



Dear Potential Gate Fee Customer,

This is in response to your request to open a Gate Fee Account with the Kern County Public Works Department. Please find attached the form necessary to complete the process. These forms must be completed and returned to our department before your request will be considered.

The review process includes a review of your credit rating and all references on the application forms. We ask that you please allow seven to ten business days for this review to be completed. We will notify you of our decision to approve or decline your request upon completion of the review process.

Upon approval, we will assign your company a gate fee account code and a credit limit. The credit limit will be based upon estimated tonnage to be disposed of and, if necessary, financial consideration from the credit report and references. Your credit limit serves as a safeguard to your business and the people of Kern County by limiting abuses or unauthorized use of the account.

If you have the need to hire a contract hauler and would like to allow them to charge to your account, the following requirements apply.

- Provide the hauler a "Letter of Authorization" on your company's letterhead. Include the date, account code, hauler name, landfill to be used and the date(s) you authorize the hauler to use the account or a specified number of loads allowed.
- Your letter must be signed by an individual authorized to accept the charges to the gate fee account.
- The hauler must present the letter to the gate attendant at the landfill.

According to the County of Kern, Board of Supervisors, Resolution No. 93-313 (Exhibit A), Gate Fee Accounts are invoiced on the eighth of each month and become delinquent 30 days after that date. Use of this account constitutes acceptance of the terms of the Gate Fee Agreement and amendments to the Agreement that may occur. Please read the terms of the attached agreement carefully to avoid confusion or costly penalties.

If you have any questions, please contact the Public Works Accounts Receivable Section at (661) 862-8982.

You can email, fax or mail your completed applications along with a W-9 to:

Kern County Public Works Department
Attn: Accounts Receivables
2700 "M" Street, Ste. 500
Fax: (661) 862-8905

Sincerely,
Joshua Champlin, Director

**COUNTY OF KERN
PUBLIC WORKS DEPARTMENT**

REQUEST FOR GATE FEE ACCOUNT

Business Name: _____ Tax ID# _____
Site Address: _____ Phone # _____
Billing Address: _____ (if different from site address)
City: _____ State: _____ Zip: _____
Name of Contact Person handling your account: _____
Phone Number of Contact person: _____
Email Address: _____ FAX #: _____

Number of years in business: _____ Type of Organization: _____

INDIVIDUAL PARTNERSHIP CORPORATION

If INDIVIDUAL:
BUSINESS OWNER NAME _____
Social Security Number _____

If PARTNERSHIP, List all Partners:
General Partner: _____ SSN# _____
Address: _____ City _____ State _____ ZIP _____
General Partner: _____ SSN# _____
Address: _____ City _____ State _____ ZIP _____

TRADE REFERENCES:

Name: _____ Phone# _____ FAX# _____
Address: _____ City _____ State _____ ZIP _____
Name: _____ Phone# _____ FAX# _____
Address: _____ City _____ State _____ ZIP _____
Name: _____ Phone# _____ FAX# _____
Address: _____ City _____ State _____ ZIP _____

BANK REFERENCES:

Name: _____
Branch Address: _____

COUNTY OF KERN
PUBLIC WORKS DEPARTMENT

The individual or company for whom this application is made agrees to pay all charges accrued in accordance with those County Regulations governing the use of said accounts in effect at the time the charges are assessed. The applicant acknowledges that deferred payment is a privilege which may be revoked by the Public Works Director or their designated authority for nonpayment of charges and agrees to comply with the following conditions:

1. **All delinquent accounts will be charged a late fee of 1.5%** of the principal unpaid balance per month as liquidated damages. *Payment not received within 30 days after a statement date will be considered delinquent and deferred payment privileges may be suspended on that date.*

2. In the event that legal proceedings are instituted to collect this note or any part thereof, the account holder promises to pay additional sums as the court may adjudge reasonable, such as attorneys' fees in such proceedings.

The undersigned certifies that this application is true, complete and correct to the best of his or her knowledge and belief. Furthermore, if this application is made on behalf of a partnership or corporation, the undersigned certifies that he or she is authorized to establish the gate fee account on behalf of such partnership or a corporation.

