



AGREEMENT FOR PAYMENT OF APPLICATION FEES

Application fees for certain applications and services provided by the Community Development Department are charged on a deposit/at cost basis. The fees noted in the fee schedule are minimum fees to be paid at the time of application filing and function as a retainer. This agreement acknowledges the property owner's agreement in advance of processing the application to reimburse the Town of San Anselmo for all costs, both direct and indirect, associated with the review and processing of the accompanying application(s) with respect to the property located at:

Situs Address: _____.

Assessor's Parcel Number(s): _____.

Reimbursable costs include, but are not limited to, all services provided by the Town of San Anselmo as well as the cost of retaining and managing professional and technical consultant services and any services necessary to perform the functions related to review and processing of the application. The Community Development Department reserves the right to require the payment of additional fees if the costs associated with the processing of the application(s) exceed the fees that have been submitted.

Costs typically include all Town staff time for reviewing project plans and other materials submitted with the application, conducting research and site inspections, meeting with the project applicant, other agency staff, and interested parties, photocopying documents, and preparing and mailing correspondence, reports, and public notices.

The applicant may be billed periodically for additional retainer fees during the processing of the application, and fees must be paid to the Town of San Anselmo within 10 days of receiving the invoice unless a longer submittal period is agreed upon. This agreement also signifies the owner's understanding that nonpayment of the fees will result in the temporary or permanent cessation of processing of the application until the proper fee amount has been submitted. Nonpayment of the fees may also result in the denial or withdrawal of the application, an order to cease further work, or withholding of the issuance of further permits, plan checks, inspections, and other administrative processing functions until all required fees have been paid. Upon completion of the application review process, any unused portion of the retainer fees will be refunded. Refunds will be paid to the applicant of record listed in the Application Form regardless of whether the original retainer fee and any subsequent retainer fees were paid by other parties.

By signing below, I certify that I have read and understood the terms of this agreement, including the attached Retainer Policies for the Town of San Anselmo.

Signature of Applicant

Date

Planning Department Retainer Policies

1. Fees for specified applications noted on the fee schedule are charged on a deposit/at cost basis. The fees noted in the fee schedule function as a retainer and represent minimum fees to be paid at the time of application filing to cover the Town's cost of review. A signed agreement for payment of application fees between the Town and the property owner shall be required at the time of application filing. Should actual costs exceed the amount of the fee, the owner will be billed for additional costs.
2. Services will be billed at a rate of \$140 per hour for the Assistant or Associate, \$156 for the Senior Planner, and \$196 per hour for the Planning Director, except services provided by professional and technical consultant services under contract to the Planning Department will be billed at the actual fee charged to the Planning Department plus overhead.
3. Should the actual costs exceed the amount of the retainer, work on the project will be halted and the owner will be billed for additional costs. Nonpayment of the fees may also result in the denial or withdrawal of the application, an order to cease further work, or withholding of the issuance of further permits, plan checks, inspections, and other administrative processing functions until all required fees have been paid.
4. The Planning Director may defer the collection of the fees as a condition to issuance of the building permit if it is found necessary to issue the permit immediately to protect the public health and safety.
5. Time spent on the application will be tracked in minimum 15-minute increments.
6. An invoice for payment of additional retainer fees will be issued when the balance of the retainer fees drops below \$1,000. The amount of the additional retainer will be based on a good faith estimate of the anticipated projects costs for the duration of the permit processing. A subsequent, updated invoice may be issued if changes to the project or other factors are encountered that will change the scope or length of time needed to process the application(s).
7. Deposit Fees shall be paid in full at the time of application submittal to the Town.
8. Interest will not be calculated on the daily balance of any unused deposit.
9. If a request for withdrawal is made before the first public hearing or the decision on the application, all unused portions of the retainer fee will be refunded.
10. A minimum fee of \$272 to cover administrative and accounting expenses incurred by the department will be charged if a request for withdrawal of an application is made prior to the initiation of the application processing by the planner.