



Department of Planning and Development
 Auburn City Hall, 2nd Floor
 25 West Main Street
 Auburn, WA 98001
 Tel: 253.931.3090
 Fax: 253.804.3114
 permitcenter@auburnwa.gov
 www.auburnwa.gov

AGREEMENT FOR FUTURE PAYMENT OF CHARGES & “BILL TO” FORM

Your application is a type that requires payment in two parts; payment of the application fee at the time of application submittal to the City and payment in the future of the actual processing charges of the Hearing Examiner. The Hearing Examiner processing charges are invoiced from the City to the applicant after the actual charges are determined and thus cannot be accurately estimated in advance.

I _____(Insert name), as applicant for the following submitted Application Number _____(Insert file number), acknowledge the required fees under Resolution No. 4552 that include “Total hourly charge for the Hearing Examiner plus associated expenses to be paid by applicant prior to issuance of final decision.”

With acceptance of this application by the City of Auburn, I agree to pay in the future the Hearing Examiner hourly charges and associated expenses within 30 days of the invoice date by the City. I accept that by signing this agreement, written notice of the final decision may be postponed until payment of Hearing Examiner hourly charges and associated expenses have been paid to the City.

My billing address is listed below and is the same as shown on the application:

Name: _____

Address: _____

Signature _____

_____ Date

_____ Address

Subscribed and sworn to before me this _____ day of _____

Notary Public in and for the State of Washington, _____

Residing at _____



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For address changes: Notify Permits & Administration Manager (253-804-5064).

For ownership changes: The new owner must provide the Permits & Administration Manager with the ownership transfer date before any billing information can be changed.

For billing liability changes: Contact Permits & Administration Manager (253-804-5064).



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Invoicing System	
<p>Your application is a type that requires payment in two parts; payment of the application fee at the time of application submittal to the City and payment in the future of the actual processing charges of the Hearing Examiner.</p>	
Fee Definition	<p>An application fee is paid at submittal. The application is a type that requires a decision by the Hearing Examiner. In addition to the application fee, the Hearing Examiner's hourly charges and associated expenses in preparing the decision are recorded and the applicant is invoiced when the charges are determined; generally after the hearing is conducted (if applicable), but prior to issuance of the Hearing Examiner's written decision.</p>
Rates	<ul style="list-style-type: none"> • Hearing Examiner - \$ 140/hour • Hearing Examiner's Associates - varies from \$30-140/hour • Actual charges will vary by the type and complexity of the permit/approval and therefore cannot be accurately estimated in advance.
Invoices	<p>The City prepares and mails an invoice for the Hearing Examiner's hourly charges and associated expenses when the charges are determined. The invoices are mailed to the person indicated on the Future Payment Agreement and "Bill To" form.</p>
Payments	<p>Payments are due within 30 days of the invoice date. Payments may be made by cash, check or credit card. Make checks payable to the <u>City of Auburn</u> and mail your payment with a copy of the invoice to:</p> <p style="text-align: center;">City of Auburn Planning & Development Dept. 25 West Main Street Auburn, WA 98001-4998</p> <p>You may also make payments in person at the Planning & Development Dept. located at the 2nd floor of City Hall at 25 West Main Street, Auburn, WA 98001-4998. Credit card payments may be accepted over the phone by calling the Permit Center at (253) 931-3090.</p>
Inquiries	<p>For additional information regarding the invoice for the Hearing Examiner's hourly charges and associated expenses please contact the Permits & Administration Manager listed on the invoice (253) 804-5064. Specific questions about the land use approval or permit process should be directed to the staff or supervisor. Responding to these inquiries is not billable to the applicant.</p>



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Owner/Address Changes	Notify the Permits & Administration Manager immediately if there is an ownership, address, or billing change for the project. If the original owner sells or otherwise transfers their interest in the project, they remain liable for charges associated with development services which were incurred prior to the date the City was notified in writing that the fee responsibility has changed.
Project Cancellations or Withdrawals	When an application or permit is cancelled in writing after the hearing examiner has begun but before the hearing examiner has completed the processing, the Permits & Administration Manager evaluates the charges incurred, and the applicant is invoiced for only the charges incurred.
Delinquent Payments	<p>Failure to pay an invoice within 30 days of the due date can result in the following progression of actions:</p> <p><u>Review Discontinued:</u> If the City has not issued your permit or approval, or if there are post issuance revisions in process, we may suspend all review of your application by any City department until your charge is paid. We may also suspend review on separate applications associated with the delinquent application.</p> <p><u>Permit or Land Use Approval Revoked:</u> If we have issued your permit or land use approval, we may revoke it. We may suspend work on any application associated with the revoked permit or land use approval until the invoice is paid. If construction has started, you will not receive final inspection (which is the approval to occupy the structure) until charges are paid.</p> <p><u>Collection:</u> We may refer the unpaid balance to our Legal Department or subsequently to a collection agency for collection. Collection fees in addition to the delinquent payment are due if the fee is sent to a collection agency.</p>
Code Reference	The fees are contained in Resolution No. 4552 and copies are available at the City Clerk's office for a nominal fee.