



RESOLUTION NO.

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

RESOLUTION ESTABLISHING A CONSOLIDATED FEE SCHEDULE AND CONSOLIDATED FEE POLICIES AND PROCEDURES FOR THE EL DORADO COUNTY COMMUNITY DEVELOPMENT AGENCY AND ADOPTING FEES FOR AGENCY SERVICES

(Supercedes: Resolution 204-93, Resolution 20-97, Resolution 241-2001; Resolution 302-2001; Resolution 355-2006; Resolution 139-2007, Resolution 180-2007; Resolution 097-2010, Resolution 242-2014, and Resolution 012-2015, inclusive.)

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

WHEREAS, Section 8.20.090 of the County Ordinance Code provides for the establishment by resolution a schedule of fees for services provided at the County's public cemeteries;

WHEREAS, Section 18.04.100 of the County Ordinance Code provides for the establishment by resolution a schedule of fees, rates and charges to be imposed for the use of specified airport facilities at the County's airports, and which shall apply to all uses specified therein except as they may be modified by express written contract or permit executed or authorized by the Board of Supervisors;

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

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;

WHEREAS, portions of the consolidated fee schedule were modified by Resolution 20-97 on January 28, 1997 for Department of Transportation County Engineer Fees;

WHEREAS, the Board adopted Resolution 180-2007 on July 10, 2007, which established the Building Fee Schedule and Policy;

WHEREAS, the Board has adopted a series of Resolutions further amending the consolidated fee schedule and Fee Policies and Procedures, which most recently 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, respectively;

WHEREAS, the Board established fees for the County's public cemeteries by Resolution 241-2001 on August 28, 2001, for the Georgetown Cemetery Zone of Benefit No. 3 within County Service Area No. 9 by Resolution 302-2001 on December 4, 2001, and by Resolution 012-2015 on January 27, 2015, and for the Placerville Union Cemetery by Resolution 355-2006 on October 31, 2006;

WHEREAS, the Board fixed rates and charges on County Airports by Resolution 097-2010 on June 29, 2010;

WHEREAS, all of the functions covered by the various resolutions included herein have been consolidated within the Community Development Agency (Agency);

WHEREAS, the Agency recognizes certain efficiencies and enhancements to public service may be realized by the re-establishment of a consolidated, agency wide fee schedule and consistent Policies and Procedures for the collection, administration and refund of fees and/or charges associated with Agency activities;

WHEREAS, the Agency has documented the Agency's cost of providing services included on the consolidated fee schedule through time studies and cost analyses;

WHEREAS, the Community Development Agency Consolidated Fee Schedule and Consolidated Fee Policies and Procedures are included herein as Exhibit A and Exhibit B to this Resolution;

WHEREAS, fees and charges for services included in Exhibit A do not exceed the estimated amount required to provide the services for which they are charged; and represent only amounts necessary to recover the cost of providing the service and/or enforcing the regulations for which they are charged;

~~**WHEREAS**, on July 1 of each year hereafter all rates, charges and fees shall be adjusted in conformance with Agency staff hourly rates as approved by the County Auditor Controller for the current fiscal year, or upward in the same percentage proportion of the annual California Consumer Price Index for Urban Wage Earners and Clerical Workers (CCPI-W) increase over the average annual CCPI-W of 2014, as applicable, rounded to the nearest whole dollar. In the case of a CCPI-W decrease, all rates, charges and fees subject to adjustment by the CCPI-W will remain the same.~~

NOW, THEREFORE, BE IT RESOLVED:

1. Pursuant to applicable provisions of state law and County Ordinance Code, the new, increased or reduced fees set forth in Exhibit A – Community Development Agency Consolidated Fee Schedule attached hereto and incorporated herein are hereby adopted and shall take effect ~~on July 1, 2016;~~ sixty (60) days from execution of this Resolution, except that fees for the County's Airports shall take effect on July 1, 2016;
2. Any existing County 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 Resolution amending the Community Development Agency Consolidated Fee Schedule in its entirety, incorporating those modifications in Exhibit A;
- 3.4. Fee Policies and Procedures set forth in Exhibit B – Community Development Agency Policies and Procedures are hereby adopted and shall take effect upon execution of this Resolution;
- 4.5. Fee Policies and Procedures may be modified from time to time by Resolution amending the Community Development Agency Consolidated Fee Policies and Procedures in its entirety, incorporating those modifications in Exhibit B;
- 5.6. 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.

~~6.7.~~ The Board of Supervisors of the County of El Dorado hereby rescinds Resolutions 204-93, 20-97, 241-2001, 302-2001, 355-2006, 139-2007, 180-2007, 097-201, 242-2014, and 012-2015.

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:
James S. Mitrisin
Clerk of the Board of Supervisors

Ayes:
Noes:
Absent:

By: _____
Deputy Clerk

_____ Chair, Board of Supervisors

COMMUNITY DEVELOPMENT AGENCY CONSOLIDATED FEE SCHEDULE

AIRPORT

Transient/Visitor Aircraft Parking (Tie Down)			
Single Engine (<5,500 lbs.)		\$7.00	<u>\$8.00/Night</u>
Twin Engine & Small Helicopter (5,501- 8,499 lbs.)		\$8.00	<u>\$9.00/Night</u>
Heavy Twin Turbine/Cabin Class & Medium Helicopter (8,500-12,499 lbs.)		\$9.00	<u>\$10.00/Night</u>
Large Turbine (Non-transport) Jet (12,500 -19,999 lbs.)		\$16.00	<u>\$19.00/Night</u>
Large Turbine Helicopter		\$22.00	<u>\$25.00/Night</u>
Aircraft Monthly Parking (Tie Down)			
Single Engine (<5,500 lbs.)	812 sf	\$58.00	<u>\$66.00/Monthly</u>
Twin Engine & Small Helicopter (5,501- 8,499 lbs.)	1086 sf	\$77.00	<u>\$89.00/Monthly</u>
Heavy Twin Turbine/Cabin Class & Medium Helicopter (8,500-12,499 lb	1411 sf	\$100.00	<u>\$115.00/Monthly</u>
Large Turbine (Non-transport) Jet (12,500 -19,999 lbs.)		\$182.00	<u>\$209.00/Monthly</u>
Large Turbine Helicopter		\$240.00	<u>\$275.00/Monthly</u>
Hangars/Ground Lease			
County Owned Rental - monthly			<u>\$225.00/Monthly</u>
Single "T" Hangar Ground Lease - annual (monthly x 12)	812 sf	\$696.00	<u>\$792.00/Annually</u>
Twin "T" Hangar Ground Lease - annual (monthly x 12)	1086 sf	\$783.00	<u>\$1,068.00/Annually</u>
Heavy Twin/Cabin Class Ground Lease - annual (monthly x 12)	1411 sf	\$1,202.00	<u>\$1,381.00/Annually</u>
Rectangular Hangar Ground Lease - per square foot per month		\$0.048	<u>\$ 0.055</u>
Commercial Use - per square foot per month		\$0.096	<u>\$ 0.110</u>
Other Airport Activities and Charges			
Commercial Landing (Twice Daily) charged annually		\$990.00	<u>\$1,138.00/Annually</u>
Commercial Undeveloped Land Lease - per square foot per month		\$0.096	<u>\$ 0.110</u>
Off-site Operators Permit per month		\$75.00	<u>\$86.00/Monthly</u>
Fixed Base Operator (FBO) Permit			Negotiated per Agreement
Ground Lease Assignment/Transfer on Sale of Private Hangar		\$272.00	<u>\$312.00</u>
Hangar Waiting List Application Fee \$25 non-refundable; balance applied to 1st mo. Rent			\$125.00
Short Term Vehicle Parking (NTE 7 days)			\$5.00/Night
Long Term Vehicle Parking - Monthly paid in advance			\$30.00/Monthly
Long Term Vehicle Parking - Annual paid in advance			\$300.00/Annually
Gate Access Card - Initial Issue			At Cost
Gate Access Card - Replacement			At Cost
Gate Access Remote - Initial Issue			At Cost
Gate Access Remote - Replacement			At Cost
Gate Access - Reprogramming			At Cost
Delinquencies - Tie Down Monthly Rental Payments			1.5% monthly of delinquent amount
Delinquencies - Ground Lease Payments			10% monthly of delinquent amount

BUILDING SERVICES

Hourly Rate			\$108.88
Temporary Mobile Home for Residential Use Application			\$413.00
Application Renewal			\$109.00
Temporary Mobile Home on Construction Site			\$186.00
Inspection for Mobile Home			\$232.00
Grading			
Residential (Single Family) Grading <1501 C.Y.			
Application			\$109.00
Plan Check			\$163.00
Inspections			\$314.00
Residential (Single Family) Grading >1500 C.Y. & Multi-Family			
Application			\$109.00
Plan Check			1% of Engineers estimate of cost, or \$1,000 whichever is greater & T&M
Inspections			1% of Engineers estimate of cost, or \$1,000 whichever is greater & T&M

COMMUNITY DEVELOPMENT AGENCY CONSOLIDATED FEE SCHEDULE

BUILDING SERVICES (Cont.)

Commercial Grading		
Application		\$109.00
Plan Check		1% of Engineers estimate of cost, or \$1,000 whichever is greater & T&M
Inspections		1% of Engineers estimate of cost, or \$1,000 whichever is greater & T&M
Road Encroachment Fees		
Application		\$109.00
Inspections		
A. On improved County Rd w/curb and gutter or with an approved drainage facility (Site Review, Final)		\$218.00
B. Permit with non-improved road with stamped plans (Site Review, Sub Grade, Final)		\$327.00
C. Permit with non-improved road with unstamped plans (Site Review, Sub Grade, Rock Grade, Final)		\$436.00
Solar Permit Fees		
Residential Ground Mount		\$366.00
Residential Roof Mount		\$242.00
Non-Residential Ground Mount		\$532.00
Non-Residential Roof Mount		\$286.00
Business License Inspection Fee (if inspection for Zoning & Code compliance required)		\$109.00
Agricultural Building Record Fee (Inspection exempt Agricultural Buildings)		\$109.00
Reinspections - All		\$109.00
Plan Reviews/Revised and Resubmittals		T&M
Technology Fee	\$3 or 0.0356% of valuation up to \$300 maximum	<u>\$3 minimum up to \$300 maximum, based on 0.0356% valuation</u>
General Plan Implementation Fee	\$2 or 0.0267% of valuation up to \$300 maximum	<u>\$2 minimum up to \$300 maximum, based on 0.0267% valuation</u>
Building Permit Valuation		
Construction - Building	0.0139	<u>0.0139 x value with a minimum of \$109.00</u>
(This Multiplier is used to calculate the cost of building permits. Square footage of the building x Building International Code Counsel valuation data table x 0.0139.)		
Trade Permits		0.0139 x value with a minimum of \$109.00
Plumbing, Mechanical, Electrical, etc.		
Building Master Plan		25% of Building permit fee
Building Permit Renewal Fee		Original valuation x .005 x % remaining work, or \$109 whichever is greater

% Completed	% Remaining	Stage of Completion
10%	90%	Stem walls or footings
15%	85%	Floor deck or slab
50%	50%	Rough frame without Plumbing, Electrical, and HVAC
75%	25%	Frame with ALL Plumbing, Electrical, and HVAC
80%	20%	Through sheetrock

CEMETERIES

County-Operated (Excluding Georgetown Cemetery)	
A. Plot – Full (single depth)	
Purchase of right to interment	\$1,000.00
Administration Fee (covers administrative cost of first interment)	\$100.00
Non-Resident Fee** (if applicable)	\$400.00

COMMUNITY DEVELOPMENT AGENCY CONSOLIDATED FEE SCHEDULE

CEMETERIES (Cont.)

B.	Plot – Partial (half size of full plot)		
	Purchase of right to interment		\$600.00
	Administration Fee		\$100.00
	Non-Resident Fee** (if applicable)		\$400.00
C.	Niche (single)		
	Purchase of right to interment		\$1,200.00
	Administration Fee		\$100.00
	Non-Resident Fee** (if applicable)		\$400.00
D.	Niche (double)		
	Purchase of right to interment		\$1,800.00
	Administration Fee		\$100.00
	Non-Resident Fee** (if applicable)		\$400.00
E.	Veteran's Cremains Plot		
	Purchase of right to interment		\$450.00
	Administration Fee		\$100.00
	Non-Resident Fee** (if applicable)		\$400.00
F.	Crypt (single)		
	Purchase of right to interment		\$2,750.00
	Administration Fee		\$100.00
	Non-Resident Fee** (if applicable)		\$400.00
G.	Crypt (double)		
	Purchase of right to interment		\$4,500.00
	Administration Fee		\$100.00
	Non-Resident Fee** (if applicable)		\$400.00
H.	Opening/Closing Costs		
	Opening/Closing – Full		\$950.00*
	Opening/Closing – Full - Weekend/Holiday		\$275.00 additional*
	Opening/Closing – Child (in partial plot)		\$500.00*
	Opening/Closing – Child – Weekend/Holiday		\$175.00 additional*
	Opening/Closing – Cremains		\$295.00*
	Opening/Closing – Cremains - Weekend/Holiday		\$100.00 additional*
	Opening/Closing – Crypt 2 Lower rows		\$300.00*
	3rd Row or higher		\$600.00*
	Opening/Closing – Crypt - Weekend/Holiday		\$275.00 additional*
	Opening/Closing – Niche		\$200.00*
	Opening/Closing – Niche - Weekend/Holiday		\$100.00 additional*
	Opening/Closing – Excavation for Oversized Burial		\$500.00 additional*
Georgetown Cemetery			
A.	Plot – Full (single or double depth)		
	Purchase of right to interment		\$250.00
	Endowment Care		\$200.00
	Administration Fee (covers administrative cost of first interment)		\$100.00
	Non-Resident Fee*** (if applicable)		\$400.00
B.	Plot – Cremains		
	Purchase of right to interment		\$100.00
	Endowment Care		\$100.00
	Administration Fee (covers administrative cost of first interment)		\$100.00
	Non-Resident Fee*** (if applicable)		\$200.00
<u>C.</u>	<u>Public Niche</u>		
	<u>Purchase of right to interment</u>		<u>\$250.00</u>
	<u>Endowment Care</u>		<u>\$50.00</u>
	<u>Administration Fee (covers administrative cost of first interment)</u>		<u>\$100.00</u>
	<u>Non-Resident Fee*** (if applicable)</u>		<u>\$100.00</u>
D.	Veteran's Niche		
	Purchase of right to interment	\$250.00	\$225.00
	Endowment Care		\$50.00
	Administration Fee (covers administrative cost of first interment)		\$100.00
	Non-Resident Fee*** (if applicable)		\$100.00
E.	Opening/Closing Costs		
	Opening/Closing – Full - Single depth plot		\$950.00*
	Opening/Closing – Full - First burial of double depth plot		\$1,100.00*
	Opening/Closing – Full - Second burial of double depth plot		\$950.00*
	Opening/Closing – Full - Weekend/Holiday		\$275.00 additional*
	Opening/Closing – Cremains		\$295.00*
	Opening/Closing – Cremains – Weekend/Holiday		\$100.00 additional*
	<u>Opening/Closing – Public Niche</u>		<u>\$200.00*</u>

COMMUNITY DEVELOPMENT AGENCY CONSOLIDATED FEE SCHEDULE

CEMETERIES (Cont.)

Opening/Closing – Veteran's Niche	\$200.00*
Opening/Closing – Niche - Weekend/Holiday	\$100.00 additional*
Opening/Closing – Excavation for Oversized Burial	\$500.00 additional*
Miscellaneous Cemetery Fees	
Transfer Fee (to release interest in plot/niche)	\$100.00
Companion Fee (research and prepare paperwork for additional interments in one plot, crypt, or niche as allowed by County ordinance)	\$100.00
Disinterment – Casket In-Ground	\$3,500.00*
Disinterment – In Ground Cremains	\$400.00*
Disinterment – Niche	\$200.00*
Disinterment – Crypt - 3rd Row or lower	\$1,500.00*
Disinterment – Crypt - 4th Row or higher	\$2,500.00*

* Fees for opening and closing and/or disinterment of graves, crypts, and niches will be based on the fees charged by the vendor contracted by the County to provide such services. Rates shown are as of date of fee resolution, but may change based on future contracts with cemetery service providers.

** Non-Resident fee is applicable to non-residents of El Dorado County.

*** Non-Resident fee is applicable to non-residents of the Georgetown Cemetery District.

ENVIRONMENTAL MANAGEMENT

Hourly Rate		\$163.93
Environmental Health Permit Fees		
Bakery	\$541.00	<u>\$492.00</u>
Bar	\$361.00	<u>\$328.00</u>
Bed & Breakfast (Food Facility)	\$451.00	<u>\$410.00</u>
Body Art Facility Permit Fee - Annual	\$369.00	<u>\$328.00</u>
Body Art Practitioner Registration Fee - Annual	\$90.00	<u>\$82.00</u>
Caterer	\$361.00	<u>\$328.00</u>
Commissary	\$361.00	<u>\$328.00</u>
Cottage Food Operation Class "A"	\$90.00	<u>\$82.00</u>
Cottage Food Operation Class "B"	\$270.00	<u>\$246.00</u>
Ear Piercing Facility Notification	\$54.00	<u>\$49.00</u>
Market/Retail <2000 Sq. Ft.	\$361.00	<u>\$328.00</u>
Market/Retail >2000 Sq. Ft.	\$451.00	<u>\$410.00</u>
Market/Retail-Prepackaged Only	\$180.00	<u>\$164.00</u>
Market+1 (Meat, Deli, Bakery, Restaurant)	\$631.00	<u>\$574.00</u>
Market+2 (Meat, Deli, Bakery, Restaurant)	\$811.00	<u>\$738.00</u>
Market+3 (Meat, Deli, Bakery, Restaurant)	\$992.00	<u>\$902.00</u>
Market+4 or More (Meat, Deli, Bakery, Restaurant)	\$1,172.00	<u>\$1,066.00</u>
Mobile Food/Pre-Packaged	\$180.00	<u>\$164.00</u>
Mobile Food/Roadside	\$361.00	<u>\$328.00</u>
Organized Camps (Fee In Addition To Fees Collected For Other Permits)	\$721.00	<u>\$656.00</u>
Plus Catering/Only Use with Existing Restaurant	\$180.00	<u>\$164.00</u>
Restaurant <650 Sq. Ft.	\$451.00	<u>\$410.00</u>
Restaurant >650 Square Feet	\$541.00	<u>\$492.00</u>
Restaurant-Bar	\$541.00	<u>\$492.00</u>
River Rafting/Food	\$361.00	<u>\$328.00</u>
Schools/Public Agencies (Food Facility)	\$541.00	<u>\$492.00</u>
Seasonal Food Facility (Closed For One Consecutive Quarter)	\$361.00	<u>\$328.00</u>
Spa	\$361.00	<u>\$328.00</u>
Swimming Pool	\$541.00	<u>\$492.00</u>
Temporary/Occasional Event within 5 Days of Event	\$234.00	<u>\$213.00</u>
Temporary/Occasional Event within 14 Days of Event	\$180.00	<u>\$164.00</u>
Temporary/Pre-Packaged Food Booth	\$90.00	<u>\$82.00</u>
Wading Pool	\$361.00	<u>\$328.00</u>
Winery - Commercial Kitchen	\$361.00	<u>\$328.00</u>
Winery - Pre-Packaged Food	\$180.00	<u>\$164.00</u>
Winery - Seasonal	\$361.00	<u>\$328.00</u>
Plan Check Fees: New Construction		
Plan Check: Bakery	\$902.00	<u>\$820.00</u>
Plan Check: Bar	\$721.00	<u>\$656.00</u>
Plan Check: Bar and Restaurant	\$1,082.00	<u>\$984.00</u>
Plan Check: Bed & Breakfast	\$541.00	<u>\$492.00</u>
Plan Check: Body Art/Tattoo	\$361.00	<u>\$328.00</u>
Plan Check: Caterers	\$361.00	<u>\$328.00</u>
Plan Check: Market +1	\$1,082.00	<u>\$984.00</u>

