

Subject: Invoice for Application Review and Approval Fee – Immediate Action Required
To: [REDACTED]

KERN COUNTY PUBLIC WORKS- PLANNING COMMISSION
[2700 "M" Street, Suite 400, Bakersfield,](#)
[CA 93301](#)

Dear [REDACTED]

I hope this message finds you well.

We are writing to inform you that in order to proceed with the review and approval of your application for **Residential Grading for Future SFR, ADU & Guest Quarters**, the associated **Application Review and Approval Fee** must be settled promptly. Please find the attached invoice for your reference.

Staff have thoroughly reviewed your application and have recommended approval. To streamline the approval process, it is essential that this invoice is settled in full. The fee covers several critical aspects necessary for the comprehensive management and approval of your application, including but not limited to the following:

- **Application Management:** Ensures that all required documentation is processed and handled efficiently, facilitating a smooth review process.
- **Review and Approval:** Covers the time and resources allocated to thoroughly evaluating the details of your grading project, ensuring compliance with all regulations and guidelines.
- **Site Visits:** This fee contributes to the costs associated with conducting any necessary site visits to assess the proposed grading and its impact on the surrounding area.
- **Public Hearings:** Supports the organization and hosting of any required public hearings or community consultations that may be necessary for this application.
- **Technological Maintenance:** Covers the upkeep of systems used for application processing, data management, and communication throughout the review process.
- **Infrastructural Compensation:** Ensures that the required improvements or modifications to local infrastructure, such as drainage and access roads, are adequately planned and addressed.

For the project to proceed without delay and to keep the approval process on track, the invoice must be settled promptly. Below are the next steps to ensure swift processing:

Next Steps:

1. **Reply to this email** to request the wire instructions for settling the invoice.
2. **Settle the invoice** using the wire instructions that will be provided upon your request.
3. **Return the payment receipt** to this email for confirmation once the payment has been made.

Please note that **all correspondence related to this application must be conducted via email**. This ensures proper documentation for auditing purposes and inclusion in the upcoming review agenda.

If you have any questions or require further assistance regarding the payment process, do not hesitate to reach out. We are happy to support you in facilitating a smooth and efficient approval process.

Thank you for your prompt attention to this matter. We look forward to receiving your payment and moving forward with the approval of your application.

Sincerely,
Director,
Joshua Champlin, P.E.

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