

CITY OF SOUTHFIELD

Cost Recovery for Advertising, Public Notice, and Administrative Review

Applicants seeking incentives from the City of Southfield shall be responsible for reimbursing the City for direct costs associated with required advertising, publication, mailed notices, public hearing notices, legal notices, recording, legal review, third-party financial review, fiscal analysis, and other administrative costs related to processing the request. The City may require an initial deposit before scheduling public hearings or publishing notices. An initial fee of \$2,500 payable to the City of Southfield, will be due upon application submittal.

Applicant agrees to reimburse City costs	☐ Yes ☐ No
Requested treatment of cost recovery	☐ Reimbursement after invoice ☐ Deposit/escrow ☐ Other: _____
Proposed initial deposit amount	\$ _____
Billing contact for reimbursement invoices	_____
Billing email address	_____
Purchase order number, if applicable	_____

Cost Recovery Acknowledgment

By signing below, the applicant acknowledges that City review costs and legally required notice/advertising costs may be due regardless of whether the requested incentive is ultimately approved.

Authorized Signature	_____
Printed Name and Title	_____
Date	_____