



COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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NOTICE - AT COST ENTITLEMENT PROCESSING OF MAJOR PROJECTS

In accordance with the adopted County Fee Ordinance, many Placer County land development entitlements determined to be "major projects", as defined in the most current Planning Services Division Fee Schedule, are processed "at-cost". The fee paid at the time of filing a major project application is a deposit. Staff time and other direct expenses, such as public noticing, will be charged against the deposit. A detailed invoice will be sent monthly.

Staff time includes field visits, travel time, consultations in the office or by telephone, project meetings, environmental review, staff report preparation, public hearings and entitlement processing. Time may also include research for special or unique project proposals.

Placer County departments involved in the entitlement process may include, but are not limited to, the Community Development Resource Agency staff including Planning, Engineering and Surveying and technical and clerical support staff, Facility Services including the Parks and Environmental Engineering Divisions, Department of Public Works, Environmental Health, the County Executive Office and County Counsel.

It is the policy of the Placer County Community Development Resource Agency to process applications in an efficient and timely manner. A time accounting and reporting system is in place to track activities associated with application processing. For questions regarding potential charges or fees, please contact the Planning Services Division for further information.

ACCRUAL OF STAFF CHARGES

Following submittal of an at-cost project staff charges will be billed against the deposit. If charges associated with staff time exceed the deposit amount, the applicant will be billed based on actual staff time spent reviewing the project. Invoices will be mailed to the applicant and the hourly rate in effect at the time the service is actually performed shall apply. The applicant shall have 10 days from receipt of an invoice to contact the County with any questions regarding the charges or the invoice will be deemed correct and payable as presented.

Once the decision-making body has taken final action on the project, upon written request, any unused deposits will be refunded to the person or firm from whom a deposit has been received.

PAST DUE ACCOUNTS

Failure to make payment on project invoices in a timely manner may result in suspension of permit processing as follows:

- 30 Days Past Due: Environmental documentation will not be released; the project will not be presented to a hearing body; and the County will not issue a permit.
- 60 Days Past Due or Balance Due is \geq \$5,000: A Stop Work Status will be issued and all County land use departments will cease work until the account is paid.
- 90 Days Past Due: The account will be forwarded for collection.