



Zoning Administrator Fees

General Fee Information – Applies to All Types of Applications:

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

Additional Charges – Applications requiring more staff time than has been allocated by the fees charged per this schedule will be assessed for the additional staff time at \$140 per staff hours.

Planning Commission Projects:

Hearing Fees are included in the Entitlement/Review/Processing Fee. They are: Subdivision Review Committee – \$85; Planning Commission – \$150; City Council – \$800.

City Council Multiple Entitlements – A “Multiple Legislative Entitlement” discount of 25% will be granted for applications submitted which requires two or more legislative entitlements (Rezone, General Plan Amendment or Community Plan Amendment) which require approval by the City Council. The entitlement with the highest planning fee will be subject to the full fee amount; any additional legislative entitlement planning entitlement will be at 75% of the listed fee for that entitlement. The discount does not apply to Environmental fees; fees charged by other division, departments, or agencies; or for entitlements requiring only Planning Commission approval (e.g., Tentative Maps, Special Permits, Variances, etc). The 25% discount does not apply when an hourly rate is applied.

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.

Multiple Entitlements Special Permit and Plan Review – For multiple entitlements heard by the Planning Commission specifically for a special permit and plan review – the fee shall be applied only to the special permit, with no additional fees for the plan review.

Infill Development – Applicants submitting projects, which qualify as an infill development, are entitled to request in writing for a 25% reduction in the total Planning Entitlement fees which will be assessed to the project. The 25% reduction of fees does not apply to miscellaneous and environmental fees.

Hourly Charges for Reviews – If the city determines that the fees calculated using the schedules will not reflect the projected cost to perform the review, the project cost may be based on actual review cost using the hearing fees, review hours multiplied by the hourly rate, and any other associated costs.

Environmental Review Fees:

Environmental Issues Study – If the review of an application requires an environmental issue study, consultant services costs and an hourly charge of \$140 for staff time will be charged in addition to the category fee.

Environmental Impact Report preparation and follow-up costs will be based on full cost recovery, which includes staff costs at \$140 per hour, consultant services and other related costs. Advance payment will be required based on an estimate of the total costs.

Traffic Engineering Review Fees:

Entitlement Review – Traffic Engineering Division 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. EIR's and Major Projects – A final accounting will be performed after project completion and any unused payment will be refunded to the applicant.

Zoning Administrator Fees

(A) Entitlements	
Subdivision Maps	
Tentative Map 1- 4 Parcels	\$2,500
Subdivision Modification	\$500
Post Subdivision Modification	\$500
Lot Line Adjustment	\$600
Special Permits	
Fence/ Wall	\$600
Non-Conforming Building	\$600
Other Special Permits	\$2,750
Bed & Breakfast Inn	\$4,000
Deep Lot	\$3,000
Antennas	\$7,500
Variances	
Setback	\$1,250
Height	\$1,250
Garage	\$1,250
Lot Coverage	\$3,000
Other Variances	\$1,650
Plan Review	
Residential	\$1,400
Commercial	\$2,000
Exception to Home Occupation Permit Regulations	
Exception to Home Occupation Permit Regulations	\$1,200
Modifications	
Special Permit or Plan Review Minor Modification	Res- \$500 Com- \$700
Special Permit or Plan Review Major Modification	Res- \$1,000 Com- \$2,000
Time Extensions	
Tentative Map Time Extension	\$2,000
Extension of ZA Entitlements to ZA	\$750
Extension of CPC Entitlement to ZA	\$1,500

Miscellaneous Entitlements	
Revocable Permit (without other entitlements)	\$500
Staff Hourly Review	\$140
Entitlement Sub Total	
(B) Environmental Review Fees	
Exemption	\$140
Negative Declaration	\$1,600
Environmental Impact Report Full Recovery Cost	
Environmental Subtotal	
(C) Planning Technology Fee	
(A+B) x 0.08 = Planning Tech Fee Total	
(D) Traffic Engineering Deposit	
Tentative Map	\$1,000
Tentative Map Time Extension	\$1,000
Deposit for all Other Entitlements	\$500
Traffic Engineering Sub Total	
(E) Utilities Review Deposit	
Tentative Map	\$250
Tentative Map Time Extension	\$250
Planning Miscellaneous	\$280
Special Permit	\$280
Utilities Sub Total	
(F) Appeals	
Applicant Appeal	\$1,000
Third Party Appeal	\$500
Appeals Sub Total	

Totals for Fee Estimate	
(A) Entitlement Subtotal	
(B) Environmental Subtotal	
(C) Planning Technology Fee	
(D) Traffic Engineering Deposit Subtotal	
(E) Utilities Review Deposit Subtotal	
(F) Appeal Subtotal	
Estimate Total	

Prepared By: _____
 Date: _____
 Address: _____