

DEVELOPMENT SERVICES DEPARTMENT
PLANNING SERVICES DIVISION
FEE POLICIES & PROCEDURES

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

REFUNDS

1. The Director of Development Services may authorize a refund of any remaining unexpended application fees on account with ~~the Department~~ Planning Services as follows:
 - (a) At the request of the applicant in writing; or
 - (b) 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; or
 - (ii) The application has been placed on hold at the request of the applicant, or taken off calendar at the request of the applicant to perform additional tasks, studies, provide more data, etc., and the 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When application fees have been refunded by either of the methods described above, the application shall be deemed withdrawn, requiring no further action by the County.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 only occur to the following extent:
 - (a) No refund is permitted if the matter has been noticed for public hearing;
 - (b) If the project has not been distributed for agency review, 90 percent ~~90%~~ of the Planning Services fee shall be refunded, and 100 percent ~~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. A refund processing charge of \$50.00⁰⁰ will be deducted from any amount ~~due to~~ cover the costs of processing the refund. No refund of \$10.00 or less will be issued.

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 percent 20% reduction, requiring payment of <u>80 percent</u> 80% of the fees for the second application
Any Additional Applications	—=	<u>40 percent</u> 40% reduction, requiring payment of <u>60 percent</u> 60% of the third or additional application fees

The determination of which application pays the full amount, which has a 20 percent ~~20%~~ 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 considered 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.

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 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 \$100.00 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~~30~~ days overdue). If payment is not received within 90~~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 will be established on major projects ~~typically tied to EIRs~~ requiring the hiring of consultants for the preparation of an Environmental Impact Report. The applicant, by contract, 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.

CONVERSION TO TIME AND MATERIALS

When, in the opinion of Planning Services, the required fixed fee for an application is going to be exceeded due to the complexity of the project or potential controversy that it may generate, Planning Services 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 a deposit is provided. ~~Normally, this conversion would 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 if controversy becomes more evident and/or revisions are proposed to the project to mitigate project impacts or public concerns. After the conversion, the applicant will receive a monthly billing statement identifying the remaining processing fee and/or deposit, or the amount due if deposited funds have been exhausted. If monies are owed, they shall be paid before action by the approving authority.

PUBLIC AGENCIES

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

ALL COUNTY AND NON-COUNTY AGENCIES

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.

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 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~~ Time and Materials basis described above. Or as an option, the department's 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.

COLLECTIONS

Unpaid balances turned over to the County Revenue Recovery Division will be

assessed an additional charge of 15 percent15%.

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 (<i>Appeal by project applicant is charged at T&M, with listed fee —as initial deposit. Appeals by others are listed fee only with no T&M required.</i>)	\$-200.00 <i>-(plus T&M for project applicant)</i>
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 (<i>Lot Line Adjustment</i>)	\$200-300.00
BOUNDARY LINE MERGE (<i>Lot Line Adjustment</i>)	\$100.00
BOUNDARY LINE ADJUSTMENT TIME EXTENSION (<i>Lot Line Adjustment</i>)	\$50.00
CERTIFICATE OF COMPLIANCE	
• <u>—</u> Discretionary – <i>Hearing Required</i>	\$3,500.00-2000 T&M
• <u>—</u> Discretionary – <i>No Hearing Required</i>	-\$600.00-500
• <u>—</u> Major-MAJOR Revision tFo Approved Certificate	75% of fee* T&M
• <u>—</u> MINOR Revision tFo Approved Certificate (<i>No changes to eenvironmental document</i>)	25% of fee*
COPIES, DUPLICATING	15 cents per page
DEPOSITS (See "Fee Policies & Procedures")	
DESIGN REVIEW	
• "MAJOR" Design Review, PLANNING COMMISSION, MAJOR (<i>Applications adjacent to State Highway that require Planning Commission review and isare not CEQA exempt</i>)— <i>Negative Declaration</i>	\$5,000.00 2000 T&M

* 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.

