



**Planning & Building Department**  
3675 Mt. Diablo Boulevard, Suite 210  
Lafayette, CA 94549  
Tel. (925) 284-1976  
[www.ci.lafayette.ca.us](http://www.ci.lafayette.ca.us)

## **LOT LINE REVISION APPLICATION INSTRUCTIONS**

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### **GENERAL**

A lot line revision or adjustment is the reconfiguration of the boundaries between two or more existing adjacent parcels where the land taken from one parcel is added to an adjacent parcel and where a greater number of parcels than originally existed is not created. Government Code Section 66412(d), part of the Subdivision Map Act, allows the City to review the proposed lot line adjustment(s) and the resulting parcels for conformance with the City's General Plan, and zoning and building ordinances. The City may deny a lot line adjustment if the resulting parcels do not conform to the General Plan or zoning and building ordinances. In approving a lot line revision, the City may impose conditions or exactions (1) to conform to the General Plan and zoning and building ordinances, (2) to require the prepayment of real property taxes, and (3) to facilitate the relocation of existing utilities, infrastructure and easements. If approved, the lot line revision must be reflected in a recorded deed to actually transfer the property and to show the lot line revision in a chain of title. No tentative map, parcel map or final map is required.

### **PROCEDURES**

#### **Step 1 Pre-application**

Prior to filing an application for a lot line revision, the applicant should discuss their proposal with Planning Department staff. The applicant should be sure that all affected parties are aware of the proposed lot line revision and that issues related to utilities, drainage, easements, etc. are addressed.

#### **Step 2 Filing the Application**

The applicant should carefully complete the application and be sure that all submittal requirements and fees are provided. A staff planner will check the application for completeness. The completeness review will be completed within 30 days; the applicant will be notified if any additional information is required. Once an application is deemed complete, the lot line revision application will be scheduled for a hearing before the appropriate hearing authority. The application process usually takes three to six weeks after the application has been deemed complete.

#### **Step 3 Hearing Authority**

If, in the opinion of the Planning & Building Department manager the lot line adjustment is minor, the manager may waive the requirement for notice and public hearing and act on the application as the Zoning Administrator. A "minor lot line adjustment" is defined as the reconfiguration of boundaries between two parcels that are developed with single family residences and that, in both the before condition and the condition following a lot line adjustment, comply with the general plan and building and zoning ordinances. The manager in the exercise of discretion may defer action and refer the matter to the planning commission. In that case and in all other cases, the planning commission shall hold the public hearing and act on the application.

A notice of hearing will be mailed at least ten calendar days before the hearing to all owners of property contiguous to the subject property, and to the owners of other property that, in the opinion of the Planning & Building Department manager, is directly affected by the proposed project. At least ten calendar days before the hearing, notice of the hearing will be posted in at least three locations in the project vicinity. The applicant or a representative should be present at the hearing to make a presentation and answer questions. Any interested party may submit oral or written testimony. After close of testimony, the hearing authority may approve the lot line revision as submitted, approve it with conditions or deny it. Government Code Section 66412(d) limits the hearing authority's review to a determination of whether or not the parcels resulting from the lot line adjustment will conform to the General Plan and building and zoning ordinances.

#### **Step 4 Completion of the Lot Line Revision**

If the hearing authority approves the lot line revision, staff will complete a Certificate of Compliance and forward it to the City Engineer. Once the Certificate of Compliance is executed, it will be sent to the applicant along with an approval letter. The property owner(s) must prepare a deed or deeds to actually transfer the property and to show the lot line revision in a chain of title. The Certificate and approval letter must be recorded with Contra Costa County. Once the Certificate and deeds have been recorded, the property lines are officially changed.

