



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 080-2019)

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 will be established for each individual department; and

WHEREAS, the schedule of fees set forth in Exhibit A, Environmental 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, 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.

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:

By: _____
Deputy Clerk

Chair, Board of Supervisors

ENVIRONMENTAL MANAGEMENT DEPARTMENT FEE SCHEDULE

Hourly Rate	Current Fee	Proposed Fee	Net Change
	\$163.93	\$171.40	\$7.47
Environmental Health Permit Fees			
1650 Bakery - Annual Permit	\$492.00	\$531.00	\$39.00
1620 Bar - Annual Permit	\$328.00	\$328.00	(\$2.00)
1681 Bed & Breakfast (Food Facility) - Annual Permit	\$410.00	\$394.00	(\$16.00)
1510 Body Art Facility Permit-Fee - Annual Permit	\$328.00	\$257.00	(\$71.00)
1515 Body Art Practitioner Registration Fee - Annual Permit	\$82.00	\$86.00	\$4.00
1640 Caterer Catering Operation - Annual Permit	\$328.00	\$343.00	\$15.00
1642 Catering Operation Add-On for Permitted Food Facilities - Annual Permit		\$171.00	\$171.00
1680 Commissary - Annual Permit	\$328.00	\$377.00	\$49.00
TBD Continental Breakfast (Limited Food Service Facility) - Annual Permit		\$171.00	\$171.00
1630 Cottage Food Operation Class "A" - Annual Registration Fee	\$82.00	\$86.00	\$4.00
1631 Cottage Food Operation Class "B" - Annual Permit	\$246.00	\$326.00	\$80.00
1516 Ear Piercing Facility Notification - One-time Registration Fee	\$49.00	\$51.00	\$2.00
1512 Event Coordinator - Temporary/Occasional Event		\$171.00	\$171.00
1518 Event Coordinator - Temporary/Occasional Event - Within 14 Days of Event		\$223.00	\$223.00
TBD Host Facility - Annual Permit		\$171.00	\$171.00
1613 Market/Retail-Prepackaged-Pre-Packaged Only - Annual Permit	\$164.00	\$309.00	\$145.00
1611 Market/Retail <2000 Sq. Ft. - Annual Permit	\$328.00	\$514.00	\$186.00
1612 Market/Retail >2000 Sq. Ft. - Annual Permit	\$410.00	\$600.00	\$190.00
1614 Market+1 (Meat, Deli, Bakery, Restaurant) - Annual Permit	\$574.00	\$737.00	\$163.00
1616 Market+2 (Meat, Deli, Bakery, Restaurant) - Annual Permit	\$738.00	\$908.00	\$170.00
1617 Market+3 (Meat, Deli, Bakery, Restaurant) - Annual Permit	\$902.00	\$1,080.00	\$178.00
1615 Market+4 or More (Meat, Deli, Bakery, Restaurant) - Annual Permit	\$1,066.00	\$1,251.00	\$185.00
1635 Mobile Food/Pre-Packaged - Annual Permit	\$164.00	\$171.00	\$7.00
1633 Mobile Food/Roadside - Annual Permit	\$328.00	\$309.00	(\$19.00)
1690 Organized Camps (Fee In Addition To Fees Collected For Other Permits) - Annual Permit	\$656.00	\$497.00	(\$159.00)
1622 Restaurant <650 Sq. Ft. - Annual Permit	\$410.00	\$600.00	\$190.00
1623 Restaurant >650 Sq. Ft. - Annual Permit	\$492.00	\$771.00	\$279.00
1621 Restaurant/Bar - Annual Permit	\$492.00	\$771.00	\$279.00
1540 River Rafting/Food - Annual Permit	\$328.00	\$394.00	\$66.00
TBD Satellite Food Service (SFS) - Annual Permit		\$343.00	\$343.00
1632 Schools/Public Agencies (Food Facility) - Annual Permit	\$492.00	\$566.00	\$74.00
1511 Seasonal Fixed Food Facility (Closed For One Or More Consecutive Quarter Quarters) - Annual Permit	\$328.00	\$411.00	\$83.00
3612 Spa - Annual Permit	\$328.00	\$343.00	\$15.00
3611 Swimming Pool - Annual Permit	\$492.00	\$514.00	\$22.00
1519 Temporary Foods - Limited Food Preparation (low risk) - Annual Permit		\$171.00	\$171.00
1520 Temporary Foods - Open Food Preparation (high risk) - Annual Permit		\$343.00	\$343.00
1642 Temporary Foods Event Add-On for Permitted Food Facilities -Plus-Catering/Only Use with Existing Restaurant - Annual Permit	\$164.00	\$171.00	\$7.00
TBD Temporary Foods Open Food Preparation within 14 Days of Event - Single Event	\$164.00	\$171.00	\$7.00
Temporary Foods Open Food Preparation within 5 Days of Event—Single Event	\$213.00		
1513 Temporary Foods Pre-Packaged Food Booth (with limited food sampling/dispensing) - Single Event	\$82.00	\$86.00	\$4.00
3615 Wading Pool - Annual Permit	\$328.00	\$274.00	(\$54.00)
1625 Winery - Commercial Kitchen - Annual Permit	\$328.00	\$394.00	\$66.00
1627 Winery - Pre-Packaged Food - Annual Permit	\$164.00	\$171.00	\$7.00
1626 Winery - Seasonal Food Service- Annual Permit	\$328.00	\$343.00	\$15.00
Plan Check Fees: New Construction			
1770 Plan Check: Bakery	\$820.00	\$857.00	\$37.00
1760 Plan Check: Bar	\$656.00	\$686.00	\$30.00
1761 Plan Check: Bar and Restaurant	\$984.00	\$1,028.00	\$44.00
1782 Plan Check: Bed & Breakfast	\$492.00	\$514.00	\$22.00
1517 Plan Check: Body Art/Tattoo	\$328.00	\$343.00	\$15.00
1780 Plan Check: Caterers	\$328.00	\$343.00	\$15.00
1774 Plan Check: Market +1	\$984.00	\$1,028.00	\$44.00
1776 Plan Check: Market +2	\$1,148.00	\$1,200.00	\$52.00
1777 Plan Check: Market +3	\$1,311.00	\$1,371.00	\$60.00
1775 Plan Check: Market +4	\$1,475.00	\$1,543.00	\$68.00
1773 Plan Check: Market Pre-Packaged Only	\$164.00	\$171.00	\$7.00
1771 Plan Check: Market/Retail <2000 Sq. Ft.	\$656.00	\$686.00	\$30.00
1772 Plan Check: Market/Retail >2000 Sq. Ft.	\$820.00	\$857.00	\$37.00
1710 Plan Check: Other (Per Hour) - Consultations, Re-Inspections, Etc.	\$163.93 min. then T&M	\$171.00 min., then T&M	\$7.07
1711 Plan Check: Remodel		\$171.00	\$171.00
1762 Plan Check: Restaurant < 650 Sq. Ft.	\$820.00	\$857.00	\$37.00
1763 Plan Check: Restaurant > 650 Sq. Ft.	\$984.00	\$1,028.00	\$44.00
1781 Plan Check: Mobile Food / Roadside-Satellite Food Service	\$328.00	\$343.00	\$15.00
1779 Plan Check: Schools/Public Agencies	\$820.00	\$857.00	\$37.00
1752 Plan Check: Spa	\$984.00	\$1,028.00	\$44.00
1750 Plan Check: Swimming Pool	\$984.00	\$1,028.00	\$44.00
-Other Related Fees Based Upon Need & Actual Costs			
Parcel Research (Per Parcel)	\$13.00		
Food Handler Classes			
1900 Food Handler Mgr. Ed. - Class, Book, & Test	\$211.00	\$220.00	\$9.00
1906 Food Handler Mgr. Ed. Book & Test Only	\$121.00	\$126.00	\$5.00
1905 Food Handler Mgr. Ed. Book Only	\$60.00	\$57.00	(\$3.00)
1902 Food Handler Mgr. Ed. Class & Test Only	\$157.00	\$163.00	\$6.00
1904 Food Handler Mgr. Ed. Class Only	\$90.00	\$94.00	\$4.00
1903 Food Handler Mgr. Ed. Test Only	\$67.00	\$69.00	\$2.00
1901 Food Handler Mgr. Reschedule Fee	\$41.00	\$43.00	\$2.00
1907 Food Handler Mgr. Safety Re-Certification	\$92.00	\$95.00	\$3.00
1909 Food Safety Training (Per Hour)	\$163.93/hour	\$171.00	\$7.07
1908 Mgr. Certification - Re-Test	\$67.00	\$69.00	\$2.00

ENVIRONMENTAL MANAGEMENT DEPARTMENT FEE SCHEDULE

Certified Unified Program Agency (CUPA) Fees

2350 Above-Ground Aboveground Petroleum Storage Act (APSA - 10,000 - 100,000) - Annual Permit	\$246.00	\$257.00	\$11.00
2351 Above-Ground Aboveground Petroleum Storage Act (APSA - 100,001 - 1,000,000) - Annual Permit	\$492.00	\$514.00	\$22.00
2349 Above-Ground Aboveground Petroleum Storage Act (APSA - Less Than 10,000) - Annual Permit	\$114.00	\$120.00	\$6.00
2110 CUPA-Business Plans/Large Businesses (>1,999 Gallons above Ground) - Annual Permit	\$328.00	\$343.00	\$15.00
2109 CUPA-Business Plans/Small Businesses (55-1,999 Gallons above Ground) - Annual Permit	\$246.00	\$257.00	\$11.00
TBD California Accidental Release Prevention (CalARP) - High Risk Facility		\$171.00 min., then T&M	\$171.00 min., then T&M
2011 CUPA-Small Quantity Hazardous Waste Generator Hw-Gen. (<55 Gallons Stored) - Annual Permit	\$246.00	\$257.00	\$11.00
2311 CUPA-UGST Underground Storage Tank - Annual Operating Permit (Per Tank/Compartment)	\$492.00	\$548.00 min., then T&M	\$56.00
2118 CUPA-UGST Underground Storage Tank - Envir. Assessment-Review/File Search (Per Hour)	\$163.93 min. then T&M	\$171.00 min., then T&M	\$7.07
2305 CUPA-UGST Underground Storage Tank - Interior Lining Installation Permit (Per Tank /Compartment)	\$328.00	\$343.00 min., then T&M	\$15.00
2315 CUPA-UGST Underground Storage Tank - New Tank Installation & Replacement (Per Tank /Compartment)	\$491.79 min., then T&M	\$514.00 min., then T&M	\$22.21
2390 CUPA-UGST Underground Storage Tank - Permanent Close/Abandon/Remove Permit (Per Tank)	\$655.72 min., then T&M	\$514.00	(\$141.72)
2348 CUPA-UGST Underground Storage Tank - Remediation, Site Assess, Invest Permit	\$492.00	\$514.00	\$22.00
2347 CUPA-UGST Underground Storage Tank - Repair/Remodel/Upgrade Permit - Major (Per Tank/Compartment)	\$573.75 min., then T&M	\$600.00 min., then T&M	\$26.25
2399 CUPA-Other UGST Underground Storage Tank Sites - Repair/Remodel/Upgrade - Minor (Per Site)	\$327.86 min., then T&M	\$343.00	\$15.14
2393 CUPA-UGST Underground Storage Tank - Temporary Closure Permit (Per Tank) two-year max Two Year Max	\$328.00	\$343.00	\$0.00

CUPA State Surcharges

APSA CUPA State Aboveground Storage Tank (AST) Fee (Per Tank)		\$26.00 *	
2113 CUPA State CalARP Fee (Per Facility)		\$270.00 *	
2112 CUPA State Oversight Fee (Per Facility)		\$49.00 *	
2301 CUPA State Underground Storage Tank Fee (Per Tank)		\$20.00 *	

Medical Waste Fees

2241 Med Wst-Acute Care Hosp. - Annual Permit	\$820.00	\$514.00	(\$306.00)
Med Wst-Clinical Laboratory - Annual Permit	\$328.00		
Med Wst-Health Care Service Plan Fac. - Annual Permit	\$492.00		
Med Wst-Intermediate Care - Annual Permit	\$410.00		
2265 Med Wst-Medical/Dental/Veterinary Offices - Annual Permit	\$328.00	\$343.00	\$15.00
2237 Med Wst-Nursing Facility 1-99 - Annual Permit	\$410.00	\$429.00	\$19.00
2238 Med Wst-Nursing Facility 100-199 - Annual Permit	\$492.00	\$514.00	\$22.00
2239 Med Wst-Nursing Facility 200 or More - Annual Permit	\$574.00	\$600.00	\$26.00
2261 Med Wst-Primary Care - Annual Permit	\$492.00	\$514.00	\$22.00
2243 Med Wst-Sm Qty with Onsite - Annual Permit	\$164.00	\$171.00	\$7.00
2240 Med Wst-Sm Qty without Onsite/Initial Filing Fee	\$82.00	\$86.00	\$4.00
2242 Med Wst-Specialty Clinics - Annual Permit	\$492.00	\$343.00	(\$149.00)
2266 Med Wst-Storage Fac. (2-10 Generators) - Annual Permit	\$164.00	\$171.00	\$7.00
2267 Med Wst-Storage Fac. (11-49 Generators) - Annual Permit	\$328.00	\$343.00	\$15.00
2268 Med Wst-Storage Fac. (50 or More Generators) - Annual Permit	\$656.00	\$686.00	\$30.00
2269 Med Wst-Transfer Station - Annual Permit	\$656.00	\$686.00	\$30.00
Med Wst-Veterinary Clinic or Hospital	\$328.00		

Solid Waste Environmental/Geotechnical Monitoring Fees

4373 Geothermal Wells - Heat Exchange Well	\$163.93 min., then T&M	\$343.00 min., then T&M	\$179.07
4350 Monitoring Well/Cathodic Protection Well Installation (Including PE 4354, 4356)	\$327.86 min., then T&M	\$343.00 min., then T&M	\$15.14
4351 Monitoring/Cathodic Protection Well Destruction Abandon (With UST Permit) (Including PE 4355, 4357)	\$163.93 min., then T&M	\$171.00 min., then T&M	\$7.07
2114 Non-UGST-Site Assessment (Per Parcel) - Soil Boring-GTECH/Seismic (Per Parcel)	\$327.86 plus \$163.93 per parcel	\$343.00	\$15.14

Domestic Drinking Water Wells

4672 Change of Driller	\$81.97 min., then T&M	\$86.00	\$4.03
4320 New Well Construction Permit (Individual or Irrigation Well)	\$163.93 min., then T&M	\$514.00	\$350.07
4371 Penalty for Abandon/Destroy Without Permit	\$492.00	\$257.00	(\$235.00)
4370 Penalty for Drilling without Without Permit	\$820.00	\$514.00	(\$306.00)
4671 Permit Extension	\$82.00	\$86.00	\$4.00
4673 Permit Revision	\$81.97 min., then T&M	\$86.00	\$4.03
4321 Well Deepen/Modify or /Repair/Re-Construct Permits	\$81.97 min., then T&M	\$86.00	\$4.03
4322 Well Destruction Permits	\$245.90 min., then T&M	\$257.00	\$11.10
4670 Well Permit-Public Water Well	\$655.72 min., then T&M	\$686.00 min., then T&M	\$30.28
Well Re-Construction Permit	\$81.97 min., then T&M		

Real Estate Loan Health Clearance Inspection

4212 Loan Cert/Septic Only	\$246.00	\$257.00	\$11.00
4213 Loan Cert/Water Only (Does Not Include Lab Fees)	\$246.00	\$257.00	\$11.00
4215 Loan Cert/Water and Septic (Does Not Include Lab Fees)	\$328.00	\$343.00	\$15.00
4208 Water Sample Hourly Rate	\$163.93 min. then T&M	\$171.00/hour	\$7.07

Individual Sewage Disposal Systems

4235 Penalty for Illegal Septic System Penalty for Septic System Installation Without Permit	\$820.00	\$857.00	\$37.00
N/A Septage Disposal Fee (Registered-Permitted Haulers Only)	\$0.01176 per lb.	\$0.01176 per lb.	\$0.00
4237 Septic Annual Operating Permit - Monitoring Required	\$246.00	\$257.00	\$11.00
4227 Septic Misc. Review (Decks, Pools, Garages, Sheds, Barns, Storage, Etc.)	\$81.97 min., then T&M	\$86.00	\$4.03
4236 Septic System Experimental/Alternative Permit	\$811.00	\$848.00	\$37.00
4225 Septic System, Abandoned Permit	\$246.00	\$257.00	\$11.00
4224 Septic System, Addition Permit	\$410.00	\$429.00	\$19.00
4217 Septic System, Commercial Addition Permit	\$491.79 min., then T&M	\$514.00	\$22.21
4216 Septic System, Commercial Permit	\$1,066.00	\$1,114.00	\$48.00
4228 Septic System, Commercial Repair Permit	\$491.79 min., then T&M	\$514.00	\$22.21
4226 Septic System, New / Single Family Permit	\$820.00	\$857.00	\$37.00
4220 Septic System, Reinspections	\$245.90 min., then T&M	\$257.00 min., then T&M	\$11.10
4219 Septic System, Repair Permit	\$246.00	\$257.00	\$11.00
4231 Septic System, Revision to Permit Application	\$81.97 min., then T&M	\$86.00	\$4.03
4244 Septic Vehicles Annual Permit (Per Vehicle)	\$246.00	\$257.00	\$11.00
4233 Test Trench Feasibility Inspection	\$245.90 min., then \$163.93- each add'l trench	\$257.00 min., then T&M	\$11.10

Small Public Water Systems

4624 Food Facility Water System - Operating Permit	\$246.00	\$257.00 min., then T&M	\$11.00
4638 New Community Water System - Permit Application Fee	\$590.00	\$617.00	\$27.00
4632 New Non-Community Small Water System - Permit Application Fee	\$410.00	\$429.00	\$19.00
4634 Non-Community Water System (Non-Transient) - Annual Permit	\$656.00	\$686.00 min., then T&M	\$30.00
4633 Non-Community Water System (Transient-Base Chg.) - Annual Permit	\$492.00	\$514.00 min., then T&M	\$22.00

ENVIRONMENTAL MANAGEMENT DEPARTMENT FEE SCHEDULE

4622 Small Community Water System (Base Charge) - Annual Permit	\$656.00	\$686.00 min., then T&M	\$30.00
4644 State Small Water System (Base Charge) - Annual Permit	\$246.00	\$257.00 min., then T&M	\$11.00
4642 Surface Water Community Water System - Annual Permit		\$617.00 min., then T&M	\$617.00 min., then T&M
4643 Surface Water Non-Community Water System - Annual Permit		\$514.00 min., then T&M	\$514.00 min., then T&M
4639 Water System Change in Ownership	\$180.00	\$189.00	\$9.00
Construction & Demolition (C & D) Compliance			
4400 C & D Debris Waste Management Plan Processing	\$164.00	\$171.00	\$7.00
4441 C & D Debris Diversion Compliance Fee	Double the building permit fee	Double the building permit fee	
4442 C & D Debris Deposit	Double the building permit fee	Double the building permit fee	
Land Use Fees			
2672 Administrative Permit / Site Plan Review	\$164.00	\$171.00	\$7.00
TBD Building Permit - Improvement Plans		\$86.00	\$86.00
2668 Certificate of Compliance Review-Hearing	\$246.00	\$257.00	\$11.00
2614 Conditional Use Permit Review	\$270.00	\$283.00	\$13.00
Department Of Real Estate Letter	\$464.00		
2669 Assessment of Design Review - Major	\$328.00	\$343.00	\$15.00
2673 Planning Commission, Minor New Construction Commercial Design Review - Minor	\$164.00	\$171.00	\$7.00
2680 Environmental Impact Report - Notice of Preparation (Per Hour)	\$163.93 min. then T&M	\$171.00	\$7.07
2688 General Plan Map Amendment	\$328.00	\$343.00	\$15.00
2623 Lot Boundary Line Modification Adjustment	\$246.00	\$257.00	\$11.00
Major Revision to Approved Tentative Map	\$463.93 min. then T&M		
Minor Revision to Approved Tentative Map	\$463.93 min. then T&M		
Planning Commission/Director - Minor New Construction Commercial	\$463.93 min. then T&M		
2616 Review of Revisions to Approved Tentative Parcel Map Revisions	\$163.93 min. then T&M	\$171.00	\$7.07
2615 Review of Tentative Parcel Maps (Residential/Commercial)	\$270.00	\$283.00 min., then T&M	\$13.00
2692 Review of Planned Development Plan	\$164.00	\$171.00	\$7.00
2671 Pre-Application Meeting	\$82.00	\$86.00	\$4.00
TBD Revision Fee		\$171.00	\$171.00
2617 Review of Subdivision Maps - Preliminary, Rural	\$163.93 min. then T&M	\$171.00	\$7.07
Review of Subdivision Maps, Preliminary, Urban	\$463.93 min. then T&M		
TBD Temporary Use Permit		\$86.00	\$86.00
2611 Review of Tentative Maps of Subdivisions on Public Services (Sewer & Water) (Based On One Hour Charge)	\$163.93 min. then T&M	\$171.00	\$7.07
Review of Tentative Maps of Subdivisions on Septic Systems 0-49 Lots	\$541.00		
2608 Review of Tentative Maps of Subdivisions on Septic Systems 0-99 Lots	\$541.00	\$566.00	\$25.00
2609 Review of Tentative Maps of Subdivisions on Septic Systems 100+ Lots	\$631.00	\$660.00	\$29.00
2663 Review of Variance Application	\$270.00	\$283.00	\$13.00
Subdivision Tentative Map, Revision during Review	\$463.93 min. then T&M		
2675 Zoning Administrator, Minor New Construction Commercial Change	\$164.00	\$171.00	\$7.00
2676 Zoning Administrator, Minor Wireless Communications Facility (Antenna)	\$163.93 min. then T&M	\$171.00	\$7.07

* Set by State and Subject to Change

ADDITIONAL FEES

Returned Check Fee - Tied to Maximum allowed by State	\$25.00	\$25.00	
Copies/Duplication	15 cents per page or "printer cost" plus 5% handling fee	15 cents per page or "printer cost" plus 5% handling fee	
Maps/GIS			
Size A (8 1/2" x 11")	\$5.00	\$5.00	
Size B (11"x 17")	\$7.50	\$7.50	
Size C (18" x 24")	\$10.00	\$10.00	
Size D (24" x 36")	\$15 + \$2.50 per SF over 6 SF	\$15 + \$2.50 per SF over 6 SF	
Miscellaneous Manuals, Etc.			
Public Record Requests	Actual cost Per Evidence Code 1563	Actual cost Per Evidence Code 1563	
Research Records			
Revenue Recovery Referral Charge	T&M 14% of amount sent to collections	T&M 14% of amount sent to collections	
Witness Fee			
	T&M per applicable Government Code	T&M per applicable Government Code	

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, or 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" 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 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.

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 a one-year period.
 - 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 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 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 investigation fee shall not exempt any person from 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.