



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 / Fiscally Responsible Party			
Address	City	State	Zip
Phone	Email		
Property Owner			
Address	City	State	Zip
Phone	Email		

TO BE COMPLETED BY APPLICANT / FISCALLY RESPONSIBLE PARTY:

This agreement is by and between _____ (“Applicant/ Fiscally Responsible Party”) and the County of Solano (“County”) in connection with Application No. _____.

Section 1. Processing Fees

Since 1992 the Solano County Board of Supervisors has supported the need to recover the costs associated with providing services to the public as allowed by law and has approved yearly updates of all fees to be charged for service, including permit fees. The fees are based on the typical time necessary to complete the service and are non-refundable. On occasion more time will be necessary to complete the service and a supplemental deposit will be required for Planning Services Division staff to continue processing their portion of an application. Any supplemental fee deposit required by the Planning Services Division will be drawn upon at the Board approved hourly rate and any remainder of the supplemental fee deposit will be refunded.

Planning projects involve review by other Divisions within our Department (Building and Safety Division, Public Works-Engineering, and Environmental Health Services) and services from outside agencies, such as filing fees for environmental reviews. As a courtesy, the initial fee charged by the Planning Services Division will also include the Board adopted fees from these other divisions and the cost of services from outside agencies for review and processing of your Planning Services Division application (See *Fee Breakdown* table on page

3). You may also receive periodic invoices from each of the divisions should they require more time to process your application.

Section 2. Applicant Responsibilities for Planning Services Division Fees

A. As part of the application, applicant has paid the Planning Services Division portion of the application fee in the amount of _____, at the time this Agreement and the permit application are submitted to the County. Applicant acknowledges that this application fee is nonrefundable and that additional amounts may be required for the County to complete its processing of the application.

B. Applicant agrees to deposit a supplemental fee, as determined by the County, within 15 days of the County's written notice that the funding provided by the application fee has been reduced to a balance of less than 20% or that the remaining amount of any subsequent supplemental fee 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. 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.

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

Section 3. County Responsibilities for Planning Services Division fees

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 make effort to notify the Applicant promptly, in writing, when the remaining funds paid by applicant are likely to drop below 20%.

C. County agrees to refund any unused supplemental deposit funds to the Applicant promptly after either a final County action on the application or the Applicant's withdrawal of the application.

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/Fiscally Responsible Party.

FEE BREAKDOWN		
Billable Fees		
DIVISION	DESCRIPTION	AMOUNT
Planning	Application fee	\$
Public Works	Application fee	\$
Environmental Health	Application fee	\$
Building	Application fee	\$
Fixed Fees		
DEPARTMENT / AGENCY	DESCRIPTION	AMOUNT
TOTAL AMOUNT DUE UPON SUBMITTAL		

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