

Proposed (July 2010)
PLANNING SERVICES FEE POLICIES & PROCEDURES

The following fee policies are applicable to all fees collected by Planning Services.

A. APPLICABILITY

The following fees are due at time of filing the application or requesting the service. Fees are charged as either "fixed fees" or "Time and Materials." The "fixed fees" are intended to cover the Department's ordinary costs of providing that service. The "Time and Materials" fees listed are an initial deposit and are described in more detail in the "Time and Materials" section.

B. REFUNDS

1. The Director of Development Services may authorize a refund of any remaining unexpended application fees. The refund amount shall be the difference between the fees collected and the time and materials expended. Refunds may be authorized when: on account with the Department as follows:

(a) The application is approved or denied and no further work will be required and the Time and Materials account is closed.

(b) The applicant withdraws the application and requests a refund in writing. At the request of the applicant in writing; or

(c) The application has been deemed incomplete, information has been requested in writing by the Department, and the applicant has not provided the information within a one year period. Initiated by Planning Services whenever Planning Services determines that an application has been considered inactive for at least one year due to one of the following:

(i) The application has been incomplete for at least one year and the applicant has not provided the necessary material to make the application complete;

(ii) _____

(d) The application has been placed on hold or moved off calendar at the request of the applicant and the applicant has not responded or requested the matter to be rescheduled for hearing within the last year;

(e) The application was moved or taken off calendar by the at the request of the applicant decision maker and the applicant has been requested to perform additional tasks such as: studies, provide more information data, consult with other agencies, or make revisions, etc., and but the necessary information has not been provided applicant has not responded or requested the matter to be rescheduled for hearing within the last one year period.

When application fees have been refunded by either of the methods described above, the application shall be deemed withdrawn, requiring no further action by the County. Reactivation of the application can only occur upon submittal of a new application,

~~satisfying all current submittal requirements and fees.~~

- ~~2. Refunds on fixed fee applications meeting the above criteria in 1(a) and 1(b) above shall are further limited only occur to the following extent:
 - ~~(a) No refund is permitted if the matter application has been noticed for public hearing;~~
 - ~~(b) If the project application has not been distributed for agency review, 90% of the Planning fee shall be refunded, and 100% of the Department of Transportation, Resource Conservation District, and Environmental Management fees shall be refunded;~~~~
- ~~3. After agency distribution, the amount of the refund shall be the difference between the cost incurred by each department and their total fee collected. The cost incurred shall be determined by multiplying the total planner hours, engineer hours or sanitarian hours times the applicable billing rate for the affected department.~~
- ~~4. Refunds on unused deposits will automatically be processed by the Department when the project has received final action by the County.~~
- ~~5.3. A refund processing charge of \$50.⁰⁰ will be deducted from any amount due to cover the costs of processing the refund and a refund of \$10 or less will not be issued. As a result, any deposit balance of \$60.⁰⁰ or less will not be eligible for refund and will be kept by the County.~~
- ~~4. It is the applicant's responsibility to keep track of the amounts submitted and to inform the Department of all changes in address or ownership.~~
- ~~5. If an account is inactive for three years and no refund is requested any unclaimed funds in that account will become the property of the County.~~

BG. MULTIPLE APPLICATION FEES

In those instances where two or more applications are filed with Planning Services at the same time for the same project, all fees collected for that submittal shall be adjusted as follows:

First Application	=	Full fees
Second Application	=	20% reduction, requiring payment of 80% of the fees for the second application
Any Additional Applications	=	40% reduction, requiring payment of 60% of the third or additional application fees

The determination of which application pays the full amount, which has a 20 percent% reduction, etc., is based on the amount of the application fee. The type of application which has the highest Planning Services fee is considered the first application; the application with the second highest Planning Services fee is the second application, etc. For multiple applications that are reviewed on a Time and Materials basis, only the deposit for the application with the highest listed deposit amount on the fee schedule shall be collected at the time of application submittal.