No tentative map, parcel map or final map will be required. However, a record of survey must be performed as required by Business and Professions Code Section 8762 if discrepancies between field conditions and recorded maps are found. The hearing body may also require a record of survey if the parcels affected by the lot line adjustment are under common ownership. If the lot line adjustment affects parcels held in different ownership, the owners shall convey the requisite interests in the affected parcels in order to effect the lot line adjustment. If the lot line adjustment affects more than one parcel encumbered by a deed of trust, a mortgage, or a lien for a special assessment imposed by a special district, the deed of trust, mortgage or lien must be amended to reflect the new lot lines to prevent creation of an illegal lot should the lender foreclose.

#### **Step 5 Appeal of Decision**

The applicant or any other aggrieved party may appeal in writing the action of the hearing body to the next level of hearing authority within fourteen (14) calendar days following action. If the action is not appealed, the action is effective on the fifteenth day. The fee for an appeal is fifty percent (50%) of the application fee. The same notification provided for the original hearing will be repeated. The applicant should be present and any interested person(s) may submit testimony. After close of testimony, the hearing authority for the appeal will make a decision on the lot line revision, or if necessary, continue the matter to a date certain for future action.

#### **TIME AND PLACE OF MEETINGS**

- Zoning Administrator hearings: **first** and **third** Thursdays of each month, commencing at 2:00 p.m. at the City Offices, 3675 Mt. Diablo Boulevard, Suite 210.
- Planning Commission hearings: **first** and **third** Mondays of each month, commencing at 7:00 p.m. at the Lafayette Library and Learning Center, 3491 Mt. Diablo Boulevard in the Community Hall.

A calendar of adopted meeting dates is available at [www.lovelafayette.org](http://www.lovelafayette.org).

#### **EXPIRATION**

The Certificate of Compliance shall be recorded with the Contra Costa County Recorder's Office within one year from the date the lot line revision is approved or the approval expires.

**Exhibit "A"**

**Legal Description**

*Please attach the legal description for the property (metes and bounds) as configured after the lot line revision*

*Exhibits and legal descriptions must be prepared by a licensed land surveyor or registered civil engineer*

**Exhibit "B"**

**Plat Map**

*Lettering on this exhibit must be at least 1/8 inch in size for the County to microfilm.  
The exhibit may need to be split into two pages.*

Property Addresses: \_\_\_\_\_ Assessor's Parcel No.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepared By: \_\_\_\_\_ License Number: \_\_\_\_\_

**APPROVED BY**

[INSERT NAME], Planning & Building Director \_\_\_\_\_ Date: \_\_\_\_\_

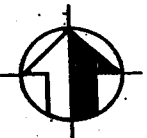
[INSERT NAME], City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

