



**Planning & Building Department**  
3675 Mt. Diablo Boulevard, Suite 210  
Lafayette, CA 94549-1968  
Tel. (925) 284-1976  
[www.lovelafayette.org](http://www.lovelafayette.org)

## **TREE PERMIT APPLICATION INSTRUCTIONS**

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### **GENERAL**

A Tree Permit is required for the removal, destruction, or extensive pruning of any protected tree, as defined in Section 6-1704 of the Lafayette Municipal Code. Please utilize the attached handout entitled “**Tree Permit Triggers**” to determine if your project requires a tree permit.

**Category 1 Tree Permits** are not associated with any current or upcoming application for development. Often referred to as “standalone” permits, Category 1 permits are required to remove, destroy, or extensively prune a protected tree on property not currently associated with a development application or that will not be associated with a development application for a minimum of one year from the approval of the Tree Permit.

**Category 2 Tree Permits** are associated with a current or upcoming application for development. This may include discretionary permits (such as Design Review or Hillside Development) or administrative permits (such as SB 9 or building permit review). A Category 2 permit is required if the proposed construction or grading may result in the destruction, removal, or extensive pruning of a protected tree.

### **PROCEDURES**

#### Step 1: Pre-Application (Optional)

Prior to applying for a Tree Permit, you may speak with a member of Planning staff (by phone or by appointment) to determine what regulations may apply. Once it is clear that a Tree Permit approval is required, the applicant should gather the required materials and submit following the instructions below.

#### Step 2: Filing the Application

The applicant should carefully complete the application forms (to be signed by the applicant *and* the current property owner) and ensure that all submittal requirements are included (arborist report, narrative, replacement calculations, etc). The application will be assigned to a staff planner who will check the application for completeness and provide an invoice for the application fee (\$350)<sup>1</sup>. Once staff has reviewed the plans (within 30 days), the applicant will be notified whether the application is complete or incomplete. If the application is incomplete, the applicant will be notified of any necessary alterations to the plans or additional information and submittals required. Once an application is deemed complete, it will be evaluated for compliance with the Tree Protection Ordinance and a determination will be made.

#### Step 3: Review and Determination

Category 1 Tree Permits are reviewed ministerially, without a public hearing. Once a Category 1 Tree Permit is deemed complete, the Planning & Building Services Manager, acting as the Zoning Administrator, will take action on a standalone Tree Permit. Category 2 Tree Permits are reviewed alongside the related development application by the applicable authority. A Tree Permit will be approved only if it meets the required findings.

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<sup>1</sup> A schedule of Planning & Development fees is available at [www.lovelafayette.org](http://www.lovelafayette.org) > City Hall > City Departments > Planning & Building > [Fees](#)

# Tree Permit Application – Instructions

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# TREE PERMIT APPLICATION SUBMITTAL REQUIREMENTS

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This checklist is intended to cover all types of Tree Permits, both Category 1 and Category 2. Check the applicable boxes for your application. Hyperlinks are provided for the applicable handouts referenced in this document; however, they are also available on the City’s website, [www.lovelafayette.org](http://www.lovelafayette.org). **Submit digital files to [Planner@lovelafayette.org](mailto:Planner@lovelafayette.org).**

**Please note:** An aerial map of the parcel indicating the tree’s location is acceptable as a site map if details are clearly labeled. For permit requests requiring a more detailed site plan or topographical survey, these must be clearly and legibly drawn to scale, using a standard architect’s or engineer’s scale. All plans or surveys must contain the name of the project owner/proponent and name of engineer, architect, or owner’s representative, site address, and assessor’s parcel number (or name of subdivision and lot number). All plans or surveys must contain a north arrow, scale, graphic (bar) scale, and unique sheet number. All plans or surveys shall be dated; all revised sets shall include revision date, and revised portions shall be clearly identified.

