



**DEPARTMENT OF RESOURCE MANAGEMENT  
PLANNING SERVICES APPLICATION FORM**

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**Agreement for Supplemental Application Processing Fees**

**FOR OFFICE USE ONLY**

Application No: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Planner: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Subject Site Information**

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Assessor's Parcel Number (s): \_\_\_\_\_ Size (sq. ft/acre): \_\_\_\_\_

Preferred Property Access by Staff:  OK to access  Call applicant before access  Call owner before access

**Contact Information**

**Property Owner Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Applicant/Company Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Section 1. Application Processing Fees**

The Solano County Board of Supervisors has adopted ordinances to collect fees for the costs of reviewing applications for certain types of land use permits. The applicant is required to pay an application fee in order to initiate staff review of an application. The application fee is based on a set number of staff hours anticipated for the review of the application. If the time required to review an application exceeds the number of hours prepaid in the application fee, then the County will commence hourly billing for staff time expended until the application process has been completed. County departments bill according to staff hourly rates adopted by the Board of Supervisors. This rate is subject to change on the first of each July. The Applicant and Property Owner are responsible for any supplemental fees necessary to cover any costs which were not covered by the initial application fee.

**Section 2. Applicant and Property Owner Responsibilities for Cost-based Fee Applications**

**A.** Applicant agrees to file the application along with the initial filing fee in the amount as indicated by County ordinance, at the time this Agreement is signed and submitted with a complete application to the County of Solano.

Applicant acknowledges that this is an initial application fee and additional funds may be required to be deposited in order 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 the County, may result in the suspension of work on the permit.

**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 50% 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 deposit of an amount as determined by the County to replenish the deposit. Please note that the processing of the application 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 application 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 land use review 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.

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

**Owner signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_