CD. TIME AND MATERIALS

In all of those instances in the fee schedule where a ~~number-dollar amount~~ is provided followed by a reference to "T&M", the ~~dollar amount~~~~number provided~~ is the initial minimum deposit, and the T&M means the actual cost to the applicant to process the application is based on a Time and Materials method of billing at an hourly rate of \$100⁰⁰ for Planning Services unless such rate is modified by the Board of Supervisors. The applicant will receive a monthly billing statement/~~bill~~ identifying the remaining deposit balance on account, or the amount due if deposited funds have been exhausted. If monies are owed, they shall be paid as specified in the "Agreement to Pay." Any outstanding balances must be paid before action by the ~~hearing body/project decision-maker~~ approving authority. Interest will be charged on late payments (more than 30 days overdue). If payment is not received within 90 days of said billing, collection will be processed through small claims court or by filing a lien on the affected property. To make certain there is no misunderstanding regarding the application deposit and billing process, the applicant will be required to sign an "Agreement to Pay" statement with application submittal acknowledging agreement to pay the processing costs regardless of whether the application is approved or denied.

Trust funds ~~may~~will be established on major projects ~~typically tied to EIRs such as those requiring the hiring of consultants for the preparation of an environmental impact report.~~ The applicant, by contract, ~~would~~will be required to maintain a balance in the trust account equal to the initial required deposit, or as otherwise stated in the contract. Unused trust funds will be refunded to the applicant upon withdrawal of the application, or after final action is taken by the County on the application.

DE. CONVERSION TO TIME AND MATERIALS

When, in the opinion of ~~the Director~~Planning Services, the costs of processing an application will significantly exceed the required fixed fee for an application is going to be exceeded due to the unusual complexity of the project, or potential controversy that it may generate, Planning Services the Director may convert the application to a Time and Materials billing process. When this conversion is proposed, the applicant will be notified in writing and will be requested to submit a deposit in an amount estimated to be sufficient to cover the remaining staff work to bring the application to a final decision. Staff work on the application will stop until atthe required deposit is provided. ~~Normally, this conversion would~~will occur when it is obvious the required fee is going to be insufficient, which would typically occur during or soon after the Technical Advisory committee meeting. However, it could occur later in the ~~process~~project if controversy becomes more evident and/or revisions are proposed to the project to mitigate project impacts or public~~neighbor~~ concerns. After the conversion, the applicant will receive a monthly billing statement/~~bill~~ identifying the remaining processing fee and/or deposit, or the amount due if deposited funds have been exhausted. If monies are owed, they ~~shall~~should be paid before action by the approving authority~~hearing body~~.

EF. PUBLIC AGENCIES

No charges shall be levied for documents/plans (one copy each) provided to public agencies.

FG. ALL-COUNTY AND NON-COUNTY AGENCIES ARE SUBJECT TO STANDARD FEES

All County and non-County agencies (special districts, non-profit, etc.) shall be required to pay full application costs to offset the affected department's processing costs.

GH. OTHER FEES

Where no fee exists to cover an application process or service not normally provided by the Department, or when the circumstances of the application process are unique, and when it will take more than ~~two~~ one hours to process the application or provide the service, a fee shall be paid or deposit collected, based on an estimate of processing costs by the affected department's director, using the approved hourly billing rate. If a deposit is collected, the applicant will be billed based on the ~~normal~~ Itime and ~~M~~materials basis described above. Or as an option, the ~~department~~ Director may apply a fee in another category, if ~~in the director's opinion~~ such fee would adequately cover the anticipated level of effort required to process the application.

HI. FEE WAIVERS:

Fee waivers cannot be approved by the Department. Pursuant to Board of Supervisors Policy B-2, or its equivalent, the CAO has limited authority to waive certain fees.

IJ. COLLECTIONS

Unpaid balances turned over to the County Revenue Recovery Division will be assessed an additional charge of 15 percent%.

JB. REFUNDS

1. The Director of Development Services may authorize a refund of any remaining unexpended application fees. The refund amount shall be the difference between the fees collected and the time and materials expended. Refunds may be authorized when upon any of the following circumstances upon any of the following circumstances:
 - (a) The application is approved or denied and no further work will be required and the Time and Materials account is closed.
 - (b) The applicant withdraws the application and requests a refund in writing. At the request of the applicant in writing; or
 - (c) The application has been deemed incomplete, information has been requested in writing by the Department, and the applicant has not provided the information within a one year period. Initiated by Planning Services whenever planning services determines that an application has been considered inactive for at least one year due to one of the following:
 - (i) The application has been incomplete for at least one year and the applicant has not provided the necessary materials to make the application complete;
 - (d) The application has been placed on-hold or moved off-calendar at the request of the applicant and the applicant has not responded or requested the matter to be rescheduled for hearing within the last year.
 - (e) The application was moved off-calendar at the request of the applicant by the

decision maker and the applicant has been requested to perform additional tasks such as: studies, provide more information data, consult with other agencies, or make revisions, etc., but the necessary information has not been provided applicant has not responded or requested the matter be rescheduled for hearing within the last one-year period.

