

Staff 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, and Fire Department Review Fees:

Entitlement Review – Fees shall be based on full cost recovery. 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 Withdrawn items – The cost to process the application until the time of withdrawal plus a \$30.00 refund processing fee will be deducted from the amount paid for the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. There is a processing fee of \$50 for building applications.
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.

Staff Level Fees

(A) Entitlements	
Site Plan and Design Review	
Single Unit & Duplex Dwelling	\$350 each
< 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 or greater	\$1,400
Minor Additions/Alterations, as determined by the Director	\$113 deposit
Zoning Administrator	
CUP Minor Modification	\$850
CUP Time Extension	\$572
Planning Director's Urban Permit	
Urban Permit or Modification (Railyards Only)	\$25,000
Urban Development Permit- Major Mod	\$10,000
Urban Development Permit- Minor Mod	\$5,000
Time Extension- Urban Development Permit	\$572
Planning Director Special Sign Review	
Special Sign Review	\$420
Preservation	
Structure demolition/relocation (50 year old structure) ¹	\$117 + consultant cost
Research for Sacramento Register Eligibility	\$117 + consultant cost
Entitlement Subtotal	

(B) Environmental Review	
Exemption	\$113
Negative Declaration	\$2,500 deposit
Environmental Subtotal	
(C) Planning Technology Fee	
(A+B) x 0.08 = Planning Tech Fee Total	
(D) Public Works Review Deposit	
Minor Entitlement Review	\$500
Electrical Section Review	\$150
All Other Entitlements	\$1,000
Public Works Subtotal	
(E) Utilities Review Deposit	
Planning Miscellaneous	\$304
Utilities Subtotal	
(F) Fire Review Deposit	
Entitlement Review	\$294
Fire Subtotal	
(G) Request for Reconsideration/Appeal	
Request for Reconsideration of Staff Action by the Design Director/Preservation Director	\$298
Appeal of Urban Permit by Applicant	\$4,000
Appeal of Urban Permit by Third Party	\$298
Reconsideration/Appeal Subtotal	

¹ Charge is 1 hour, \$150 for main structures. Application for Investigation & Report (I&R), no charge if an accessory structure. If warranted, applicant also pays cost of consultant.

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) Reconsideration/Appeal Subtotal	
Estimate Total	

Prepared By: _____
 Date: _____
 Address: _____