<ul style="list-style-type: none"> • “STANDARD” Design Review (Requires Planning Commission review or does not qualify for CEQA Exemptions). 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). 	\$2,500.00 500
STAFF LEVEL, MAJOR (Applications with DC overlay, not adjacent to State Highway — Negative Declaration)	\$1000 T&M
<ul style="list-style-type: none"> • “MINOR STAFF LEVEL” Design Review; MINOR (Does not require Planning Commission review and is CEQA Categorically Exempt) [Examples may include: Signs (On-Site), Accessory Structures, Minor Commercial Expansions, Minor New Commercial (2,500 sq. ft), Minor Residential (4 four dwelling units or less), Barnett Business Park] 	\$1,000.00 300
<ul style="list-style-type: none"> • MAJOR Revision to Approved Design Review Plan 	75% of fee* T&M
<ul style="list-style-type: none"> • MINOR Revision to Approved Design Review Plan (No changes to environmental document) 	25% of fee*
DEVELOPMENT AGREEMENT	
<ul style="list-style-type: none"> • Initial Application 	\$2,500.00 5000 T&M
<ul style="list-style-type: none"> • Annual Review Fee 	\$800.00 T&M
ENVIRONMENTAL DOCUMENT (EIR) IMPACT REPORT (EIR)	
<ul style="list-style-type: none"> • Notice Of Preparation 	\$2,000.00 T&M
<ul style="list-style-type: none"> • EIR and Hearings, Staff Time ——(Consultant charges are based on cost identified by contract) 	\$5,000.00 T&M
FINDING OF GENERAL PLAN CONSISTENCY (Govt. Code Sections 65402 and 65403)	\$500.00
GENERAL PLAN	
<ul style="list-style-type: none"> • Map Amendment (See “Zone Change” when submitted with a Zone Change) 	\$4,000.00 2000 T&M
<ul style="list-style-type: none"> • MAJOR Text Amendment, MAJOR (not CEQA exempt) 	\$2,000.00 T&M
<ul style="list-style-type: none"> • MINOR Text Amendment, MINOR 	\$1,000.00 T&M
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”.)	\$300.00
MAPS, GIS MAPS AND DATA	
—— BLUE PRINTS	\$5
<ul style="list-style-type: none"> • Hourly Labor Charge 	\$60.00
<ul style="list-style-type: none"> • Map Printing Charges 	
A. Size A (8½” x 11”)	\$5.00
B. Size B (11” x 17”)	\$7.50
C. Size C (18” x 24”)	\$10.00

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D. Size D (24" x 36")	\$15.00 +PLUS \$2.50 per sq. ft. \$F over six \$F sq. ft.
LARGE MAPS/ADDITIONAL CHARGES	
EA. Special Weight Papers	50 cents per linear foot
FB. Film	\$2.00 per linear foot
GC. Splicing of Multiple Panels	Hourly labor charge
• Digital Output	Hourly labor charge +PLUS media cost
MEETINGS	
NIGHT	Actual cost
MISCELLANEOUS MANUALS, ETC.	
Actual cost	
MOBILE HOME, TEMPORARY	
• Initial Application	\$300.00 60
• Renewal	\$50.00 60
RENEWAL, LATE	\$100
PARCEL MAPS	
• Residential Parcel Map	\$5,200.00 2000 T&M
• Commercial/Industrial Parcel Map	Tentative Map fees for Class I Subdivisions \$5,000.00 plus PLUS \$100.00 per parcel
• MAJOR Revision t To Approved Parcel Map	
o Commercial	75% of Tentative Map fee* T&M
o Residential	75% of fee* T&M
• MINOR Revision t To Approved Parcel Map	
o Commercial	25% of Tentative Map fee*
o Residential	25% of fee*
• Time Extensions	\$1,000.00 T&M
• Corrections t To Recorded Final/-Parcel Maps	\$750.00 500
• Parcel Map Waiver	\$400.00
PLANNING COMMISSION SURCHARGE: <i>(Surcharge will be added to ALL T&M and Fixed Fee applications requiring Planning Commission review or approval to cover costs associated with Planning Commission hearings.)</i>	\$600.00 (for EIR) \$300.00 (for ND/MND) \$100.00 (for Categorical Exemptions) \$0 No Charge (for Statutory and other Exemptions)
PLANNED DEVELOPMENT PLAN	
PD ZONE EXISTS Commercial/Industrial/Residential	\$6,000.00 T&M
IN CONJUNCTION WITH ZONE CHANGE	\$2000 T&M
	\$3000 T&M