Authorized Signature/Title

Date

**COUNTY OF KERN
PUBLIC WORKS DEPARTMENT**

**Please provide the following to complete the application.

1. Business Type: _____

2. Job Site/Location(s): _____

3. Types of material to be disposed: _____

4. Estimated tonnage per month: _____

(Will be used to establish your credit limit)

5. Are you a self hauler? YES NO

If **NO**: Name of hauler: _____

**COUNTY OF KERN
PUBLIC WORKS DEPARTMENT**

AUTHORIZATION TO RELEASE INFORMATION

AUTHORIZATION: I authorize the release of information from each and all of the banking and credit references listed and any other source to the Kern County Public Works Accounting Department and their Auditors and agreed to hold harmless each and all of the banking and credit references listed. This information is to be considered confidential.

SIGNATURE _____

PRINT or TYPE SIGNOR'S NAME _____

COMPANY/APPLICANT _____

DATE _____ SOCIAL SECURITY NO. _____

TAX IDENTIFICATION NUMBER _____

Please provide a current W-9 that matches the Tax Identification number entered on Pages 2 & 5 of the Request for Gate Fee Account Application, as we cannot process your application without a W-9.

**County of Kern
Board of Supervisors
Resolution No. 93-313**

Gate Fee Payment Options

1. Each of the terms used herein shall be defined as it was defined in Kern County Ordinance No. 5940.
2. Persons disposing of non-residential solid waste at Kern County (“County”) waste facilities shall pay the required gate fees prior to waste disposal or shall have made payment arrangements with the Department in accordance with Kern County Ordinance No. 5940 or the gate fee payment options set forth herein.
3. County shall accept cash as payment of gate fees.
4. County may also accept business checks, personal checks, money orders and cashier’s checks as payment for gate fees. In the event a check is offered as payment for gate fees, the Director of the County Public Works Department (“Director”) may obtain approval from a check verification service before a check is accepted. The Director may refuse to accept checks that are not approved by the check verification service.
5. Any person that disposes waste at a County waste facility and is subject to payment of gate fees, may apply for a gate fee account with the Public Works Department (“Department”). Any person applying for a gate fee account shall complete the Department’s gate fee application and an authorization for a credit check. The completed application and credit check authorization must be delivered to the Department. The Director may determine if a person is qualified to dispose of waste on credit, based on that person’s credit history and the amount of waste that person plans to dispose at County waste facilities. The Director may deny credit to unqualified applicants or set appropriate credit limits. No credit shall be extended prior to the Director’s approval of the gate fee account application. Gate fee account procedures shall be as follows:
 - a. The Department may send a monthly statement of gate fees charged to each person with a gate fee account. The statement will indicate the amount due the County. Statements shall be due as of the statement date.
 - b. Persons with a gate fee account, that have not received a statement by the 15th of any month, may call the Department to verify their account’s activity for the previous month.
 - c. All payments on gate fee accounts shall be made payable to the “County of Kern – Solid Waste Enterprise Fund” and shall be mailed or delivered to the address indicated on the statement.
 - d. Any statement for a fee charged to any person in accordance with this resolution shall become delinquent thirty (30) days after the statement date.

- e. Upon delinquency, the account privileges of the person with the gate fee account shall become suspended and no additional charges may be made to that account until the delinquent amount due has been paid.
 - f. Upon delinquency, a penalty in the amount of one and one half (1.5%) of the delinquent amount shall be added to the account per month.
 - g. Partial payments may be made and shall be accepted, but partial payments shall not remove a gate fee account from a delinquent or suspended status.
 - h. Suspended gate fee account privileges may be reinstated upon the receipt by the Department of full payment of all monies due and the approval of the Director.
 - i. If the Director determines at any time that any person holding a gate fee account has allowed the gate fee account privileges of that person to remain suspended for a period of thirty (30) days or has had two (2) suspensions in any twelve (12) month period, the Director may revoke the gate fee account privileges of that person.
 - j. Persons desiring to close a gate fee account must notify the Director in writing. Gate fee accounts may be closed only after the Director has determined that all necessary charges have been applied to the account and all charges have been paid.
6. Anyone may post an advance payment of required gate fees at any time. Such advance payments may be applied to any accrued gate fees until the advance payment has been exhausted. A person may replenish or increase the amount of the advance payment at any time. Upon request, the Director shall refund any portion of such advance payment which has not been applied to accrued gate fees.