



DEPOSIT ACCOUNT APPLICATION FORM
PLANNING DEPARTMENT DEPOSITOR'S TRUST FUND (DTF)

200 South Anaheim Boulevard, Anaheim, CA 92805
Phone (714) 765-5139 FAX (714) 765-5280 www.anaheim.net

APPLICANT INFORMATION (the individual or entity financially responsible for the project):

Applicant Name:		Company Name:	
Phone No: () ()	Fax No: () ()	E-mail Address:	
Address:		City/State:	Zip Code:

STATEMENT OF UNDERSTANDING AND AGREEMENT

I understand that my initial deposit is a retainer and not a fee. This deposit will be used to set up an account, against which fees shall be charged based on the hourly rates listed in the City fee schedule in effect at the time the work is performed. I understand that should the costs exceed the deposit, I will be billed monthly for any additional deposit amount intended to cover future charges. If I fail to pay the fees when due, I understand that City staff will stop working on the application. If the final costs are less, the unused portion of the deposit will be returned to me approximately 60 days after the conclusion of the process or final inspection of the completed project, whichever occurs later. The necessary staff time will vary according to the complexity of the project and may include, but is not limited to:

- Initial review and ongoing project processing by City staff including, but not limited to:
 - Reviewing plans / submittal packages.
 - Routing plans to, and communicating with other city staff and outside agencies.
 - Researching documents relative to site history and site visits/inspections.
 - Consulting with applicant and other interested parties (e.g. neighbors, adjacent property or business owners) in person or by phone.
 - Preparing environmental documents, staff reports, presentations, and resolutions.
 - Preparing pertinent maps, graphs and exhibits.
 - Attending meetings / public hearings before the Planning Commission / City Council.
- Review of final subdivision maps and improvement plans by City staff subsequent to receiving discretionary approvals.
- Review of construction drawings submitted for building permits by City staff.
- Final, on-site inspections of the project by City staff.
- Enforcement by City staff of any conditions of approval imposed by the City.

I also understand that receipt of all discretionary approvals does not constitute an entitlement to begin work. Administrative approvals may be required during the permit process. Refer to the City Fee Schedule for fees to be assessed prior to the issuance of project permits.

A deposit may be accepted for other services, including but not limited to, the following:

- Building permit, plan check, and inspection.
- Material and mailing costs related to requests for records.

As the applicant, I assume full responsibility for all costs incurred by the City in processing this application(s).

I HEREBY ADVANCE \$ _____ AS SECURITY FOR PAYMENT OF SERVICES PERFORMED BY THE CITY OF ANAHEIM FOR THE FOLLOWING PROJECT: _____.

CONSULTANT SERVICES. **I agree to complete a separate deposit account application form, and submit a deposit in the amount of the full value of the cost for the consultant services to the City.** _____ **(initial here if identified as a requirement in the Development Application Form).**

BY SIGNING BELOW, I HEREBY CONSENT THAT I UNDERSTAND THE MATTERS AS DESCRIBED ABOVE AND AGREE TO THE TERMS. I HEREBY FURTHER REPRESENT THAT I HAVE AUTHORITY TO BIND MY BUSINESS BY SIGNING ON ITS BEHALF.

_____	_____	_____
Applicant's Signature	Applicant's Printed Name	Date

PLANNING DEPARTMENT USE ONLY:

Case Number _____ DTF Number _____

DEV Number _____

Planning Department Representative _____ Date _____