COMMUNITY DEVELOPMENT AGENCY CONSOLIDATED FEE SCHEDULE

ENVIRONMENTAL MANAGEMENT (Cont.)

Plan Check: Market +2	\$1,262.00	<u>\$1,148.00</u>
Plan Check: Market +3	\$1,443.00	<u>\$1,311.00</u>
Plan Check: Market +4	\$1,623.00	<u>\$1,475.00</u>
Plan Check: Market Pre-Packaged Only	\$180.00	<u>\$164.00</u>
Plan Check: Market/Retail <2000 Sq. Ft.	\$721.00	<u>\$656.00</u>
Plan Check: Market/Retail >2000 Sq. Ft.	\$902.00	<u>\$820.00</u>
Plan Check: Mobile Food / Roadside	\$361.00	<u>\$328.00</u>
Plan Check: Other (Per Hour) - Consultations, Re-Inspections, Etc.		\$163.93 min. then T&M
Plan Check: Restaurant < 650 Sq. Ft.	\$902.00	<u>\$820.00</u>
Plan Check: Restaurant > 650 Sq. Ft.	\$1,082.00	<u>\$984.00</u>
Plan Check: Schools/Public Agencies	\$902.00	<u>\$820.00</u>
Plan Check: Spa	\$1,082.00	<u>\$984.00</u>
Plan Check: Swimming Pool	\$1,082.00	<u>\$984.00</u>
Other Related Fees Based Upon Need & Actual Costs		
Parcel Research (Per Parcel)		\$13.00
Food Handler Classes		
Food Handler Mgr. Ed. - Class, Book, & Test		\$211.00
Food Handler Mgr. Ed. Book & Test Only		\$121.00
Food Handler Mgr. Ed. Book Only		\$60.00
Food Handler Mgr. Ed. Class Only		\$90.00
Food Handler Mgr. Ed. Class & Test Only		\$157.00
Food Handler Mgr. Ed. Test Only		\$67.00
Food Handler Mgr. Reschedule Fee		\$41.00
Food Handler Mgr. Safety Re-Certification		\$92.00
Food Safety Training (Per Hour)		\$163.93/hour
Mgr. Certification - Re-Test		\$67.00
Certified Unified Program Agency (CUPA) Fees		
Above Ground Petroleum Storage Act (APSA - Less Than 10,000)	\$136.00	<u>\$114.00</u>
Above Ground Petroleum Storage Act (APSA - 10,000 - 100,000)	\$270.00	<u>\$246.00</u>
Above Ground Petroleum Storage Act (APSA - 100,001 - 1,000,000)	\$541.00	<u>\$492.00</u>
CUPA-Business Plans/Large Businesses (>1,999 Gallons above Ground)	\$361.00	<u>\$328.00</u>
CUPA-Business Plans/Small Businesses (55-1,999 Gallons above Ground)	\$270.00	<u>\$246.00</u>
CUPA-Other - UGST Sites Repair/Remodel/Upgrade - Minor (Per Site)		\$327.86 min. then T&M
CUPA-Small Quantity Hw. Gen. (<55 Gallons Stored)	\$270.00	<u>\$246.00</u>
CUPA-UGST - Annual Permit (Per Tank)	\$541.00	<u>\$492.00</u>
CUPA-UGST - Envir. Assessment-Review/File Search (Per Hour)		\$163.93 min. then T&M
CUPA-UGST - Interior Lining Installation Permit (Per Tank)	\$361.00	<u>\$328.00</u>
CUPA-UGST - Permanent Close/Abandon/Remove (Per Tank)		\$655.72 min. then T&M
CUPA-UGST - Remediation, Site Assess, Invest	\$541.00	<u>\$492.00</u>
CUPA-UGST - Repair/Remodel/Upgrade - Major (Per Tank)		\$573.75 min. then T&M
CUPA-UGST - Tank Installation & Replacement (Per Tank)		\$491.79 min. then T&M
CUPA-UGST - Temporary Closure (Per Tank)	\$361.00	<u>\$328.00</u>
Medical Waste Fees		
Med Wst-Acute Care Hosp.	\$902.00	<u>\$820.00</u>
Med Wst-Clinical Laboratory	\$361.00	<u>\$328.00</u>
Med Wst-Health Cafe Service Plan Fac.	\$541.00	<u>\$492.00</u>
Med Wst-Intermediate Care	\$451.00	<u>\$410.00</u>
Med Wst-Medical/Dental/Veterinary Offices	\$361.00	<u>\$328.00</u>
Med Wst-Nursing Facility 1-99	\$451.00	<u>\$410.00</u>
Med Wst-Nursing Facility 100-199	\$541.00	<u>\$492.00</u>
Med Wst-Nursing Facility 200 or More	\$631.00	<u>\$574.00</u>
Med Wst-Primary Care	\$541.00	<u>\$492.00</u>
Med Wst-Sm Qty without Onsite/Initial Filing Fee	\$90.00	<u>\$82.00</u>
Med Wst-Sm Qty with Onsite	\$180.00	<u>\$164.00</u>
Med Wst-Specialty Clinics	\$541.00	<u>\$492.00</u>
Med Wst-Storage Fac. (2-10 Generators)	\$180.00	<u>\$164.00</u>
Med Wst-Storage Fac. (11-49 Generators)	\$361.00	<u>\$328.00</u>
Med Wst-Storage Fac. (50 or More Generators)	\$721.00	<u>\$656.00</u>
Med Wst-Transfer Station	\$721.00	<u>\$656.00</u>
Med Wst-Veterinary Clinic or Hospital	\$361.00	<u>\$328.00</u>
Solid Waste Monitoring		
Monitoring Well Install (Including PE 4354, 4356)		\$327.86 min. then T&M
Monitoring Well Abandon (With UST Permit) (Including PE 4355, 4357)		\$163.93 min. then T&M
Non-UGST-Site Assessment (Per Parcel) - Soil Boring-GTECH/Seismic	\$360.64	<u>\$327.86</u> min then \$163.93 per parcel

