



# Agreement for Full Cost Billing

I understand that charges for staff time spent processing this application will be based on the current staff costs per adopted City labor contracts plus a factor for direct and indirect costs. Please contact the Planning Division for a handout of current billing rates. Charges for City's consultants' work in processing this application will be based on the consultants' charges to City.

I understand that my initial deposit will be held by the City in a deposit account at the time the application is submitted. The cost of staff time and City's consultant charges will be drawn from the deposit account. A positive account balance shall be maintained at all times during the review process. No work will be performed on a project with a negative fund balance. If the deposit is reduced to below 20% of the initial deposit amount, I will be notified and required to supplement the deposit account with an additional amount no less than 50% of the original deposit.

I understand that staff processing time may include, but is not limited to: Planning and Other City Departments; City Attorney, Housing, Community Development, and Parks & Recreation. This also includes but is not limited to; Pre-application review of plans; reviewing plans / submittal packages; routing plans to, and communicating with inter-office departments and outside agencies; researching documents relative to site history; site visits; consulting with applicant and/or other interested parties either in person by phone; preparing environmental documents; drafting of staff reports and resolutions; preparing pertinent maps, graphs and exhibits; and attending meetings / public hearings before the Design Committee/Planning Commission/City Council.

I also understand that receipt of all discretionary approvals does not constitute an entitlement to begin work. Non-discretionary approvals may be required from City development departments and outside agencies. I understand additional fees will be assessed for these approvals. Please refer to the City's Residential or Commercial Fee Schedule for other fees to be assessed prior to the issuance of project permits. These fees may include, but are not limited to: Building Permit fees; Improvement plan fees; Traffic Impact fees; Drainage fees; Parkland Dedication fees; Park Construction fees; Utility fees; Filing fees; and Mapping fees.

Applicant hereby agrees that, in addition to any other remedies that City might have, City may suspend processing any other application(s) that Applicant may have pending with the City in the event that Applicant is overdue or delinquent in payment to City under this agreement.

**As applicant, I assume full responsibility for all costs leading to discretionary approvals (as listed above) incurred by the City in processing this application(s).**

APPLICANT'S SIGNATURE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

**BILLING CONTACT INFORMATION:**

NAME: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
CELL #: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 OWNER     ARCHITECT  
 ENGINEER     OTHER: \_\_\_\_\_

**BILLING ADDRESS, IF DIFFERENT FROM CONTACT:**

NAME: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
CELL #: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 OWNER     ARCHITECT  
 ENGINEER     OTHER: \_\_\_\_\_

**PROPERTY OWNER OR AGENT**

NAME: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**CHOOSE ONE:**

- I am the property owner and hereby authorize the filing of this agreement.
- I am the applicant and am authorized by the owner to file this agreement.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

<i>For Staff Use Only</i>	(Date Stamp)
PROJECT ADDRESS: _____	
JOB NUMBER: _____	
Total Deposit Fee: \$ _____	
Receipt #: _____	
Received By: _____	
<b>Revised 12/14</b>	