# Exhibit 'B-1' Plat Map

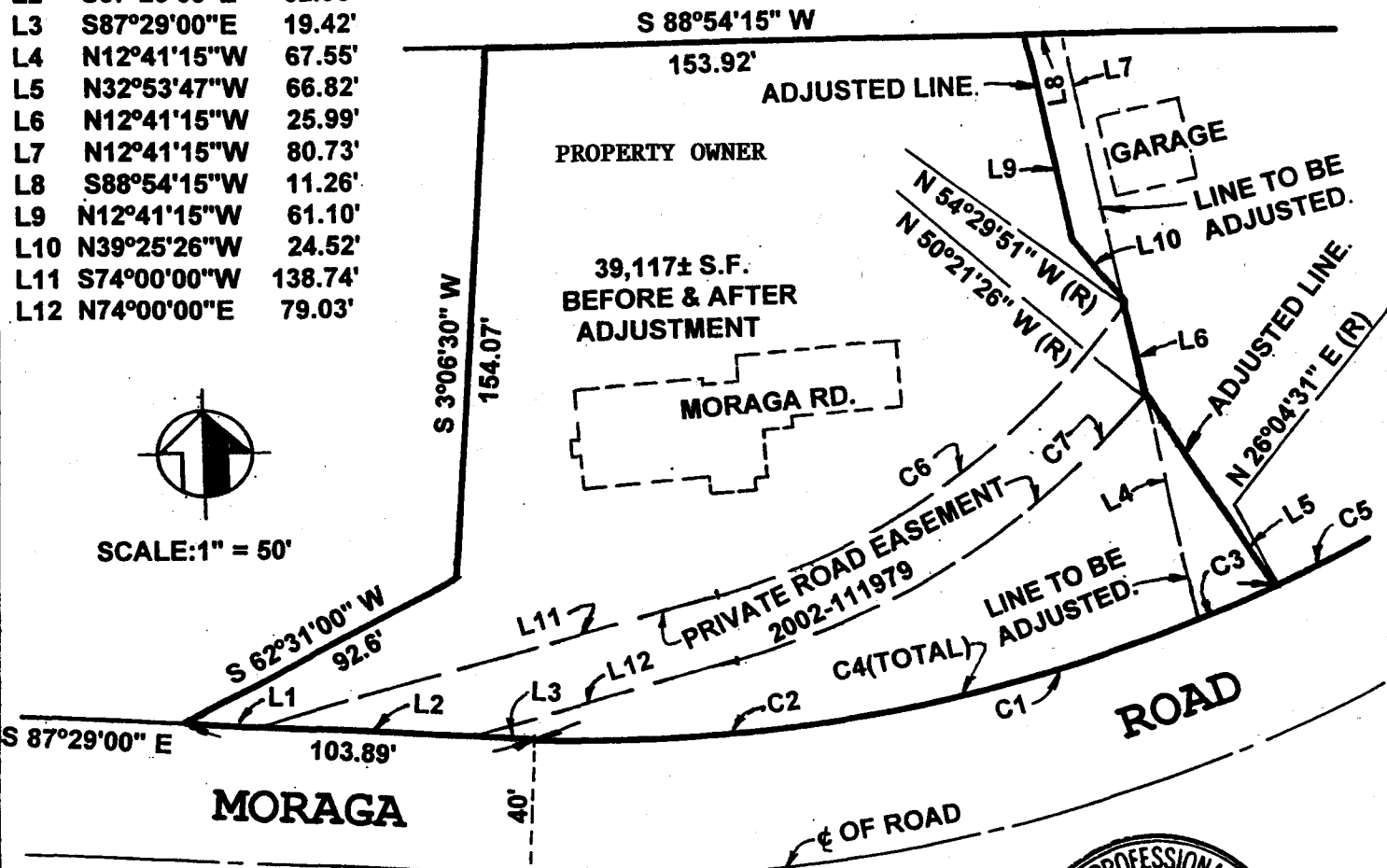
EXAMPLE

**LINE TABLE**

NO.	BEARING	DISTANCE
L1	S87°29'00"E	21.59'
L2	S87°29'00"E	62.98'
L3	S87°29'00"E	19.42'
L4	N12°41'15"W	67.55'
L5	N32°53'47"W	66.82'
L6	N12°41'15"W	25.99'
L7	N12°41'15"W	80.73'
L8	S88°54'15"W	11.26'
L9	N12°41'15"W	61.10'
L10	N39°25'26"W	24.52'
L11	S74°00'00"W	138.74'
L12	N74°00'00"E	79.03'

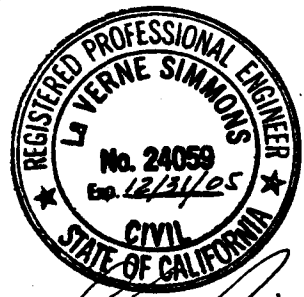


SCALE: 1" = 50'



**CURVE TABLE**

NO.	R	D	L
C1	437.50'	42°35'00"	325.16'
C2	437.50'	25°30'10"	194.73'
C3	437.50'	3°05'21"	23.59'
C4(T)	437.50'	28°35'31"	218.32'
C5	437.50'	13°59'29"	106.83'
C6	220.00'	38°39'51"	147.82'
C7	240.00'	34°21'26"	143.91'



*La Verne Simmons*  
SHEET 1 OF 2

Property Addresses: MORAGA ROAD Assessor's Parcel No: 240-010-001-8  
MORAGA ROAD 240-010-002-6

