



**Agreement for Payment  
of Application Processing Fees**

1. This document is an agreement is in reference to the processing of Planning Division projects associated with the following property:

PROJECT LOCATION: \_\_\_\_\_

ASSESSOR PARCEL NO: \_\_\_\_\_

2. Applications are not deemed submitted until all required fees have been paid.
3. A security deposit or fixed fee will be collected at the time of project submittal according to the adopted City of Lompoc Master Fee Schedule.
4. Projects requiring a security deposit will receive monthly invoices. The City charges time and materials for staff time and materials, noticing, and other miscellaneous project-related requirements. Staff time is currently between \$121-\$350 per hour for professional staff and \$75-\$120 per hour for support staff.
5. Payment of invoices is due within 30 days of the invoice billing date. Payments not received within 30 days of the invoice billing date shall accrue interest at the rate of 1.5% per month.
6. If payment is not received within 60 days of the invoice billing date, no further action shall be taken on your project. No City department will issue permits, perform plan checks or inspections on the project until the balance of the billed monthly invoices is brought current. All accounts must be current in order for a certificate of occupancy to be issued for the project.
7. Security deposits will be returned to the Person Responsible for Payment at the completion of the project or if the project is withdrawn. I understand that any invoices left outstanding at the completion of the project will be deducted from the security deposit.
8. If the Person Responsible for Payment changes during the course of the project, the new Person Responsible for Payment must complete an Agreement for Payment form. In that case, the undersign remains financially responsible until a new form and deposit are filed with the City.
9. If it is necessary to utilize consultant services, a deposit to cover the cost of consultant services will be requested from the Person Responsible for Payment prior to the execution of the contract with the consultant.

I acknowledge that I am the responsible person or party, and I, the undersigned, agree to pay to the City of Lompoc the costs incurred in processing the applications for the above-referenced project. I agree to pay all such invoices within 30 days of the invoice billing date. I agree to pay all attorney's fees and costs incurred by the City in collecting said fees

**Person Responsible for Payment:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address City/State/Zip Code

\_\_\_\_\_  
Telephone no. Fax no. E-mail address

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature