

## Designation of Financially Responsible Party

As stated in the Board-approved Ordinance, the County's Planning Department operates by recording actual costs against a deposit for grading and planning services. Thus, it is required that each permit or record maintained by Planning have a Financially Responsible Party (FRP) identified.

Per the County Ordinance, the FRP and the owner will receive all official communications regarding fiscal matters, including notices of low balances and additional requests for deposits and copies of permits. The FRP will also receive any refunds, if applicable. Once the FRP is identified, a confirmation notice will be sent in which the named FRP will have 10 days to notify the County of any errors. If the designation is contested, all work on the permit(s) may be stopped until this issue is resolved.

Permit / Record # (s)

Planned Communities Reimbursement Agreement (PCRA):  Y  N

Trust Account Name/Number: \_\_\_\_\_ (Associated for reference)\*

\*Automatic Trust Account Replenishment requires a separate form.

As the  Applicant  Owner  Contractor  Other (specify) \_\_\_\_\_, I designate the Financially Responsible Party to be: \_\_\_\_\_

Contact Person/Agent of this application to be: \_\_\_\_\_

Applicant\*  Owner  Contractor  Other\* \_\_\_\_\_

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

Company/Business Name: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Phone #: \_\_\_\_\_

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

PRINT NAME

SIGNATURE

DATE

County Use Only

New Application

Revision to Current Application

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Role Updated in APPS: \_\_\_\_\_

\*Any FRP other than the owner or a licensed contractor must have notarized authorization to complete any form on behalf of the owner or licensed contractor.