

FORM

DS-168

February 2022

Concurrent Processing Agreement

Project Information

Project Name:

Project Number:

Project Address:

It is requested that the above-named project be granted concurrent submittal and review of ministerial approvals pertaining to the pending discretionary actions on the development. By signing this agreement, the applicant certifies that said owner(s) acknowledges and accepts that:

1. The construction drawings and documents that are part of the ministerial approval application may have to be revised as necessary to reflect required changes to the conditions and the Exhibit "A" drawings and documents of the associated discretionary actions. This may require additional review time and costs.
2. No permits for work including demolition, grading, public improvement, or building construction will be issued until:
 - a) Final approval of the associated discretionary actions has occurred, and all appeal periods have ended;
 - b) The City has received the approved permit from the customer, duly notarized and signed by the owner(s); and
 - c) The City has received evidence that any subsequent approvals required by other Federal, State, or local agencies are obtained by the customer or owner(s).

Furthermore, the applicant certifies that said owner(s) acknowledges and accepts all responsibility for changes required to the submitted construction drawings and documents as a result of and to achieve consistency with the discretionary actions for the development. The customer acknowledges and accepts that the City assumes no responsibility for said changes and the impacts that result to the development as a result.

The applicant certifies that said owner acknowledges and accepts that plan review fees and deposits expended by City staff during the processing and review of the construction drawings and documents are non-refundable, and that additional fees or deposits may be required if additional staff review of these drawings and documents are necessary to reflect the final design of the development as approved in the corresponding discretionary actions.

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Additionally, if a ministerial project manager is required, the applicant certifies that said owner(s) acknowledges and accepts the optional enhanced service of ministerial project management. The ministerial project manager will be the central point of contact for the applicant and will assist the applicant with complex scheduling issues and coordination between City staff reviewers. This service requires a separate deposit into a Trust Fund account with an initial \$2,000 deposit (unless modified by the Project Manager, depending on the complexity of the project). This initial deposit is drawn against to pay for the management of the ministerial project review.

Owner Name (Please Print):	
Applicant Name (Please Print):	
Applicant Signature	Date:

For City Use Only

Hearing Decision Date:	
Project Manager Name:	Project Manager Signature
<i>The following is required when no hearing/decision date is provided:</i>	
Discretionary Manager Name/Title:	Discretionary Manager Signature:
Ministerial Manager Name:	Ministerial Manager Signature:
Ministerial Project Manager Name:	

Visit [our web site](#).

Upon request, this information is available in alternative formats for persons with disabilities.

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