

Commission Level Fees

General Fee Information – Applies to All Types of Applications:

Actual Cost- Actual Cost means the actual number of staff hours (calculated at the current staff hourly rate) incurred to review the project, plus any third-party consultant or contract costs.

Staff Hourly Rate- Staff Hourly Rate means the current staff hourly salary plus benefits, plus the Division Indirect Cost Percentage, in accordance with policies set forth by the Community Development Department. The hourly staff rate is based upon those established by City Council Resolution 2013-0253.

Additional Charges – If a deposit has been paid and processing of that application requires more staff time than has been allocated by the deposit fees charged per this schedule, the project will be assessed for the additional staff time at the staff hourly rate.

Double Fees – Entitlements requested after a project has been started or as a result of a City enforcement action shall be charged double fees.

Multiple Requests for the Same Entitlement – For multiple requests of the same entitlements (e.g. two or more special permits) only a single fee shall be charged for this class of entitlement; the fee shall be the highest of the applicable fees in the same class.

Public Works, Utilities, Fire Department, and Parks Review Fees:

Entitlement Review – Fees shall be based on full cost recovery, as indicated. The money collected using the fee schedules will be an initial deposit. Follow up payment shall be required based on actual review cost using the hourly rate of each reviewer and any other associated costs.

Traffic Studies – If the review of an application requires a traffic analysis, traffic analysis cost and follow up will be based on full cost recovery, which includes staff costs, consultant services, and other related costs. Advance payment will be required based on an estimate of the total costs.

Refund Policy:

1. Requests for refunds must be in writing.
2. A full refund will be provided if an application is taken in or permit issued in error.
3. Withdrawn items – The cost to process the application until the time of withdrawal plus a \$30.00 refund processing fee will be deducted from the amount paid for the application.
4. Legislative Entitlement and Environmental Review Deposits – A final accounting will be performed after project completion and any unused payment associated with the deposit will be refunded to the applicant.

¹ Pre-application Staff Preliminary Review fees may be used as a credit against planning entitlement fees for an application project, filed within 6 months following the date of the Preliminary Review report, on the same site substantially similar to that analyzed in the preliminary review.

Commission Level Fees

(A) PLANNING ENTITLEMENT	
Plan Amendments	
General Plan Amendment	\$15,000 deposit
Specific Plan Amendment	\$10,000 deposit
Annexation/Sphere of Influence	
Annexation- Commercial/Mixed Use	\$18,000 deposit
Annexation- Residential	\$7,000 deposit
Sphere of Influence Amendment	\$8,500 deposit
Rezoning / Pre-zoning	
Rezone/ Pre-zone	\$15,000 deposit
Rezone (0-2 acre residential project)	\$5,000 deposit
Site Plan and Design Review	
Single Unit & Duplex Dwelling	\$350 each
Minor Commercial	\$904
< 10,000 sq.ft.	\$2,700
10,000 - 19,999 sq.ft.	\$3,500
20,000 – 100,000 sq.ft.	\$4,400
> 100,000 sq.ft.	\$10,000
Site Plan Review Only, No Building, <1 ac	\$350
Site Plan Review Only, No Building, 1 acre+	\$1,400
Hearing Fee	\$1,808
Minor Additions/Alterations (det by Director)	\$113 deposit
Tentative Maps/ Lot Line Adjustment	
Tentative Map 1-4 Parcels	\$2,000
Tentative Map 5-50 Parcels	\$500/lot
Tentative Map 51+ Parcels	\$25,000+ \$20/lots over 50
Conditional Use Permits (CUP)	
CUP- Building < 100,000 sq.ft.	\$7,150
CUP- Building ≥100,000 sq.ft.	\$20,000 deposit
CUP- Cannabis Business	\$19,415 deposit
Commission Level Variance	
Variance	\$5,632
Planned Unit Development (PUD)	
PUD Establishment	\$10,000 deposit
PUD Guideline Amendment	\$5,000 deposit
PUD Schematic Plan Amendment	\$5,000 deposit
Time Extensions and Modifications	
CUP Modification	\$2,600
Tentative Map Time Extension	\$2,384
Other Entitlement Time Extension	\$572
Miscellaneous Entitlements	
Development Agreement/Amendment	\$18,568 deposit
Plan Consist. Review- Alley Abandonment	\$340
Street Name Change	\$2,100
Mixed Income Housing Strategy	\$1,000 deposit
Pre-Application Staff Preliminary Review ¹	\$4,500
Plan Consistency Review - CIP	\$2,000 deposit
Billboard Relocation Agreement	\$7,150
Tree Permits	
1-2 Residential Units	\$750
3+ Residential Units	\$1,400
Commercial or Mixed-Use Projects	\$2,000
Planning Sub Total	

B) ENVIRONMENTAL REVIEW FEES	
Exemption	\$226
Negative Declaration	\$2,500 deposit
Addendum	\$2,700 deposit
Environmental Impact Report	\$25,000 deposit
Environmental Subtotal	
(C) PLANNING TECHNOLOGY FEE	
(A+B) x 0.08 = Planning Tech Fee Total	
(D) PUBLIC WORKS DEPOSIT	
Tentative Map / Map Time Extension	\$1,000
Conditional Use Permit- Drive Thru	\$1,500
PUD Schematic Plan & Guideline Establishment / Amendment	\$1,500
General Plan Amendment	\$1,500
Rezone	\$1,500
Electrical Section Review	\$150
All Other Entitlements	\$1,000
Public Works Sub Total	
(E) UTILITIES REVIEW DEPOSIT	
Tentative Map / Time Extension	\$304
Conditional Use Permit	\$304
Planning Miscellaneous	\$304
Utilities Sub Total	
(F) FIRE REVIEW DEPOSIT	
\$187	
(G) PARKS REVIEW	
Tentative Map 1-4 Parcels	\$420
Tentative Map 5+ Parcels	\$560 deposit
SPDR New Const. of 3+Units, Commercial, or Additions Greater than 5,000 sqft	\$420
PUD Est/Amendment; Dev. Agreement	\$560 deposit
Parks Sub Total	
(G) APPEALS	
Applicant appeal of Comm. Decision to Council	\$4,000
Third party appeal to Council	\$298
Applicant appeal of Chief of Police Decision	\$650
Appeals Sub Total	

TOTALS FOR FEE ESTIMATE	
(A) Entitlement Subtotal	
(B) Environmental Subtotal	
(C) Planning Technology Fee	
(D) Public Works Review Subtotal	
(E) Utilities Review Subtotal	
(F) Fire Review Subtotal	
(G) Parks Review Subtotal	
(H) Appeal Subtotal	
Estimate Total	

Prepared By: _____
 Date: _____
 Address: _____