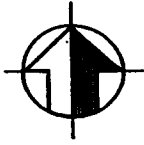
Prepared By: *La Verne Simmons* License Number: R.C.E. 24059  
**LAVERNE SIMMONS**

APPROVED BY

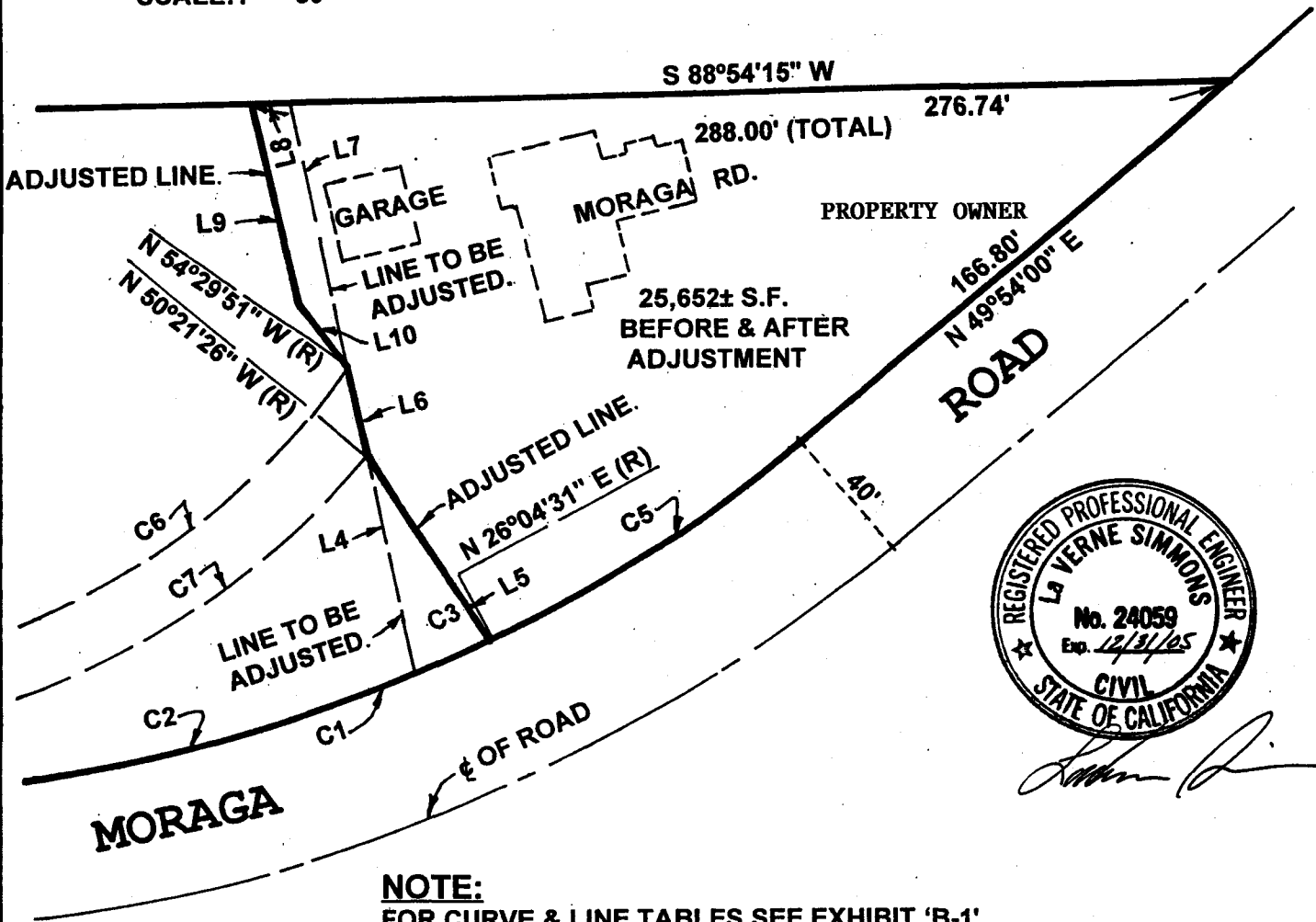
Niroop Srivatsa, Planning Services Manager: \_\_\_\_\_ Date: 7/29/02  
 Tony Coe, City Engineer: *Tony Coe* Date: 7/29/02

