


**PLANNING DIVISION**

411 Main Street (530) 879-6800  
 P.O. Box 3420  
 Chico, CA 95927-3420  
 www.chicoca.gov

Account No. \_\_\_\_\_

## APPLICATION FOR New Real Time Account

Applicant Information		
<b>Applicant Name</b>	Daytime Phone	
Applicant Address	Email	
City	State	Zip
Contact Person		
<b>Property Owner(s) Name</b>	Daytime Phone	
Property Owner Address	Email	
City	State	Zip
<b>Engineer/Surveyor Name</b>	Daytime Phone	
Engineer/Surveyor Address	Email	
City	State	Zip
Project Information		
Project/Phase/Subdivision Name		
(Attach site map of project clearly indicating phases & parcel nos.)		
Assessor's Parcel No(s)		
Project Address(es)/Location		
Related Applications		
Required Signatures		
I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. <b>I also certify that I am the owner of the above property or have attached the owner's written consent to file this application.</b>		
Applicant's Signature <i>(Original required)</i>	Date	
By signing the above, I acknowledge that I have read and agree to the <b>Terms &amp; Conditions</b> , including payment of the full cost of processing this application, as outlined on page 2.		
For Office Use Only		
Date Application Received	Application Deposit \$	Receipt No.
Department Processing:                    ___ Community Development                    ___ Finance                    ___ Public Works		

***Terms & Conditions - Planning Fees, Deposit Required Applications***

1. All persons filing an Application for New Real Time Account shall pay the full cost of processing the application and all associated applications for the project. An initial deposit shall be paid concurrently with filing of the application in the amount specified per the City of Chico Fee Schedule.
2. If the amount of the costs incurred in processing the application exceed the amount of the initial deposit, the Applicant shall deposit additional funds if requested by the City of Chico to ensure continued processing of the application.
3. If the amount of the costs incurred is less than the amount of the deposit, the difference shall be refunded to the Applicant subsequent to final City action on the project.
4. Where a single project requires the filing of multiple applications with corresponding deposits and/or fees, all such deposits and filing fees shall be cumulative and costs shall be charged to the overall project and fee deposit, not to individual applications.
5. Payment
  - a. Payment is due in full within 30 days from issuance of invoice from City of Chico.
  - b. Invoices not paid within 30 days after the original invoice date are delinquent. A penalty of 10% per month (not to exceed 50% of the amount due) and interest charges of 1% per month (exclusive of penalties and prior interest assessed) from the date the receivable first became delinquent will be charged until payment is received in full.
  - c. Invoices not paid within 30 days are considered delinquent and subject to additional collection methods including but not limited to stoppage of applicable City provided services including plan checks and inspections and referral of the unpaid balance to a collection agency or legal action.