~~When application fees have been refunded by either of the methods described above, the application shall be deemed withdrawn, requiring no further action by the County. Reactivation of the application can only occur upon submittal of a new application, satisfying all current submittal requirements and fees.~~

~~2. Refunds on fixed fee applications meeting the above criteria are further limited to the following extent:~~

~~(a) No refund is permitted if the application has been noticed for public hearing;~~

~~(b) If the application has not been distributed for agency review, 90 percent of the Planning fee shall be refunded, and 100 percent of the Department of Transportation, Resource Conservation District, and Environmental Management fees shall be refunded;~~

~~3. After agency distribution, the amount of the refund shall be the difference between the cost incurred by each department and their total fee collected. The cost incurred shall be determined by multiplying the total planner hours, engineer hours or sanitation hours times the applicable billing rate for the affected department.~~

~~4. Refunds on unused deposits will automatically be processed by the Department when the project has received final action by the County.~~

25. A refund processing charge of \$50.⁰⁰ will be deducted from any amount due to cover the costs of processing the refund, and Any refund of \$10.⁰⁰ or less will not be issued. As a result, any deposit balance of \$60.⁰⁰ or less will not be eligible for refund and will be kept by the County.

34. It is the applicant's responsibility to keep track of the amounts submitted and to inform the Department of all changes in address or ownership.

45. If an account is inactive for three years and no written request for a refund is submitted, any unclaimed funds in that account will become the property of the County.

APPLICATION TYPE/SERVICE	PLANNING FEE/DEPOSIT
AGENCIES' FEES (See "Fee Policies & Procedures")	
AGENDAS, ANNUAL SUBSCRIPTIONS	
— PLANNING COMMISSION	\$45
— ZONING ADMINISTRATOR	\$20
APPLICATION FEES, MULTIPLE (See "Fee Policies & Procedures")	
APPEALS (Appeal by project applicant is charged at T&M, with listed fee as initial deposit. Appeals by others are listed fee only.)	
Appeal by project applicant is charged at T&M.	\$1,000 T&M
Appeals by others are the listed fee only with no T&M required.	\$200
CERTIFICATE OF COMPLIANCE	\$100 T&M for applicant
PARCEL MAP, COMMERCIAL / INDUSTRIAL	\$100 T&M for applicant
PARCEL MAP, TENTATIVE	\$100 T&M for applicant
PLANNING COMMISSION, ZONING ADMINISTRATOR, OR STAFF LEVEL (includes Design Review, Special Use Permit, Variance, etc.)	\$100 T&M for applicant
— SUBDIVISION, TENTATIVE	
Class I	\$100 T&M for applicant
Rural	\$100 T&M for applicant
BOUNDARY LINE ADJUSTMENT	\$200 <u>300</u>
BOUNDARY LINE ADJUSTMENT TIME EXTENSION	\$50
BOUNDARY LINE MERGE	\$100

* Based on percentage of current fee shown under original application type

T&M = Time and Materials. Where T&M is not noted, the fee is fixed except as noted in "Special Fee Policies" attached herein.

