COMMUNITY DEVELOPMENT ☐ **NOT APPLICABLE**
Planning & Development Services

# DEVELOPER DEPOSIT CASE SET-UP

| APPLICANT INFORMATION | | | BILLING INFORMATION ☐ SAME AS APPLICANT? | | | DEPOSIT REFUND INFORMATION ☐ SAME AS APPLICANT? ☐ SAME AS BILLING? | | |
|---|---|---|---|---|---|---|---|---|
| COMPANY NAME | | | COMPANY NAME | | | COMPANY NAME | | |
| ADDRESS | | | ADDRESS | | | ADDRESS | | |
| CITY | STATE | ZIP | CITY | STATE | ZIP | CITY | STATE | ZIP |
| COMPANY PHONE | | | COMPANY PHONE | | | COMPANY PHONE | | |
| CONTACT PERSON | | | CONTACT PERSON | | | CONTACT PERSON | | |
| CONTACT PHONE | | | CONTACT PHONE | | | CONTACT PHONE | | |
| EMAIL | | | EMAIL | | | EMAIL | | |

**As an authorized representative of the applicant, I hereby consent, by my signature below, that I understand the following:**

The service of processing an application for development of property in the City of Irvine is of primary benefit to the applicant. The cost of processing an application is charged according to the hours spent by staff in reviewing and analyzing the project, including checking plans, writing staff reports, preparing environmental analyses, notifying and responding to the public and attending public hearings. The applicant receiving benefit from the service shall pay the cost of these services. Total cost varies according to the size of the project and the complexity of the issues involved. At the City's sole discretion, a consultant may process the application. Pursuant to City Council Resolution 13-50, for development applications, the applicant will pay all costs for consultant services inclusive of any applicable "in-house" administrative costs. In no instance will the administrative fee plus the consultant contract rates exceed the hourly rates charged by City staff. Project specific expenditures such as City Attorney services, postage for mailing public notices, advertising, etc., have been excluded from the hourly rates. These project specific expenditures will be billed "at cost" on a project by project basis to the applicant.

The deposit creates an account to which processing time is charged. Case processing charges will automatically be drawn against the deposit funds until the minimum balance is remaining. All charges for services beyond the maximum balance requirement will be invoiced to the applicant on a monthly basis. Accompanying the invoice will be a statement, which will include a description of services rendered during the billing period. ***If payment is not received within seven (7) working days after the invoice due date, all development activities will be suspended until payment is received. Applicant understands and agrees that City's invoices are due and payable within 30 days of invoice date. If full payment is not received within 60 days from the invoice date, a 10 % late charge will be imposed and an additional penalty of 0.8% per month on the unpaid principal balance will be imposed beginning 90 days after the invoice date.***

Sixty (60) days after the conclusion of the discretionary case process, and after full payment of all invoices is received, any remaining deposit amounts will be refunded to the applicant.

SIGNATURE _____ DATE _____

**FOR OFFICE USE ONLY**

☐ NEW CASE DEPOSIT $ _____
MINIMUM DEPOSIT REQUIRED ☐ YES ☐ NO
DEPOSIT WAIVED/REDUCED - EXPLAIN
_____
☐ ADDITIONAL DEPOSIT (Existing case)
☐ CASH BOND $ _____
☐ REOPEN OLD CASE

RECEIPT # _____
PLAN CHECK / PERMIT # _____ CASE TYPE _____
DD / ONESOLUTION # _____
RELATED CASES
_____
PROJECT NAME AND LOCATION
_____

STAFF CONTACT _____ DATE _____