



PO Box 702, Colfax, CA 95713
 530-346-2313 www.Colfax-CA.gov

2023 STANDARD PLANNING APPLICATION PACKAGE

PLANNING DEPOSIT FEE SCHEDULE

The minimum deposits listed in the table below reflect an estimate of the processing time per application. It is the City's policy that applicants reimburse the City for actual costs incurred by the City in processing the application. If total processing time is less than the deposit, a refund of the difference will be issued to the applicant. If total processing time is more than the deposit, an invoice will be mailed to the applicant for payment of the difference. If a deposit approaches depletion, the Planning Director has the discretion to request an additional deposit to cover estimated time to complete the application process. The Planning Director has the discretion to waive a portion of the deposit for an application that combines various processes.

Additional fees may be required to be submitted concurrently with the application, such as those required by other agencies.

PLANNING PROCESS	MINIMUM DEPOSIT
Administrative Permit	\$500-\$1500, to be determined by the Planning Director
Agenda Packets (ordered in advance)	\$20/meeting
Annexation	\$6,000
Appeal	\$1,200
Certificate of Compliance	\$2,000
Conditional Use Permit – Minor (< 2,500 sq. feet)	\$2,000
Conditional Use Permit – Major (> 2,500 sq. ft.)	\$4,000
Conditional Use Permit Modification	\$2,000
Design Review – Sign Permits	\$200
Design Review Administrative or Minor - < 2,500 s.f.	\$1,500
Design Review Major - > 2,500 s.f	\$2,400
Development Agreement	\$20,000
Environmental – Notice of Exemption	\$500
Environmental – Initial Study/Negative Declaration/Mitigated Negative Declaration/Notice of Intent/Notice of Determination	\$3,660
Environmental – Initial Study/Environmental Impact Report/Notice of Intent/Notice of Determination	\$20,000
Extension of Time (Maps and Use Permits)	\$1,000
Fish and Game Fees – Negative Declaration/Mitigated Negative Declaration (payable to Department of Fish and Game)	\$2,156.25
Fish and Game Fees – Environmental Impact Report (payable to Department of Fish and Game)	\$2,995.25
Notice of Determination/Notice of Exemption County Clerk Processing Fee (payable to County)	\$50

General Plan Amendment – Map	\$4,000
General Plan Amendment – Text	\$4,000
Lot Line Adjustment	\$1,100
Miscellaneous/Unspecified Applications	To be determined by the Planning Director
Mobile Home Park	\$3,000 + \$100 per space
Placer County Air Pollution Control District Review Fee	\$60
Pre-Application Research/Meeting(s)	1 hour free of charge Planning Staff Time; Thereafter at Planning Staff's hourly rate
PUD Use Permit w/ Tent. Map	\$4,000
Reversion to Acreage	\$3,000
Site Plan Review (minor < 2,000 s.f.)	\$1,600
Site Plan Review (major > 2,000 s.f.)	\$3,600
Tentative Parcel Map (< 4 lots)	\$3,000 + \$100/parcel
Tentative Subdivision Map	\$8,000 + \$100/parcel
Tentative Map Modification	\$2,000
Variance, Administrative	\$500-\$1500, To be determined by the Planning Director
Variance	\$3,000
Zoning Compliance Letter/Permit	\$100/hour
Zoning Text Amendment	\$4,000 Deposit (charges at cost)
Zoning Map Amendment	\$4,000 Deposit (charges at cost)

Staff Hourly Rates:

Senior Planner	\$171/hour
Planner	\$89/hour
Planning Director	\$274/hour
City Engineer	\$226/hour
Community Services Director	\$55/hour
Land Use Attorney	\$308/hour
City Manager	\$107/hour
Office Staff	\$34/hour

