



## REVISIONS TO APPROVED ACTIONS

NO FEE when revisions are required by City Staff or by the Conditions of Approval.

### FEE POLICY

This is an **Actual Cost** application. The actual cost for a project is determined according to the time spent by City personnel on that project and the associated personnel benefits, Department overhead, and other indirect costs incurred for that project. Whenever 75% of a deposit has been expended and the Department determines that the estimated actual cost of the job will exceed the amount deposited, additional deposit of such excess amount shall be required. Notification of additional deposit required will be mailed to the applicant, who shall deposit such additional monies prior to the date specified in the notice. Work will be suspended on the project when 95% of the deposit previously received has been expended. **Projects will not be completed with money due.** If the additional deposit is not made by the date specified in the notice, the project shall be deemed denied on the date specified, without further action on the part of the City. If, within 30 calendar days after a project is deemed denied for failure of the applicant to make a required additional deposit, the applicant makes the additional deposit plus a \$100 processing fee, the project shall be reinstated as of the date the additional deposit and processing fee are paid. Notwithstanding Section 83.010605 of the City Municipal Code, denial without prejudice of a project because of insufficient funds, after notice and request for additional deposit have been provided to the applicant, cannot be appealed.



**PART A: APPLICATION (All items must be included at the time of filing)**

1. 5 copies of the map or site plan for Conditional Use Permits and or Tentative Maps. All required items of the plans are to be included. Additional copies of maps will be required prior to scheduling a Public Hearing.

All maps to be accordion folded to be no greater than 9" x 11".

2. One revised copy of surrounding Property Owners List, and 2 sets of gummed mailing labels. Provide a signed surrounding Property Owner's Certificate.

3. Request is for a revision to: \_\_\_\_\_ Map \_\_\_\_\_ Conditions of Approval original approved

4. Case/Index # \_\_\_\_\_ Date \_\_\_\_\_

5. Applicant \_\_\_\_\_

6. Engineer/Rep \_\_\_\_\_

7. Description of Proposed Revisions: \_\_\_\_\_

a. \_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_

d. \_\_\_\_\_  
\_\_\_\_\_

8. Change initiated by: \_\_\_\_\_ Applicant or Engineer.

\_\_\_\_\_ City Staff, DRC, or PC

9. Specifically list the proposed revisions on the map. Use a symbol or highlights to show where the actual revisions occur.

10. Include the name, address and phone number of the person preparing the revisions and the current owner.