



FINANCIALLY RESPONSIBLE PARTY STATEMENT P- 1(J)

Development Services

Planning Division
1635 Faraday Avenue
(442-339-2600
www.carlsbadca.gov

APPLICATION INFORMATION

This submittal form is to be completed as part of your application with the City of Carlsbad. Your project cannot be reviewed until Part A is completed. Part B is to be completed only when there is a change in assignment and there is a new Financially Responsible Party.

PART A. Assignment

It is the policy of the City of Carlsbad to recover the actual cost of processing Land Use Review Applications, including all time spent by city staff to review, refer, and coordinate land development applications. The fee amounts are set by ordinance or resolution to cover the estimated costs of processing the application package. Actual costs may vary substantially due to project location, environmental issues, planning constraints, appeals or code/ordinance compliance.

The Property Owner, Applicant, or Agent is required to submit proof of payment for the required intake fee amount for each application permit type. The amount due and to be received by the city must be based on the Master Fee Schedule in effect at the time of payment, regardless of the original estimate or costs paid to process prior projects. The person named as Financially Responsible Party in this document is person or persons responsible for depositing, transferring, or has previously sent funds to process the following application.

PROJECT NAME: _____

BRIEF PROJECT SUMMARY: _____

PROJECT LOCATION: _____

Said fees or deposits and any subsequent fees or deposits are made on behalf of the person, corporation or partnership named below as the "Financially Responsible Party." With reference to said application and fees or deposits, the Financially Responsible Party hereby acknowledges and agrees as follows:

1. Said initial payment, deposit, and any subsequent payments or deposits shall be held by the city in an account under the name of the project and/or Financially Responsible Party, and the funds remaining in said account at the completion of work or withdrawal of the application shall be refunded to the Financially Responsible Party at the address below. In the case that the Financially Responsible Party transfers ownership of the subject property and wishes to transfer responsibility of the Deposit Account to the new owner, a Change of Financial Responsibility Form must be completed to authorize transfer of ownership of funds in said account (Section 3 of this document). The Financially Responsible Party may contact the assigned planner to request a new form.

2. All costs incurred by the city in processing said application, including overhead, whether within or over the is the Financially Responsible Party's personal obligation and shall not be affected by sale or transfer of the property subject to the application, changes in Financially Responsible Party's business organization, or any other reason. "Costs incurred by the city" as identified in this paragraph may include costs for the services of an outside contractor for third party review, including environmental evaluation. Where the City Planner determines it is necessary to engage the services of an outside contractor to assist with application processing, costs for such services are to be paid by the Financially Responsible Party in the same manner identified above.

3. If the Financially Responsible Party withdraws an application, the City Planner will cease processing of the application within one day and will proceed with the case closure process. The Financially Responsible Party is responsible for all case closure costs. Case closure costs will be minimized to the maximum extent practicable.

The Financially Responsible Party is a (check one):

Applicant Property Owner Agent Other: _____

Financially Responsible Party's Legal Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____

By signing below, I/We have read this form and agree to all terms and limitations provided for application intake and processing. I understand and agree that as the Financially Responsible Party, I/We are responsible for payment of all fees associated with this project including all hourly or other fees which might accrue during the review and/or post-issuance whether the permit issued or whether the application is canceled or denied before the permit is issued.

Financially Responsible Party Signature: _____ Date: _____

Print Name: _____

The information about the Financially Responsible Party provided above must be 100% accurate. If there is a refund, the check will be mailed to the name and address stated below. If the information stated on this form is inconsistent with our system, the Financially Responsible Party must clarify and correct before the application can be deemed complete. Also, a Letter of Authorization (LOA) is required if the Financially Responsible Party is a "company", stating that the Agent has the authority to complete and sign this form.

PART B. Change in Assignment (New Responsible Party)

This portion of the submittal form is to be completed when the Financially Responsible Person changes during the course of processing the application with the City of Carlsbad.

Transferring from (to be completed by current Financially Responsible Party):

I, _____, hereby assign and transfer all rights and financial responsibilities for the following application:

PROJECT NAME: _____

BRIEF PROJECT SUMMARY: _____

PROJECT LOCATION: _____

PLANNING CASE NOS.: _____

Current Financially Responsible Party Signature: _____

Print Name: _____ Date: _____

Acceptance of Transfer (to be completed by the new Financial Responsible Party):

I, _____, hereby accept financial responsibility for the above-mentioned project from _____ (FRP, Part A.), effective date _____.

New Financially Responsible Party's Legal Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____

New Financially Responsible Party Signature: _____

To be stapled/attached with receipt to the application and shall be effective until replaced or revoked in writing.