<b>GENERAL SUBMITTAL REQUIREMENTS</b>
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YES N/A

**1. APPLICATION MATERIALS**

- a. Application form, completed and signed
- b. Narrative
- c. Checklist completed and signed by the preparer with each box checked acknowledging submittal of the required item(s)
- d. Agreement to Pay for City Services (ACS), completed and signed<sup>2</sup>
- e. Processing fee(s): credit card (Visa, MasterCard, or Discover) or check (payable to City of Lafayette)

*\* The City of Lafayette will never request payment by wire transfer, cryptocurrency, or gift cards. Please verify all official communications and contact the City directly before responding or sending any payment. For more information and general scam awareness tips, please visit the [City’s scam alert news release](#) on the City website*

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**2. ARBORIST REPORT** prepared by a certified or consulting arborist

One (1) electronic (PDF) copy of report (which may include colored attachments and/or exhibits), including:

- a. Tree location, genus, species, diameter, dripline, and elevation at trunk base
- b. Health and condition of the tree, including existing hazards to the tree
- c. Potential impact of development on the tree or existing tree condition (for Category 2 permits)
- d. Evaluation of preservation potential based on the tree’s existing condition and in relation to any potential development
- e. Recommendations for protection, preservation, and requirements to maintain and improve tree health and ensure survival
- f. Tree inventory table listing the tree number (as numerically tagged in the field), species, trunk diameter, health of tree, potential impact of proposal, and indicate whether tree is to be saved or removed (for Category 2 permits)

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<sup>2</sup> The ACS is for services and fees that are in addition to the application fee(s). The signee agrees to pay for services of consultants retained by the City in connection with the development application at the hourly rate charged by each consultant. These services include but are not limited to review of legal, landscape, engineering, technical reports, site analysis, and environmental services.

YES N/A

- g. Site plan showing numbered trees, accurate driplines, and proposed location of tree protection fencing
- h. Photos as applicable
- i. Post construction recommendations as applicable (for Category 2 permits)

**3. PHOTO AND VISUAL ANALYSIS**

- a. Site photos compiled as one (1) electronic (PDF), showing the following:
  - i. Tree(s) to be removed
  - ii. Surrounding context (terrain, nearby structures, surrounding vegetation, etc.)
  - iii. Trees to be retained that may be impacted by construction (for Category 2 permits only)

**CATEGORY 1 (§6-1706, LMC) – ADDITIONAL REQUIREMENTS**

YES N/A

**1. NARRATIVE**

Submit a letter justifying the permit request and response to the following topics:

- a. Health, condition, and form of the tree(s) to be removed and reason for removal
- b. Number, size, and location of tree(s) to remain in the area;
- c. Relationship of property to riparian corridors (within 30 feet of the top of a creek bank?), a scenic or biological resource area, and/or a restricted ridgeline area;
- d. Role of the tree(s) in a grove or woodland habitat;
- e. Value of the tree(s) to the neighborhood in terms of visual effect, wind screening, and privacy;
- f. Damage caused by the tree to utilities, streets, sidewalks, and/or existing private structures or improvements;
- g. Role of tree(s) in mitigating damage, erosion, and/or geological stability impacts;
- h. Health and condition of the area within the protected perimeter.

**2. SITE PLAN**

The Category I Tree Permit site plan will:

- a. Show trees proposed to be removed with a prominent "X"
- b. Propose locations of the mitigation trees to be planted. If site cannot accommodate the mitigation trees, provide an Arborist Report/Letter describing why the site cannot accommodate the trees

**CATEGORY 2 (§6-1707, LMC) – ADDITIONAL REQUIREMENTS**

YES N/A

**1. NARRATIVE**

Submit a letter justifying permit request and addressing the following topics, in addition to the eight topics required for Category 1 (above):

- a. Necessity for the tree(s) pruning or removal in order to construct a required improvement on public property or within a public right-of-way or to construct an improvement that allows reasonable economic enjoyment of private property;
- b. Extent to which a proposed improvement may be modified to preserve and maintain a protected tree(s); and
- c. Extent to which a proposed change in the existing grade within the protected perimeter may be modified to preserve and maintain a protected tree.

YES N/A

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**2. SITE PLAN**

The Category 2 Tree Permit site plan will:

- a. Show all existing trees  $\geq 4''$  in diameter at 4.5' above grade within 100' of proposed development and label:
  - i. Tree species
  - ii. Diameter of trunk
  - iii. Elevation at base of trunk
  - iv. Field surveyed accurate driplines (generic symbols are not accepted)
  - v. Tree identification number, provided by the arborist
- b. Include a table that identifies each protected tree, its diameter and species, and whether the tree is proposed to be pruned or removed;
- c. Development applications that require a survey by a licensed surveyor or engineer require a field-verified topographical survey showing the trunk location, elevation at the base, diameter, species, and accurate drip line of each protected tree within 100-feet of any proposed construction on the subject property and adjacent properties
- d. Proposed locations of the mitigation trees to be planted. If site cannot accommodate the mitigation trees, provide an Arborist Report/Letter describing why the site cannot accommodate the trees.

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**3. OTHER AGENCIES**

If applicable, provide evidence of compliance with the requirements of responsible agencies such as EBMUD, PG&E, Central Sanitation, the county Fire Protection District, or other Lafayette departments for the removal of the protected tree(s).

SIGNATURE OF PREPARER: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT FULL NAME: \_\_\_\_\_

*I acknowledge that I have read the application instructions for a tree removal permit and have submitted the required documentation to Planning Department Staff. I agree to submit additional materials regarding my application if requested to do so.*

# Tree Permit Application –Submittal Requirements

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## TREE PERMIT TRIGGERS

This form is intended to provide the public with triggers or thresholds for a tree permit. It does not constitute an entitlement or thorough analysis of the request. A project is subject to the regulations in effect when the submitted application is deemed complete.

**If you answer “yes” to any of the following, a Tree Permit is required.** Please check with a planner if you are unsure whether certain regulations apply to your project.

Yes	No	The tree is...												
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DEVELOPED PROPERTY.</b> Located on a developed property, has a trunk diameter <math>\geq 12''</math> <u>and</u> of these species:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Coast live oak (<i>Quercus agrifolia</i>)</td> <td style="width: 50%;">Valley oak (<i>Quercus lobata</i>)</td> </tr> <tr> <td>Canyon oak (<i>Quercus chrysolepis</i>)</td> <td>Interior live oak (<i>Quercus wislizenii</i>)</td> </tr> <tr> <td>Blue oak (<i>Quercus douglasii</i>)</td> <td>California bay (<i>Umbellularia californica</i>)</td> </tr> <tr> <td>Oregon white oak (<i>Quercus garryana</i>)</td> <td>California buckeye (<i>Aesculus californica</i>)</td> </tr> <tr> <td>Black oak (<i>Quercus kelloggii</i>)</td> <td>Madrone (<i>Arbutus menziesii</i>)</td> </tr> <tr> <td>Cork oak (<i>Quercus suber</i>)</td> <td></td> </tr> </table>	Coast live oak ( <i>Quercus agrifolia</i> )	Valley oak ( <i>Quercus lobata</i> )	Canyon oak ( <i>Quercus chrysolepis</i> )	Interior live oak ( <i>Quercus wislizenii</i> )	Blue oak ( <i>Quercus douglasii</i> )	California bay ( <i>Umbellularia californica</i> )	Oregon white oak ( <i>Quercus garryana</i> )	California buckeye ( <i>Aesculus californica</i> )	Black oak ( <i>Quercus kelloggii</i> )	Madrone ( <i>Arbutus menziesii</i> )	Cork oak ( <i>Quercus suber</i> )	
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<input type="checkbox"/>	<input type="checkbox"/>	<p><b>RIPARIAN TREE.</b> Native riparian tree located within 30 feet of the top of a creek bank with a trunk diameter <math>\geq 6''</math> <u>or</u> has a multi-trunk with a diameter <math>\geq 4''</math>, <u>and</u> of these species:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Bigleaf maple (<i>Acer macrophyllum</i>)</td> <td style="width: 50%;">Arroyo willow (<i>Salix lasiolepis</i>)</td> </tr> <tr> <td>Boxelder (<i>Acer negundo</i>)</td> <td>Coast live oak (<i>Quercus agrifolia</i>)</td> </tr> <tr> <td>White alder (<i>Alnus rhombifolia</i>)</td> <td>Valley oak (<i>Quercus lobata</i>)</td> </tr> <tr> <td>Black walnut (<i>Juglans hindsii</i>)</td> <td>California bay (<i>Umbellularia californica</i>)</td> </tr> <tr> <td>Cottonwood (<i>Populus fremontii</i>)</td> <td>California buckeye (<i>Aesculus californica</i>)</td> </tr> <tr> <td>Red willow (<i>Salix laevigata</i>)</td> <td>Blue elderberry (<i>Sambucus Mexicana, caerulea, glauca</i>)</td> </tr> </table>	Bigleaf maple ( <i>Acer macrophyllum</i> )	Arroyo willow ( <i>Salix lasiolepis</i> )	Boxelder ( <i>Acer negundo</i> )	Coast live oak ( <i>Quercus agrifolia</i> )	White alder ( <i>Alnus rhombifolia</i> )	Valley oak ( <i>Quercus lobata</i> )	Black walnut ( <i>Juglans hindsii</i> )	California bay ( <i>Umbellularia californica</i> )	Cottonwood ( <i>Populus fremontii</i> )	California buckeye ( <i>Aesculus californica</i> )	Red willow ( <i>Salix laevigata</i> )	Blue elderberry ( <i>Sambucus Mexicana, caerulea, glauca</i> )
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<input type="checkbox"/>	<input type="checkbox"/>	<p><b>UNDEVELOPED PROPERTY.</b> Native or native riparian species (see above) located on an undeveloped property with a diameter <math>\geq 6''</math>, or a tree of any other species with a diameter <math>\geq 12''</math>.</p>												
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>APPROVED DEVELOPMENT APPLICATION.</b> Designated to be protected and preserved as part of an approved development application ( any size/species).</p>												
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>RESTRICTED RIDGELINE AREA.</b> Native tree of any size within a restricted ridgeline area.</p>												
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>REPLACEMENT TREE.</b> Replacement tree planted as mitigation or restitution in compliance with this chapter.</p>												
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>STREET TREE.</b> Located within a public right-of-way or a private access easement (any size/species).</p>												
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DOWNTOWN TREE.</b> Located within a commercial zoning district (any size/species).</p>												

**My tree is protected. What type of tree permit is required?**

Class 1: The protected tree is on a property not currently part of a development application or will not be part of a development application for at least 1 year from the date of the tree permit.

Class 2: The protected tree is on a property currently part of a development application wherein the proposed construction may require its removal.

**Definitions:**

“Destroy” means an action that kills or endangers the health or vigor of a tree, and includes removal, relocation, excessive or improper pruning, topping, grading, irrigation, application of chemicals, trenching within the drip line or protected perimeter, soil compaction within the protected perimeter, or damage caused to the trunk or primary limbs during construction.

“Development application” means an application to subdivide, alter, develop or use a property that, if approved, will require the issuance of a development permit, including a building or grading permit.

“Undeveloped property” means a vacant parcel without an existing building, as defined in Section 6-312, that was built with a legally issued building permit.

## TREE PERMIT APPLICATION PROTECTED TREE REPLACEMENT CALCULATION

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When the removal or destruction of a protected tree is permitted by the City, the applicant shall mitigate the removal by complying with the following requirements, as well as additional requirements listed at Section 6-1708, Tree Replacement and Mitigation:

- (a) Number and Size. For each protected tree that is removed, destroyed, or extensively pruned, the following replacement ratios shall be used, with all replacement trees of at least a 15-gallon container size:

Size of Removed Protected Tree(s)	Number of Removed Protected Trees, by size	Replacement Trees Required	Total replacement trees required, by size
Less than 24" DBH		x 1	=
24" ≤ x ≤ 30" DBH		x 2	=
Greater than 30" DBH		x 3	=

- (b) Species.

- (1) If the removed, destroyed, or extensively pruned tree is of a native riparian species, as defined, the replacement tree shall be of a native riparian species.
- (2) If the removed, destroyed, or extensively pruned tree is not of a native riparian species, the replacement tree shall be of a recommended species, as defined. The replacement tree shall be of the same size group (canopy-level, midstory, or understory) as the removed tree. A replacement tree may be selected from a different size group than the removed tree only if an arborist report recommends a differently sized tree based on planting area or other site conditions.

- (c) Timing.

- (1) When a Category 1 permit is approved, replacement trees shall be planted within the months of October to April, and either within 60 days or within the calendar year, whichever time period is longer. Proof of the planting of replacement trees shall be provided to the Director within 30 days of planting.
- (2) When a Category II permit is approved, planting shall occur as part of installation of the approved landscape plan associated with the development project and before the project receives its final building inspection.
- (3) Failure to plant required replacement trees within these time periods shall be considered a violation of this chapter.



**STANDARD APPLICATION FORM**

**PROJECT INFORMATION**

Project Address / Location		Assessor's Parcel Number (APN)	Zoning District	Flood Zone
General Plan Designation	Parcel Size (sq.ft.)	Grading: Cut (cu.yds.)	Grading: Fill (cu.yds.)	
Existing Gross Floor Area (sq.ft.)	Existing Building Footprint (sq.ft.)	Existing Impervious Surface (sq.ft.)	Existing # Parking Spaces (sq.ft.)	
Proposed Gross Floor Area (sq.ft.)	Proposed Building Footprint (sq.ft.)	Proposed Impervious Surface (sq.ft.)	Proposed # Parking Spaces (sq.ft.)	

Existing Land Use  
 Single-Family Residential  Multi-Family Residential  Commercial  Office  Vacant  Other (specify) \_\_\_\_\_

Proposed Land Use  
 Single-Family Residential  Multi-Family Residential  Commercial  Office  Vacant  Other (specify) \_\_\_\_\_

**APPLICANT INFORMATION**

**OWNER INFORMATION**

Applicant Name:			Owner Name:		
Applicant Address			Owner Address		
City	State	Zip	City	State	Zip
Phone ( ) -	Cell ( ) -		Phone ( ) -	Cell ( ) -	
Email (for official use only):			Email (for official use only):		
Party Responsible for Fee Payment: <input type="checkbox"/> Owner <input type="checkbox"/> Applicant			Payment Method: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card* * Online payment includes a 2.9% convenience fee		

**CHECK ALL APPLICABLE REQUESTS**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 15-Degree Declination Exception          | <input type="checkbox"/> Land Use Permit                      | <input type="checkbox"/> Sign Permit                               |
| <input type="checkbox"/> Accessory Dwelling Unit Permit (Class C) | <input type="checkbox"/> Lot Line Revision                    | <input type="checkbox"/> Study Session                             |
| <input type="checkbox"/> Address Assignment / Change              | <input type="checkbox"/> Major Subdivision / Tract (≥ 5 lots) | <input type="checkbox"/> Temporary Land Use Permit                 |
| <input type="checkbox"/> Appeal (App. # _____)                    | <input type="checkbox"/> Minor Subdivision (4 lots or fewer)  | <input type="checkbox"/> Tree Removal Permit                       |
| <input type="checkbox"/> Certificate of Compliance                | <input type="checkbox"/> Preapproved ADU (vendor only)        | <input type="checkbox"/> Variance / Exception                      |
| <input type="checkbox"/> Change of Conditions                     | <input type="checkbox"/> Public Art Permit                    | <input type="checkbox"/> Wireless Communications Facilities Permit |
| <input type="checkbox"/> Design Review                            | <input type="checkbox"/> Reasonable Accommodation             | <input type="checkbox"/> Zoning Text Amendment                     |
| <input type="checkbox"/> Family Day Care                          | <input type="checkbox"/> Reconsideration (App. # _____)       | <input type="checkbox"/> Other _____                               |
| <input type="checkbox"/> General Plan Amendment                   | <input type="checkbox"/> Re-Zone Property                     | <b>SB 9 Application</b>  |
| <input type="checkbox"/> Grading Permit (≥ 50 cu. yds.)           | <input type="checkbox"/> Ridgeline Setback Exception          | <input type="checkbox"/> SB 9 Housing Development                  |
| <input type="checkbox"/> Hillside Development Permit              | <input type="checkbox"/> Right-of-Way Abandonment             | <input type="checkbox"/> SB 9 Urban Lot Split                      |

**OWNER / AGENT STATEMENT**

**Property Owner Consent** – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application. I hereby grant permission to access the property to individuals involved in the processing of the subject application(s). I agree to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application. In the event the City becomes aware of any such Actions, the City shall promptly notify me and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and I shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Standard Application Form

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**City of Lafayette  
Planning & Building Department**

**AGREEMENT TO PAY FOR CITY SERVICES**

**Complete and submit this form with the development application.**

In consideration for the City providing the services described in this Agreement, the undersigned agrees as follows:

1. The City services requested relate to development application number \_\_\_\_\_, property in the City of Lafayette located at \_\_\_\_\_, assessor's parcel number \_\_\_\_\_.
2. This Agreement is for services and fees that are in addition to the planning fees paid upon the filing of the referenced development application. I agree to pay for the additional charges imposed by the City for staff time spent processing the application based upon an hourly rate established by resolution of the City Council. These services include but are not limited to City staff time spent for engineering and other City administrative services regarding the application. In addition, I agree to pay for services of consultants retained by the City and required by it in connection with the development application at the hourly rate charged by each consultant to the City. These services include but are not limited to legal, landscaping, traffic engineering and environmental services and may also include the costs associated with such services such as mileage and photographic copies.
3. The City will bill for the services performed under this Agreement upon a monthly or other periodic basis. If at any time the balance due exceeds \$500.00, the City may cease processing the application, prepare a recommendation for taking action on the application and present the application to the appropriate hearing body for final action.
4. The development application account will remain open until it is paid in full. Final payment in full is due as follows:
  - a. In the case of a subdivision, upon release of the final improvement bond or when conditions of approval are satisfied, which ever is later in time;
  - b. In the case of all other applications, when the City authorizes Contra Costa County to issue final building inspection clearance or when work for which a permit is issued is completed;
  - c. If an application is denied, upon expiration of the appeal period or upon a final decision on appeal;
  - d. If an application is withdrawn, when all remaining staff work on the application is completed;
  - e. Upon the expiration of 12 consecutive months during which there was no activity on the application.
5. The undersigned is responsible for the payment of the costs and charges involved with the application even though the property or project is sold or assigned to another party. If the undersigned desires to transfer payment responsibility to another, it is the undersigned's responsibility to have this Agreement replaced by a new agreement with the responsible party. Any outstanding balance must be paid before the City will accept a replacement agreement.
6. The undersigned agrees to advise the City in writing of any change to their billing address and represents that (s)he is the party responsible for payment of the costs or any other obligations incurred under this Agreement.
7. The undersigned agrees to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application or Agreement. In the event the City becomes aware of any such Actions, the City shall promptly notify the undersigned and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and the undersigned shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.

PROPERTY OWNER NAME (Print): \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NOTE: THIS DOCUMENT IS NOT TRANSFERABLE • ORIGINAL TO FINANCE •  COPY TO APPLICANT •  COPY TO APPLICATION FILE

APPLICATION NO. \_\_\_\_\_

FOR OFFICIAL USE ONLY

ACCOUNT NO. \_\_\_\_\_

# Agreement for City Services

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