



LOCAL AGENCY FORMATION COMMISSION
550 Main Street, Suite E. Placerville, CA 95667
(530) 295-2707 · lafco@edlafco.us · www.edlafco.us

Project Name: _____

Project Number: _____

LAFCO will assign name and number

ATTACHMENT A BILLING PROCEDURES

Charges and Deposits

LAFCO charges are based upon actual staff time and other expenses attributable to processing applications, reviewing project proposals and researching matters as requested. Such charges may be incurred prior to or without the filing of an application with LAFCO. Individuals and agencies that request services, research, or review must provide a deposit toward project expenses, as listed on the attached current fee schedule, along with a signed copy of this agreement. All fees and deposits are subject to increase on a time and materials basis, in the event that the magnitude of the project justifies the increase.

The amount of staff time necessary to process any individual application cannot always be predicted in advance. Therefore, the Applicant should be aware that LAFCO charges may exceed the fee or applicable deposit. Unexpended deposits will be refunded.

Billing Procedure

Applicant shall submit half of the deposit at the time of project initiation. The second half of the deposit will be required at completion of the AB-8 (property tax exchange) process. LAFCO staff will undertake an accounting of the cost of the application every June 30th and December 31st so long as the project's Certificate of Completion has not been filed. The Applicant will receive copies of this accounting detailing all expenses accrued at the time and all offsetting credits. The Applicant is expected to pay any outstanding balance before the project can be processed further. LAFCO will bill until the project is closed.

The Executive Officer may stop work on any proposal until the Applicant submits a requested payment. Excess funds shall be refunded to the Applicant as appropriate.

The Applicant is responsible for all mailings and correspondence costs associated with their petitions. The Applicant is also responsible for any other extraordinary administrative costs, as determined by the Executive Officer, and these will be detailed for the Applicant in a written statement.

Projects with delinquent balances may not be scheduled for hearing and the Commission will consider the Applicant to have waived any and all statutory deadlines. Excess funds shall be refunded to the Applicant as appropriate.

Questions regarding specific billing procedures should be directed to the LAFCO Executive Officer at (530) 295-2707.