COMMUNITY DEVELOPMENT AGENCY CONSOLIDATED FEE SCHEDULE

ENVIRONMENTAL MANAGEMENT (Cont.)

Domestic Drinking Water Wells		
Change of Driller	\$81.96	\$81.97 min. then T&M
Geothermal Wells - Heat Exchange Well		\$163.93 min. then T&M
New Well Construction Permit (Individual or Irrigation Well)		\$163.93 min. then T&M
Penalty for Drilling Without Permit	\$902.00	\$820.00
Penalty for Abandon/Destroy Without Permit	\$541.00	\$492.00
Permit Extension	\$90.00	\$82.00
Permit Revision	\$81.96	\$81.97 min. then T&M
Well Deepen/Modify or Repair Permits	\$81.96	\$81.97 min. then T&M
Well Destruction Permits	\$245.89	\$245.90 min. then T&M
Well Re-Construction Permit	\$81.96	\$81.97 min. then T&M
Well Permit-Public		\$655.72 min. then T&M
Real Estate Loan Health Clearance Inspection		
Loan Cert/Septic Only	\$270.00	\$246.00
Loan Cert/Water Only (Does Not Include Lab Fees)	\$270.00	\$246.00
Loan Cert/Water and Septic (Does Not Include Lab Fees)	\$361.00	\$328.00
Water Sample Hourly Rate		\$163.93 min. then T&M
Individual Sewage Disposal Systems		
Penalty for Illegal Septic System	\$902.00	\$820.00
Septage Disposal Fee (Registered Haulers Only)		\$0.01176/lbs.
Septic Annual Operating Permit - Monitoring	\$270.00	\$246.00
Septic Misc. Review (Decks, Pools, Garages, Sheds, Barns, Storage, Etc.)	\$81.96	\$81.97 min. then T&M
Septic System Experimental/Alternative Permit		\$811.00

ENVIRONMENTAL MANAGEMENT (Cont.)

Septic System, Abandoned	\$270.00	\$246.00
Septic System, Addition Permit	\$451.00	\$410.00
Septic System, Commercial	\$1,172.00	\$1,066.00
Septic System, Commercial Addition	\$472.59	\$491.79 min. then T&M
Septic System, Commercial Repair		\$491.79 min. then T&M
Septic System, New / Single Family	\$902.00	\$820.00
Septic System, Reinspections	\$245.89	\$245.90 min. then T&M
Septic System, Repair	\$270.00	\$246.00
Septic System, Revision to Permit Application	\$81.96	\$81.97 min. then T&M
Septic Vehicles (Per Vehicle)	\$270.00	\$246.00
Test Trench Feasibility Inspection	\$262.28	\$245.90 min. then T&M ea. Add'l trench
Small Public Water Systems		
Food Facility Water System - Operating Permit	\$270.00	\$246.00
New Community Water Syst Application	\$649.00	\$590.00
New Non-Community Small Water System Permit Application Fee	\$451.00	\$410.00
Non-Community Water System (Non-Transient)	\$721.00	\$656.00
Non-Community Water System (Transient-Base Chg.)	\$541.00	\$492.00
Small Community Water System (Base Charge)	\$721.00	\$656.00
State Small Water System (Base Charge)	\$270.00	\$246.00
Water System Change in Ownership	\$198.00	\$180.00
Construction & Demolition Compliance		
C & D Debris Waste Management Plan Processing		\$164.00
C & D Debris Diversion Compliance Fee		Double the building permit fee
C & D Debris Deposit		Double the building permit fee
Land Use Fees		
Assessment of Design Review	\$361.00	\$328.00
Boundary Line Modification	\$270.00	\$246.00
Certificate of Compliance Review	\$270.00	\$246.00
Department Of Real Estate Letter	\$180.00	\$164.00
General Plan Map Amendment		\$328.00
Major Revision to Approved Tentative Map		\$163.93 min. then T&M
Minor Revision to Approved Tentative Map		\$163.93 min. then T&M
Notice of Preparation (Per Hour)		\$163.93 min. then T&M
Planning Commission, Minor New Construction Commercial	\$180.00	\$164.00
Planning Director, Minor New Construction Commercial		\$163.93 min. then T&M
Pre-Application Meetings	\$90.00	\$82.00
Review of a Planned Development Plan	\$180.00	\$164.00
Review of Revisions to Approved Tentative Parcel Map		\$163.93 min. then T&M
Review of Subdivision Maps, Preliminary, Rural		\$163.93 min. then T&M

COMMUNITY DEVELOPMENT AGENCY CONSOLIDATED FEE SCHEDULE

ENVIRONMENTAL MANAGEMENT (Cont.)

Review of Subdivision Maps, Preliminary, Urban		\$163.93 min. then T&M
Review of Tentative Maps of Subdivisions on Public Services (Sewer & Water) (Based On		\$163.93 min. then T&M
Review of Tentative Maps of Subdivisions on Septic Systems 0-49 Lots		\$541.00
Review Of Tentative Maps of Subdivisions on Septic Systems 50-99 Lots		\$541.00
Review of Tentative Maps of Subdivisions on Septic Systems 100+ Lots		\$631.00
Review of Tentative Parcel Maps		\$270.00
Review of Variance Application		\$270.00
Site Plan Review	\$180.00	\$164.00
Special Use Permit Review		\$270.00
Subdivision Tentative Map, Revision during Review		\$163.93 min. then T&M
Zoning Administrator, Minor New Construction Commercial	\$180.00	\$164.00
Zoning Administrator, Minor Wireless Communications Facility		\$163.93 min. then T&M

PLANNING SERVICES

Hourly Rate		\$119.27
Appeals		\$239.00
Boundary Line Adjustment		\$358.00
Boundary Line Adjustment Time Extension		\$82.00
Boundary Line Merge		\$119.00
Building Permits		
Grading (Not associated with a structure)		\$159.00
Non-residential, New Construction (new floor plan)		\$423.00
Tenant Improvements with a change in use or occupancy		\$246.00
Tenant Improvements with no change in use or occupancy		\$144.00
Wall signs and misc. other non-residential		\$112.00
Miscellaneous: Plan check Revisions, review of 2nd Corrections, and any other activity not covered in the fee schedule		T&M
Residential: new dwellings, second dwelling units, multi-family		\$250.00
Accessory structures, expansion of existing structures, ag buildings, pools		\$123.00
Minor permit review (permits requiring limited review)		\$66.00
Special Zoning Review (Additional fee for flood zone, development eligibility review, TRPA MOU, or similar)		\$80.00
Certificate of Compliance		
Discretionary - Hearing Required		\$4,174.00
Discretionary - No Hearing Required		\$716.00
Major Revision to Approved Certificate		\$2,625 deposit, T&M
Minor Revision to approved Certificate (No Changes to environmental document)		\$1,044.00
Design Review		
Major		\$7,156.00
Minor		\$2,385.00
Major Revision to Approved Design Review		75% of fee
Minor Revision to Approved Design Review		25% of fee
Development Agreement		
Initial Application		\$2,500 deposit, T&M
Annual Review		\$800 deposit, T&M
Environmental Impact Report (EIR)		
Notice of Preparation		\$2,000 deposit, T&M
EIR and Hearings and Staff Time (Consultant charges are based on cost identified by contract)		\$5,000 deposit, T&M
Finding of General Plan Consistency		\$613.00
General Plan		
Map Amendment		\$4,000 deposit, T&M
Text Amendment, Major (not CEQA exempt)		\$2,000 deposit, T&M
Text Amendment, Minor (CEQA exempt)		\$1,000 deposit, T&M
Hearing Continuation Off-Calendar, Requested by Applicant		\$358.00
Parcel maps		
Residential/Commercial Parcel Map		\$8,311.00
Major Revision to Approved Parcel Map		\$6,233.00
Minor Revision to Approved Parcel Map		\$2,078.00
Time Extensions		\$1,000 deposit, T&M
Corrections to Recorded Final/Parcel Map		\$1,806.00
Parcel Map Waiver		\$602.00
Planned Development		
Planned Development		\$6,000 deposit, T&M
Major Revision to Approved Development Plan		\$4,000 deposit, T&M

COMMUNITY DEVELOPMENT AGENCY CONSOLIDATED FEE SCHEDULE

PLANNING SERVICES (Cont.)

Minor Revision to Approved Development Plan (No change to environmental document)	\$1,379.00
Pre Application Review	
Minor	\$941.00
Major	\$3,594.00
Reactivation or Revision: 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 the 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 Service based on extent of revision proposed)	25-50% of fee* T&M
Reclamation	
Reclamation Plan	\$4,000 deposit, T&M
Reclamation Plan Revision	\$2,000 deposit, T&M
Annual Inspection and Report	\$1,000 deposit, T&M
Research Requests and Zoning Letters	
Reconstruction After Burn-Down Letter	\$119.00
ABC License Verification, DMV Zoning, and HCD Compliance	\$60.00
Public Convenience and Necessity	\$298.00
Unlisted Services and Research	\$119 deposit, T&M
Reversion to Acreage	\$179.00
Site Plan Review	
Administrative Permit	\$119.00
Agricultural Setback Relief (see Variance)	
Improvement Plans	\$358.00
Commercial	\$583.00
Ranch Marketing or Winery	\$1,193.00
Special Use Permit	
Planning Commission/Zoning Administrator, Major	\$7,563.00
Planning Commission/Zoning Administrator, Medium	\$4,684.00
Planning Commission/Zoning Administrator, Minor	\$1,789.00
Major Revision to Approved Special Use Permit	75% of fee*
Minor Revision to Approved Special Use Permit	25% of fee*
Specific Plans and revisions (Staff costs only. Consultant costs are covered by separate contract)	\$5,000 deposit, T&M
Subdivision Maps	
Preliminary Map	\$2,000 deposit, T&M
Tentative Map (All types)	\$7,500 deposit, T&M
Major Revision to Approved Tentative Map	\$5,000 deposit, T&M
Minor Revision to Approved Tentative Map	\$2,500 deposit, T&M
Final Map	\$2,385.00
Time Extensions	\$1,000 deposit, T&M
Temporary Use Permit (All Categories)	
A. Subdivision Model Homes, Construction Yard, Office, Outdoor Sales	\$411.00
B. Christmas Tree Lots, Auctions, Temporary Signs	\$363.00
C. Outdoor Concerts, Itinerate Shows, Carnivals, Circuses, Rodeos, and Religious Revival Meetings	\$506.00
D. Other Uses: As determined by Development Services Division Director	\$423.00
Variance	
17.22.600 et. Seq. (Discretionary Variance)	\$2,624.00
Administrative Front Setback Reduction (17.14-020 - 17.14-040)	\$60.00
Administrative Relief for Agricultural Setbacks	\$507.00
Administrative Relief for Riparian Setbacks	\$358.00
Administrative 10% Relief (17.22.020)	\$775.00
Williamson Act Contracts (Agricultural Preserve)	
Establish and Amendments (Rezone to LA is no charge: Rezone to AG or PA requires the full rezone fee)	\$1,174.00
Immediate Cancellation (no fee for notice of non-renewal)	\$1,000 deposit, T&M
Zone Change	\$2,800 deposit, T&M

