



# CITY OF MENIFEE

## Community Development Department

### APPLICATION FOR DEPOSIT BASED FEE FOR PLANNING REVIEW OF GRADING PLAN

The Public Works and Engineering Department requires the Community Development Department to review grading plans (rough and precise) for various developments. The Public Works and Engineering Department's grading plan check fee does not cover the Community Development Department's review. The Community Development Department is nearly 100% supported by development application fees (fees paid to the Department to cover the cost of staff's review and processing of a development plan or permit). In this regard, in order to review grading plans, the Community Development Department has been authorized per the City of Meniffee Fee Study to charge a deposit to cover the cost of reviewing the grading plans.

In addition to the City of Meniffee Fee Study, a standard condition of approval placed on projects requires that any subsequent review/approvals required by the conditions of approval, including but not limited to grading or building plan review or review of any mitigation monitoring requirement, shall be reviewed on an hourly basis, or other appropriate fee, as listed in the adopted fee schedule. Each submittal shall be accompanied with a letter clearly indicating which condition or conditions the submittal is intended to comply with.

PLANNING CASE NUMBER: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

GRADING PERMIT NUMBER: \_\_\_\_\_ RELATED CASE NUMBER(S): \_\_\_\_\_

\_\_\_\_\_

#### APPLICATION INFORMATION

Applicant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street*

*City*

*State*

*ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Engineer/Representative's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street*

*City*

*State*

*ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

## **GRADING REVIEW**

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### *AUTHORIZATION FOR CONCURRENT FEE TRANSFER*

The signature below authorizes the Community Development Department to expedite the refund and billing process by transferring monies among concurrent applications to cover processing costs as necessary. Fees collected in excess of the actual cost of providing specific services will be refunded. If additional funds are needed to complete the processing of your application, you will be billed, and processing of the application will cease until the outstanding balance is paid and sufficient funds are available to continue the processing of the application. The applicant understands the deposit fee process as described above, and that there will be NO refund of fees which have been expended as part of the application review or other related activities or services, even if the application is withdrawn or the application is ultimately denied.

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PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

### **PROCEDURE FOR DETERMINING DEPOSIT BASED FEE FOR GRADING REVIEW**

1. The Engineering Department will transfer the grading plan to the Community Development Department for review.
2. The Community Development Department staff member will prepare an estimated cost, using the current hourly rates, to provide the requested review.
3. After receiving the cost estimate, a check in the amount of the estimated charges must be provided to the Community Development staff person and made payable to the "City of Menifee". This is considered a deposit.
4. Community Development Department review of the grading plans will occur after the fees are provided.
5. It is highly recommended that the developer provide any applicable information.