



City of San Diego
Development Services
Attn: Deposit Accounts
(619) 446-5000

Deposit Account/Financially Responsible Party

FORM
DS-3242
February 2020

| | | |
|---------------------------|---|--|
| Project Address/Location: | Project No.: <small>FOR CITY USE ONLY</small> | Internal Order No.: <small>FOR CITY USE ONLY</small> |
|---------------------------|---|--|

Approval Type: Check appropriate box for type of approval requested:

- ☐ Grading ☐ Public Right-of-Way ☐ Subdivision ☐ Neighborhood Use ☐ Coastal ☐ Neighborhood Development
☐ Site Development ☐ Planned Development ☐ Conditional Use ☐ Variance ☐ Vesting Tentative Map
☐ Tentative Map ☐ Map Waiver ☐ Other: _____

Is the project subject to a Reimbursement Agreement? ☐ No ☐ Yes

If yes, provide Reimbursement Agreement Application Project Number or Resolution/Ordinance No.: _____

Deposit Trust Fund Account Information: A deposit into a Trust Fund account with an initial deposit to pay for the review, inspection and/or project management services is required. The initial deposit is drawn against to pay for these services. The Financially Responsible Party will receive a monthly statement reflecting the charges made against the account, and an invoice when additional deposits are necessary to maintain a minimum balance. The payment of the invoice will be required in order to continue processing your project. At the end of the project, any remaining funds will be returned to the Financially Responsible Party.

FINANCIALLY RESPONSIBLE PARTY

| | | |
|-----------------|----------|-----------|
| Name/Firm Name: | Address: | E-mail: |
| City: | State: | Zip Code: |
| Telephone: | Fax No.: | |

Financially Responsible Party Declaration: I understand that City expenses may exceed the estimated advance deposit and, when requested by the City of San Diego, will provide additional funds to maintain a positive balance. Further, the sale or other disposition of the property does not relieve the individual or Company/Corporation of their obligation to maintain a positive balance in the trust account, unless the City of San Diego approves a Change of Responsible Party and transfer of funds. Should the account go into deficit, all City work may stop until the requested advance deposit is received.

☐ This is a continuation of existing Project No.: _____ Internal Order No.: _____

NOTE: Using an existing opened account may be allowed when:

1. Same location for both projects;
2. Same Financially Responsible Party;
3. Same decision process (Ministerial and discretionary projects may **not** be combined);
4. Same project manager is managing both projects; and
5. Preliminary Review results in a project application.

Please be advised: Billing statements cannot distinguish charges between two different projects.

Please Print Legibly.

Print Name: _____ Title: _____

Signature*: _____ Date: _____

***The name of the individual and the person who signs this declaration must be the same. If a corporation is listed, a corporate officer must sign the declaration (President, Vice-President, Chairman, Secretary or Treasurer).**

FOR CITY USE ONLY

☐ Engineering Inspections (*Public Works*)

Project Title: _____ Date Requested: _____ ☐ Discretionary Project (*DSD*)

☐ Other

☐ Keep **existing** Project No.: _____ as lead or ☐ Use **new** Project No.: _____ as lead MRB: \$ _____

ACCOUNT CLOSURE AUTHORIZATION

Date Requested: _____ ☐ Completed ☐ Inactive ☐ Withdrawn ☐ Collections

Print Name: _____ Signature: _____

Visit our web site at www.sandiego.gov/development-services.

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