



COUNTY OF PLACER
Community Development/Resource Agency

Steve Pedretti
Agency Director

Planning Services Division

Permit No. _____

AT-COST ENTITLEMENT PROCESSING DISCLOSURE
PLACER COUNTY COMMUNITY DEVELOPMENT RESOURCE AGENCY

In accordance with the adopted County Fee Ordinance, many of the entitlements (land use permits) applied for through the Community Development Resource Agency are processed "at-cost". The fee paid at the time of filing of the initial project application is a deposit. Staff time and other direct expenses (i.e., 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, staff report preparation, public hearing and entitlement processing. Time may also include research for special/unique situations.

Placer County departments involved in the entitlement process may include, but are not limited to, the Community Development Resource Agency, Facility Services including the Parks and Environmental Engineering Divisions, Department of Public Works, Environmental Health, the County Executive Office and County Counsel. For questions regarding potential charges or fees, please contact this office for clarification.

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.

ACKNOWLEDGEMENT OF AT-COST PROJECT PROCESSING

I have submitted an application deposit of \$ _____ for a _____.

I understand that if charges associated with staff time exceed this deposit, I will be billed based on actual time spent. The hourly rate in effect at the time the service is actually performed shall apply. Invoices will be mailed to the address on the application. I 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:

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 ≥ \$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.

Name (please print)

Reference (Project Name, PLUS No., APN)

Signature

Date

Original: CDRA Administration Pink copy: Customer Yellow copy: File