



COUNTY OF SANTA BARBARA

Planning and Development

www.sbcountyplanning.org

AGREEMENT FOR PAYMENT OF PROCESSING FEES

County of Santa Barbara (hereinafter COUNTY) and _____, the Financially Responsible Party (hereinafter **FRP**).

AGREE AS FOLLOWS:

1. This Agreement is in reference to permit processing costs associated with Case # _____
2. A security deposit or fixed fee will be collected at time of project submittal. Security deposit projects will receive monthly invoices to be paid within 25 days from invoice date. Upon completion of project review, any remaining security deposit will be refunded to the **FRP**. If a fixed fee project has unique characteristics or raises complex issues which would make the case more expensive to process, it will be converted to a monthly billing process, as detailed above. If it is necessary to utilize consultant services, a deposit to cover consultant costs will be requested from the **FRP** prior to execution of the contract with the consultant. If the **FRP** elects to utilize outside contractors to expedite permit processing, consultant costs plus indirect overhead will be charged on an hourly basis.
3. The **FRP** is responsible for payment of all permit processing costs associated with this project. If during the course of processing, the financial responsibility changes, the new financially responsible party must complete an Agreement for Payment which will release the previous **FRP** from further financial obligations and designate the new **FRP**.
4. For projects that receive a monthly billing, the **FRP** will receive from the COUNTY a P&D Project Cost Estimate Worksheet. This worksheet is informational. It is a good faith effort to provide the **FRP** with an estimate of project costs for the duration of permit processing. If unforeseen circumstances arise during permit processing which substantially increase the level of effort and estimated costs, COUNTY will send the **FRP** a revised worksheet.
5. If an invoice is not paid within 25 days COUNTY may stop work and close the case.
6. **FRP** agrees to pay all fees applicable under the County's land development fee schedule prior to approval and issuance of land use clearance, map clearance or clearance for record of survey, building permits and post discretionary case clearance. No clearances or permits will be issued without receipt of full payment for fees applicable under the County's land development fee schedule, unless waived or adjusted by the Board of Supervisors upon showing of good cause.
7. If the **FRP** owes any amount due on any other land use development case with the COUNTY, P&D will not accept any subsequent permit applications from the **FRP**, unless waived by the Director of the Department.

Executed this _____ day of _____, 20_____.

COUNTY OF SANTA BARBARA

FINANCIALLY RESPONSIBLE PARTY

Print Name: _____

By: _____
P & D Representative

Signature: _____

Mailing Address: _____

CHANGE OF FINANCIALLY RESPONSIBLE PARTY

If this document supercedes a previous Agreement for Payment, due to change in financial responsibility, the previously **FRP** must also sign to acknowledge release of responsibilities. Upon project completion the security deposit balance will be refunded to **FRP** currently on record.

PREVIOUS FINANCIALLY RESPONSIBLE PARTY:

Print Name: _____

Sign Name: _____

Mailing Address: _____

Date of release of financial responsibility: _____