



## Discretionary Project Reimbursement Agreement

County of Ventura • Resource Management Agency and Public Works Agency  
800 South Victoria Avenue, Ventura, CA 93009 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

### Check all that apply:

Site Plan Adjustment/Permit Adjustment	Ordinance Amendment
Tree Permit Review	Variance
Subdivision Application (PM/TT)	Major/Minor Modification
General Plan Amendment/Zone Change	Land Conservation Act (LCA) Contract
Parcel Map Waiver (Environmental Subdivision, Mobilehome Park Conversions)	Conditional Certificate of Compliance
Conditional Use Permit	Planned Development Permit
Change of Use	Lot Line Adjustment (LLA)
Conservation Subdivision	Voluntary Merger (VM)
	Other:

### PROJECT NO.

I, \_\_\_\_\_, the undersigned, hereby authorize the County of Ventura to process the above referenced permit request in accordance with the Ventura County Ordinance Code. I am depositing \$ \_\_\_\_\_ to pay for County staff review, coordination and processing costs related to my permit request based on actual staff time expended. **In making this deposit, I acknowledge and understand that the deposit may only cover a portion of the total processing costs. Actual costs for staff time are based on hourly rates, which I understand are in the most current fee schedules of each county agency. I also understand that these costs apply even if the application is withdrawn or not approved.**

I understand and agree to the following terms and conditions of this Reimbursement Agreement:

1. Staff time from some County of Ventura departments and agencies spent processing my request will be billed against the available deposit. ***“Staff time” includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant’s representatives, neighbors, interested parties, attendance and participation at meetings and public hearings, and preparation of staff reports and other correspondence.***
2. **If processing costs exceed the available deposit, periodic invoices payable upon receipt.**  
*Please initial to show you have read and understand condition 2.* \_\_\_\_\_
3. If the final cost is less than the available deposit fee, the unused portion of the available deposit, including retention, will be refunded to me.
4. If the final cost is more than the available deposit fee, **I agree to pay the difference according to the terms set by the County.**
5. If I fail to pay any invoices within 30 days of the billing, the County may either stop processing my permit application, or after conducting a hearing, deny my permit request altogether. If I fail to pay any invoices after my application is granted, I understand that my permit is subject to revocation. Any work on any subsequent or concurrent permit applications will cease until all unpaid fees are paid in full.
6. Fees are due and payable within 30 days of billing. Invoices unpaid after thirty (30) days will incur a 2% late fee, compounded monthly.

7. If an Initial Study Biological Assessment (ISBA) report is submitted as part of my application, the County of Ventura may need to refer my ISBA report to a County-contracted biological consultant for review. Should this review occur, I will pay a separate fee for the cost of the consultant review. This fee may vary depending on the size of development footprint and the complexity of the biological resources on the property. Selection of the biological consultant for this work shall be at the sole discretion of the Planning Director. This fee is not related to the above deposit fee and shall be paid within 10 days of written notice that the County has been billed by the biological consultant.
8. The County of Ventura may refer my application to the South Central Coastal Information Center (SCIC), CSU Fullerton, to determine whether an Initial Study (Environmental Analysis) addressing cultural resources will need to be conducted by a cultural resources consultant. Should this referral occur, I will pay a separate flat fee at the currently established rate (not to exceed \$100.00). If further study by a cultural resources consultant is required, I will be responsible for any additional costs above the established fee, and I must select the consultant from among those approved by the County of Ventura. All fees shall be paid within 10 days of written notice that the County has been billed by the SCIC or by the cultural resources consultant.
9. I agree to pay the County of Ventura the cost of placing a legal advertisement (if one is required) in a newspaper of general circulation as required by state law and local ordinance.
10. Upon project approval, if any, I agree to pay the established County Clerk Recorder Environmental Document filing fees.
11. I may, in writing, request a further breakdown or itemization of invoices, but such a request is independent of the payment obligation and time frames.
12. I agree to pay all costs related to permit condition compliance as specified in any conditions of approval for my permit/entitlement.
13. FISH AND WILDLIFE REVIEW FEES for discretionary permits and legislative amendments: I further understand that the County, or the State Office of Planning and Research, may refer my application and/or any applicable environmental document for my project to the California Department of Fish and Wildlife for review and comment in accordance with the provisions of the California Environmental Quality Act. Should this referral occur, I understand that I must pay all fees as required by Section 711.4 of the Fish and Wildlife Code (\$2,210.00 for Negative Declarations/Mitigated Negative Declarations or \$3,069.75 for Environmental Impact Reports, plus any County Clerk fees as of January 1, 2015). Should these fees be required, I agree to remit a cashier's check or money order in the required amount, payable to the Ventura County Clerk, to the Planning Division prior to any legal notifications regarding public hearings before the decision making body on my application.

Name of Property Owner or Corporate Principal (please print):

Driver's License Number:

Phone Number:

Name of Company or Corporation (if applicable):

*If a Corporation, please attach a list of the names and titles of Corporate officers authorized to act on behalf of the Corporation*

Mailing Address of the Property Owner or Corporation/Company:

\_\_\_\_\_  
Signature:\*

\_\_\_\_\_  
Date:

**\*ATTENTION — The property owner (or Corporate principal) will be held responsible for all charges.**