



**EL DORADO COUNTY
COMMUNITY DEVELOPMENT AGENCY**

AGREEMENT FOR PAYMENT OF PROCESSING FEES

The parties, COUNTY OF EL DORADO, (hereinafter COUNTY) and

Business or Name of Financially Responsible Party

Project File Number

the FINANCIALLY RESPONSIBLE PARTY (hereinafter FRP), agrees as follows:

1. This project is subject to time and materials method of billing or raises issues that may require significant staff and/or consultant time which might not be covered by the initial processing deposit/fee detailed in the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule as amended from time to time. Therefore, the FRP for this project will be billed at the approved rate for time and materials for the processing of this project. The fee initially collected will be a deposit toward subsequent billings. If it is necessary to utilize consultant services, an additional deposit to cover consultant costs may be required prior to execution of the contract with the consultant.
2. Accounting of time spent on the project will be detailed monthly and a statement/invoice will be sent to the FRP.
3. The FRP is responsible for payment of all permit processing costs associated with this project. If payment is not received within 30 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 and/or new deposit before resuming processing of the project. Projects 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.
4. If during the course of processing, the FRP changes, the new FRP must complete an Agreement for Payment, which will release the previous FRP from further financial obligations and designate the new FRP.
5. The FRP understands and agrees that if the FRP owes any overdue balance for processing this project as defined in Item 2 above, Community Development Agency will not accept any subsequent permit applications from the FRP until the outstanding balance due is paid.
6. FRP agrees to pay any and all remaining fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule prior to map clearance for recordation or clearance for record of survey or issuance of any building or grading permits. No clearances or permits will be issued without receipt of full payment of fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, unless waived or adjusted in accordance with County Board of Supervisors Policy B-2.
7. COUNTY further advises FRP that if applicant appeals a decision on this project to another County entity, the costs of processing the appeal will be charged to the FRP pursuant to the fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule at the time of Appeal.

Project File No. _____ Date _____

8. If payment is not received within 90 days of said statement/invoice, collection will be initiated. Unpaid balances turned over to the County Revenue Recovery will be assessed an additional 14 percent.
9. A \$25.00 processing fee will be charged for any check returned for insufficient funds.

Executed this _____ day of _____ 20 _____

FINANCIALLY RESPONSIBLE PARTY

Business/ Representative
Name _____ Name _____

Street Address

City State Zip

COUNTY OF EL DORADO by: _____
CDA Representative

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 completion, any remaining deposit will be refunded to the FRP currently on record.

PREVIOUS FINANCIALLY RESPONSIBLE PARTY:

Print Name Signature

Street City State Zip

Date of release of financial responsibility: _____