

COUNTY OF PLACER Community Development/Resource Agency

Michael J. Johnson, AICP Agency Director **Planning Services Division**

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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 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 Final Map has recorded and/or a Building refunded to the person or firm from whom a deposit	Permit issued, upon written request, any unused deposits will be 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 Stewill cease work until the account is paid.	op Work Status will be issued and all County land use departments					
90 Days Past Due: The account will be forwarded fo	r collection.					
Name (please print)	Reference (Project Name, PLUS No., APN)					
Signature	Date					

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