# Exhibit 'B-2' Plat Map

**EXAMPLE**



SCALE: 1" = 50'



**NOTE:**  
FOR CURVE & LINE TABLES SEE EXHIBIT 'B-1'

SHEET 2 OF 2

Property Addresses: MORAGA ROAD Assessor's Parcel No: 240-010-001-8  
MORAGA ROAD 240-010-002-6

Prepared By: *Laverne Simmons* License Number: R.C.E. 24059  
**LAVERNE SIMMONS**

**APPROVED BY**

Niroop Srivatsa, Planning Services Manager: \_\_\_\_\_ Date: 7/29/02  
 Tony Coe, City Engineer: \_\_\_\_\_ Date: 7/29/02

Permission to use exhibit granted by L. Simmons



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## **APPLICATION FOR LOT LINE REVISION SUBMITTAL REQUIREMENTS CHECKLIST**

For all lot line revision applications, one (1) reduced set (11" x 17") and one (1) electronic (PDF) set of plans on a CD or by email shall be submitted for initial review. Maps are to be prepared by a registered civil engineer or licensed land surveyor, accurately drawn to a convenient engineer's scale and dimensioned. Once Planning staff has reviewed the maps (within 30 days), the applicant will be notified of any necessary corrections, any additional submittals required, and the number and size of maps required for the review process. Once the lot line revision is approved, one or more 8½" by 11" plat maps will have to be prepared as exhibits for the certificate of compliance.

A signed copy of this checklist is required with each box checked affirming submittal of the required item(s). The application will not be accepted for processing unless all pertinent information listed in this checklist is provided. The reason for the absence of any required items must be acknowledged and substantiated in writing to the satisfaction of the Planning Services Manager or the application will not be accepted.

### **SUBMITTAL REQUIREMENTS**

- 1. Application form completed and signed by each property owner affected by the lot line revision request.
- 2. Required fee of \$\_\_\_\_\_. Make check payable to City of Lafayette.
- 3. A letter explaining the proposed adjustment and the reason(s) for requesting it. The letter should also include:
  - Site address and Assessor's parcel numbers for each property
  - Names, addresses and telephone numbers for each property owner
- 4. A letter from the current property owner of each affected parcel, authorizing the lot line revision. The letter(s) shall be signed by the property owner(s) and shall be notarized.
- 5. One copy of a preliminary title report not more than six (6) months old.
- 6. Two full-size and one reduced size (11" x 17") set of the proposed lot line revision showing:
  - North arrow, scale, graphic (bar) scale
  - Name of the property owner requesting the lot line revisions and the engineer
  - Site address and Assessor's parcel number (or name of subdivision and lot number)