BUILDING PERMITS (Fee collected with building and grading permits.)	
<u>GRADING</u> (not associated with a structure)	<u>\$200</u>
<u>NON-RESIDENTIAL, New Construction</u> (new floor area)	<u>\$600</u>
<u>Tenant Improvements with a change in use or occupancy</u>	<u>\$300</u>
<u>Tenant Improvements with no change in use or occupancy</u>	<u>\$50</u>
<u>Wall signs and miscellaneous other non-residential</u>	<u>\$50</u>
<u>MISCELLANEOUS: Plan Check Revisions, review of 2nd Corrections, and other activity not covered in the fee schedule</u>	<u>Charged at Hourly Rate</u>
<u>RESIDENTIAL: new dwellings, second dwelling units, multi-family</u>	<u>\$300 per dwelling unit</u>
<u>Accessory structures, expansion of existing structures, agricultural buildings, pools-</u>	<u>\$100</u>
<u>Minor permit review</u> (permits requiring limited review of approximately 15 minutes)	<u>\$25</u>
<u>SPECIAL ZONING REVIEW</u> (Additional fee for Flood Zone, Development Eligibility Review, TRPA MOU, or similar-)	<u>\$100</u>
CERTIFICATE OF COMPLIANCE	
Discretionary – Hearing Required	<u>\$3,500</u> 2000 T&M
Discretionary – No Hearing Required	<u>\$600</u> 500
MAJOR REVISION TO APPROVED CERTIFICATE	75% of fee* <u>\$2,625</u> T&M
MINOR REVISION TO APPROVED CERTIFICATE (No changes to environmental document)	25% of fee* <u>\$875</u>
COPIES, DUPLICATING (“printer costs” includes County print shop or outsourcing to private sector print shop)	15 cents per page or “printer cost” plus 5% handling fee
DEPOSITS (See “Fee Policies & Procedures”)	
DESIGN REVIEW	
PLANNING COMMISSION, MAJOR (Applications adjacent to State Highway – Negative Declaration)	<u>\$5,000</u> 2000 T&M
PLANNING COMMISSION, MINOR (Categorically Exempt) Signs, On-Site, Accessory Structures, Minor Commercial Expansions, Minor new Commercial (2,500 sq. ft), Minor Residential (4 dwelling units or less)-	<u>\$1,000</u> 500
STAFF LEVEL, MAJOR (Application with DC overlay, not adjacent to State Highway Negative Declaration)	<u>\$5,000</u> 4000 T&M
STAFF LEVEL, MINOR (Categorically Exempt) Signs (On-Site), Accessory Structures, Minor Commercial Expansions, Minor new Commercial (2,500 sq. ft) minor residential (4 dwelling units or less), Barnett Business Park	<u>\$1,000</u> 300
MAJOR REVISION TO APPROVED DESIGN REVIEW PLAN	75% of fee* T&M
MINOR REVISION TO APPROVED DESIGN REVIEW PLAN (No changes to environmental document)	25% of fee*
DEVELOPMENT AGREEMENT	
INITIAL APPLICATION	<u>\$2,500</u> 5000 T&M

* Based on percentage of current fee shown under original application type

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ANNUAL REVIEW FEE	\$800 T&M
ENVIRONMENTAL DOCUMENT (EIR) IMPACT REPORT (EIR)	
NOTICE OF PREPARATION	\$2,000 T&M
EIR AND HEARINGS, STAFF TIME (Consultant charges are based on cost identified by contract)	\$5,000 T&M
FINDING OF GENERAL PLAN CONSISTENCY (Govt. Code Sections 65402 and 65403)	\$500
GENERAL PLAN	
MAP AMENDMENT (See "Zone Change" when submitted with a Zone Change)	\$4,000 2000 T&M
TEXT AMENDMENT, MAJOR (not CEQA exempt)	\$2,000 T&M
TEXT AMENDMENT, MINOR (CEQA exempt)	\$1,000 T&M
HOURLY RATE	\$100
HEARING CONTINUATION OFF-CALENDAR, REQUESTED BY APPLICANT (Fee collected before notification of new hearing.) (Assumes application is rescheduled within a year with no revisions. If revisions, see "Reactivation or Revision")	\$300
MAPS, GIS MAPS AND DATA	\$100 T&M
— BLUE PRINTS	\$5
HOURLY LABOR CHARGE	\$60
Pre-printed maps:	
A. Size A (8½" x 11")	\$5
B. Size B (11" x 17")	\$7.50
C. Size C (18" x 24")	\$10
D. Size D (24" x 36")	\$15 + \$2.50 per SF over 6 SF
— LARGE MAPS/ADDITIONAL CHARGES	
A. — Special Weight Papers	50 cents per linear foot
B. — Film	\$2 per linear foot
C. — Splicing of Multiple Panels	Hourly labor charge
DIGITAL OUTPUT	Hourly labor charge + media cost
MEETINGS	
NIGHT	Actual cost
MISCELLANEOUS MANUALS, ETC.	Actual cost
MOBILE HOME, TEMPORARY	
INITIAL APPLICATION	\$200 60
RENEWAL	\$50 60
RENEWAL, LATE	\$100

