



Agreement to Pay for Application Processing Costs

Project No.: _____

Project Name: _____

This Reimbursement Agreement between Sacramento Local Agency Formation Commission (LAFCo) and the Project Applicant (undersigned) provides that the Project Applicant shall reimburse Sacramento LAFCo all costs to process the application submitted by the Applicant in accordance with Sacramento LAFCo's Fee Schedule, CA Department of Fish & Wildlife fees, Board of Equalization Fees and any other applicable fees and charges. Note: Fee schedules of other public agencies are beyond the control of LAFCo and may change at any time after s ubmittal of project application.

Project costs include:

- Sacramento LAFCo staff time and materials,
- legal costs,
- consultant costs,
- filing fees,
- surveyor fees,
- public notices,
- costs associated with Municipal Service Reviews,
- environmental documents,
- Board of Equalization fees,
- Department of Fish & Game fees,
- publication/advertising,
- printing/copying,

and any other fees and costs incurred by Sacramento LAFCo to process the project application.

Charges and Deposits

LAFCo charges are based upon actual staff time and other actual expenses attributable to reviewing and processing applications and project proposals and researching matters as requested. Such charges may be incurred prior to or without the filing of an application with LAFCo. Individuals and agencies that request services, research or review must provide a deposit toward project expenses, as listed on the attached current fee schedule, along with a signed copy of this agreement. All fees and deposits are estimates. All charges will be paid prior to any required public hearing. All invoices are due upon receipt. Applicants should be aware that LAFCo charges may exceed the fee or applicable deposit. Any unexpended deposits will be refunded to Project Applicant.

Staff and Consultant Assignments

The Executive Officer shall assign LAFCo staff members to projects as appropriate. Should the scope of a project require that outside consulting or other needed services be obtained, the applicants will be responsible for the entire cost of recruitment, source selection and payment for such outside services. Applicants are responsible for reimbursing actual costs for any services obtained by LAFCo through contract. To facilitate application processing, LAFCo may retain various experts on an as-needed basis.

Billing Procedure

An Applicant shall submit payments to:

Sacramento LAFCo
1112 I Street, Suite 100
Sacramento, CA 95814

- Initial deposit is due at time of project application submission.
- Applicant will be invoiced as expenses are incurred.
- Failure to pay invoices may result in a stoppage of work by LAFCo and its consultants until payments are current.
- Final payment is due prior to the first Public Hearing.
- Notice of Completion will not be filed until all subsequent outstanding costs and charges have been paid in full.
- Projects with delinquent balances will not be scheduled for hearing and LAFCo will consider applicants to have waived any and all statutory deadlines.

This form must be signed by the person responsible for payment and must be filed with LAFCo along with the applicable deposit and indemnity agreement when an application is filed or a request for staff services is submitted.

Dated: _____

Dated: _____

Sacramento Local Agency Formation Commission
José C. Henriuez, Executive Officer

Applicant

Commissioners

Sue Frost, Rich Desmond, County Members ■ *Phil Serna, Alternate*
Linda Budge, Sean Loloee, City Members ■ *Vacant, Katie Valenzuela, Alternates*
Chris Little, Public Member ■ *Timothy Murphy, Alternate*
Lindsey Liebig, Gay Jones, Special District Members ■ *Charlea Moore, Alternate*

Staff

Jos C. Henriuez, Executive Officer. Desirae Fox, Policy Analyst ■ *Diane Thorpe, Clerk of the Commission*
Nancy Miller, DeeAnne Gillick, Commission Counsel