**TABLE II-3 Consolidated
MITIGATION FEE BY LANDUSE & TYPE
COLFAX MITIGATION FEE STUDY
June 20, 2012 updated revised**

Mitigation Fee 3.56		Single Family	Multi Family	Office Building	Retail Building	Industrial Building
Item	Code/Ordinance Section	per unit	per unit	per 1000 sf	per 1000 sf	per 1000 sf
Roads	3.48?? 3.56.030A	\$ 1,802	\$ 1,301	\$ 5,285	\$ 6,342	\$ 1,172
Drainage Study	3.56.030B	\$ 74	\$ 48	\$ 57	\$ 68	\$ 43
Drainage systems on e-w culverts	3.56.030C	\$ 3,416	\$ 2,216	\$ 2,616	\$ 3,139	\$ 1,962
Trails	3.56.030D	\$ 1,125	\$ 787	\$ 35	\$ 31	\$ 12
Park & Rec.	3.36.020?? 3.56.030E	\$ 5,731	\$ 4,011	\$ 178	\$ 160	\$ 63
City Buildings	3.56.030F	\$ 684	\$ 494	\$ 2,007	\$ 2,409	\$ 445
City Vehicles	3.56.030G	\$ 130	\$ 94	\$ 380	\$ 456	\$ 84
GP & Zoning		\$ -	\$ -	\$ -	\$ -	\$ -
Downtown Parking	3.56030H	\$ 581	\$ 420	\$ 1,705	\$ 2,046	\$ 378
Mitigation Fee Study		\$ -	\$ -	\$ -	\$ -	\$ -
Total		per unit \$ 13,543	per unit \$ 9,372	Totals for a 10,000 sf building, example		
Totals areas not using e-w culverts		\$ 10,126	\$ 7,156	\$ 96,465	\$ 115,128	\$ 21,974

Mitigation Fee		Single Family	Multi Family	Office Building	Retail Building	Industrial Building
Item	Code/Ordinance Section	per unit	per unit			
Sewer Impact Fee g)	Ord 475, 6-3.203 & 4 Code 13.08.100 ENR f)	Group 110	Group 120	Group 217	Group 221	Group 400
		\$ 7,498.48	\$ 7,498.48 + each unit >1 \$ 5,998.78	\$ 7,498.48 + for each additional 1000sf \$ 1,499.70	\$ 7,498.48 \$ 3,749.24	\$ 14,996.96
Landfill Equity, Buy-In Fee	Code 3.32.030	\$ 47.00	\$ 47.00	\$ 47.00	1st	2000
				+ for each additional 2000sf or portion thereof		
				\$ 47.00	\$ 47.00	\$ 47.00
Construction Tax applicable to building permits (1/2 tax to parks, 1/2 tax to fire)						
- Residential	Code 3.24.040 A, B, C, D	1.00% of build. value				
- Mobile home	3.24.040 E (includes modular & prefab.)	\$ 500.00 per unit				
- All other	Code 3.24.040 F (includes office, retail, indus.)			1.00% of building valuation		
Whitcomb Ave. Fair Share	Code 3.44 applicable to certain parcels	See attached map, applicable parcels and fee				

Placer County Facilities Fee \$ 2,518.45 \$ 1,793.05 \$ 0.46 \$ 0.28 \$ 0.23

City Building Permit Application and Permit Fee

Building valuation
City permit application fee
City building permit fee

Notes:

- d. Varies by more specific type breakdown and EDU assigned per Ordinance 475 Article 4 and Appendix A.
- e. Amounts usually adjusted by County on October 1st each year. See Fee schedule for additional land use breakdown.
- f. Amounts are increased each year per code by ENR CC Index on July 1.
- g. Sewer impact fee groups shown are example. See Sewer Code and adjust each group # and amount per EDU schedule.



APPLICATION PERMIT PROCESS

1. Applicant submits required application documents, fees, project description, radius map & stamped, addressed envelopes, preliminary title report (dated within 90 days), plan sets, and any other associated materials to the Planning Department per the Checklist.
2. Planning Staff distributes plans for review and comment to City department heads and any local, state, or federal agencies or other individual or group that the Planning Department believes may have relevant authority or expertise on the proposed project.
3. Planning Staff determines whether a project evaluation meeting (PEM) is needed. If it is determined that a PEM is needed, a PEM is scheduled with the applicant, the development review committee and any other agencies deemed necessary by the Planning Director.
4. Planning Department has 30 days to review application for completeness and, if necessary, request additional information from applicant. The applicant then has 30 days to submit the requested information to the City.
5. Planning Staff makes determination whether project is exempt from CEQA. If the project is exempt, the City will prepare a Notice of Exemption and Planning Staff will distribute plans to outside agencies for project review and comment.
6. If the project is not exempt from CEQA, Planning Staff prepares an Initial Study to determine if the project may have a significant impact on the environment. Studies (e.g. traffic, noise, air quality) may be requested from the applicant regarding impacts and mitigation measures, prior to the preparation of the environmental document.
7. Planning Staff then prepares a Negative Declaration or Mitigated Negative Declaration if there is no substantial evidence that the project may cause a significant impact on the environment, which may include mitigation measures. If Planning Staff determines the project may have a significant impact on the environment, then an Environmental Impact Report (EIR) is prepared.
8. Planning Staff incorporates any relevant comments received into the environmental document and prepares a staff report and draft Conditions of Approval.
9. If the project does not require a public hearing, the Planning Director either approves or denies the requested application based on specific findings.
10. If the project requires a public hearing, Staff schedules the item for public hearing before the Planning Commission and posts, mails, and publishes the public hearing notice in accordance with the Zoning Code. Public Hearings require 10-days' notice and are depending upon the Planning Commission's meeting schedule. The Public Hearing is then held by the Planning Commission, which approves or denies the requested application based on specific findings. If the requested application is granted, Planning Staff completes the environmental document recording.
11. Planning Staff prepares and mails to the applicant a Notice of Action.
12. Project proponents or opponents have 10 days to appeal decisions, and applicants have 90 days to protest the City's fees, dedications, reservations, and/or other exaction.



REQUIREMENTS CHECKLIST

1. GENERAL - All application submittals must contain the following:

- a. Signed, completed Planning Application Form, Agreement to Pay, and application fees
- b. A list of property owners, street and mailing addresses, and assessor's parcel numbers within 400' radius of project and addressed, stamped, envelopes for each property owner
- c. 400' radius map (assessor's parcel map(s) with clearly marked radius area and list of all property owners within radius, site address and mailing address, and assessor's parcels numbers)
- d. 2 copies of a preliminary title report (dated within 90 days)
- e. Signed, completed Initial Study Environmental Assessment form
- f. 5 copies of plan sets folded to 8.5" by 11" (Check with staff before preparing plan sets – additional sets may be required for submittal to agencies for comment or environmental review)
- g. Project description (detailed)
- h. Three (3) CDs or flash media with electronic copies of plans in PDF format

2. SITE PLANS - All plans must be drawn to standard architectural or engineering scale and each sheet must be folded to 8.5" x 11" and contain the following information:

- a. Sheet numbers, project name, architect/engineer name, address, and phone number
- b. Applicant/representative and owner name, address, and phone number
- c. North arrow and scale of illustration; date of preparation and/or revisions
- d. Vicinity map, general plan designation, zoning district, assessor's parcel number (APN)
- e. Land-use and zoning
- f. The total area (acreage or square feet) of the project site
- g. The total number of proposed and existing structures
- h. The area of the site to be covered by buildings and by paved surfaces (%)
- i. Dimensioned property lines and all building setbacks
- j. Location, name, and width of adjacent streets
- k. Location and dimensions (width) of drainage swales, watercourses, ponds, lakes, marshes, or wetlands
- l. Existing and proposed public and private easements
- m. Dimensioned existing and proposed on and offsite improvements
- n. Dimensioned existing and proposed buildings and square footage
- o. Total number of parking spaces required and provided
- p. Dimensioned parking spaces and aisles, and traffic flow with directional arrows
- q. Location and dimensions of proposed walls, fences, trash enclosures and exterior lights.
- r. Location and dimensions of signs

3. Additional Information - Staff may determine that some or all of the following may also be necessary for your project:

- a. Tree Survey/Arborist Report
- b. Preliminary Grading Plan
- c. Preliminary Drainage Plan
- d. Preliminary Landscape Plan
- e. Building Elevations
- f. Color and Materials Board
- g. Roof Plan (show slope, materials, location and size of HVAC equipment)
- h. Sectional Drawings
- i. Traffic Study
- j. Noise Study
- k. Other _____



Applicant Name: _____

Mailing Address: _____

Daytime Phone: _____

E-mail: _____

Property Owner Name: _____

Mailing Address: _____

Daytime Phone: _____ **Fax:** _____

E-mail: _____

Project Street Address: _____

Assessor's Parcel #(s) (APNs): _____

Parcel Size in Square Feet: _____

I understand that the initial required deposits are minimum deposits, and costs in excess of the minimum deposits are billed at the consultant's hourly rates.

