



## ECONOMIC & COMMUNITY DEVELOPMENT

Location: 220 Fourth Avenue S. Kent, WA 98032-5895

Permit Center: 253-856-5300

[www.KentWA.gov/permitcenter](http://www.KentWA.gov/permitcenter)

# AGREEMENT FOR PAYMENT FOR A PUBLIC HEARING PROCESSING CONDUCTED BY THE HEARING EXAMINER

AGREEMENT FOR FUTURE PAYMENT OF CHARGES & "BILL TO" FORM

**Please print in black ink only.**

Your permit application is a type that requires a public hearing, conducted by a Hearing Examiner who has been appointed by the Mayor. In addition to the permit fee for review and processing of your application, you are required to pay for the full cost of the public hearing. Since the cost of each hearing varies, the City requires that a deposit in the amount of \$3,300 be collected upon submittal of your application to cover the cost of the Hearing Examiner proceeding. The Hearing Examiner costs include hourly charges and associated expenses in preparing the decision, mailing fees, and publication costs. Any costs in excess of the deposit will be invoiced to the applicant after the hearing is held and actual charges are calculated. If the difference is less than the deposit amount, the applicant will be refunded the difference from the City.

I \_\_\_\_\_ (insert name), as applicant for the following submitted application number \_\_\_\_\_ (insert tracking number), acknowledge that under Kent's Fee Resolution the project applicant is responsible for 100% of the Hearing Examiner's costs related to the required public hearing.

With acceptance of this application by the City of Kent, I agree to pay in the future the Hearing Examiner hourly charges and associated expenses that exceed the deposit amount of \$3,300.00 within 30 days of the invoice date from the City.

My billing address is listed below and is the same as shown on the application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature

Date



For address changes: Notify Permit Center Manager (253)856-5300

For ownership changes: The new owner must provide the Permit Center Manager with the ownership transfer date before any billing information can be changed.

For billing liability changes: Contact the Permit Center Manager at (253)856-5300

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## Invoicing System

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This application requires a fee for general application processing and a \$3,300 deposit towards hearing examiner costs. The Hearing Examiner costs include hourly charges and associated expenses in preparing the decision, mailing fees, and publication costs. The Applicant will be invoiced for charges in excess of the deposit. A refund will be given for the difference in the event the actual costs are less than the deposit.

### **Fee Definition:**

An application fee is paid at submittal. The application is a type that requires a decision by the Hearing Examiner. An additional \$3,300 deposit is required at submittal. The Hearing Examiner's hourly charges and associated expenses in preparing the decision, mailing and publications costs are documented and the applicant is invoiced or refunded when the charges are determined.

### **Rates:**

Actual charge will vary by type, processing time and complexity of the permit/approval and therefore cannot be accurately estimated in advance.

### **Invoices:**

The City prepares and mails an invoice for the Hearing Examiner's hourly charges and associated expenses when the charges are determined. The invoices are mailed to the person indicated on the Future Payment Agreement and "Bill To" form.

### **Payments:**

Payments are due within 30 days of the invoice date. Payments may be made by cash, check or credit card. Make checks payable to the City of Kent and mail your payment with a copy of the invoice to:

**City of Kent Customer Services  
220 Fourth Avenue South  
Kent, WA 98032**

You may also make payments in person at the Customer Services Counter located on the first floor of the City of Kent Centennial building.

### **Inquires:**

For additional information regarding the invoice for the Hearing Examiner's hourly charges and associated expenses please contact the Hearing Examiner Clerk at (253)856-5454. Specific questions about the land use approval or permit process should be directed to the assigned Planner.

### **Owner/Address Changes:**

Notify the Permit Center Manager immediately if there is an ownership, address, or billing change for the project. If the original owner sells or otherwise transfers their interest in the project, they remain liable for charges associated with developments services which were incurred prior to the date the City was notified in writing that the fee responsibility has changed.

**Project Cancellations or Withdrawals:**

When an application or permit is cancelled in writing after the hearing examiner has begun but before the hearing examiner has completed the processing, the Planning Manager evaluates the charges incurred, and the applicant is invoiced for only the charges incurred

**Delinquent Payments:**

Failure to pay an invoice within 30 days of the due date can result in the following progression of actions:

**Review Discontinued:** If the City has not issued your permit or approval, or if there are post issuance revisions in process, we may suspend all review and processing of your application by any City department until your charge is paid. We may also suspend review on separate applications associated with the delinquent application.

**Permit or Land Use Approval Revoked:** If we have issued your permit or land use approval, we may revoke it. We may suspend work on any application associated with the revoked permit or land use approval until the invoice is paid. If construction has started, you will not receive final inspection (which is the approval to occupy the structure) until charges are paid.

**Collection:** We may refer the unpaid balance to our Legal Department of subsequently to a collection agency for collection. Collection fees in addition to the delinquent payment are due if the fee is sent to a collection agency.

**Code Reference:**

The fees are contained in Kent's Fee Resolution.