



August 16, 2021

City of Port Townsend
Planning Department
Wayne Fitch | Permit Tech
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250 Madison St. Suite 3, Port Townsend, WA 98368
P: (360) 344-3057

Wayne,

Please find attached the Montebanc Management Check Draft #1106, totaling \$18,000, for required payment of the Preliminary Plat PUD Application Submittal for Madrona Ridge.

We were instructed in the city pre application meeting report, that the estimated fees due at submittal for this subdivision would be \$7,013.28 plus \$50 per lot ($167 \times \$50 = \$8,350$) This total amount is \$15,363.28 to accompany the application.

We wanted to make sure we provided not only the correct amount due for the submittal, but potentially establish a credit amount for any additional staff billable time beyond the 76 hours included in the above referenced fees. Therefore, as you will note, we increased the amount of the enclosed submittal check by \$2,636.72.

Please keep the appropriate left-over balance as a credit on the applicants account for future billing. If for any reason the City does not have a mechanism for this type of credit transaction, then simply refund any balance after calculation of the total amount needed for submittal for this application.

Thank you for your time and consideration. Should you have any questions, please contact me.

Best Regards,


Paul DeVenzio
Montebanc Management, LLC
(206) 391-8366