- Date prepared
  - All affected properties before the adjustment
  - All affected properties as they would be after the proposed change
  - The metes and bounds of all property lines
  - Size of lots before and after adjustment
  - Location of improvements, drainage facilities, utilities, dedications, and easements
  - Location and dimensions of all existing structures with dimensions to all property lines
  - Relationship of affected parcels to each other, adjoining parcels, street center lines, rights-of-way lines, and fences
  - Full name of property owners of each lot affected
  - Assessor's parcel number of each lot affected
  - The date each owner took title of the land and the number and page of the Official Book of Records that recorded the conveyance.
7. Legal descriptions and closure calculations for each parcel after the lot line adjustment is made.
8. Two sets of photographs showing the general layout of the property and existing structures.
9. For each parcel located in the Hillside Overlay District and subject to the provisions of Chapter 6-20, Hillside Development, provide the average percent slope of the parcel(s) with supporting topographical maps. This calculation will be used by staff in determining lot area and density. **(THIS REQUIREMENT IS WAIVED FOR DEVELOPED LOTS THAT CURRENTLY CONFORM, OR AFTER THE ADJUSTMENT WILL CONFORM, TO THE MINIMUM LOT SIZE REQUIRED BY THE UNDERLYING ZONING DESIGNATION.)**
10. For undeveloped parcels located in the Hillside Overlay District and subject to the provisions of Chapter 20, Hillside Development, the following information is required:
- Identification of a suitable naturally contoured building site of thirty (30) percent or less slope on each parcel; a "naturally" contoured building site does not include a man-made site unless it was created through a permit process before January 1, 1988. (See Section 6-2044, LMC, for process to determine percent slope.)
  - A conceptual siting, massing and design study for the identified building sites with 30 percent or less slope that are less than 15,000 square feet in size
  - Circulation plans for each vehicular and pedestrian way
  - Location, dimensions and quantity of proposed covered and uncovered parking facilities and driveways
  - Existing drainage facilities including swales, creeks, drainage ditches, discharge facilities, catch basins, and subsurface drainage pipes (closed and open), within the affected properties
  - Surveyed locations of each tree having a trunk of 4 or more inches in diameter at 4'6" above grade and within 100 feet of proposed access roads and building sites



- 11. The Planning Commission may grant an exception to the requirement that the building site must be 30 percent or less slope (see #10, above) if it finds that the application of the 30 percent maximum slope requirement would deprive the property of economically viable use. If the applicant will be seeking this exception, the following information must be provided.
  - Explain how restricting construction and development to a naturally contoured building site of 30 percent or less slope would deprive the property of economically viable use.
  - Describe how the proposed density does not exceed the density permitted by the underlying zoning district or the slope density formula (Section 6-2043A), whichever is less.
- 12. Additional information required by the Planning and Building Services Manager.

SIGNATURE OF PREPARER: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT FULL NAME: \_\_\_\_\_



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## STANDARD APPLICATION FORM

### PROJECT INFORMATION

<b>Project Address / Location</b>		<b>Assessor's Parcel Number (APN)</b>	<b>Zoning District</b>	<b>Flood Zone</b>
<b>General Plan Designation</b>	<b>Parcel Size (sq.ft.)</b>	<b>Grading: Cut (cu.yds.)</b>	<b>Grading: Fill (cu.yds.)</b>	
<b>Existing Gross Floor Area (sq.ft.)</b>	<b>Existing Building Footprint (sq.ft.)</b>	<b>Existing Impervious Surface (sq.ft.)</b>	<b>Existing # Parking Spaces (sq.ft.)</b>	
<b>Proposed Gross Floor Area (sq.ft.)</b>	<b>Proposed Building Footprint (sq.ft.)</b>	<b>Proposed Impervious Surface (sq.ft.)</b>	<b>Proposed # Parking Spaces (sq.ft.)</b>	

**Existing Land Use**  
 Single-Family Residential  
 Multi-Family Residential  
 Commercial  
 Office  
 Vacant  
 Other (specify) \_\_\_\_\_

**Proposed Land Use**  
 Single-Family Residential  
 Multi-Family Residential  
 Commercial  
 Office  
 Vacant  
 Other (specify) \_\_\_\_\_

### APPLICANT INFORMATION

### OWNER INFORMATION

<b>Applicant Name</b>				<b>Owner Name</b>			
<b>Applicant Address</b>				<b>Owner Address</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>		<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Phone</b> ( ) -	<b>Fax</b> ( ) -			<b>Phone</b> ( ) -	<b>Fax</b> ( ) -		
<b>Cell</b> ( ) -	<b>Email (for official use only)</b>			<b>Cell</b> ( ) -	<b>Email (for official use only)</b>		

