



City of San Diego  
**Development Services**  
**Attn: Deposit Accounts**  
 1222 First Ave., MS-401  
 San Diego, CA 92101  
 (619) 446-5000

THE CITY OF SAN DIEGO

# Deposit Account/Financially Responsible Party

**FORM**  
**DS-3242**  
**AUGUST 2014**

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

Project Title: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Keep **existing** Project No.: \_\_\_\_\_ as lead    or     Use **new** Project No.: \_\_\_\_\_ as lead

**ACCOUNT CLOSURE AUTHORIZATION**

Date Requested: \_\_\_\_\_     Completed     Inactive     Withdrawn     Collections

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_