I hereby certify that the statements and information contained in this application, including the attached drawings and facts are true and correct. I understand all property lines must be shown/dimensioned on the drawings and visible upon site inspection. In the event that the lines and monuments are not shown or their location found to be incorrect, the owner/applicant assumes full responsibility.

I further understand that if this request is subsequently contested the burden will be on me to establish that I produced sufficient factual evidence to support this request; that the materials and evidence adequately justifies the granting of the request; that the facts furnished by me are true and correct; and that all structures or improvements are properly located and indicated on the plans. Failure in this regard will result most likely in not only the request being set aside, but also possibly in any structures being built in reliance thereon being required to be removed at my expense. If I have any doubts, I am advised to seek competent professional advice and assistance.

The APPLICANT/PROPERTY OWNER agrees to comply with all terms of conditions of any entitlement issued or permitted by the City pursuant to the requested application. **PROOF OF PROPERTY OWNERSHIP AND AUTHORIZATION IS REQUIRED IN THE FORM OF A TITLE REPORT DATED WITHIN 90 DAYS OF APPLICATION SUBMITTAL (If different from applicant; in some instances, a current tax bill is acceptable).** I hereby authorize the listed applicant/representative to file application(s) for project approvals by the City of Colfax to act as my representative regarding the herein described project, and to receive all notices and correspondence from the City regarding this project.

SIGNATURE OF OWNER(S)

PRINTED NAME(S) OF OWNER(S)

SIGNATURE OF APPLICANT

PRINTED NAME OF APPLICANT

OFFICE USE ONLY

Date application received: _____	Application No: _____	Received by (Initials): _____
Total Fee Deposit Paid: \$ _____	Cash <input type="checkbox"/> Check <input type="checkbox"/>	Check No: _____
Zoning: _____	General Plan Designation: _____	
Overlay Designation (if applicable): _____	Application Type(s): _____	



SUPPLEMENTARY NOTICES

The City of Colfax Municipal Code **prohibits building occupancy** prior to the issuance of a Certificate of Occupancy/Final Inspection by the Building Official.

This project may be subject to fees and/or permits imposed by the Department of Fish and Game (Fish and Game Code § 711.4 et. seq.; Public Resources Code § 1005). Unless a project is denied, no action requiring payment of fees shall be deemed final until such fees are paid (Public Resources Code § 21089(b)). In the event the project’s effects are deemed other than a “no effect” determination, State of California Department of Fish and Game Code § 711.4 and Title 14, California Code of Regulations § 753.5 fees must be paid. Refer to the Planning Deposit Fee Schedule for current fees.

Undergrounding a stream, creek, channel, or drainage swale requires a Streambed Alteration Permit from the California Department of Fish & Game Region 2 Headquarters, at 1701 Nimbus Road, Rancho Cordova, CA 95670. Call (916) 358-2929 or see www.dfg.ca.gov for forms.

There is a fee imposed by Placer County for recording environmental documents. Refer to the Planning Deposit Fee Schedule for current fee. Checks must be made payable to Placer County. Pursuant to the California Environmental Quality Act (CEQA) recording is required within 5 days of project approval and certification of the environmental document; **without recordation of environmental documents, the appeal period is extended to 180 days.**

Tentative parcel and subdivision maps shall contain the following signed, dated statement on the map:

“WE THE UNDERSIGNED AGREE TO THE FILING OF THIS MAP AND AGREE TO COMPLY WITH THE PROVISIONS OF THE SUBDIVISION MAP ACT OF THE STATE OF CALIFORNIA AND TITLE 16, CHAPTER 16.04-16.84 OF THE COLFAX MUNICIPAL CODE AS THEY APPLY TO THE PROCESSING AND APPROVAL OF THIS MAP.”

