

INSTRUCTIONS FOR POSTING

A CONSERVATION CASH ESCROW

A Conservation Cash Escrow account must be posted for all projects in the Town of Herndon, Virginia. This escrow account is posted to cover the installation of the required landscaping, erosion and siltation control measures, damage to existing utilities and damage to any existing landscaping.

The Conservation Cash Escrow can be posted in one of three ways as follows:

1. A *check* for the amount can be deposited with the Town of Herndon; or
2. A *combination of cash and a Letter of Credit* may be submitted. This method is acceptable if the amount of the landscape escrow exceeds \$15,000 and/or if the tree replacement escrow exceeds \$2,000.

If the landscape escrow exceeds \$15,000, 75% of the landscaping escrow amount may be in the form of a Letter of Credit, however the remaining portion must be in the form of cash or deposited in a bank account.

If the tree replacement escrow exceeds \$2,000, the amount in excess may be in the form of a Letter of Credit, however the initial \$2,000 must be in the form of cash or deposited in a bank account.

If you should have any questions regarding your agreement or your account, please contact Pablo Novelo at (703) 435-6853, or through e-mail at pablo.novelo@herndon-va.gov.