

CITY OF MORRIS BUILDING AND ZONING OFFICE
Bill Martin
700 N. Division Street
Morris, IL 60450
Phone: 815-942-1855

FILE NUMBER: _____

POLICY FOR REIMBURSEMENT OF COSTS AND PROFESSIONAL FEES

The following firm, representative, agent or individual does hereby state that it has been fully disclosed to said party that in order for the City of Morris to properly review and evaluate requests for Site Plan Review, Subdividing, Planned Unit Development, Zoning, Rezoning, Annexation, Conditional Permitted Use and Variances, it must necessarily utilize and engage the services of engineering, planning, legal and other professional consultants. ***The Undersigned hereby agrees to pay to the City of Morris, either by reimbursement or directly to the professionals providing services, the reasonable fees incurred by the City for such services pertaining to the request of the undersigned for such Site Plan Review, Subdividing, Planned Unit Development, Zoning, Rezoning, Annexation, Conditional Permitted Use or Variance. It is further understood and agreed that all invoices for such services (over and above the Retainer Fee amount) shall be paid promptly when submitted, but not later than 30 days, and that the obligation to reimburse the City or pay the professionals providing said services directly is binding whether or not a Site Plan, Subdivision, Planned Unit Development, Zoning, Rezoning, Annexation Conditional Permitted Use or Variance is in fact approved.***

(PLEASE PRINT)

DATE: _____

APPLICANT NAME: _____

FIRM NAME: _____

ADDRESS: _____

INVOICE/REFUND NAME AND ADDRESS: _____

PHONE: _____

PROJECT: _____

PROJECT ADDRESS: _____

EMAIL ADDRESS: _____

APPLICANT SIGNATURE: _____