



**CITY OF ALISO VIEJO**  
**DEPARTMENT OF FINANCIAL SERVICES**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**DEPARTMENT OF ENGINEERING / PUBLIC WORKS**  
 12 JOURNEY, SUITE 100  
 ALISO VIEJO, CA 92656  
 Phone: (949) 425-2500 Fax: (949) 425-3899

# Deposit Account / Financial Disclosure

# FORM FS-100

<b>FOR INTERNAL USE ONLY</b>	<b>Project Address / Location:</b> _____			<b>Project Case No.:</b> _____		
	<b>Approval Type:</b> (check all applicable types of applications)					
	<b>Planning</b>					
	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Master Sign Permit	<input type="checkbox"/> Minor Site Development Permit	<input type="checkbox"/> Site Development Permit	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<b>Engineering</b>						
<input type="checkbox"/> Grading	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Encroachment	<input type="checkbox"/> Other: _____			
<b>Notes:</b> _____				<b>INITIAL DEPOSIT AMOUNT:</b> _____		

**Deposit Account Information**

In accordance with City Purchasing Policy 300-5, fees and/or a deposit may be required and are intended to provide funding for processing of an application. Applications requiring a deposit will be billed on a time and material basis. Charges for staff time, including but not limited to Planning, Engineering, Public Works, Building, Legal, Law Enforcement, Financial Services and Community Services, legal fees are billed based on project requirement and legal review. Administrative costs and incidental costs will be applied and/or accrued to the deposit account. Costs include but are not limited to publishing of public notice(s), postage for mailing, printing, etc. The applicant shall pay all costs applied to the project prior to final action on the related project or as soon thereafter as such costs may be finally determined. Final action may be permit issuance, issuance of a Certificate of Occupancy, or approval of the specific entitlement.

Though it is not possible to exactly determine the time staff will spend on a given project upon application submittal, an estimate will be provided to the applicant. Staff time is billed in quarter hour increments. In the event the project requires major changes or additional applications to be submitted, the applicant may be required to submit additional funds or open a new deposit account. All deposit accounts are required to maintain a minimum balance of 25% of the original deposit amount. When a balance reaches 25% of the original deposit amount, the applicant will be notified with the amount required to replenish the deposit account with a due date for the receipt of funds. If payment is not received by the due date specified in the notice, all development processing activities will cease until payment is remitted. In addition, no new development cases will be accepted from this billing party for the address/location that is the subject of the original application. Any remaining deposit amount will be refunded to the applicant at the conclusion of the process. **Note: remaining deposit amount will be made payable to the party that submitted the original deposit with the application submittal. Deposit accounts are subject to a technology fee and a microfilm/scanning fee, which will be automatically deducted from the deposit account.**

Initial \_\_\_\_\_

**PLANNING**

**Additional Deposit Information for Planning Applications**

An initial deposit is required for project processing for all discretionary project applications. When the account reaches the minimum balance, the applicant shall replenish the account by the estimated amount necessary for the City to complete its review of the application or at a minimum of 50% of the initial deposit amount if such amount is sufficient to complete the application review. The payment of such costs may be included as a condition of approval for any such application. In the event development caseload demand exceeds current staffing levels, City consultants may be assigned to process certain cases. All case processing activities performed by consultants are supervised and supported by City staff, services, and supplies and will be paid with funds in the deposit account.

**Environmental Review and Documentation**

Depending on the level of review required by the California Environmental Quality Act (CEQA) for the project, a separate deposit shall be submitted for the research, review, and preparation of environmental documents related to the proposed project. These deposit accounts are subject to the same terms as stated above for deposit accounts for development processing. Staff may elect to hire an environmental consultant for the environmental review and documentation of the project. In this case, the deposit amount shall be the amount stated in the consultant's proposal for CEQA review.

Initial \_\_\_\_\_

**ENGINEERING / PUBLIC WORKS**

Engineering grading and landscaping deposits will be based on the Deposit and Fee Schedule. Deposits for encroachment permits will be based on the anticipated length of the project as determined by the City Engineer or Public Works Inspector. Permittees are charged the actual costs of inspections for encroachments on the City right-of-way. Water quality permits are required for all encroachments in which soil is disturbed. Best Management Practices (BMPs) must be implemented and maintained for the duration of the project.

Initial \_\_\_\_\_

Financially Responsible Party					
Applicant/Agent:		Address:		Email:	
City:	State:	Zip Code:	Telephone:	Telephone:	

**Financially Responsible Party Declaration**

I understand City expenses may exceed the estimated advance deposit and, when requested by the City of Aliso Viejo, will provide additional funds to maintain a positive balance. Furthermore, I understand the sale or other disposition of the property does not relieve me (individual or Company/Corporation) of the obligation to pay and maintain a positive balance in the deposit account, unless the City of Aliso Viejo approves a Change of Responsible Party and transfer of funds. Should the funds in the account fall below the required minimum balance, all City work may stop until the requested advance deposit is received. I HAVE READ, UNDERSTAND, AND AGREE TO THE INFORMATION AND TERMS LISTED ABOVE IN REGARDS TO DEPOSIT ACCOUNTS AND FINANCIAL RESPONSIBILITY.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**\*The name of the individual and the person who signs this deposit must be the same. If a corporation is listed, a corporate officer must sign the declaration (i.e., President, Chairman, Secretary, Treasurer).**