



CITY OF ANAHEIM
 Department of Public Works
 200 S. Anaheim Boulevard, Suite 276
 Anaheim, CA 92805
 Phone: 714-765-5176
 www.anaheim.net

DTF/TRUST ACCOUNT SET UP FORM

PLEASE IDENTIFY THE BILLING PARTY FOR FUTURE REPLENISHMENTS (IF APPLICABLE)
 (Please Print)

INDIVIDUAL OR BUSINESS NAME: _____

STREET ADDRESS: _____ CITY/STATE/ZIP: _____

EMAIL: _____ PHONE NUMBER: _____

CONTACT PERSON: _____

The service of processing a petition or application for development of property in the City of Anaheim is of primary benefit to the applicant, and therefore, the applicant receiving benefit from the service shall pay the cost of the service. Pursuant to City Council Resolution, the cost of processing an application is charged according to the hours spent by staff in reviewing and analyzing the project, including checking plans, writing staff reports, preparing environmental analysis, notifying and responding to the public and attending public hearings. Total cost varies according to the size of the project and the complexity of the issues involved. At the city's sole discretion, a consultant may process the development application. The applicant will pay all costs for consultant services inclusive of any applicable in-house administrative costs. Project specific expenditures such as material and labor costs to post and advertise notices of public hearings, and other direct and indirect costs will be billed "at cost" on a project-by-project basis to the applicant.

In cases where an hourly rate is being charged, as opposed to a flat fee, each applicant shall place a Minimum Initial Deposit with the City, the sum specified in the Public Works Fee Schedule. The funds are placed in a Trust Account. Case processing charges and project specific expenditures will automatically be drawn against the deposit until the Minimum Balance is remaining. If at any time the Minimum Balance is insufficient to cover the cost of the remaining charges, the applicant or the applicant's designee, as listed above as the billing party, will be immediately notified of the additional amount required by the applicant to continue the processing of such petition or application. ***If the amount of Additional Deposit is not received by the City within fifteen (15) working days after the due date, all current development project processing activities will be terminated until payment is received. In the event of such cessation, all time limits provided for under state statutes for completion of development projects will be suspended for the duration of the permitted by law.***

Any remaining funds in the DTF/trust account will be sent to the applicant when the project is finalized or the applicant submits a written request to discontinue the application.

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

THE FOLLOWING PROJECT (NAME/DESCRIPTION): _____

PROJECT LOCATION/ADDRESS: _____

AS AUTHORIZED AGENT OF THE LEGAL PROPERTY OWNER OF RECORD, I HEREBY CONSENT, BY MY SIGNATURE BELOW; THAT I UNDERSTAND THE MATTERS AS DESCRIBED ABOVE AND AGREE TO THE TERMS.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

FOR DEPARTMENT OF PUBLIC WORKS USE ONLY

RECORD #: _____

DTF/TRUST ACCOUNT #: _____

ACCOUNT SET UP BY:

NAME: _____

DATE: _____