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PARCEL MAPS	
Residential Parcel Map	\$5,200 2000 T&M
Commercial/Industrial Parcel Map	Tentative Map fees for Class I Subdivisions \$5,000 plus \$100 per parcel
MAJOR REVISION TO APPROVED PARCEL MAP	
Commercial	75% of Tentative Map fee* T&M
Residential	\$3,900 75% of fee* T&M
MINOR REVISION TO APPROVED PARCEL MAP	
Commercial	25% of Tentative Map fee*
Residential	\$1,300 25% of fee*
TIME EXTENSIONS	\$1,000 T&M
CORRECTIONS TO RECORDED FINAL / PARCEL MAPS	\$750 500
PARCEL MAP WAIVER	\$400
PLANNED DEVELOPMENT PLAN	\$6,000 T&M
PD ZONE EXISTS Commercial/Industrial/Residential	\$2000 T&M
IN CONJUNCTION WITH ZONE CHANGE	\$3000 T&M
MAJOR REVISION TO APPROVED DEVELOPMENT PLAN	\$4,000 75% of fee* T&M
MINOR REVISION TO APPROVED DEVELOPMENT PLAN (No charge to environmental document)	\$1,000 25% of fee*
PRE-APPLICATION REVIEW	
Minor (for projects likely to be CEQA exempt; parcel maps; and use permits); (≤ 5 hrs of Staff Time)	\$600 300
Major (including TAC review for tentative maps, rezones, General Plan Amendments and other projects not considered to be minor pre-applications;)	\$2,000 4000 T&M
REACTIVATION OR REVISION TO APPLICATION: (Applications that are continued off-calendar, on hold, or incomplete one year or longer, when such delay is caused by or at the request of applicant. Also, applications that are revised by applicant during the review process and require redistribution due to design changes or other significant change in the project.)	
REACTIVATION	50% of fee* T&M
REVISION (Actual percentage to be determined by Planning Services based on extent of revision proposed)	25% - 75% of fee* T&M
RECLAMATION	
RECLAMATION PLAN	\$4,000 T&M
RECLAMATION PLAN REVISIONS	\$2,000 T&M
ANNUAL INSPECTION AND REPORT	\$1,000 T&M

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RECONSIDERATION OF PREVIOUSLY ACTED UPON PROJECT (Applies to reconsideration of all previously approved applications where a major/minor revision fee is not specified — does not apply to reconsideration of previous denials)	50% of fee* T&M
REFUNDS (See “Fee Policies & Procedures”)	
RESEARCH REQUESTS, RECORDS AND ZONING LETTERS	
RECONSTRUCTION AFTER BURN-DOWN LETTERS, <u>Zone Determination Letters, and Flood Zone Determination Letters.</u>	\$100 50
<u>ZONE DETERMINATION LETTERS ABC License Verification, DMV Zoning Verification, and HCD Compliance (campground/RV parks).</u>	\$50
<u>Public Convenience and Necessity</u>	\$250
UNLISTED SERVICES <u>and Research</u>	\$100 or 100 T&M <u>current dept hourly billing rate</u>
REVERSION TO ACREAGE	\$150
SITE PLAN REVIEW	
ADMINISTRATIVE PERMIT (See Zoning Ordinance for Administrative Permits) (includes: WIRELESS FACILITY (Building façade or roof mounted antennae)	\$100
<u>AGRICULTURAL SETBACK RELIEF (see Variance)</u>	
GRADING (not associated with a structure) <u>IMPROVEMENT PLANS (for Parcel Map or Subdivision Map)</u>	\$300 100
NON-RESIDENTIAL <u>(pre-application for building permits)</u>	\$300
<u>With water conserving landscape plan</u>	\$300
<u>Without water conserving landscape plan</u>	\$100
<u>RECYCLING FACILITY</u>	\$100
RESIDENTIAL	\$50
SECOND DWELLING/ACCESSORY STRUCTURES	\$50
<u>RANCH MARKETING OR WINERY Site Plan Review (See Zoning Ordinance)</u>	\$250
SPECIAL USE PERMIT	
PLANNING COMMISSION/ ZONING ADMINISTRATOR – Negative Declaration	\$4,000 2000 T&M
PLANNING COMMISSION /ZONING ADMINISTRATOR, MINOR (Categorically Exempt) Off-Premise Signs, On-site signs (excess area), ham radio antenna height, fence height, modification of non-conforming parking/landscaping, temporary uses not listed, minor expansion of floor area, new minor commercial (2500 sq. ft. or less), wireless co-location, and other categorically exempt projects.	\$1,500 500
MAJOR REVISION TO APPROVED SPECIAL USE PERMIT	75% of fee* or T&M if T&M charged on original application
MINOR REVISION TO APPROVED SPECIAL USE PERMIT (No change to environmental document)	25% of fee*