### CHECK ALL APPLICABLE REQUESTS

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 15-Degree Declination Exception | <input type="checkbox"/> Land Use Permit                      | <input type="checkbox"/> Second Unit Permit                        |
| <input type="checkbox"/> Address Assignment / Change     | <input type="checkbox"/> Lot Line Revision                    | <input type="checkbox"/> Senior Housing Permit                     |
| <input type="checkbox"/> Appeal (App. # _____)           | <input type="checkbox"/> Major Subdivision / Tract (≥ 5 lots) | <input type="checkbox"/> Sign Permit                               |
| <input type="checkbox"/> Certificate of Compliance       | <input type="checkbox"/> Minor Subdivision (4 lots or fewer)  | <input type="checkbox"/> Study Session                             |
| <input type="checkbox"/> Change of Conditions            | <input type="checkbox"/> Public Art Permit                    | <input type="checkbox"/> Temporary Land Use Permit                 |
| <input type="checkbox"/> Design Review                   | <input type="checkbox"/> Reasonable Accommodation             | <input type="checkbox"/> Tree Removal Permit                       |
| <input type="checkbox"/> Family Day Care                 | <input type="checkbox"/> Reconsideration (App. # _____)       | <input type="checkbox"/> Variance / Exception                      |
| <input type="checkbox"/> General Plan Amendment          | <input type="checkbox"/> Re-Zone Property                     | <input type="checkbox"/> Wireless Communications Facilities Permit |
| <input type="checkbox"/> Grading Permit (≥ 50 cu. yds.)  | <input type="checkbox"/> Ridgeline Setback Exception          | <input type="checkbox"/> Zoning Text Amendment                     |
| <input type="checkbox"/> Hillside Development Permit     | <input type="checkbox"/> Right-of-Way Abandonment             | <input type="checkbox"/> Other _____                               |

### OWNER / AGENT STATEMENT

**Property Owner Consent** – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application. I hereby grant permission to access the property to individuals involved in the processing of the subject application(s). I agree to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application. In the event the City becomes aware of any such Actions, the City shall promptly notify me and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and I shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.

X

\_\_\_\_\_  
 Signature and Date

# Standard Application Form

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**Planning & Building Department**

3675 Mt. Diablo Boulevard, Suite 210

Lafayette, CA 94549

Tel. (925)- 284-1976

[www.ci.lafayette.ca.us](http://www.ci.lafayette.ca.us)

**APPLICATION FOR LOT LINE REVISION**

APPLICANT: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**COMPLETE THE FOLLOWING FOR EACH PROPERTY AFFECTED BY THE LOT LINE REQUEST**

Use additional sheets if necessary

**LOT A** Address: \_\_\_\_\_ Parcel No. \_\_\_\_\_

Legal Owner: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Zoning District: \_\_\_\_\_

Date Title Taken: \_\_\_\_\_ Official Records of Contra Costa County, Book \_\_\_\_\_ Page \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**LOT B** Address: \_\_\_\_\_ Parcel No. \_\_\_\_\_

Legal Owner: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Zoning District: \_\_\_\_\_

Date Title Taken: \_\_\_\_\_ Official Records of Contra Costa County, Book \_\_\_\_\_ Page \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**LOT C** Address: \_\_\_\_\_ Parcel No. \_\_\_\_\_

Legal Owner: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Zoning District: \_\_\_\_\_

Date Title Taken: \_\_\_\_\_ Official Records of Contra Costa County, Book \_\_\_\_\_ Page \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**IN GRANTING APPROVAL FOR THIS APPLICATION, A NUMBER OF FINDINGS MUST BE MADE.  
PLEASE RESPOND TO EACH STATEMENT LISTED ON THE FOLLOWING PAGE.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**In order to approve a lot line revision, the hearing body must make each of the following findings per Section 6-2408, Lafayette Municipal Code (LMC). Please respond to each of the following statements.**

