



TOWN OF
SAN ANSELMO
EST. 1907

**Town of San Anselmo
Community Development Department
Agreement to Pay for Third-Party Plan Check Services**

Property Information:

Project Address: _____

Assessor's Parcel Number (APN): _____

Project Description: _____

Permit Number: _____

Applicant Information:

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Property Owner Information (if different from applicant)

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Purpose:

Certain development projects submitted to the Town of San Anselmo require **third-party plan review** services, due to the complexity or specialized nature of the proposal. This Agreement to Pay confirms that the applicant/property owner understands and agrees to pay all fees associated with third-party review services.

Agreement:

By signing below, the applicant/property owner agrees to the following terms:

1. Responsibility for Fees

I understand that I am responsible for paying all fees charged by the Town's designated third-party plan review consultant for the review of my project plans.

2. Billing and Payment

I understand that:

- A final cost invoice of services will be provided by the third-party consultant.
- Payment may be required prior to initiation of review or billed after services are rendered.
- I must remit payment within **10 business days** of invoice date, and failure to do so may result in delays in project processing or issuance of permits.

3. Nonrefundable

I understand that payments made to the third-party reviewer are nonrefundable, even if the project is withdrawn or denied.

4. Changes in Scope

I understand that changes to the project may increase the scope and cost of review services, and I agree to pay any resulting additional costs.

5. Indemnification

I acknowledge that the third-party reviewer acts as an independent contractor, and I agree to hold harmless the Town of San Anselmo and its employees from any claims related to services provided by the third-party reviewer.

Acknowledgment and Signature:

I have read and understand this Agreement. I agree to pay all third-party plan review fees associated with my project.

Applicant Signature: _____

Date: _____

Property Owner Signature (if different): _____

Date: _____