



# General Reimbursement Agreement

County of Ventura • Resource Management Agency • Planning Division

800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2478 • <http://www.ventura.org/rma/planning>

Equivalency Determination  
Pre-Submittal Review  
Zoning Clearance Requiring Field Inspection  
Street Name Change

Research and Preparation Report  
Preliminary LLD/Lot Status Request  
Enforcement/Compliance Actions  
Other:

## PROJECT NO.

I, \_\_\_\_\_, the undersigned, hereby authorize the County of Ventura to process the above referenced permit request in accordance with the Ventura County Ordinance Code. I am depositing \$ \_\_\_\_\_ to pay for County staff review, coordination and processing costs related to my permit request based on actual staff time expended. **In making this deposit, I acknowledge and understand that the deposit may only cover a portion of the total processing costs. Actual costs for staff time are based on hourly rates, which I understand are in the most current fee schedules of each county agency. I also understand that these costs apply even if the application is withdrawn or not approved.**

I understand and agree to the following terms and conditions of this Reimbursement Agreement:

1. Staff time from some County of Ventura departments and agencies spent processing my request will be billed against the deposit. ***“Staff time” includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant’s representatives, neighbors, interested parties, attendance and participation at meetings and public hearings, and preparation of staff reports and other correspondence.***
2. **If processing costs exceed the deposit, I will receive periodic invoices payable upon receipt.**  
*Please initial to show you have read condition 2.* \_\_\_\_\_
3. If the final cost is less than the deposit fee, the unused portion of the deposit will be refunded to me.
4. If the final cost is more than the deposit fee, **I agree to pay the difference according to the terms set by the County.**
5. If I fail to pay any invoices within 30 days of the billing, the County may either stop processing my permit application, or after conducting a hearing, deny my permit request altogether. If I fail to pay any invoices after my application is granted, I understand that my permit is subject to revocation. Any work on any subsequent or concurrent permit applications will cease until all unpaid fees are paid in full.
6. Fees are due and payable within 30 days of billing. Invoices unpaid after thirty (30) days will incur a 2% late fee, compounded monthly.
7. I agree to pay the County of Ventura the cost of placing a legal advertisement (if one is required) in a newspaper of general circulation as required by state law and local ordinance.
8. Upon project approval, if any, I agree to pay the established County Clerk Recorder Environmental Document filing fees.

9. I may, in writing, request a further breakdown or itemization of invoices, but such a request is independent of the payment obligation and time frames.
10. I agree to pay all costs related to permit condition compliance as specified in any conditions of approval for my permit/entitlement.

Name of Property Owner or Corporate Principal (please print):

Driver's License Number:

Phone Number:

Name of Company or Corporation (if applicable):

*If a Corporation, please attach a list of the names and titles of Corporate officers authorized to act on behalf of the Corporation*

Mailing Address of the Property Owner or Corporation/Company:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*ATTENTION — The property owner (or Corporate principal) will be held responsible for all charges.**