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ENGINEERING

MEMORANDUM

TO: Planning Commission Applicants

FROM: Kristen Lundeen, PE, Engineering Services Manager

DATE: April 18, 2013

SUBJECT: Planning Commission Applicants Fee and Various Inquires

As of January 1, 2010, the City has instituted the policy of charging all Planning Commission applicants and inquiries an hourly fee for time expended, by the City Engineering Department or its consultants and in all capacities, for items passing through the Planning Commission approval process. The consultant fee is charged at a base rate of \$100.00/hour with a minimum time increment of 15 minutes charged for a request of any duration. The Engineering Department hourly rate is \$100.00/hr.

The person with signing authority should complete the information below and return to the City's Engineering Department. This memorandum must be submitted to the City prior to any efforts by the City or its consultants.

Your signature below confirms your recognition of these fees and agreement to pay.

COMPANY/ORGANIZATION: _____

APPLICANT'S SIGNATURE: _____

APPLICANT'S PRINTED NAME: _____
(CLEARLY)

MAILING ADDRESS: _____

DATE: _____