



Planning Permit Application Processing Agreement Agreement for Payment of Costs of Application Processing

Office Use	
Application or Permit No:	Date:

PROPERTY INFORMATION		
Address	City	Zip
Assessor's Parcel Number(s)		

CONTACT INFORMATION			
Applicant			
Address	City	State	Zip
Phone	Email		
Property Owner			
Address	City	State	Zip
Phone	Email		

TO BE COMPLETED BY APPLICANT:

This agreement is by and between _____ ("Applicant") and the County of Solano ("County") in connection with Application No. _____.

Section 1. Purpose of Deposit-based Processing Fees

The County requires permit applicants to deposit anticipated application processing fees with the County when it is reasonably foreseeable that the County's costs to process a permit application will significantly exceed the County's standard permit application fee. The Applicant is required to make an initial deposit of funds to initiate staff review of the application. The initial deposit may need to be supplemented based upon the County's incurred and anticipated labor costs of processing the application. County departments draw against these deposited funds at the staff hourly rates adopted by the Board of Supervisors. The Applicant is responsible for any supplemental amounts necessary to cover any costs which were not covered by the initial deposit.

Section 2. Applicant Responsibilities

A. Applicant agrees to make an initial deposit in the amount of _____, at the time this Agreement and the permit application are submitted to the County.
Applicant acknowledges that this is an initial deposit and that additional amounts may be required for the County to complete its processing of the application.

Applicant understands that any delays in supplementing the deposit after being given written notice requesting such additional amounts may result in the suspension of the County's work on the permit.

B. Applicant agrees to deposit an additional amount, as determined by the County, within 15 days of the County's written notice that the application permit deposit has been reduced to a balance of less than 20% of the initial deposit or that the remaining amount of the deposit is otherwise insufficient to cover the County's reasonably expected costs.

The Applicant acknowledges that the County may suspend or stop its processing of the application if the unexpended amount remaining on deposit has been reduced below 20% of the initial deposit amount.

C. Applicant acknowledges that the County will not pay interest on the initial or supplemental deposits.

Section 3. County Responsibilities

A. County agrees to process the application in an efficient and expeditious manner, taking reasonable steps to minimize its charges against the funds deposited by the Applicant.

B. County agrees to track its application processing costs and to notify the Applicant promptly, in writing, whenever the remaining funds on deposit are likely to drop below 20% of the initial deposit amount.

C. County agrees to refund any unused funds to the Applicant promptly after either a final County action on the application or the Applicant's withdrawal of the application. Failure by the Applicant to replenish the deposit when requested by the County, or to respond to other written communications from the County, shall be deemed to indicate the Applicant's intent to withdraw the application. The County will notify the Applicant, in writing, at least 30 days prior to the application being deemed withdrawn due to inaction by the Applicant.

Section 4. Assignment

This Agreement is assignable by the Applicant only with the express written consent of the County.

Section 5. Applicant and Owner Information

Deposit statements, requests for supplemental deposits, or refunds of unused funds shall be directed to Applicant at the address identified in Section 4.

SIGNATURES	
Applicant	Date
Printed Name	
Property Owner	Date
Printed Name	
County Staff	Date
Printed Name	Title