



RESOLUTION NO.
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

**RESOLUTION ESTABLISHING ENVIRONMENTAL MANAGEMENT DEPARTMENT FEE SCHEDULE
AND POLICIES AND PROCEDURES**

(Supersedes: Resolution 187-2019)

WHEREAS, pursuant to Government Code Sections 54985 and 66016, and County Ordinance Code Section 1.04.260, the Board of Supervisors of El Dorado County ("Board") has established rates, charges, and fees for certain activities; and

WHEREAS, once established, rates, charges, and fees may be modified, set, or fixed by the Board by Resolution; and

WHEREAS, the Board adopted Resolution 204-93 on July 13, 1993, which established a Consolidated Fee Schedule including Fee Schedule Policies for the Planning Department, Department of Transportation, and Environmental Management Department related to permit processing; and

WHEREAS, the Consolidated Fee Schedule and Fee Policies and Procedures were amended by Resolution 139-2007 on June 12, 2007, and by Resolution 242-2014 on December 16, 2014 for Environmental Management Fees and Planning Fees; and

WHEREAS, all of the department functions covered by the various resolutions included herein were consolidated as divisions within the Community Development Agency ("CDA"); and

WHEREAS, at the time the fees were adopted in the Consolidated Fee Schedule and Policies and Procedures by Resolution 079-2016, the cost of providing the services was documented in the CDA Fee Study, dated March 22, 2016, and it was anticipated that staff would periodically return to the Board to update the fees and charges in the Consolidated Fee Schedule, based on the current approved hourly rates multiplied by the number of hours per cost of service provided by the CDA divisions; and

WHEREAS, on April 18, 2017, the Board adopted Ordinance 5051 reorganizing CDA into separate departments, and CDA's Environmental Management Division is now referred to as the El Dorado County, Environmental Management Department ("EMD"); and

WHEREAS, the Board adopted a series of Resolutions establishing and amending the Consolidated Fee Schedule and Policies and Procedures for those functions that were formerly divisions under the CDA, which was most recently amended by Resolution 080-2019 on May 21, 2019; and

WHEREAS, instead of a Consolidated Fee Schedule and Policies and Procedures, a separate schedule of fees and policies and procedures were established for each individual department; and

WHEREAS, on October 22, 2019, the Board adopted Resolution 187-2019, which established the Environmental Management Department Fee Schedule; and

WHEREAS, the schedule of fees set forth in Exhibit A, Environmental Management Department Fee Schedule, attached hereto and incorporated herein by reference, includes rate increases calculated based on the current approved hourly rates multiplied by the number of hours to provide the service based on the new time study data collected by EMD; and

WHEREAS, EMD has performed the analysis to determine that the schedule of fees set forth in Exhibit A do not exceed the reasonable costs of providing the services or the regulatory costs for which the fees are charged.

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors of El Dorado County does hereby find, determine, and resolve as follows:

1. The fees set forth in Exhibit A, Environmental Management Department Fee Schedule, attached hereto and incorporated herein, do not exceed the reasonable costs of providing the services or the regulatory costs for which the fees are charged and are hereby adopted.
2. The new, increased, or reduced fees shown in Exhibit A shall take effect sixty (60) days from adoption of this Resolution, and any existing fees not modified in Exhibit A shall remain in full force and effect.
3. Individual fees may be added and/or modified from time to time by Board resolution amending the Environmental Management Department Fee Schedule in its entirety, incorporating those modifications in Exhibit A, subject to the necessary notice and analysis under the applicable state law.
4. The Policies and Procedures set forth in Exhibit B, Environmental Management Department Policies and Procedures, are hereby adopted and shall take effect upon execution of this Resolution.
5. The Policies and Procedures may be modified from time to time by Board resolution amending the Environmental Management Department Policies and Procedures in its entirety, incorporating those modifications in Exhibit B.
6. All rates, charges, and fees established by either resolution or Ordinance Code shall be subject to the Board of Supervisors Policy No. B-4 related to Recovery of Funds, and unpaid balances shall be subject to increase to include costs incurred by the County Department responsible for administering Revenue Recovery Services, as updated from time to time.
7. The Chief Administrative Officer can implement an annual adjustment to the Fee schedule., based on the San Francisco-Oakland-Hayward Area Average, All Urban Consumers, Consumer Price Index of the Bureau of Labor Statistics, rounded up to the nearest whole dollar, effective January 1 of each year.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the ____ day of _____, 20__, by the following vote of said Board:

Attest: Kim Dawson Clerk of the Board of Supervisors	Ayes: Noes: Absent:
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By: _____ Deputy Clerk	_____ Chair, Board of Supervisors
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ENVIRONMENTAL MANAGEMENT DEPARTMENT FEE SCHEDULE

	Proposed Fee
1508 Hourly Rate	\$ 221
Environmental Health Permit Fees- Body Art	
1510 Body Art Annual Facility-Permit	\$ 332
New Body Art Mobile Facility - Annual Permit	\$ 398
1515 Body Art Practitioner Registration - Annual Permit	\$ 111
1516 Ear Piercing One-time Registration Fee	\$ 66
New Temporary Body Art Event Late Fee for submitting within 14 days of event	\$ 287
New Temporary Body Art Event Organizer Permit	\$ 221
New Temporary Body Art Facility/Booth Permit	\$ 221
New Temporary Body Art Practitioner Registration	\$ 111
Environmental Health Permit Fees- Food	
1650 Bakery - Annual Permit	\$ 685
1620 Bar - Annual Permit	\$ 420
1681 Bed & Breakfast (Food Facility) - Annual Permit	\$ 508
1640 Catering Operation - Annual Permit	\$ 442
1642 Catering Operation Add-On - Annual Permit	\$ 221
New Certified Farmers Market -Mobile (Commissary Exempt)	\$ 221
1684 CMFO Commissary - Annual Permit	\$ 221
1644 CMFO Food Preparation with Raw Meats - Annual Permit	\$ 398
1641 CMFO Pre-package Only No PHF greater than 25 sqft	\$ 221
1636 CMFO Pre-Package w/PHF Cart Annual Permit	\$ 221
1638 CMFO-Non Motorized Food Prep Annual Permit	\$ 398
1637 CMFO-Pre-package Only No PHF < 25 Sq Ft - Annual Reg	\$ 111
1680 Commissary - Annual Permit	\$ 486
1682 Continental Breakfast (Limited Food Service Facility) - Annual Permit	\$ 221
New Cottage Food Commissary (up to 2 carts/CMFO)	\$ 486
1630 Cottage Food Class "A" - Annual Registration Fee	\$ 111
1631 Cottage Food Class "B" - Annual Permit	\$ 420
New EDC Fair- Non-Profit Open food Preparation	\$ 111
New EDC Fair - Non-Profit Pre-Packaged (with limited food sampling/dispensing)	\$ 56
1512 Event Coordinator - Temporary/Occasional Event	\$ 221
1518 Event Coordinator - Temporary/Occasional Event - Within 14 Days of Event	\$ 287
1607 - New Farmers' Market/Ag Stand	\$ 221
New Food Bank	\$ 729
New Food Facility Additional Approved Storage Areas	\$ 398
1601 Food Facility Consultation Hourly Rate	T&M
1602 General - Follow-Up Health Inspection	\$ 221
1683 Host Facility - Annual Permit	\$ 221
New Licensed Health Care Facility	\$ 995
New Limited Service Charitable Feeding Operations Permit (high risk)	\$ 332
New Limited Service Charitable Feeding Operations Permit (low risk)	\$ 221
New Limited Service Charitable Feeding Operations Registration	\$ 111
1613 Market/Retail - Pre-Packaged Only - Annual Permit	\$ 398
1611 Market/Retail <2000 Sq. Ft. - Annual Permit	\$ 663
1612 Market/Retail >2000 Sq. Ft. - Annual Permit	\$ 774
1614 Market+1 (Meat, Deli, Bakery, Restaurant) - Annual Permit	\$ 950
1616 Market+2 (Meat, Deli, Bakery, Restaurant) - Annual Permit	\$ 1,171
1617 Market+3 (Meat, Deli, Bakery, Restaurant) - Annual Permit	\$ 1,392
1615 Market+4 or More (Meat, Deli, Bakery, Restaurant) - Annual Permit	\$ 1,613
1635 Mobile Food/Pre-Packaged - Annual Permit	\$ 221
1633 Mobile Food/Roadside - Annual Permit	\$ 398
New Mobile Support Unit	\$ 221
1690 Organized Camps (Fee In Addition To Fees Collected For Other Permits) - Annual Permit	\$ 641
1622 Restaurant <650 Sq. Ft. - Annual Permit	\$ 774
1623 Restaurant >650 Sq. Ft. - Annual Permit	\$ 995
New Restaurant used as Commissary	\$ 243
1621 Restaurant/Bar - Annual Permit	\$ 995