SIGNATURE OF OWNER(S)	PRINTED NAME	DATE
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LOT LINE ADJUSTMENTS AND MERGERS		
Lot line adjustments (boundary line) and lot mergers require the signatures of both the transferring and acquiring property owners. Lot line adjustments shall not create new parcels. A legal deed description is required for both parcels and map recordation.		
SIGNATURE OF TRANSFERRING PROPERTY OWNER(S)	PRINTED NAMES(S)	DATE
SIGNATURE OF ACQUIRING PROPERTY OWNER(S)	PRINTED NAME(S)	DATE



INITIAL STUDY ENVIRONMENTAL ASSESSMENT FORM

Please complete all sections. Applications containing blank sections will not be processed.
Attach additional pages as needed and reference the corresponding section number on each page.

1. PROJECT TITLE:

2. REQUESTED APPLICATION:

3. APPLICANT'S OR DEVELOPER/PROJECT SPONSOR:

Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

4. PROJECT LOCATION:

Street Address: _____

Assessor's Parcel No (APN): _____

5. EXISTING ZONE DISTRICT:

6. PROPOSED USE OF SITE (PROJECT FOR WHICH THIS FORM IS FILED):

7. LIST AND DESCRIBE ANY OTHER RELATED PERMITS AND OTHER PUBLIC APPROVALS REQUIRED FOR THIS PROJECT, INCLUDING THOSE REQUIRED BY CITY, REGIONAL, STATE AND FEDERAL AGENCIES:

8. PROJECT DESCRIPTION: (PLEASE ATTACH PLANS)

SQUARE FOOTAGE: _____

No OF FLOORS OF CONSTRUCTION: _____

No OF OFF-STREET PARKING SPACES PROVIDED: _____

9. PROPOSED SCHEDULING:

10. ASSOCIATED PROJECTS:

11. ANTICIPATED INCREMENTAL DEVELOPMENT (PHASING):

12. IF RESIDENTIAL, INCLUDE THE NUMBER OF UNITS, SCHEDULE OF UNIT SIZES, RANGE OF SALE PRICES OR RENTS AND TYPE OF HOUSEHOLD EXPECTED.

13. IF COMMERCIAL, INDICATE THE TYPE, WHETHER NEIGHBORHOOD, CITY, OR REGIONALLY ORIENTED, SQUARE FOOTAGE OF SALES AREA, AND LOADING FACILITIES.

14. IF INDUSTRIAL, INDICATE THE TYPE, ESTIMATED EMPLOYMENT PER SHIFT, ESTIMATED OCCUPANCY, AND LOADING FACILITIES.

15. IF INSTITUTIONAL, INDICATE THE MAJOR FUNCTION, ESTIMATED EMPLOYMENT PER SHIFT, ESTIMATED OCCUPANCY, LOADING FACILITIES, AND COMMUNITY BENEFITS TO BE DERIVED FROM THE PROJECT.

16. IF THE PROJECT INVOLVES A VARIANCE, CONDITIONAL USE OR REZONING APPLICATION, STATE THIS AND INDICATE CLEARLY WHY THE APPLICATION IS REQUIRED.

**ARE THE FOLLOWING ITEMS APPLICABLE TO THE PROJECT OR ITS EFFECTS?
DISCUSS IN DETAIL ALL ITEMS CHECKED "YES" ON ATTACHED PAGES.**