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T&M = Time and Materials. Where T&M is not noted, the fee is fixed except as noted in “Special Fee Policies” attached herein.

SPECIFIC PLANS AND REVISIONS (Staff costs only. Consultant costs are covered by separate contract)	\$5,000 T&M
SUBDIVISION MAPS	
PRELIMINARY MAP	\$2,000 T&M
Rural and Urban	\$1000 T&M
TENTATIVE MAP, CLASS I (All types)	\$7,500 T&M
Public Water and Public Sewer	\$5000 T&M
Public Water and Septic	\$5000 T&M
TENTATIVE MAP, RURAL	\$5000 T&M
MAJOR REVISION TO APPROVED TENTATIVE MAP	\$5,000 75% of fee* T&M
MINOR REVISION TO APPROVED TENTATIVE MAP (no change to environmental document)	\$1,850 25% of fee*
TENTATIVE MAP REVISION DURING REVIEW	
CLASS I and Rural	
Distribution only required	20% of fee* T&M
Distribution plus modification to environmental document or staff report	50% of fee* T&M
FINAL MAP / SUBDIVISION AGREEMENT	\$2,000 1500
TIME EXTENSIONS	\$1,000 T&M
SURETY (Administrative Processing)	\$100
TAPES, HEARING (Planning Commission, Zoning Administrator)	\$5 each
TEMPORARY USE PERMITS	
A. Subdivision Model Homes; <u>Construction Yard, Office; Outdoor Sales</u>	\$150
B. Construction Yard/Office	\$150
C. B. Non-Profit Organization Activity	\$50
D. Christmas Tree Lots; Auctions; Temporary Signs	\$100
E. Auctions	\$100
F. Outdoor concerts, itinerate shows, carnivals, circuses, rodeos, and religious revival meetings	\$400
G. Itinerant Shows	\$400
H. Religious Meetings	\$0
G. Outdoor Sales	\$150
H. Temporary Signs	\$100
E. OTHER SIMILAR USES: As Determined by Development Services Director	\$200
TIME & MATERIALS (See "Fee Policies & Procedures")	
VARIANCE	\$800
17.22.600 et. seq. (Discretionary Variance)	\$2,200

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<u>Administrative Front Setback Reduction (17.14.020 - 17.14.040)</u>	<u>\$50</u>
<u>Administrative Relief for Agricultural Setbacks</u>	<u>\$50 (Additional fees may be required by Ag. Department)</u>
<u>Administrative Relief for Riparian Setbacks</u>	<u>\$300</u>
<u>Administrative 10% Relief (17.22.020)</u>	<u>\$600</u>
WILLIAMSON ACT CONTRACTS (Agricultural Preserve)	
<u>ESTABLISH and AMENDMENTS (adding acreage or partial roll-out)</u>	\$800 (Includes rezone to AP; Rezone to AE will require Zone Change Fee;)
<u>IMMEDIATE CANCELLATION (no fee for notice of non-renewal)</u>	<u>\$450 1,000 T&M</u>
ZONE CHANGE	<u>\$2,800 2000 T&M</u>
<u>IN CONJUNCTION WITH GENERAL PLAN AMENDMENT (Combined Zone Change and General Plan Amendment fees)</u>	<u>\$3000 T&M</u>

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