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

COMMUNITY DEVELOPMENT AGENCY CONSOLIDATED FEE SCHEDULE

TRANSPORTATION

Hourly Rate		Variable - Per Classification
Boundary Line Adjustment		\$550.00
Certificate of Compliance		\$933.00
Commercial Grading	T&M**	<u>5%** & T&M</u>
Design Review		
Planning Commission or Director	T&M*	<u>\$3,000 deposit, T&M</u>
Minor Design Review		
A. Signs, On-Site		\$370.00
B. Accessory Structures		\$370.00
C. Minor Expansion of Floor Plan		\$370.00
D. New Construction, Commercial		\$370.00
E. 3 Single-Family Residences		\$370.00
F. 4-6 Apartment Units		\$370.00
Revision to Approved Design Review	T&M*	<u>T&M</u>
Encroachments Applications		
Utility		\$118.00
Excavation		Covered by Grading Permit
Access or Driveway (Blanket, Field, Adjacent cut/fill)		\$118.00
Encroachments Inspections		
Utility		
A. Utility Company/District		T&M
B. Non-Utility Company/District		\$300.00 deposit, T&M
Excavation		Covered by Grading Permit
Access or Driveway		
A. On improved County Rd w/ curb and gutter or with an approved drainage facility	2 inspections	\$486.00
<i>Site Review, Final</i>		
B. Permit with non-improved road with stamped plans	3 inspections	\$729.00
<i>Site Review, Sub Grade, Final</i>		
C. Permit with non-improved road with unstamped plans	4 inspections	\$972.00
<i>Site Review, Sub Grade, Rock Grade, Final</i>		
D. Reinspections of Above	per inspection	\$243.00
Additional Encroachment Fees		
Permit Application For Work Performed Prior to Issuance of a Valid Permit. See County Ordinance Section 12.08.160B		\$60.00
Appeal Fee Paid Prior to Forwarding Appeal to Board of Supervisors		\$50.00
General Grading		
General Grading Application		\$118.00
General Grading Plan Check		
250 -1500 Cubic Yards		\$243.00
Over 1500 Cubic Yards	T&M*	<u>\$1,000 deposit, T&M</u>
Changes, Additions or Revisions	T&M*	<u>T&M</u>
General Grading Inspection		
250 - 1,500 Cubic Yards		\$1,214.00 (based on 5 inspections)
Over 1500 Cubic Yards	T&M*	<u>\$1,000 deposit, T&M</u>
Changes, Additions or Revisions	T&M*	<u>T&M</u>
Surety		\$118.00
Oversized Load (State Mandated)		
Permit		
Over width, height, or weight on any type transport***		\$16.00 each
Over width, height, or weight on any type of transport blanket***		\$90.00 annually per Vehicle
Planned Development		
Residential	T&M*	<u>\$2,000 deposit, T&M</u>
Commercial/Industrial	T&M*	<u>\$2,000 deposit, T&M</u>
In Conjunction with Zone Change	T&M*	<u>\$2,000 deposit, T&M</u>
Parcel Map Commercial	T&M*	<u>\$5,000 deposit, T&M</u>
Parcel Map Residential		
Plan check Inspection	T&M*	<u>\$5,000 deposit, T&M</u>
Revisions to Approved Parcel Map	T&M*	<u>T&M</u>
Time Extensions	T&M*	<u>T&M</u>
Pre Application Development Meeting - Major		\$884.00

COMMUNITY DEVELOPMENT AGENCY CONSOLIDATED FEE SCHEDULE

TRANSPORTATION (Cont.)

Pre Application Development Meeting - Minor		\$295.00
Roadside Memorial Sign		\$265.00

Special Event Permit / Parade / Involving Road Closure

<u>Initial submission</u>		<u>\$436.00</u>
<u>Subsequent years 2-5</u>		<u>\$218.00</u>

Special Event permit life span is 5 years max.

Special Use Permit (All Categories)		
Planning Commission	T&M*	\$1,600 deposit, T&M
Zoning Administrator	T&M*	\$1,600 deposit, T&M
Zoning Administrator (Minor)(Categorically Exempt)	T&M*	\$1,600 deposit, T&M
Off-Premise Signs (CEQA Section 15311(A))	T&M*	\$1,600 deposit, T&M
On-Site Signs, Excess Area (CEQA Section 15311(A))	T&M*	\$1,600 deposit, T&M
Ham Radio Antenna Height (CEQA Section 15303(E))	T&M*	\$1,600 deposit, T&M
Fence Height (CEQA Section 15303(E))	T&M*	\$1,600 deposit, T&M
Modification of Non-Conforming Parking/Landscaping (CEQA Section 15311(B))	T&M*	\$1,600 deposit, T&M
Temporary Uses Not Listed (Zoning Ord. Section 17.23.030)	T&M*	\$1,600 deposit, T&M
Minor Expansion of Floor Area (CEQA Section 15301 (E))	T&M*	\$1,600 deposit, T&M
New Construction Commercial 2,500/10,000 Sf or Less (CEQA Section 15303(C))	T&M*	\$1,600 deposit, T&M
Wireless Communications Facility (Co-Location)	T&M*	\$1,600 deposit, T&M
Major Revisions to Approved Special Use Permit	T&M*	\$1,600 deposit, T&M
Minor Revisions to Approved Special Use Permit	T&M*	\$1,600 deposit, T&M
Temporary Use Permit (All Categories)		
A. Subdivision Model Homes, Construction Yard, Office, Outdoor Sales		\$500.00
B. Christmas Tree Lots, Auctions, Temporary Signs		\$500.00
C. Outdoor Concerts, Itinerate Shows, Carnivals, Circuses, Rodeos, and Religious Revival Meetings		\$500.00
D. Other Uses: As determined by Transportation Services Division Director		\$500.00
Tentative Maps	T&M*	\$5,000 deposit plus <u>2.5%**</u> , T&M
Traffic Study	T&M*	<u>\$5,000 deposit, T&M</u>
Variance		\$707.00
Zone Change		\$500.00
Zone with General Plan Map Amendment		\$756.00

* Deposits Based On Estimate of Actual Costs

** Deposits based on Developer's Engineer's Estimate

*** Maximum Fees are established in accordance with the State of California Vehicle Code Division 15, Chapter 5, Article 6, Section 35795 "Permit Fee" and the State of California Code of Regulations, Title 21, Sec. 1411.3

ZONE OF BENEFIT

Zone of Benefit Proceedings		\$1,000 deposit, T&M
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AGENCY ADDITIONAL FEES

Returned Check Fee - Tied to Maximum allowed by State		\$25.00
Copies/Duplication		15 cents per page or "printer cost" plus 5% handling fee

AGENCY ADDITIONAL FEES

Maps/GIS		
Size A (8 1/2" x 11")		\$5.00
Size B (11"x 17")		\$7.50
Size C (18" x 24")		\$10.00
Size D (24" x 36")		\$15 + \$2.50 per SF over 6 SF
Miscellaneous Manuals, Etc.		Actual cost
Public Record Requests		Per Evidence Code 1563
Research Records		T&M
Revenue Recovery Referral Charge		14% of amount sent to collections
Witness Fee		T&M per applicable Government Code

PLANNING SERVICES COMMUNITY DEVELOPMENT AGENCY CONSOLIDATED FEE POLICIES & PROCEDURES

The following fee policies are applicable to ~~all~~ fees collected by ~~Planning Services the~~
Community Development Agency.

A. A-APPLICABILITY

~~The following~~All fees are due at time of filing the application or requesting the service. Fees are charged as ~~either: either~~ "fixed rates, fees or charges," or "Time and Materials." The "fixed rates, fees, or charges" are intended to cover the ordinary costs of the Community Development Agency's ~~Development Services Division ("Division")~~ 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" section.

B. 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.~~

C. TIME AND MATERIALS

In all of those instances in ~~the~~Exhibit A – Consolidated 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

Comment [EZ1]: Moved to: Division Specific Fees, Planning

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. 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, the "Agreement to Pay." Any outstanding balances must be paid before action by the 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 be established on major projects such as those requiring the hiring of consultants for the preparation of an environmental impact report. The applicant, by contract, would 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.~~

DC. CONVERSION TO TIME AND MATERIALS

When, in the opinion of the Community Development ~~Services Division Agency~~ Director ("Division Director") or designee, the costs of processing an application will significantly exceed the required fixed fee due to the unusual complexity of the project, the ~~Division~~ 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 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 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 should be paid before action by the approving authority.

E. PUBLIC AGENCIES

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

FD. 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.

GE. OTHER FEES

Where no fee exists to cover an application process or service not normally provided by the ~~Division~~ Agency, 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 ~~affected department or division's~~ Director or designee, 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 ~~Division~~ Director or designee may apply a fee in another category, ~~if no~~ such fee would adequately cover the anticipated level of effort required to process the application.

~~HF.~~ FEE WAIVERS

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

~~IG.~~ 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, turned over to the County Revenue Recovery Division will be assessed an additional charge of 15 percent.~~

~~JH.~~ REFUNDS

- ~~1) Fixed application fees are not refundable except as designated in 2.f, below.~~
- ~~2) The~~ Division Director or designee may authorize a refund of any unexpended ~~application 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 Director or designee.
 - ~~b) –~~

c) The application has been deemed incomplete, information has been requested in writing by the Agency, and the applicant has not provided the information within a one year period.

~~e)~~

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 ~~the last~~ 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 ~~the a last~~ one -year period.

f) The deposit or fee was erroneously collected by the County.

~~e)3)~~ Additional conditions applicable to refunds related to building permits are described in Section J.

~~2)4)~~ Any refund of ~~\$25.00~~ 0.00 or less will not be issued; therefore any deposit balance of ~~\$25.00~~ 0.00 or less will not be eligible for refund and will be ~~kept~~ retained by the County.

Comment [EZ2]: Per Ruth Y – under state Escheat statutes

~~3)5)~~ It is the applicant's responsibility to keep track of the amounts submitted and to inform the Agency of all changes in address or ownership, including submission of a successor Agreement to Pay in the event of a change in ownership.

6) 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 has 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 Director or designee, 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 investigation fee shall not exempt any person from penalty prescribed by law. The Director or designee may, at his or her discretion, collect this investigation fee at the time of the application or permit issuance. The Director or designee, 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.

Comment [EZ3]: From Building Reso 180-2007 Part 5, A.

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. The additional fee or deposit shall be treated as a non-refundable fixed fee, even if the initial amount is a deposit.

Comment [EZ4]: From County Engineer Reso 20-97

J. DIVISION SPECIFIC FEES

1) Building Services

a) Application and Plan Review - Required Plans

When plans are required to be submitted, an application/plan review fee shall be paid at the time of the building application, in the amount equal to one-half (1/2) of the fee. Upon issuance of the permit these fees shall be applied to the total fee collected.

Comment [EZ5]: a & b from Building Fee Reso 180-2007, Part 3 A& B.

b) Application and Plan Review – 50% Reduction

When plans referenced in (J.1.a) above are from a master plan previously approved by the County with no modifications, are for a permanent manufactured dwelling on a permanent foundation, or have been reviewed and approved by a third professional previously approved by the County, the application/plan review fee as described in (J.1.a) above shall be reduced by fifty percent (50%).

c) Credit toward Replacement Application

An application submitted to replace one that has expired may be eligible for a credit toward the new application/plan review fee if it is re-submitted within 6 months of the time of the original application expiration. Based on a schedule established by the Director or designee, credit may be given for administration/plan review work already performed, which is still applicable under codes and regulations in force at the time of the new application. It is the responsibility of the applicant to provide documentation substantiating work eligible for credit as part of the original application.

d) Refund on Withdrawal

The Director or designee may authorize the refund of not more than 80% of the building permit fee paid, less the application fee if any plan review activity has occurred. The minimum fee retained by the County shall be equal to the hourly rate applicable to the permit activity.

The Director or designee shall not authorize the refunding of Building Services fees paid unless:

- i) Written request to withdraw an application or permit is provided by the current owner or original applicant or an authorized agent of either.
- ii) Said request is made within one year of the application or within two years of the original date of issuance.
- iii) No work of any sort has been done under the permit in question.

2) Environmental Management

a) 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 the Community Development Agency, Environmental Management Division. A permit or receipt may be issued at any time during the year and shall expire annually on the one-year anniversary date.

Comment [EZ6]: Per Barbara H. most activities require a permit; HAZMAT inspection/certification does not, but does require renewal, and issuance of a receipt. Therefore, both references are included herein.

3) Planning Services

~~MULTIPLE APPLICATION FEES~~ Multiple Application Fees

Comment [EZ7]: Section J.2.b deleted.

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:

Comment [EZ8]: Moved from B.

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.

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.

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