		YES	NO
17.	CHANGE IN EXISTING FEATURES OF ANY HILLS, OR SUBSTANTIAL ALTERATION OF GROUND CONTOURS	<input type="checkbox"/>	<input type="checkbox"/>
18.	CHANGE IN SCENIC VIEWS OR VISTAS FROM EXISTING RESIDENTIAL AREAS, PUBLIC LANDS, OR ROADS	<input type="checkbox"/>	<input type="checkbox"/>
19.	CHANGE IN PATTERN, SCALE OR CHARACTER OF GENERAL PROJECT AREA	<input type="checkbox"/>	<input type="checkbox"/>
20.	SIGNIFICANT AMOUNTS OF SOLID WASTE OR LITTER	<input type="checkbox"/>	<input type="checkbox"/>
21.	CHANGE IN DUST, ASH, SMOKE, FUMES OR ODORS IN VICINITY	<input type="checkbox"/>	<input type="checkbox"/>
22.	CHANGES IN STREAM, CREEK, DRAINAGE SWALE, OR GROUND WATER QUALITY OR QUANTITY, OR ALTERATION OF EXISTING DRAINAGE PATTERNS	<input type="checkbox"/>	<input type="checkbox"/>
23.	SUBSTANTIAL CHANGE IN EXISTING NOISE OR VIBRATION LEVELS IN THE VICINITY	<input type="checkbox"/>	<input type="checkbox"/>
24.	SITE ON FILLED LAND OR SLOPE OF 10 PERCENT OR MORE	<input type="checkbox"/>	<input type="checkbox"/>
25.	USE OF DISPOSAL OF POTENTIALLY HAZARDOUS MATERIALS SUCH AS TOXIC SUBSTANCES, FLAMMABLE OR EXPLOSIVES	<input type="checkbox"/>	<input type="checkbox"/>
26.	SUBSTANTIAL CHANGE IN DEMAND FOR MUNICIPAL SERVICES (police, fire, water, sewage, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
27.	SUBSTANTIALLY INCREASE FOSSIL FUEL CONSUMPTION (electricity, oil)	<input type="checkbox"/>	<input type="checkbox"/>
28.	RELATIONSHIP TO A LARGER PROJECT OR SERIES OF PROJECTS	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL SETTING

29. DESCRIBE THE PROJECT SITE, AS IT EXISTS BEFORE THE PROJECT, INCLUDING INFORMATION ON TOPOGRAPHY, SOIL STABILITY, PLANTS, ANIMALS, AND ANY CULTURAL, HISTORICAL OR SCENIC ASPECTS. DESCRIBE ANY EXISTING STRUCTURES ON THE SITE AND THE USE OF THE STRUCTURES. ATTACH PHOTOGRAPHS OF THE SITE.

30. DESCRIBE THE SURROUNDING PROPERTIES, INCLUDING INFORMATION ON PLANTS AND ANIMALS AND ANY CULTURAL, HISTORICAL OR SCENIC ASPECTS. INDICATE THE TYPE OF LAND USE (RESIDENTIAL, COMMERCIAL, ETC.), INTENSITY OF LAND USE (ONE-FAMILY, APARTMENTS, HOUSES, SHOPS, DEPARTMENT STORES, ETC.), AND SCALE OF DEVELOPMENT (HEIGHT, FRONTAGE, SET-BACK, REAR YARD, ETC.). ATTACH PHOTOGRAPHS OF THE VICINITY.

CERTIFICATION: 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.

APPLICANT SIGNATURE: _____

PRINTED NAME: _____

DATE: _____



AGREEMENT TO PAY

INTRODUCTION:

It is City of Colfax's policy that applicants, including public agencies, pay the direct cost attributable to processing their application. These direct costs include all out-of-pocket expenses, staff time necessary to process the application, and other forms of staff assistance. It may also include City of Colfax costs incurred on the project prior to receipt of an application, where appropriate. Please see the attached Planning Deposit Fee Schedule for staff charge-out rates.

To facilitate payment, parties requesting City of Colfax services must submit a deposit along with this Agreement to Pay. The amount of the deposit will be determined by the Planning Director. As indicated on the Planning Deposit Fee Schedule, for small projects a standard deposit is required. For larger projects, the deposit will be set by the Planning Director based on the estimated cost of processing.

The processing cost for projects can seldom be accurately estimated in advance. Therefore, please understand that the actual cost of processing your application may exceed the amount of the deposit requested, and/or any estimate of cost, and additional deposits may be required.

NOW, THEREFORE, Applicant does hereby agree as follows:

1. DEPOSIT

Applicant agrees to pay the following deposit with execution of this agreement, receipt of which is hereby acknowledged.

Required Deposit: \$_____

The above deposit shall be applied toward services performed and costs expended on Applicant's behalf. The deposit will be placed in City of Colfax's general account and will not be segregated from other City of Colfax funds. No interest will accrue on the deposit. City of Colfax will keep an accounting of amounts charged against the deposit. In the event any balance of the deposit remains after subtraction of all City of Colfax charges, the balance will be refunded to Applicant upon completion of all services. When the deposit is exhausted, City of Colfax will begin monthly billing and may require additional deposits.

