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| CITY OF RANCHO SANTA MARGARITA City Council Policy | Policy Number: 2.10 |
| Subject Procedures for Processing User Fee Deposits | Effective Date: May 1, 2010 Resolution No.: 10-04-28-03 |
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PURPOSE:

To provide direction on the receiving, processing, requesting and refunding of deposits.

BACKGROUND

The City has established a user fee schedule detailing deposits required for the delivery of certain services and permits. A comprehensive policy establishes consistent criteria to handle deposits and increases the efficiency of processing and handling of the requests.

This policy applies only to deposits collected as listed in the user fee schedule; specifically Planning, Building Safety, Engineering, Community Services, and Administrative functions (Finance, City Clerk).

POLICY

Prior to services being rendered, applicants for certain permits shall place on deposit with the City the amount detailed in the adopted user fee schedule for each permit or fee. Deposits have been estimated to represent the average amount required to process each application type. The cost of an individual case may be more or less than the initial deposit.

If the cost of services exceeds the deposit amount, the applicant will be required to deposit additional funds in an amount deemed appropriate by the responsible Department Director. Additional funds are due within 15 days of notice, otherwise processing will stop until such time as additional deposit is received. If no additional funds are received within 45 days, the project will be closed and the applicant must resubmit a new application and pay all outstanding charges.

If the deposit exceeds the cost of services at the time of final action on the subject application, the excess deposit will be refunded to the applicant.

The City Manager may approve, on a case by case basis, a deposit other than the amount shown in the user fee schedule for good cause.

The City Engineer may collect a "damage deposit" to ensure that the work is completed without damage to existing improvements in the public right of way. If no damage occurs to the existing improvements, the deposit will be refunded.