ENVIRONMENTAL MANAGEMENT DEPARTMENT FEE SCHEDULE

	Proposed Fee
1540 River Rafting/Food - Annual Permit	\$ 508
1634 Satellite Food Service (SFS) - Annual Permit	\$ 442
New School Satellite	\$ 442
1632 Schools/Public Agencies (Food Facility) - Annual Permit	\$ 729
1511 Seasonal Fixed Food Facility (Closed For One Or More Consecutive-Quarters) - Annual Permit	\$ 530
1643 Temporary Food Event Add-On for Permitted Food Facilities	\$ 177
New Temporary Food Facility (high risk) Add-On for Permitted Food Facilities	\$ 332
1519 Temporary Foods - Limited Food Preparation (low risk) - Annual Permit	\$ 221
1521 Temporary Foods - Open Food Preparation - Single Event	\$ 221
1520 Temporary Foods - Open Food Preparation (high risk) - Annual Permit	\$ 442
TBD Temporary Foods Open Food Preparation within 14 Days of Event - Single Event	\$ 287
1513 Temporary Foods Pre-Packaged (with limited food sampling/dispensing) - Single Event	\$ 111
New Verified Complaint (Billable)	T&M
1625 Winery - Commercial Kitchen - Annual Permit	\$ 508
1627 Winery - Pre-Packaged Food - Annual Permit	\$ 221
1626 Winery - Seasonal Food Service - Annual Permit	\$ 442
Recreational Health	
1603 General Pool/Spa Follow-Up Inspection	\$ 221
New Lagoon	\$ 663
3612 Spa - Annual Permit	\$ 442
New Spray Park	\$ 354
3611 Swimming Pool - Annual Permit	\$ 663
New Therapy Pool	\$ 663
3615 Wading Pool - Annual Permit	\$ 354
Plan Check Fees: New Construction	
New Food Facility - Equipment Replacement (per unit)	\$ 66
1770 Plan Check: Bakery	\$ 1,105
1760 Plan Check: Bar	\$ 884
1782 Plan Check: Bed & Breakfast	\$ 663
1517 Plan Check: Body Art/Tattoo	\$ 442
1773 Plan Check: Market Pre-Packaged Only	\$ 221
1771 Plan Check: Market/Retail <2000 Sq. Ft.	\$ 884
1772 Plan Check: Market/Retail >2000 Sq. Ft.	\$ 1,105
1710 Plan Check: Other (Per Hour) - Consultations, Re-Inspections, Etc.	T&M
1711 Plan Check: Remodel	\$ 221
1762 Plan Check: Restaurant < 650 Sq. Ft.	\$ 1,105
1763 Plan Check: Restaurant > 650 Sq. Ft.	\$ 1,326
1779 Plan Check: Schools/Public Agencies	\$ 1,105
1752 Plan Check: Spa	\$ 1,326
1750 Plan Check: Swimming Pool	\$ 1,326
1780 Plan Check: Caterers	\$ 442
New Plan Check: Change in Scope -Response with in 20 business days	\$ 221
New Plan Check: CMFO Commissary	\$ 221
New Plan Check: Compact Mobile Food Operation	\$ 221
New Plan Check: Mobile Body Art	\$ 442
New Plan Check: Resubmittals -Response within 10 business days	\$ 221
1781 Plan Check: Satellite Food/ Mobile Roadside	\$ 442
New Plan Check: Spray Ground	\$ 1,326
New Plan Check: Wading Pool	\$ 1,326
New Sub-Facility (Additional Restaurant, Bar, Bakery, Deli within original foot print of facility)	\$ 221
Certified Unified Program Agency (CUPA) Fees	
2350 Aboveground Petroleum Storage Act (APSA - 10,000 - 100,000) - Annual Permit	\$ 332
2351 Aboveground Petroleum Storage Act (APSA - 100,001 - 1,000,000) - Annual Permit	\$ 663
2349 Aboveground Petroleum Storage Act (APSA - Less Than 10,000) - Annual Permit	\$ 155
2110 Business Plans/Large Businesses (>1,999 Gallons above Ground) - Annual Permit	\$ 442
2109 Business Plans/Small Businesses (55-1,999 Gallons above Ground) - Annual Permit	\$ 332
New CalARP Level 1	\$ 442

ENVIRONMENTAL MANAGEMENT DEPARTMENT FEE SCHEDULE

	Proposed Fee	
New CalARP Level 2	\$ 663	
New CalARP Level 3	\$ 884	
New-2155 CERS Nextgen Surcharge	\$ 22	
New Hazardous Waste Generator (LQG)	\$ 332	
New Hazardous Waste Generator (RCRA LQG)	\$ 332	
New Hazardous Waste Generator (Remote Consolidation)	\$ 66	
New Hazardous Waste Generator (SQG)	\$ 287	
New Hazardous Waste Generator (VSQG)	\$ 221	
2011 Small Quantity Hazardous Waste Generator (<55 Gallons Stored) - Annual Permit	\$ 332	
New Tiered Permitting (CA)	\$ 221	
New Tiered Permitting (CE)	\$ 221	
New Tiered Permitting (HHW)	\$ 442	
New Tiered Permitting (PBR)	\$ 442	
2311 Annual Permit Underground Storage Tank (UGST) Annual Operating Permit (Per Tank)	\$ 707	min., then T&M
2347 UGST - Repair/Remodel/Upgrade Permit - Major Per Tank	\$ 774	min., then T&M
2393 UGST - Temporary Closure Permit (Per Tank) Two Year Max	\$ 442	
2390 UGST- Permanent-Permit Close/Abandon/Remove (Per Tank)	\$ 663	
2315 UGST New Tank Install/Repair Per Tank	\$ 663	min., then T&M
2118 Underground Storage Tank- Envir Assessment-Review/File Search (Hourly)		T&M
2399 UGST Site - Repair/Remodel/Upgrade - Minor (Per Site)	\$ 442	
2348 UGST - Remediation, Site Assess, Invest Permit	\$ 663	
CUPA State Surcharges - Set by State and Subject to Change		
APSA CUPA State Aboveground Storage Tank (AST) Fee (Per Tank)	\$ 26	*
2113 CUPA State CalARP Fee (Per Facility)	\$ 370	*
2112 CUPA - State Oversight Surcharge (Per Facility)	\$ 79	*
2301 CUPA State Underground Storage Tank Fee (Per Tank)	\$ 20	*
Medical Waste Fees		
2241 Med Wst-Acute Care Hospital - Annual Permit	\$ 663	
New Med Wst-Lg. Qty with Onsite Treatment	\$ 663	
New Med Wst-Lg. Qty without Onsite Treatment	\$ 442	
2265 Med Wst-Medical/Dental/Veterinary- Annual Permit	\$ 442	
2238 Med Wst-Nursing Facility 100-199 - Annual Permit	\$ 663	
2237 Med Wst-Nursing Facility 1-99 - Annual Permit	\$ 553	
2239 Med Wst-Nursing Facility 200 or More - Annual Permit	\$ 774	
New Med Wst-Plan Review Rate (per hour)		T&M
2261 Med Wst-Primary Care - Annual Permit	\$ 663	
New Med Wst-Reinspection Rate (per hour)		T&M
2243 Med Wst-Sm Qty with Onsite - Annual Permit	\$ 221	
2240 Med Wst-Sm Qty without Onsite/Initial Filing Fee	\$ 111	
2242 Med Wst-Specialty Clinics - Annual Permit	\$ 442	
2267 Med Wst-Storage Fac. (11-49 Generators) - Annual Permit	\$ 442	
2266 Med Wst-Storage Fac. (2-10 Generators) - Annual Permit	\$ 221	
2268 Med Wst-Storage Fac. (50 or More Generators) - Annual Permit	\$ 884	
2269 Med Wst-Transfer Station - Annual Permit	\$ 884	
Solid Waste /Geotechnical Monitoring Fees		
4373 Geothermal Wells - Heat Exchange Well	\$ 442	min., then T&M
4350 Monitoring Well/Cathodic Protection Well Installation	\$ 442	min., then T&M
4351 Monitoring/Cathodic Protection Well Destruction	\$ 221	min., then T&M
2114 Site Assessment - Soil Boring- GTECH/Seismic (Per Parcel)	\$ 442	
2116 - New Non-UGST Environmental Assessment Review Or Search	\$ 221	
2115 - New Site Assess- Solid Waste / Geotech / Seismic (per hour)		T&M
Domestic Drinking Water Wells		
4672 Change of Driller	\$ 111	
4320 New Well Construction Permit (Individual or Irrigation Well)	\$ 663	
4371 Penalty for Abandon/Destroy Without Permit	\$ 332	
4370 Penalty for Drilling Without Permit	\$ 663	
4671 Permit Extension	\$ 111	

ENVIRONMENTAL MANAGEMENT DEPARTMENT FEE SCHEDULE

	Proposed Fee
4673 Permit Revision	\$ 111
4321 Well Deepen/Modify/Repair/Re-Construct Permits	\$ 111
4322 Well Destruction Permits	\$ 332
4670 Well Permit-Public Water Well	\$ 884 min., then T&M
4372 - New Well Re-Inspection Fee (per hour)	T&M
Real Estate Loan Health Clearance Inspection	
4208 Water Sample Hourly Rate	T&M
Individual Sewage Disposal Systems	
4235 Penalty for Septic System Installation Without Permit	\$ 1,105
N/A Septage Disposal Fee (Permitted Haulers Only)	\$ 0.015 per lb.
4237 Septic Annual Operating Permit - Monitoring	\$ 332
4227 Septic Misc. Review (Decks, Pools, Garages, Sheds, Barns, Storage, Etc.)	\$ 111
4236 Septic System Experimental/Alternative Permit	\$ 1,326
4225 Septic System, Abandoned Permit	\$ 332
4224 Septic System, Addition Permit	\$ 553
4217 Septic System, Commercial Addition Permit	\$ 663
4216 Septic System, Commercial Permit	\$ 1,437
4228 Septic System, Commercial Repair Permit	\$ 663
4226 Septic System, New / Single Family Permit	\$ 1,105
4220 Septic System, Re-inspections	\$ 332 min., then T&M
4219 Septic System, Repair Permit	\$ 332
4231 Septic System, Revision to Permit Application	\$ 111
4244 Septic Vehicles Annual Permit (Per Vehicle)	\$ 332
4233 Test Trench Feasibility Inspection	\$ 332 min., then T&M
Small Public Water Systems	
4624 Food Facility Water System - Operating Permit	\$ 332 min., then T&M
4638 New Community Water System - Permit Application Fee	\$ 796
4632 New Non-Community Small Water System - Application	\$ 553
4634 Non-Community Water System (Non-Transient) - Permit	\$ 884 min., then T&M
4633 Non-Community Water System (Transient) - Annual Permit	\$ 663 min., then T&M
New Public Water System Permit Amendment	\$ 221 min., then T&M
4622 Small Community Water System - Annual Permit	\$ 884 min., then T&M
4644 State Small Water System - Annual Permit	\$ 332 min., then T&M
4642 Surface Water Community Water System - Annual Permit	\$ 795 min., then T&M
4643 Surface Water Non-Community Water System - Annual Permit	\$ 663 min., then T&M
4639 Water System Change in Ownership	\$ 243
4610 - New Water System Compliance	\$ 221
Land Use Fees	
2672 Administrative Permit / Site Plan Review	\$ 221
TRAKIT Building Permits - Improvement Plans	\$ 111
2668 Certificate of Compliance Review-Hearing	\$ 332
2614 Conditional Use Permit	\$ 376
2669 Design Review - Major	\$ 442
2673 Design Review - Minor	\$ 221
2680 Environmental Impact Report - Notice of Preparation	\$ 221
2688 General Plan Map Amendment	\$ 442
2623 Lot Line Adjustment	\$ 332
New Ministerial Housing Project	\$ 442
New Ministerial Housing Project - Revision/Modification	\$ 221
2616 Parcel Map Revisions	\$ 221
2615 Parcel Maps (Residential/Commercial)	\$ 376 min., then T&M
2671 Pre-Application Meeting	\$ 111
2692 Planned Development	\$ 221
2617 Subdivision Maps - Preliminary	\$ 221
2608 Review Tentative Maps of Subdivisions on Septic Systems 0-99 Lots	\$ 729
2609 Review Tentative Maps of Subdivisions on Septic Systems 100+ Lots	\$ 862
TRAKIT Revision Fee	\$ 221

ENVIRONMENTAL MANAGEMENT DEPARTMENT FEE SCHEDULE

	Proposed Fee
TRAKiT Temporary Use Permit	\$ 111
2611 Tentative Maps of Subdivisions on Public Services (Sewer & Water)	\$ 221
2663 Variance Application	\$ 376
2675 Zoning Change	\$ 221
2676 Zoning, Minor Wireless Communications Facility (Antenna)	\$ 221

* Set by State and Subject to Change

ADDITIONAL FEES

Returned Check Fee - Tied to Maximum allowed by State	\$25
Copies/Duplication	20 cents per page or plus 5% handling fee
Maps/GIS	
Size A (8 1/2" x 11")	\$5
Size B (11"x 17")	\$7.50
Size C (18" x 24")	\$10
Size D (24" x 36")	\$15 + \$2.50 per SF over 6 SF
Research Records	T&M Subject to Board of Supervisors of Policy B-4
Revenue Recovery Referral Charge/Collections	
Witness Fee	T&M per applicable Government Code
Notice of Violation /Notice to Comply	\$221
Office Hearing Fee	\$221
Administrative Hearing Fee	\$221
Operating without a Permit - 2x Annual Fee Charge	Varies per chapter 8.05 County Code
Scanning Fee	20 cents per page plus 5% handling fee

ENVIRONMENTAL MANAGEMENT DEPARTMENT FEE POLICIES & PROCEDURES

The following fee policies are applicable to fees collected or charged by Environmental Management Department.

A. APPLICABILITY

All fees are due at time of filing the application or requesting the service. Fees are charged as either: fixed rates, fees, charges, or "Time and Materials." The fixed rates, fees, or charges are intended to cover the ordinary costs of Environmental Management for providing that service. The "Time and Materials" fees listed are an initial deposit and are described in more detail in the "Time and Materials" (T&M) section.

B. TIME AND MATERIALS

In all of those instances in Exhibit A – Fee Schedule where a dollar amount is provided followed by a reference to "T&M," the dollar amount is the initial minimum deposit, and the T&M means the actual cost to the applicant to process the application or permit is based on a Time and Materials method of billing. For services subject to T&M charges, the applicant will receive a monthly billing statement 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 within thirty (30) days as specified in Board of Supervisors Policy B-4. Any outstanding balances must be paid before action by the approving authority. 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.

C. CONVERSION TO TIME AND MATERIALS

When, in the opinion of the Chief Administrative Officer (CAO) or Environmental Management Department Director, or their designees, the costs of processing an application will significantly exceed the required fixed fee due to the unusual complexity of the project, either the CAO or Environmental Management Department 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 working on the application will stop until the required deposit is provided. 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 initial review of the application. 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 should be paid before action by the approving authority.

D. 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 departments' processing costs. No charges shall be levied for documents/plans (one copy each) provided to public agencies.

E. OTHER FEES

Where no fee exists to cover an application process or service not normally provided by Environmental Management, or when the circumstances of the application process are unique, and when it will take more than one hour 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 CAO or Environmental Management Department Director, or their designees, using the approved hourly billing rate. If a deposit is collected, the applicant will be billed based on the Time and Materials basis described above. Or as an option, the CAO or Environmental Management Department Director, or their designees, may apply a fee in another category, if such fee would adequately cover the anticipated level of effort required to process the application.

F. FEE WAIVERS

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

G. COLLECTIONS

Unpaid balances are subject to Board of Supervisors Policy B-4, Collections – Recovery of Public Funds. Balances referred to County Revenue Recovery will be assessed an amount equal to the costs incurred by the County for administering revenue recovery services.

H. REFUNDS

- 1) Fixed application fees are not refundable except as designated in 2.b. and 2.f, below.
- 2) The CAO or Environmental Management Department Director, or their designees, may authorize a refund of any unexpended Time and Materials or fixed fees upon any of the following circumstances:
 - a) The project 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.
 - i) The County shall discontinue work on the application within one working day from the receipt of said request, except that the County may continue to process an application involving the violation of a County ordinance.
 - ii) Where a refund is requested of a fixed fee, the refund amount shall be based upon the percentage of work completed as estimated by the CAO or Environmental Management Department Director, or their designees.

- c) The application has been deemed incomplete, information has been requested in writing by Environmental Management, and the applicant has not provided the information within a one-year period.
 - d) The project application has been placed on-hold or moved off-calendar of a Planning Commission or Board of Supervisors hearing at the request of the applicant, and the applicant has not responded or requested the matter to be rescheduled for hearing within a one-year period.
 - e) The project application was moved off-calendar of a Planning Commission or Board of Supervisors hearing by the decision maker, and the applicant has been requested to perform additional tasks such as: provide more information, consult with other agencies, or make revisions, but the necessary information has not been provided within one year.
 - f) The deposit or fee was erroneously collected by the County.
- 3) Any refund of \$25.00 or less will not be issued; therefore, any deposit balance of \$25.00 or less will not be eligible for refund and will be retained by the County.
 - 4) It is the applicant's responsibility to keep track of the amounts submitted and to inform Environmental Management of all changes in address or ownership, including submission of a successor Agreement to Pay in the event of a change in ownership.
 - 5) After all notices have been given and four (4) years have passed, the County can follow the County's escheatment process per Government Code Section 50050 - 50057 for disposing of unexpended fees.

I. VIOLATIONS

- 1) Whenever any work or activities for which a permit is required have been commenced, without first obtaining said permit, an investigation may be required before a permit is issued for such work.
- 2) An investigation fee, in addition to the permit fee, may be collected by the CAO or Environmental Management Department Director, or their designees, whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee. The payment of such an investigation fee shall not exempt any person from the penalty prescribed by ordinance or law. The CAO or Environmental Management Department Director, or their designees may, at his or her discretion, collect this investigation fee at the time of the application or permit issuance. The CAO or Environmental Management Department Director, or their designees, at his or her discretion, may not require investigation fees in cases where the owner of property is voluntarily revealing work done without a permit and securing a permit for the work.
- 3) When a violation of any County Ordinance includes or results from the failure to attain a required permit, the fee or deposit for obtaining the permit required to correct the violation shall be double the fee or deposit amount shown, unless another ordinance or law provides for a greater amount, in which case the greater amount shall apply. The additional fee or deposit shall be treated as a non-refundable fixed fee, even if the initial amount is a deposit.

J. REQUIRED FEES

No person, corporation, association, firm, business, or entity shall operate, perform, carry on, conduct, or engage in any of the activities delineated in the Environmental Management fees without paying the fee listed and obtaining a permit and/or receipt therefore from Environmental Management. A permit or receipt may be issued at any time during the year and shall expire annually on the one-year anniversary date of issuance or date of receipt, unless the permit or receipt indicates a different expiration.

K. SEVERABILITY

If any title, article, section, subsection, sentence, clause, or phrase of these Policies and Procedures or any amendment thereto is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of these Policies and Procedures or amendments thereto. The Board of Supervisors declares that it would have approved these Policies and Procedures and each title, article, section, subsection, sentence, clause, and phrase of these Policies and Procedures irrespective of the fact that any one or more titles, sections, subsections, sentences, clauses, or phrases are declared invalid or unconstitutional.

L. NON EXCLUSIVITY

Nothing in these Policies and Procedures or any amendment thereto shall limit or preclude the enforcement of other county ordinances, including penalties therein or any other federal, state or local laws or regulations. The remedies provided herein are cumulative to all other remedies now or hereafter available to abate or otherwise enforce a fee or permit requirement for conduct described herein. The collection or acceptance of any fee does not constitute and shall not be construed as approval or authorization of any conduct, activity, or condition that violates any federal, state, or local laws or regulations.