision Siltation Control escrow or the SWPPP escrow. The

- Department of Transportation/Public Works will inspect the site and send a release letter to the Department of Planning.
- ii. A letter is received from the “Qualified Professional” who designed the Best Management Practices (BMP’s) indicating the site has been fully stabilized, ground cover established, all of the temporary storm water control BMP’s have been removed, and all permanent storm water control BMP’s have been completed. The letter must be signed and sealed and sent to the Department of Transportation/Public Works.
- iii. Release letter, from the Department of Transportation/Public Works, is received by the Department of Planning authorizing 100% release of the funds.

Grading and Erosion – Final 100%:

- a. Purpose of the grading/erosion escrow is to insure that final grading is completed prior to the developer turning over the site to lot owners/trustees. The escrow will be held to insure the restoration of ground cover that the ground surface is restored in accordance with approved plans on individual lots and common areas, and that erosion has been eliminated.
- b. Grading improvements will be taken from the approved Improvement Plans and calculated on a per lot basis; however, sites with extreme or severe topography may require additional funds to be escrowed.
- c. Release criteria; erosion control measures are installed per approved plans, and functioning as designed. Ground cover has been established on lots and in the common areas, and the site has been graded in accordance with approved plans.
  - i. Development is 100% completed
  - ii. Inspected by Department of Transportation or Public Works Release letter, from the Department of Transportation/Public Works, is received by the Department of Planning authorizing 100% of the funds.

Detention/Retention – Final 100%:

- a. Detention/Retention improvements will be taken from the approved Improvement Plans and calculated on a per lot basis; however, sites with extreme or severe topography may require additional funds to be escrowed.
- b. Release criteria will be made as follows:
  - i. Development is 100% completed.
  - ii. A letter is received from the “Qualified Professional” who designed the Best Management Practices (BMP’s) and/or detention improvements indicating that the basin and dam is graded to the correct size and shape, the low flow pipes, overflow, spillway rip rap etc. has been installed and is functioning per approved plans, no erosion or undermining of the dam or basin sides/rip rap exist on the site, ground cover has been established, and there is no ponding water in the basin. The letter must be signed and sealed and sent to the Department of Transportation/Public Works.
  - iii. Release letter, from the Department of Transportation/Public Works, is received by the Department of Planning authorizing 100% of the funds.

Retaining Walls:

- a. The existing unit cost will be used to calculate the escrow cost.



- b. Release criteria, the retaining wall(s) been installed and no siltation, erosion and/or grading issues exist in the vicinity of the retaining wall(s).
  - i. A letter is received from a “Qualified Professional” indicating that the retaining wall(s) have been installed per the approved plans. The letter must be signed and sealed and sent to the Department of Public Works.
  - ii. Release letter, from the Department of Transportation\Public Works, is received by the Department of Planning authorizing a full or partial release of funds.

Stone Revetment:

- a. The existing unit cost will be used to calculate the escrow cost.
- b. Release criteria, the stone revetment has been installed and no siltation, erosion and/or grading issues exist in the vicinity of the sinkhole.
  - i. A letter is received from a “Qualified Professional” indicating that the revetment has been installed per the approved plans. The letter must be signed and sealed and sent to the Department of Transportation/Public Works.
  - ii. Release letter, from MSD or the Department of Public Works, is received by the Department of Planning authorizing a full or partial release of funds.

***For further information about the Deposit Agreement procedure...***

Please call or write:

**St. Louis County Dept. of Planning  
41 South Central Avenue  
Clayton, MO 63105  
Phone:(314) 615-2520  
[planning@stlouisco.com](mailto:planning@stlouisco.com)  
FAX: (314) 615-3729 TTY: (314) 615-5467**