

## 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 average billable staff salary, plus an estimate of benefits and indirect costs. The staff hourly rate is established by City Council Resolution 2019-0157.

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 Withdrawn items – The cost to process the application until the time of withdrawal will be deducted from the amount paid for the application.

## Commission Level Fees

| <b>(A) PLANNING ENTITLEMENT</b>                                     |                                |
|---|--------------------------------|
| <b>Plan Amendments</b>  |                                |
| General Plan Amendment  | \$16,296                       |
| Specific Plan Amendment   | \$16,296                       |
| <b>Annexation/Sphere of Influence</b>                               |                                |
| Annexation- Commercial/Mixed Use                                    | \$24,192 deposit               |
| Annexation- Residential   | \$9,744 deposit                |
| Sphere of Influence Amendment                                       | \$12,096 deposit               |
| <b>Rezoning / Pre-zoning</b>  |                                |
| Rezone/ Pre-zone  | \$16,968                       |
| Rezone- Residential < 2 acres                                       | \$9,156                        |
| <b>Site Plan and Design Review</b>                                  |                                |
| Single Unit & Duplex Dwelling                                       | \$840 each                     |
| Minor Commercial  | \$1,512                        |
| < 10,000 sq.ft.   | \$3,276                        |
| 10,000 - 19,999 sq.ft.  | \$3,780                        |
| 20,000 – 100,000 sq.ft.   | \$7,728                        |
| > 100,000 sq.ft.  | \$16,296                       |
| Site Plan Review Only, No Building, <1 acre (includes all antennas) | \$500                          |
| Site Plan Review Only, No Building, 1 acre+                         | \$1,932                        |
| Hearing Fee   | \$3,360                        |
| Minor Additions/Alterations (det by Director)- might be eliminated  | \$168 deposit                  |
| <b>Tentative Maps/ Lot Line Adjustment</b>                          |                                |
| Tentative Map 1-4 Parcels   | \$3,906                        |
| Tentative Map 5-50 Parcels- no change                               | \$500/lot                      |
| Tentative Map 51+ Parcels- no change                                | \$25,000+<br>\$20/lots over 50 |
| <b>Conditional Use Permits (CUP)</b>                                |                                |
| Conditional Use Permit  | \$10,248                       |
| <b>Commission Level Variance</b>                                    |                                |
| Variance  | \$7,812                        |
| <b>Planned Unit Development (PUD)</b>                               |                                |
| PUD Establishment   | \$14,364 deposit               |
| PUD Amendment   | \$7,980                        |
| <b>Modifications</b>  |                                |
| CUP Modification  | \$4,284                        |
| <b>Miscellaneous Entitlements</b>                                   |                                |
| Development Agreement/Amendment                                     | \$5,100 deposit                |
| Plan Consistency Review- Alley Abandonment                          | \$340                          |
| Street Name Change  | \$6,720                        |
| Mixed Income Housing Strategy                                       | \$6,552                        |
| Plan Consistency Review - CIP                                       | \$2,000                        |
| Billboard Relocation Agreement                                      | \$10,248                       |
| <b>Tree Permits</b>   |                                |
| 1-2 Residential Units   | \$750                          |
| 3+ Residential Units  | \$1,400                        |
| Commercial or Mixed-Use Projects                                    | \$2,000                        |
| Planning Sub Total  |                                |

| <b>B) ENVIRONMENTAL REVIEW FEES</b>  |                             |
|--|-----------------------------|
| Exemption  | \$336                       |
| Negative Declaration   | \$3,400 + consultant costs  |
| Addendum   | \$3,400 + consultant costs  |
| Environmental Impact Report  | \$18,240 + consultant costs |
| Environmental Subtotal   |                             |
| <b>(C) PLANNING TECHNOLOGY FEE</b>   |                             |
| (A+B) x 0.08 = Planning Tech Fee Total                                       |                             |
| <b>(D) PUBLIC WORKS DEPOSIT</b>  |                             |
| 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   |                             |
| <b>(E) UTILITIES REVIEW DEPOSIT</b>  |                             |
| Tentative Map / Time Extension   | \$304                       |
| Conditional Use Permit   | \$304                       |
| Planning Miscellaneous   | \$304                       |
| Utilities Sub Total  |                             |
| <b>(F) FIRE REVIEW DEPOSIT</b>   |                             |
| \$194  |                             |
| <b>(G) PARKS REVIEW</b>  |                             |
| 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  |                             |
| <b>(G) APPEALS</b>   |                             |
| Applicant appeal of Comm. Decision to Council                                | \$7,980                     |
| Third party appeal to Council  | \$750                       |
| Applicant appeal of Chief of Police Decision                                 | \$1,000                     |
| Appeals Sub Total  |                             |

| <b>TOTALS FOR FEE ESTIMATE</b>   |  |
|----------------------------------|--|
| (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: \_\_\_\_\_