



RESOLUTION No. 058-2006
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO
RESOLUTION TO ADOPT PLANNING DEPARTMENT
PERMIT PROCESSING AND RELATED FEES
(Replaces Resolution No. 105-99)

WHEREAS, the El Dorado County Board of Supervisors has adopted Resolution 105-99 on June 8th, 1999, establishing a comprehensive fee schedule for the Planning Department (now known as Development Services Department – Planning Services), Department of Transportation, and Environmental Management relating to permit processing; and

WHEREAS, substantial changes have occurred since 1999 affecting the cost of application processing, and it has been determined that the Planning Services fee schedule no longer reasonably reflects the actual cost of providing services; and

WHEREAS, Planning Fees, Environmental Management Fees and Department of Transportation Fees are no longer adopted simultaneously; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of El Dorado County, that Resolution 105-99 be replaced and that the Planning Services permit processing, miscellaneous fees and special fee policies & procedures shall be as attached herewith; and, this Resolution shall take effect sixty (60) days from adoption.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held on the 28 day of February, 2006,
by the following vote of said Board:

Ayes: Sweeney, Dupray, Baumann, Santiago

ATTEST

CINDY KECK

Clerk of the Board of Supervisors

By *Aimee Lamoureux*
Deputy Clerk 2/28/06
Aimee Lamoureux

Noes: None

Absent: Paine

James R. Sweeney
Chairman, Board of Supervisors 2/28/06
James R. Sweeney

I CERTIFY THAT:

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE. _____

DATE _____

ATTEST: CINDY KECK, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By _____
Deputy Clerk

PLANNING SERVICES 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 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;
 - (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% of the Planning fee shall be refunded, and 100% of the Department of Transportation 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 \$50.⁰⁰ will be deducted from any amount due to cover the costs of processing the refund.

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% reduction, etc., is based on the amount of the application fee. The type of application which has the highest fee is considered the first application; the application with the second highest fee 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 is provided followed by a reference to "T&M", the 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 \$100⁰⁰ for Planning Services unless such rate is modified by the Board of Supervisors. The applicant will receive a monthly 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. 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 will be established on major projects typically tied to EIRs. 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 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 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 project if controversy becomes more evident and/or revisions are proposed to the project to mitigate project impacts or neighbor concerns. After the conversion, the applicant will receive a monthly 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 be paid before action by the hearing body.

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 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.

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.)	
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
BOUNDARY LINE MERGE	\$100
CERTIFICATE OF COMPLIANCE	
Discretionary – Hearing Required	\$2000 T&M
Discretionary – No Hearing Required	\$500
MAJOR REVISION TO APPROVED CERTIFICATE	75% of fee* T&M
MINOR REVISION TO APPROVED CERTIFICATE (No changes to environmental document)	25% of fee*
COPIES, DUPLICATING	15 cents per page
DEPOSITS (See "Fee Policies & Procedures")	
DESIGN REVIEW	
PLANNING COMMISSION, MAJOR (Applications adjacent to State Highway – Negative Declaration)	\$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).	\$500
STAFF LEVEL, MAJOR (Applications with DC overlay, not adjacent to State Highway – Negative Declaration)	\$1000 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	\$300

* 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.

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APPLICATION TYPE/SERVICE	PLANNING FEE/DEPOSIT
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	\$5000 T&M
ANNUAL REVIEW FEE	\$800
ENVIRONMENTAL DOCUMENT (EIR)	
NOTICE OF PREPARATION	\$2000 T&M
EIR AND HEARINGS, STAFF TIME (Consultant charges are based on cost identified by contract)	\$5000 T&M
FINDING OF GENERAL PLAN CONSISTENCY	\$500
GENERAL PLAN	
MAP AMENDMENT (See "Zone Change" when submitted with a Zone Change)	\$2000 T&M
TEXT AMENDMENT, MAJOR (not CEQA exempt)	\$2000 T&M
TEXT AMENDMENT, MINOR	\$1000 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
MAPS, GIS MAPS AND DATA	
BLUE PRINTS	\$5
HOURLY LABOR CHARGE	\$60
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 six 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

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

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APPLICATION TYPE/SERVICE	PLANNING FEE/DEPOSIT
MEETINGS	
NIGHT	Actual cost
MISCELLANEOUS MANUALS, ETC.	Actual cost
MOBILE HOME, TEMPORARY	
INITIAL APPLICATION	\$60
RENEWAL	\$60
RENEWAL, LATE	\$100
PARCEL MAPS	
Residential Parcel Map	\$2000 T&M
Commercial/Industrial Parcel Map	Tentative Map fees for Class I Subdivisions
MAJOR REVISION TO APPROVED PARCEL MAP	
Commercial	75% of Tentative Map fee* T&M
Residential	75% of fee* T&M
MINOR REVISION TO APPROVED PARCEL MAP	
Commercial	25% of Tentative Map fee*
Residential	25% of fee*
TIME EXTENSIONS	\$1000 T&M
CORRECTIONS TO RECORDED FINAL / PARCEL MAPS	\$500
PARCEL MAP WAIVER	\$400
PLANNED DEVELOPMENT PLAN	
PD ZONE EXISTS Commercial/Industrial/Residential	\$2000 T&M
IN CONJUNCTION WITH ZONE CHANGE	\$3000 T&M
MAJOR REVISION TO APPROVED DEVELOPMENT PLAN	75% of fee* T&M
MINOR REVISION TO APPROVED DEVELOPMENT PLAN (No charge to environmental document)	25% of fee*
PRE-APPLICATION REVIEW	
Minor (≤ 5 hrs of Staff Time)	\$300
Major (including TAC review)	\$1000 T&M

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APPLICATION TYPE/SERVICE	PLANNING FEE/DEPOSIT
REATIVATION 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	\$4000 T&M
RECLAMATION PLAN REVISIONS	\$2000 T&M
ANNUAL INSPECTION AND REPORT	\$1000 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	
RECONSTRUCTION AFTER BURN-DOWN LETTERS	\$50
ZONE DETERMINATION LETTERS	\$50
UNLISTED SERVICES	\$100 or current dept hourly billing rate
REVERSION TO ACREAGE	\$150
ADMINISTRATIVE PERMIT, WIRELESS FACILITY (Building façade or roof-mounted antennae)	\$100
GRADING (not associated with a structure)	\$100
NON-RESIDENTIAL	
With water-conserving landscape plan	\$300
Without water-conserving landscape plan	\$100
RESIDENTIAL	\$50
SECOND DWELLING/ACCESSORY STRUCTURES	\$50
SPECIAL USE PERMIT	
PLANNING COMMISSION/ ZONING ADMINISTRATOR – Negative Declaration	\$2000 T&M

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

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APPLICATION TYPE/SERVICE	PLANNING FEE/DEPOSIT
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.	\$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*
SPECIFIC PLANS AND REVISIONS (Staff costs only. Consultant costs are covered by separate contract)	\$5000 T&M
SUBDIVISION MAPS	
PRELIMINARY	
Rural and Urban	\$1000 T&M
TENTATIVE MAP, CLASS I	
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	75% of fee* T&M
MINOR REVISION TO APPROVED TENTATIVE MAP	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	\$1500
TIME EXTENSIONS	\$1000 T&M
SURETY (Administrative Processing)	\$100
TAPES, HEARING (Planning Commission, Zoning Administrator)	\$5 each
TEMPORARY USE PERMITS	
A. Subdivision Model Homes	\$150
B. Construction Yard/Office	\$150
C. Non-Profit Organization Activity	\$0
D. Christmas Tree Lots	\$100
E. Auctions	\$100
F. Carnivals	\$400

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

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APPLICATION TYPE/SERVICE	PLANNING FEE/DEPOSIT
G. Itinerant Shows	\$400
H. Religious Meetings	\$0
I. Outdoor Sales	\$150
J Temporary Signs	\$100
OTHER SIMILAR USES: As Determined by Development Services Director	\$200
TIME & MATERIALS (See "Fee Policies & Procedures")	
VARIANCE	\$800
WILLIAMSON ACT CONTRACTS (Agricultural Preserve)	
ESTABLISH	\$800 (Includes rezone to AP; Rezone to AE will require Zone Change Fee;)
CANCELLATION	\$450
ZONE CHANGE	\$2000 T&M
IN CONJUNCTION WITH GENERAL PLAN AMENDMENT (Combined Zone Change and General Plan Amendment fees)	\$3000 T&M

Based on percentage of current fee shown under original application type

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