



City of Laguna Niguel
 Planning Division
 30111 Crown Valley Parkway
 Laguna Niguel, CA 92677
 949-362-4375
www.cityoflagunaniguel.org

DATE STAMP

DEPOSIT ACCOUNT/FINANCIAL DISCLOSURE – FORM 202

FOR INTERNAL USE ONLY		
PROJECT ADDRESS/LOCATION		
PROJECT CASE NO.	TRAKIT PLANNING CASE NO.	Initial Deposit Amount _____

Deposit Account Information

In accordance with City Council Resolution No. 99-542, an initial deposit is required for project processing for all discretionary project applications. Applications requiring a deposit will be billed on a time and material basis. Potential deposit charges include, but may not be limited to:

- City staff time (e.g., Planning, Building, Grading, Public Works, Law Enforcement, Finance, Administration).
- Administrative and other incidental costs (e.g., publishing of public notice[s], postage for mailing, printing, etc.).
- Preparation of technical studies or peer review by third-party consultants (e.g., geotechnical, legal [City Attorney’s Office], traffic/parking, hydrology, WQMP).
- In the event development caseload demand exceeds current City 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.

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. 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.**

Initial _____

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 _____

FINANCIAL RESPONSIBLE PARTY

APPLICANT/ AGENT	ADDRESS		EMAIL
CITY	STATE	ZIP CODE	TELEPHONE

Financially Responsible Party Declaration

I understand City expenses may exceed the estimated advance deposit and, when requested by the City of Laguna Niguel, 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 Laguna Niguel 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	SIGNATURE*	DATE
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*** 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).**

