



# COUNTY OF RIVERSIDE TRANSPORTATION AND LAND MANAGEMENT AGENCY



Juan C. Perez, P.E., T.E.  
Director of Transportation

## Transportation Department

### Agreement for Payment of Costs of Application Processing

#### TO BE COMPLETED BY APPLICANT:

This agreement is by and between the County of Riverside, hereafter "County", and

\_\_\_\_\_ hereafter "Applicant" and \_\_\_\_\_ "Property Owner".

Applicant name/firm and Property Owner name/firm must match on page 2, Section 4, item 1. for Property Owner, and item 2. for Applicant.

**Applicant cannot be the engineer unless engineer is the owner of the project.**

<b>PROPERTY / PROJECT INFORMATION</b>	Date:	Set ID: <small>For County Use Only</small>	IP# / ST#: <small>For County Use Only</small>
PARENT CASE # (Fast Track, TR, PM, PP, CUP, PUP, MS):	PROJECT NAME:		
DESCRIPTION (Map & Phase # / No. of Lots):			
LOCATION (Address and Cross Street Name(s)):		APN(s):	

Please designate who to contact to discuss the project.	<input type="checkbox"/> Applicant	<input type="checkbox"/> Engineer	<input type="checkbox"/> Property Owner
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<b>ENGINEERING FIRM</b> (NAME AS IT APPEARS ON YOUR LETTERHEAD)	
ADDRESS	
CITY / STATE / ZIP CODE	
PHONE:	CONTACT PERSON: (Last Name, First)
FAX:	E-MAIL ADDRESS:

If your application is subject to Deposit-based Fee, the following applies

#### Section 1. Deposit-based Fees

**Purpose:** The Riverside County Board of Supervisors has adopted ordinances to collect "Deposit-based Fees" for the costs of reviewing certain applications for traffic studies, Transportation plan check reviews, inspections or permits. The Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional deposits, based upon actual and projected labor costs for the permit. County departments draw against these deposited funds at the staff hourly rates adopted by the Board of Supervisors and actual time spent on the case. The Applicant and Property Owner are responsible for any supplemental deposits necessary to cover any costs which were not covered by the initial deposit.

#### Section 2. Applicant and Property Owner Responsibilities for Deposit-based Fee Applications

- A. Applicant agrees to make an initial deposit in the amount as indicated by County ordinance, at the time this Agreement is signed and submitted with a complete application to the County. Applicant acknowledges that this is an initial deposit and additional funds may be needed to complete their case. The County will not pay interest on deposits. Applicant understands that any delays in making a subsequent deposit from the date of written notice requesting such additional deposit by County, may result in the stoppage of work.

- B. Within 15 days of the service by mail of the County's written notice that the application permit deposit has been reduced to a balance of less than 20% of the initial deposit or that the deposit is otherwise insufficient to cover the expected costs to completion, the Applicant agrees to make an additional payment of an amount as determined by the County to replenish the deposit. Please note that the processing of the application, study, plan, inspection or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the County is reimbursed for all costs related to this study, plan, inspection or permit. The County is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts that would have been drawn on the deposit were it not depleted.
- C. The Property Owner acknowledges that the Applicant is authorized to submit this agreement and related application(s) for traffic study review, plan check or permit on this property. The Property Owner also acknowledges that should the Applicant not reimburse the County for all costs related to this application or permit, the Property Owner shall become immediately liable for these costs which shall be paid within 15 days of the service by mail of notice to said Property Owner by the County.
- D. This Agreement shall only be executed by an authorized representative of the Applicant and the Property Owner. The person(s) executing this Agreement represents that he/she has the express authority to enter into this agreement on behalf of the Applicant and/or Property Owner.
- E. This Agreement is not assignable without written consent by the County. The County will not consent to assignment of this Agreement until all outstanding costs have been paid by Applicant.
- F. Deposit statements, requests for deposits or refunds shall be directed to Applicant at the address identified in Section 4.

**Section 3. To ensure quality service, Applicant is responsible to provide one-week written notice to the County of Riverside Transportation Department, Development Review/Plan Check Division, 4080 Lemon Street, 8<sup>th</sup> Floor, Riverside, CA 92501, (951) 955-6527, if any of the information below changes.**

**Section 4. Applicant and Owner Information**

**1. PROPERTY OWNER INFORMATION:**

Property Owner Name (Firm name or individual): \_\_\_\_\_ Phone No.: \_\_\_\_\_  
(As appears on Assessor rolls.) (Property Owner Name must match page 1.)

If Firm Name, list contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 \_\_\_\_\_

**2. APPLICANT INFORMATION:**

**[Applicant is not the engineer but the individual who is responsible for paying all the processing fees for this project and subsequently entitled to refunds if any.]**

Applicant Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
(Applicant Name must match page 1.)

Firm Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address (if different from property owner) \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 \_\_\_\_\_

**3. SIGNATURES:**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Signature of the County of Riverside, by \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

<b>FOR COUNTY OF RIVERSIDE USE ONLY</b>			
Application or Permit (s)#: _____			
Set #: _____	IP# _____	ST# _____	Application Date: _____