- A. Explain how, in the after-approved condition, each parcel subject to Chapter 6-20, Hillside Regulations, meets the following.
1. Has a suitable naturally contoured building site of thirty (30) percent or less slope. A “naturally” contoured building site does not include a man-made site unless it was created through a permit process before January 1, 1988. The percent slope of the building site is determined by section 6-2044, LMC.
  2. How each structure within the defined building site, including access facilities such as a parking apron or required fire equipment turn-around, will be sited so as to require minimal grading and to preserve the natural features of the site such as swales, rock outcroppings and vegetation.
  3. How all construction will take place within the designated 30 percent slope area (building site). For the purpose of this finding only, “construction” does not include (1) an access road or driveway (not parking area) designed to require minimum grading and (2) ancillary structures, such as a deck supported by posts or cantilevered, where the natural grade is undisturbed.
  4. Demonstrate that the 30 percent slope area is of reasonably regular configuration.
  5. Demonstrate how each a structure placed within the building site required by item 1, above, will be located away from a prominent location such as a ridgeline, hilltop, knoll or open slope and will be substantially concealed by vegetation or existing terrain when viewed from lower elevations from publicly owned property (including freeways, roadways, open space, parks and trails).
- B. Explain how each affected parcel has adequate emergency vehicle access.
- C. Explain how, in the after-approved condition, each affected parcel complies with the general plan and zoning and building ordinances.
- D. Identify all conditions of development previously imposed by the City on any portion of the subject parcel and explain how, in the after-approved condition, each affected parcel does not violate any of these conditions.

**City of Lafayette  
Planning & Building Department**

**AGREEMENT TO PAY FOR CITY SERVICES**

**Complete and submit this form with the development application.**

In consideration for the City providing the services described in this Agreement, the undersigned agrees as follows:

1. The City services requested relate to development application number \_\_\_\_\_, property in the City of Lafayette located at \_\_\_\_\_, assessor's parcel number \_\_\_\_\_.
2. This Agreement is for services and fees that are in addition to the planning fees paid upon the filing of the referenced development application. I agree to pay for the additional charges imposed by the City for staff time spent processing the application based upon an hourly rate established by resolution of the City Council. These services include but are not limited to City staff time spent for engineering and other City administrative services regarding the application. In addition, I agree to pay for services of consultants retained by the City and required by it in connection with the development application at the hourly rate charged by each consultant to the City. These services include but are not limited to legal, landscaping, traffic engineering and environmental services.
3. The City will bill for the services performed under this Agreement upon a monthly or other periodic basis. If at any time the balance due exceeds \$500.00, the City may cease processing the application, prepare a recommendation for taking action on the application and present the application to the appropriate hearing body for final action.
4. The development application account will remain open until it is paid in full. Final payment in full is due as follows:
  - a. In the case of a subdivision, upon release of the final improvement bond or when conditions of approval are satisfied, which ever is later in time;
  - b. In the case of all other applications, when the City authorizes Contra Costa County to issue final building inspection clearance or when work for which a permit is issued is completed;
  - c. If an application is denied, upon expiration of the appeal period or upon a final decision on appeal;
  - d. If an application is withdrawn, when all remaining staff work on the application is completed;
  - e. Upon the expiration of 12 consecutive months during which there was no activity on the application.
5. The undersigned is responsible for the payment of the costs and charges involved with the application even though the property or project is sold or assigned to another party. If the undersigned desires to transfer payment responsibility to another, it is the undersigned's responsibility to have this Agreement replaced by a new agreement with the responsible party. Any outstanding balance must be paid before the City will accept a replacement agreement.
6. The undersigned agrees to advise the City in writing of any change to their billing address and represents that (s)he is the party responsible for payment of the costs or any other obligations incurred under this Agreement.
7. The undersigned agrees to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application or Agreement. In the event the City becomes aware of any such Actions, the City shall promptly notify the undersigned and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and the undersigned shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.

PRINT NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

DATE \_\_\_\_\_

NOTE: THIS DOCUMENT IS NOT TRANSFERABLE • ORIGINAL TO FINANCE •  COPY TO APPLICANT •  COPY TO APPLICATION FILE

APPLICATION NO. \_\_\_\_\_

FOR OFFICIAL USE ONLY

ACCOUNT NO. \_\_\_\_\_

# Agreement for City Services

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