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• <u>MAJOR</u> Revision t To Approved Development Plan	75% of fee* T&M
• <u>MINOR</u> Revision t To Approved Development Plan (No chan ges to environmental document)	25% of fee*
PRE-APPLICATION REVIEW	
• <u>MINOR</u> (P for projects likely to be CEQA exempt; P arcel M aps; and U se P ermits); (≤ 5 hrs of Staff Time)	\$ <u>600.00</u> 300
• <u>MAJOR</u> (i ncluding TAC review for T entative M aps, R ezones, G eneral P lan A Amendments and other projects not considered similar to “minor” pre-applications)	\$ <u>2,000.00</u> 1000 T&M
REACTIVATION OR REVISION TO APPLICATION: <i>—(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.)</i>	
• <u>Reactivation</u>	50% of fee* T&M
• <u>Revision</u> (Actual percentage to be determined by Planning Services based on extent of revision proposed)	25% - 75% of fee* T&M
RECLAMATION	
• <u>Reclamation Plan</u>	\$ <u>4,000.00</u> T&M
• <u>Reclamation Plan Revisions</u>	\$ <u>2,000.00</u> T&M
• <u>Annual Inspection a</u> nd Report	\$ <u>1,000.00</u> T&M
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 <u>SEARCHES</u>, AND ZONING LETTERS	
• <u>Reconstruction A</u> fter Burn-Down <u>L</u> etters, <u>Z</u> one <u>D</u> etermination <u>L</u> etters, and <u>F</u> lood <u>Z</u> one <u>D</u> etermination <u>L</u> etters;	\$ <u>100.00</u> 50
• <u>ZONE DETERMINATION LETTERS-ABC L</u> icense <u>V</u> erification, <u>DMV Z</u> oning <u>V</u> erification, and <u>HCD C</u> ompliance (<u>C</u> ampground/ <u>RV SUP</u> s);	\$ <u>50.00</u>
• <u>Public Convenience and Necessity</u>	\$ <u>250.00</u>
• <u>Unlisted Services and General Research (Development Eligibility Review, Non-Conforming Use/Sstructure Ddeterminations)</u>	\$ <u>100</u> or <u>1-00.00</u> T&M current dept hourly billing rate
REVERSION TO ACREAGE	\$ <u>150.00</u>
SITE PLAN REVIEW (<i>Includes Planning review of Building Permits and Grading Permits</i>)	
• <u>Administrative Permit, Wireless Facility</u> (<i>Building façade or roof-mounted antennae</i>)	\$ <u>200.00</u> 100
• <u>Administrative Relief from Standards</u> (<i>Setbacks, Agricultural, Riparian, 30% Slope</i>)	\$ <u>100.00</u>
• <u>Grading (n</u> ot associated with a structure) and <u>Parcel Map/Subdivision Improvement Plans</u>	\$ <u>300.00</u> 100

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<ul style="list-style-type: none"> • <u>Non-Residential</u> 	
<ul style="list-style-type: none"> ○ <u>NON-RESIDENTIAL- New Construction (new floor area)</u> 	\$600.00
<ul style="list-style-type: none"> ○ <u>With water conserving landscape plan Non-Residential- Tenant Improvements with a change in use or occupancy</u> 	\$300.00
<ul style="list-style-type: none"> ○ <u>Without water conserving landscape plan Non-Residential: Tenant Improvements with no change in use or occupancy; wall signs; miscellaneous:</u> 	\$50.00 100
<ul style="list-style-type: none"> • <u>Residential</u> 	
<ul style="list-style-type: none"> ○ <u>RESIDENTIAL- new Dwellings</u> 	\$300.00
<ul style="list-style-type: none"> ○ <u>RESIDENTIAL (2nd Second Units; accessory buildings where residence exists/approved)</u> 	\$100.00 50
SECOND DWELLING/ACCESSORY STRUCTURES <ul style="list-style-type: none"> • <u>Agricultural Buildings</u> 	\$50.00 50
<ul style="list-style-type: none"> • <u>Plan Check Revisions, Review of 2nd Corrections, and other activity not covered in the fee schedule</u> 	\$100.00 T&M
SPECIAL USE PERMIT	
<ul style="list-style-type: none"> • <u>Negative Declaration (Planning Commission/-Zoning Administrator) - Negative Declaration</u> 	\$4,000.00 2000 T&M
<ul style="list-style-type: none"> • <u>Minor – Categorically Exempt (Planning Commission/-Zoning Administrator)</u> <ul style="list-style-type: none"> • <u>(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)</u> 	\$1,500.00 500
<ul style="list-style-type: none"> • <u>MAJOR Revision (To Approved Special Use Permit)</u> 	75% of fee* or T&M if T&M charged on original application
<ul style="list-style-type: none"> • <u>MINOR Revision (To Approved Special Use Permit (No changes to environmental document))</u> 	25% of fee*
SPECIFIC PLANS AND REVISIONS <i>(Staff costs only. Consultant costs are covered by separate contract.)</i>	\$5,000.00 T&M
SUBDIVISION MAPS	
<ul style="list-style-type: none"> • <u>Preliminary Map</u> 	\$2,000.00 T&M
<ul style="list-style-type: none"> • <u>Rural and Urban</u> 	\$1000 T&M
<ul style="list-style-type: none"> • <u>Tentative Map, CLASS I (All Types)</u> 	\$7,500.00 T&M
<ul style="list-style-type: none"> • <u>Public Water and Public Sewer</u> 	\$5000 T&M
<ul style="list-style-type: none"> • <u>Public Water and Septic</u> 	\$5000 T&M
<ul style="list-style-type: none"> • <u>TENTATIVE MAP, RURAL</u> 	\$5000 T&M
<ul style="list-style-type: none"> • <u>MAJOR Revision (To Approved Tentative Map)</u> 	75% of fee* T&M
<ul style="list-style-type: none"> • <u>MINOR Revision (To Approved Tentative Map)</u> 	25% of fee*
<ul style="list-style-type: none"> • <u>TENTATIVE MAP REVISION DURING REVIEW</u> 	
<ul style="list-style-type: none"> • <u>CLASS I and Rural</u> 	

