



# Acknowledgement of Obligation to Pay Hourly Billing Charges

This form is provided to inform you of the obligation to pay the hourly rate after initial comments are issued by the city for your development review application. Refer to the [Schedule of Fees](#) for the effective hourly rate.

I, \_\_\_\_\_  
(Print name of person responsible for payment)

as the "Applicant," am filing a Land Use Review or Technical Document Review application for property located at:

\_\_\_\_\_  
(Property address or location)

for the following development review services:

\_\_\_\_\_  
(Specific Application Types)

I understand that I will be obligated to pay hourly billing charges for Planning & Development Services reviewer services rendered following the initial city response (written comments) to the City of Boulder for this development review application and acknowledge the following:

1. I understand the city will not accept an application for processing unless the Applicant, as the designated person responsible for payment of development review services rendered, signs this Acknowledgement.
2. As the Applicant, I am responsible for paying all fees associated with this development review application, unless noted otherwise in the Billing Contact Information box below.
3. I understand any billing mailed to the Applicant, or Billing Contact below, at this address and not returned to the city shall be considered by the city as being received. I may change the billing person and/or address under this paragraph by providing written notification, by U.S. mail or hand delivery, of such change to the following address, or by calling the phone number listed on the Hourly Billing invoice:

**City of Boulder  
Planning & Development Services  
Park Central Building, 3rd Floor  
P.O. Box 791  
Boulder, CO 80306**

4. I understand the city has established, for some development review application types, a fee structure under Chapter 4-20, B.R.C. 1981, based upon an hourly rate for review services rendered. The hourly rate applies to P&DS reviewer services rendered following the initial city response (written comments). The fees in Section 4-20-43, "Development Application Fees," B.R.C. 1981, in place at the time such services

are rendered shall be the basis for the rates charged by the city. The billing rates in Chapter 4-20, B.R.C. 1981 may be amended from time to time by City Council.

5. I understand I will be billed every 30 days for P&DS reviewer services rendered in the previous 30-day billing cycle. I realize the city will stop its review of the application for failure to pay the fees when due. I understand that Section 2-2-10, "Delinquent Fees and Set-offs or Refunds Due," B.R.C. 1981, states that if any "payment is delinquent for a period of thirty (30) days or more, the city manager shall furnish no further services, other than services for which no specific fee is charged, to any person who owes such payment to the city, until such delinquent payment is made."
6. I understand that all fees associated with the application shall be paid in full before the city will take final action on the approval or denial of the application.
7. I understand that in the event of nonpayment of fees required to be paid by the Boulder Revised Code, in addition to all other remedies that it may have at law or equity the City may:
  - a. Suspend processing the application. This suspension may involve the postponement of scheduled Planning Board or City Council hearings or meetings.
  - b. Terminate the processing of any application which is declared to be withdrawn because of inactivity under the provisions of Section 9-2-6 (e), B.R.C. 1981.
  - c. Collect the monies due in a manner provided for in Section 2-2-12, "City Manager May Certify Taxes, Charges, and Assessments to County Treasurer for Collection," B.R.C. 1981.
8. I understand acceptance of the application for filing does not necessarily mean that the application is complete under the applicable requirements of the Boulder Revised Code. All city ordinances, regulations, codes, policies and procedures shall be applicable to the review, use and development of the property.

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**Applicant Signature**

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**Applicant Name (printed)**

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**Date**

**BILLING CONTACT INFORMATION (if different from applicant):**

<i>Name</i>		<i>Relation to Project</i>	
<i>Email Address</i>		<i>Phone Number</i>	
<i>Address</i>			
<i>City</i>		<i>State</i>	<i>Zip</i>

**Signature:** \_\_\_\_\_