



Landscape Extension Request Form

City-County Planning Department

101 City Hall Plaza, Durham, NC 27707 | 919-560-4137

Planning

Project Name: _____

Project Address: _____

Building Permit # _____ Case # _____

The following required landscape material/site work is outstanding:

This form shall request a Conditional Certificate of Compliance for the above project and certifies that all landscape material will be installed and all related site work completed in compliance with the approved site plan by the completion date shown below.

Enclosed with this form are:

- Signed landscape contract that includes: landscape materials, installation, and all related site work
- Surety in the amount of 125% of the landscape contract **payable to “Durham City-County Planning Department, c/o Site Compliance”, addressed as above.** Accepted surety forms are performance bonds and bank letters of credit.
- Receipt confirmation of administration fee payment for the landscape extension.
(See [Planning Service Fees](#), page 13, section 9).

Application materials shall be submitted via email to PlanningInspections@DurhamNC.gov for review prior to the issuing of an official bond.

I understand that failure to fulfill landscape requirements will result in a violation of the Unified Development Ordinance (UDO), and that punitive action, including revocation of the Conditional Certificate of Compliance, discontinuance of property use, and calling of the surety will be pursued by the City or County.

I acknowledge that when a Conditional Certificate of Compliance is in effect, no Final Certificate of Compliance may be issued while there is an outstanding landscape extension. **I will notify the Durham-County Planning Department by requesting an inspection when landscape requirements are complete.**

Owner Signature _____ Phone _____

Print Name _____

Contractor Signature _____ Phone _____

Print Name _____

Approved By: _____ Date _____

Completion Date: _____

9.11.1 General Request for Extension of Compliance

It is recognized that land development occurs continuously, and that vegetation used in landscaping or screening should be planted at certain times to ensure the best chance of survival.

9.11.2 Extensions for All Other Development

- A.** In order to ensure compliance and to reduce the potential expense of replacing landscaping or screening materials which were installed at an inappropriate time or under unfavorable conditions, a letter of request for extension of compliance with landscaping requirements can be filed with the Planning Director, or designee, which states the reasons why the request is being made. This letter shall acknowledge that the applicant is aware of all landscaping and screening requirements, and will comply with those requirements within 90 days, or discontinue use of the property.
- B.** The Planning Director, or designee, shall grant the extension on requests for planting extensions for single-family development submitted between May 15 and September 15 of each year and may grant the extensions for other uses and at other times if there are unfavorable conditions for planting.
- C.** If the initial letter of request for extension of compliance with landscaping requirements has expired and conditions are still deemed unsuitable for planting, an applicant can request one additional extension of up to 90 days. During periods of extreme drought, as evidenced by the official declaration of Stage 3 or greater mandatory water conservation requirements, the Planning Director, or designee, may authorize additional 90-day extensions beyond the one extension typically allowed. These extensions may be continued throughout the period in which the extreme drought conditions remain.
- D.** The applicant shall also acknowledge that while a Conditional Certificate of Compliance may be issued, no Final Certificate of Compliance shall be issued while there is an active (pending) letter of request for extension of compliance with landscaping requirements unless a performance guarantee (such as a letter of credit or performance bond) sufficient to cover 125% of the installed landscaping costs has been posted with the Inspections or Planning Department.

Durham City-County Unified Development Ordinance effective January 1, 2006