



CITY of CALABASAS

Date: \_\_\_\_\_ Check # or last 4 digits of credit card: \_\_\_\_\_

Name of City Staff Processing this Agreement: \_\_\_\_\_ Finance Department Project Tracking ID #: \_\_\_\_\_

**RECOVERABLE PROJECT AGREEMENT**

**THE OWNER/APPLICANT IS REQUIRED TO COMPLETE A RECOVERABLE PROJECT AGREEMENT EACH TIME A DEPOSIT IS MADE ON THE PROJECT**

I, the undersigned project owner or applicant, hereby authorize the City of Calabasas' staff and/or its consultants to review the submitted application for the below referenced permit(s) and/or entitlement request(s) for adherence to the City's Municipal Codes, Title 16 – Subdivisions and Title 17 – Land Use and Development Code. I am depositing \$ \_\_\_\_\_ to pay for the time, coordination, and processing costs to complete the project.

I understand and agree that there are associated administration fees for processing this recoverable account, which are outlined as follows: fifteen (15) percent for all invoices. These amounts will be deducted from the recoverable account when invoices are paid by the City on the project owner's behalf.

I understand and agree that the deposited amount is only an estimate of the total costs that will be incurred by the City for the completion of the project, and I also understand and agree that additional monies might be necessary to be deposited with the City prior to project completion. I understand and agree that if during the processing of the submitted application the total amount deposited is deemed by the City to be insufficient to cover time, coordination, and processing costs, the City will cease all further work on the submitted application until sufficient funds are provided. I further understand and agree that if the recoverable costs are more that what has been deposited, the City will notify me in writing of such outstanding costs. I understand and agree that Final Certificates of Occupancy (or other final clearances, as appropriate) will not be issued by the City of Calabasas until all recoverable costs and charges for processing the application have been paid.

I understand and agree that if the final recoverable costs are less than the total deposited amount, after City staff determines that the project is complete and that no further unpaid invoices will be presented to the City for work performed on this project, the unexpended portion of the deposit will be refunded only to the project owner at the time the refund is made.

I understand that the City will provide billing statements summarizing deposits and expenses following the completion of the project, or earlier if requested.

<p><b>Site Address: (physical location of project)</b></p> <p>_____</p> <p>Street address</p> <p>_____</p> <p>City, State Zip</p>
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<p><b>Project Owner:</b></p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Street address</p> <p>_____</p> <p>City, State Zip</p> <p>_____</p> <p>Signature (Project Owner)</p>
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<p><b>Applicant (If different from Project Owner):</b></p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Street address</p> <p>_____</p> <p>City, State Zip</p> <p>_____</p> <p>Signature (Applicant)</p>
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<p><b>Case Planner:</b></p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Signature</p>
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<p><b>Project Engineer:</b></p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Signature</p>
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\* Please fill in highlighted areas completely. Sign and date, then return with payment. **Form 200 Rev.3 06/11/15**

THE FOLLOWING CHECKLIST OF RECOVERABLE COSTS MUST BE COMPLETED BY THE APPLICANT AND CITY STAFF EACH TIME A DEPOSIT SPECIFICALLY FOR RECOVERABLE COSTS IS PROVIDED FOR THE PROJECT.

**DEPOSIT FOR RECOVERABLES**

**PLANNING DIVISION 11-000-0220-50(PL)**

- Environmental Review**
  - Initial Study (\$600)
  - MND (\$5,000)
  - EIR -NOP and Scope of Work (\$2,000)
  - EIR \_\_\_\_\_-\$\_\_\_\_\_
- Wireless Communication Facility** (\$1,500)
- Other** \_\_\_\_\_-\$\_\_\_\_\_
- Sub-Total Deposit** -\$\_\_\_\_\_ (PL)

**MAP AND RELATED DOCUMENTS 11-000-0220-50(PW)**

- Tract and Parcel Map** (\$3,450 + \$35 / lot) \$\_\_\_\_\_
  - Each Map Check after 3<sup>rd</sup> Submittal (\$403)
- Deferred Monuments** (\$518)
- Certificate of Correction** (\$518)
- Certificate of Compliance**
  - Analyses, Clearance, Processing (\$575)
  - Conditional Certificate (\$460)
- Lot Line Adjustment** (\$1,495 + \$173 / parcel) \$\_\_\_\_\_
- Grant of Waiver** (\$1,495 + \$173 / parcel) \$\_\_\_\_\_
- Miscellaneous Documents** (\$805)
- Other** \_\_\_\_\_ \$\_\_\_\_\_
- Sub-Total Deposit** - \$\_\_\_\_\_ (PW)

**BUILDING & SAFETY 11-000-0220-50 (BS)**

- Septic** (\$1,000)
- Other** \_\_\_\_\_-\$\_\_\_\_\_
- Sub-Total Deposit** - \$\_\_\_\_\_ (BS)

**IMPROVEMENT PROCESSING 11-000-0220-50 (PW)**

- Soils/Geology** \$\_\_\_\_\_
- Certificate of Correction** (\$450)
- Grading/Drainage** \$\_\_\_\_\_
- Plan Check**
  - \$720 + 7.20% of first \$50,000 of cost of improvement \$\_\_\_\_\_
  - + 5.75% of next \$100,000 of cost of improvement \$\_\_\_\_\_
  - + 4.30% thereafter of estimated cost of improvement \$\_\_\_\_\_
- Inspections**
  - \$720 + 7.20% of first \$50,000 of cost of improvement \$\_\_\_\_\_
  - + 5.75% of next \$100,000 of cost of improvement \$\_\_\_\_\_
  - + 4.30% thereafter of estimated cost of improvement \$\_\_\_\_\_
- Other** \_\_\_\_\_ \$\_\_\_\_\_

**Sub-Total Deposit** - \$\_\_\_\_\_ (PW)

**TOTAL RECOVERABLE COST DEPOSIT** - \$\_\_\_\_\_ (Same amount as shown on Page No. 1, over)

(If applicable): **Total Bond** - \$\_\_\_\_\_

A signature below provides confirmation that both departments are in agreement with the amount of funds being collected.

\_\_\_\_\_  
Signature  
Planning Department

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Public Works Department

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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