

VILLAGE OF ELBURN
COMMUNITY DEVELOPMENT
301 E. North Street
Elburn, IL 60119
630-365-5060
Fax: 630-365-5063

REQUEST TO ESTABLISH ESCROW

Tell us about you:

Name: _____

Company: _____

Address: _____

City State Zip: _____

Are you: A Resident / A Contractor / A Realtor / A Business Owner / An Attorney

Phone: _____

Cell: _____

Email: _____

Please describe which property you wish to discuss:

Address of Property: _____

OR

Describe Location of Property: _____

Acreage of Property: _____

Property Identification Numbers (if known): _____

Please describe the proposed project:

Project Type: Retail / Industrial / Office / Utility / Residential

Intended Use of Property: _____

Narrative: _____

Planning Services by:
Pete Iosue, Associate Planner
Teska Associates, Inc.
600 W. Lockport Street
Plainfield, IL 60544
(815) 436-9485
piosue@teskaassociates.com

Engineering Services by:
David Burroughs, P.E.
Engineering Enterprises, Inc.
52 Wheeler Road
Sugar Grove, IL 60554
(630) 466-6700
dburroughs@eeiweb.com

Legal Services by:
Robert Britz, Esquire, Partner
Ottosen Britz Kelly Cooper & Gilbert, Ltd.
303 N. Main Street
Elburn, IL 60119
(630) 365-6441
rbritz@obkcg.com

Finance Department:
Katie Kitz, Bookkeeper
Village of Elburn
301 E. North Street
Elburn, IL 60119
(630) 365-5062
kkitz@elburn.il.us

Procedure:

After the developer establishes an escrow account with the Finance Department, the Administrator may authorize the consultants to work on the subject project. The Finance Department forwards bills to the developer monthly to replenish the required escrow balance. The required escrow deposit is not a ceiling to the cost of the project, and does not include other fees that may apply. Failure to maintain the required escrow balance will result in a doubling of the required escrow balance. At the close of the project, the developer submits a written request to receive any remaining balances. No interest is paid to the developer on the required deposit or payments.

Sign: _____

OFFICE USE ONLY

Project Code: _____

Required Balance to Maintain: \$1,500 Date of Deposit: _____

VA Sign-off: _____

Assigned to: _____