



**EL DORADO COUNTY
COMMUNITY DEVELOPMENT**

AGREEMENT FOR PAYMENT OF PROCESSING FEES

Business or Name of Financially Responsible Party

Project/Permit Number

Section I: The FINANCIALLY RESPONSIBLE PARTY (hereinafter FRP), agrees as follows:

- a) This project/permit is subject to time and materials (“T&M”) method of billing or raises issues that may require significant County staff, consultant time, or both which might not be covered by the initial processing deposit/fee detailed in the individual Department’s Board-approved Fee Schedules, as applicable, as amended from time to time. Therefore, the FRP for this project/permit will be billed at the approved rate for T&M for the processing of this project/permit. The fee initially collected will be a deposit toward subsequent billings.
- b) Accounting of time spent on the project/permit and applicable fees will be detailed in a statement/invoice sent to the FRP.
- c) The FRP is responsible for payment of all project/permit processing costs and applicable fees associated with this project/permit. This includes all payments required under any associated Funding Agreements for environmental work for the project. If payment is not received within 90 days of the date of an invoice, the County may elect to stop work and close the file. The County may require a new application, new deposit, or both before resuming processing of the project/permit. Project/permits with an outstanding balance due on their account that are not paid in full by the scheduled appearance on the Planning Commission, Zoning Administrator, or Board of Supervisors agenda will not proceed until after any balance due is paid.
- d) Per County Board of Supervisors Policy B-4: Collections – Recovery of Public Funds, if payment is not received within 90 days of said statement/invoice, collection will be initiated. Unpaid balances will be turned over to County Revenue Recovery division, who will impose fees in addition to the amount referred.
- e) A processing fee will be charged for any check returned for insufficient funds, up to the maximum allowed by the State of California.
- f) If during the course of processing, the FRP changes, the previous FRP must complete Section II on this new Agreement which will release the previous FRP from further financial obligations and designate the new FRP.
- g) The FRP understands and agrees that if the FRP owes any overdue balance for processing a project/permit of more than 90 days, the County will not accept any subsequent applications from the FRP until the outstanding balance due is paid.
- h) FRP agrees to pay any and all remaining County fees, and any additional T&M costs, prior to map clearance for recordation, clearance for record of survey or issuance of any building, grading permits, or any other permits under authority of the County. No clearances or permits will be issued without receipt of full payment of fees applicable under the individual

Project/Permit no. _____

Department's Board-approved Fee Schedules, or any other T&M costs associated with the processing of the project/permit, unless waived or adjusted in accordance with County Board of Supervisors Policy B-2.

- i) If the FRP appeals a decision on this project/permit, the costs of processing the appeal will be charged to the FRP pursuant to the fees applicable under the individual Department's Board-approved Fee Schedules, at the time of appeal.

Executed this _____ day of _____ 20 _____

FINANCIALLY RESPONSIBLE PARTY

Business/
Name _____

Representative
Name _____

Street Address	City	State	Zip
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Email Address (for sending electronic billings)

**FINANCIALLY RESPONSIBLE
PARTY/Representative:**

Reviewed by:

Signature

County Representative

Section II: Change of Financially Responsible Party (FRP)

If this document supersedes a previous Agreement for Payment, due to change in financial responsibility, the previous FRP must also sign to acknowledge release of responsibilities. Upon project/permit completion, any remaining deposit will be refunded to the FRP currently on record.

PREVIOUS FINANCIALLY RESPONSIBLE PARTY:

Print Name	Signature
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Street Address	City	State	Zip
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Date of release of financial responsibility:
