



**LDS-02**  
**GRADING PERMIT PLAN CHECK**  
**PROCESSING DEPOSIT AGREEMENT**  
 LAND DEVELOPMENT SERVICES  
 800 South Victoria Avenue, Ventura, CA 93009  
 (805) 654-2030 | PWA\_LDServices@ventura.org

Permit No. \_\_\_\_\_



I, \_\_\_\_\_, hereby authorize the County of Ventura to plan check and process the above referenced Grading Permit in accordance with the *Latest Edition of the Ventura County Building Code* and *A Resolution of the Board of Supervisors of the County of Ventura Establishing Fees For Grading Permits And Grading Plan Review Pursuant To The Ventura County Building Code*, dated May 24, 2023.

I am depositing in U.S. dollars the amount of \$ \_\_\_\_\_ which is for the grading plan check as indicated in the Payment Option Plan which is to pay for the actual County staff time to plan check and process my grading permit request. **In making this deposit, I acknowledge and understand that the deposit may cover all or a portion of the total plan check and processing costs. I also understand that these costs apply even if the grading permit application is withdrawn or not approved.**

I further agree to the following terms and conditions of this Agreement:

1. Staff time from County of Ventura departments spent processing my grading permit plan check will be billed against this deposit using contract hourly rates. "Staff Time" may also include consultant fees if the County needs to have the project reviewed by consultants.
2. If plan check and processing costs exceed the available deposit, I will receive periodic invoices payable upon receipt. The County may suspend review of the Grading Permit until the invoices are paid.
3. If the total actual plan check and processing cost is less than the available deposit fee, the unused portion of the deposit will be applied toward the next required deposit or refunded to the applicant who signed this Agreement.
4. If the total actual plan check and processing cost is more than the deposit on file with the County of Ventura Public Works Agency, I agree to pay the difference according to the terms set by the Public Works Agency.
5. I may request a further breakdown or itemization of County invoices, but such a request is independent of the payment obligation and time frames. All requests must be received within 6 months of the charges being made.
6. Once the County completes the plan check phase for which the deposit is made, if additional plan check charges are anticipated to exceed the deposit the County may cease all work on the grading permit plan check until the applicant provides another deposit for the subsequent plan check phase, if applicable, which subsequent deposit shall be covered by the terms and conditions of this Agreement.

Dated: \_\_\_\_\_

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

Title \_\_\_\_\_

**Payment Option Plan**

Regular Grading	Deposit
1st Plan Check	<b>\$ 2,330.00</b>
2nd Plan Check	<b>\$ 1,380.00</b>
3rd and Subsequent Plan Check	<b>\$ 600.00</b>
Total	<b>\$ 4,310.00</b>

Engineered Grading	Deposit
1st Plan Check	<b>\$ 2,620.00</b>
2nd Plan Check	<b>\$ 1,550.00</b>
3rd and Subsequent Plan Check	<b>\$ 680.00</b>
Total	<b>\$ 4,850.00</b>