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• ___ Distribution only required	20% of fee* T&M
• ___ Distribution plus modification to environmental document or staff report	50% of fee* T&M
• <u>___</u> Final Map / SUBDIVISION AGREEMENT	\$ <u>2,000.00</u> 4500
• <u>___</u> Time Extensions	\$ <u>1,000.00</u> T&M
SURETY (Administrative Processing)	\$ <u>100.00</u>
TAPES, HEARING (Planning Commission, Zoning Administrator)	\$ <u>5.00</u> each
TEMPORARY USE PERMITS	
• <u>A.</u> Subdivision Model Homes	\$ <u>150.00</u>
• <u>B.</u> Construction Yard/Office	\$ <u>150.00</u>
• <u>C.</u> Non-Profit Organization Activity	\$ <u>50.00</u>
• <u>D.</u> Christmas Tree Lots	\$ <u>100.00</u>
• <u>E.</u> Auctions	\$ <u>100.00</u>
• <u>F.</u> Outdoor Ceoncerts, Itinerate Shows, CeCarnivals, Ceircuses, Rrodeos, and Rreligious Rrevival Mmeetings	\$ <u>400.00</u>
• ___ G. Itinerant Shows	\$ <u>400</u>
• ___ H. Religious Meetings	\$ <u>0</u>
• ___ G.I. Outdoor Sales	\$ <u>150.00</u>
• ___ H.J. Temporary Signs	\$ <u>100.00</u>
• <u>___</u> Other Similar Uses, (As Determined by Development Services Director)	\$ <u>200.00</u>
TIME & MATERIALS (See "Fee Policies & Procedures")	
VARIANCE (Section 17.22.600 et. seq.)	\$ <u>2,200.00</u> 800
• <u>___</u> Administrative Front Setback Reduction (Sections 17.14.020 - 17.14.040)	\$ <u>50.00</u>
• <u>___</u> Administrative Relief for Agricultural or Riparian Setbacks	\$ <u>150.00</u>
• <u>___</u> Administrative 10% Relief (Section 17.22.020)	\$ <u>600.00</u>
WILLIAMSON ACT CONTRACTS (Agricultural Preserve)	
• <u>___</u> Establish	\$ <u>800.00</u> (Includes rezone to AP); [Rezone to AE will require Zone Change Fee;]
• <u>___</u> Immediate Cancellation	\$ <u>450.00</u>
• <u>___</u> Notice of Non-Renewal	<u>No Charge</u>
• ___ Immediate Cancellation (no fee for notice of non-renewal)	\$ <u>450</u>
ZONE CHANGE	\$ <u>2,800.00</u> 2000 T&M

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<ul style="list-style-type: none"> • In Conjunction wWith General Plan Amendment (Combined Zone Change and General Plan Amendment fees) 	\$5,000.00 3000 T&M
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