2. BILLING

Applicant will be billed each month for all services performed and costs expended in the previous billing month. Applicant agrees to pay all amounts shown as due and owing by the 10th day of the following month, unless an alternate payment schedule is agreed to by City of Colfax. The period from the time of billing to the 10th of the following month is known as the "payment period".

3. OBJECTIONS TO BILL

Applicant agrees that any questions or disagreements Applicant may have concerning the bill or amount due shall be communicated to City of Colfax prior to the end of the payment period, along with payment of any undisputed portion of the bill. Applicant understands and agrees that IF APPLICANT FAILS TO COMMUNICATE TO CITY OF COLFAX ANY OBJECTION TO THE BILL PRIOR TO THE END OF THE PAYMENT PERIOD, APPLICANT IS AGREEING THAT THE AMOUNT STATED IS TRUE AND CORRECT AND IS GIVING UP ANY RIGHT TO LATER DENY THAT HE OR SHE OWES THAT AMOUNT TO CITY OF COLFAX.

4. LATE PAYMENTS

- (1) Although both parties agree and expect that Applicant shall pay each bill in full when due, should Applicant fail to pay the full amount due within the payment period, Applicant understands that City of Colfax will cease processing the application. No hearings will be scheduled and no certificate of completion will be filed until the account is brought current.
- (2) If an Applicant is repeatedly late in payment, or fails to pay an outstanding charge for 60 days or more, the Planning Director may require an additional deposit to assure payment of future City of Colfax charges, before City of Colfax recommences work on Applicant's project.
- (3) In addition, the unpaid balance including accrued interest, if any, as of the end of the payment period will be subject to a FINANCE CHARGE of 0.833% of the amount of the unpaid balance with a minimum charge of \$1.00. This is an ANNUAL PERCENTAGE RATE of 10%. Any payments made on the account will be credited first to any accrued interest charges, and then to payment of the principal amount owing to City of Colfax.

5. STAFF ASSIGNMENTS

City of Colfax will assign its staff to tasks in connection with the project as it determines appropriate, in its absolute discretion. However, where City of Colfax determines that there is a need for an outside consultant, it will follow its policies in connection with hiring of outside consultants.

6. WITHDRAWAL OR DENIAL OF APPLICATION

Applicant understands and agrees that the City of Colfax charges are payable regardless of whether the application is ultimately withdrawn, denied or otherwise terminated prior to completion. In the event of withdrawal, Applicant shall be responsible for all charges incurred prior to the time of receipt of written notice of withdrawal of the application, plus City of Colfax's reasonable charges for closing out the file.

7. INDEMNITY

Applicant agrees to indemnify, save harmless, and defend City of Colfax, its officers, employees and agents from all liability from loss, damage, or injury to City of Colfax in any manner arising out of or incident to the processing of Applicant's project through City of Colfax. Without limiting the foregoing, in the event a writ of mandate or other action is filed to challenge City of Colfax approval of Applicant's project, and City of Colfax determines to defend against it, Applicant shall reimburse City of Colfax for all legal fees and other litigation expenses incurred by City of Colfax in connection with the litigation.

8. WAIVER

City of Colfax's failure to enforce any term hereof shall not be deemed to be a waiver. No delay or omission in the exercise of any remedy of City of Colfax on default shall impair such right or remedy or be construed as a waiver thereof, unless waiver is set forth clearly in writing and signed by the waiving party. Such written waiver shall not be construed as a waiver of any other default concerning the same or any other provision of this agreement.

9. AUTHORITY TO SIGN

The party executing this agreement on behalf of Applicant personally warrants that they have full authority to enter into this agreement on behalf of the individual or entity applicant for which they are signing, and that said entity will be legally bound to the agreement by their signature hereto. In the event that such authority does not exist, the individual who has signed this agreement agrees that he or she shall be personally liable for the charges.

NAME OF APPLICANT: _____

NAME OF AUTHORIZED INDIVIDUAL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

DATE: _____

MAILING ADDRESS OF APPLICANT:

ADDRESS	CITY	STATE	ZIP
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MAILING ADDRESS OF AUTHORIZED INDIVIDUAL:

ADDRESS	CITY	STATE	ZIP
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