



City of Rochester, NH
AGREEMENT
For Payment of Construction Inspection Fees
(for site work and infrastructure)

Project name: _____

Case #: _____

The payment will cover the cost for inspecting the site work and infrastructure for the project, including, but not limited to, roads, travel ways, sidewalks, utilities, drainage structures, and erosion and sedimentation control structures. Inspections are carried out by the City of Rochester Public Works Department or by an outside contractor hired by the City to conduct the inspections. Inspections are billed at an hourly rate as determined by the Planning Board. The current rate is \$90/hour. This form must be signed by the applicant/developer **and/or** the agent.

I hereby acknowledge that as applicant for/developer of the above referenced project (or as agent representing the applicant) I am responsible for the payment of all fees to cover inspections of this project, including the costs for any testing or additional permitting which the City must pay for. I agree to pay all such fees when due and payable. I also agree that in the event that my initial escrow deposit and any subsequent payments are not sufficient to cover the ongoing or the final costs of the inspections, I will pay all outstanding fees upon request or add funds to the deposit, as appropriate. It is understood that if my payments are not current, the City of Rochester retains the right to suspend the inspections, in which case, a) issuance of any certificate of occupancy or other City permits/approvals may be delayed; and b) the Public Works Department may recommend that any infrastructure intended for eventual City ownership not be accepted by the City Council.

If signed below exclusively by the agent, I attest that I am duly authorized to act in this capacity, and acknowledge that if the applicant/developer does not pay the fees discussed above, I shall be responsible for that payment.

Signature of applicant/developer: _____

Date: _____

Signature of agent: _____

Date: _____

(over)

[Office use only. Deposit made? _____ Date: _____ Amount: _____ Form: _____]

Procedure for Inspections (for site work and infrastructure)

Set-up Procedure:

1. Project is approved by the Planning Board with condition for inspections.
2. Applicant requests from City Engineer cost estimate for inspections.
3. City Engineer determines hourly cost figure, estimates total cost, and informs Applicant and Chief Planner.
4. Applicant signs Agreement for Payment of Inspection Fees (may be done sooner, as well).
5. Applicant submits deposit in form of check or cash to the Planning Department.
6. The City sets up the deposit account:
 - a. Planning Secretary II submits memo and deposit to Finance Office.
 - b. Finance Office creates individual deposit account.
 - c. Planning Secretary II sets up deposit file.

Inspection and Release Procedure:

1. Public Works (or its agent) conducts inspections at its discretion. Travel time and administrative tasks directly attributable to the inspections are chargeable.
2. Public Works (or its agent) performs inspection, keeping a log of date, time spent, what was inspected, and observations.
3. Copies of individually signed log sheet are submitted to the Secretary II monthly.
4. Reimbursement is made from the City account:
 - a. A memo is sent to the Finance Department requesting amount to be released.
 - b. Copies of logs are stapled to request and placed in appropriate Planning file.
5. Reimbursement from account held by financial institution: A letter is written to the institution requesting the amount to be released by either the City Engineer or Planning Director.