

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 Withdrawn items – The cost to process the application until the time of withdrawal will be deducted from the amount paid for the application.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

(A) PLANNING ENTITLEMENT	
Plan Amendments	
General Plan Amendment	\$16,296
Specific Plan Amendment	\$16,296
Annexation/Sphere of Influence	
Annexation- Commercial/Mixed Use	\$24,192 deposit
Annexation- Residential	\$9,744 deposit
Sphere of Influence Amendment	\$12,096 deposit
Rezoning / Pre-zoning	
Rezone/ Pre-zone	\$16,968
Rezone- Residential < 2 acres	\$9,156
Site Plan and Design Review	
Single Unit & Duplex Dwelling	\$840 each
Minor Commercial	\$1,512
< 10,000 sq.ft.	\$3,570
10,000 - 19,999 sq.ft.	\$4,074
20,000 – 100,000 sq.ft.	\$8,022
> 100,000 sq.ft.	\$16,590
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
Tentative Maps/ Lot Line Adjustment	
Tentative Map 1-4 Parcels	\$4,200
Tentative Map 5-50 Parcels- no change	\$500/lot + \$294
Tentative Map 51+ Parcels- no change	\$25,000 + \$20/lots over 50
Conditional Use Permits (CUP)	
Conditional Use Permit	\$10,542
Commission Level Variance	
Variance	\$7,812
Planned Unit Development (PUD)	
PUD Establishment	\$14,364 deposit
PUD Amendment	\$7,980
Modifications	
CUP Modification	\$4,284
Miscellaneous Entitlements	
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
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	\$336
Negative Declaration	\$3,400 + consultant costs
Addendum	\$3,400 + consultant costs
Environmental Impact Report	\$18,240 + consultant costs
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	
\$200	
(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	\$7,980
Third party appeal to Council	\$750
Applicant appeal of Chief of Police Decision	\$1,000
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: _____