



Town of Cross Roads
1401 FM 424
Cross Roads, Texas 76227

PROFESSIONAL SERVICES DEPOSIT PROCESS

All submissions requiring the services of the Town Civil Engineer and/or the Town Attorney, including, but not limited to Platting and Planned Development Applications, will be required to place a \$1000 Professional Services Deposit at the time of project submission per Town of Cross Roads Code of Ordinances, Chapter 10, Article 9 FILING FEES AND CHARGES:

Sec. 10.09.001 Fee structure

- d) The town may also assess against the applicant, developer or subdivider additional costs incurred by the town for engineering fees and legal fees associated with the review and consideration of a plat in the amount incurred by the town. The payment of these additional fees shall be a condition of plat approval or a prerequisite to the acceptance of any improvements or the issuance of any building permits.

Sec. 10.09.002 Procedure

All fees or charges shall be paid in advance and no action of the planning and zoning commission or any other board or agency shall be valid until the fee or charge has been paid to the town.

Beginning January 2015, Applicants will be billed quarterly for any professional services incurred in the previous quarter. The professional services deposit made at time of submission will remain at a balance of \$1000 and will be used towards the last invoice incurred for the project. Applicant will be billed if last invoice exceeds the Professional Services Deposit. Any remaining balance upon project and invoice completion will be refunded to the applicant.

The Town has audited its Professional Services Deposits and are asking that each applicant pay any and all charges incurred thus far and bring their Professional Services up to the required \$1000 balance.

Enclosed is your Professional Services Statement.

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Susan Zambrano
Director of Finance
Town of Cross Roads