

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 Withdrawn items – The cost to process the application until the time of withdrawal will be deducted from the amount paid for the application.

Director Level Fees

(A) Entitlements	
Subdivision Maps	
Tentative Map 1- 4 Parcels	\$3,906
Minor Revision to Tentative Map	\$3,486
Conditional Use Permit	
Conditional Use Permit	\$4,032
Site Plan and Design Review	
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 (Preservation Director)- for Existing Historic Single Unit or Duplex Dwelling	\$840
Hearing Fee- Director (all others)	\$1,680
Minor Additional/Alterations, as determined by the Director	\$168 deposit
Home Occupation Permit Exception	\$3,780
PUD Guidelines Amendment- Signs Only	\$7,980
Tree Permit	
1-2 Residential Units	\$750
3+ Residential Units	\$1,400
Commercial or Mixed-Use Project	\$2,000
Variances	
Variance	\$3,696
Modifications	
CUP Major Modification	\$3,612
Time Extensions	
Time Extension- Tentative Map	\$3,192
Time Extension- CUP or Variance	\$1,680
Time Extension- SPDR Only	\$1,008
Entitlement Sub Total	

(B) Environmental Review Fees	
Exemption	\$168
Negative Declaration	\$3,400 + consultant costs
Addendum	\$3,400 + consultant costs
EIR	\$18,240 + consultant costs
Environmental Subtotal	
(C) Planning Technology Fee	
(A+B) x 0.08 = Planning Tech Fee Total	
(D) Public Works Dept Deposit	
Tentative Map / Map Time Extension	\$1,000
Electrical Section Review	\$150
Deposit for all Other Entitlements	\$1,000
Public Works Sub Total	
(E) Utilities Dept Review Deposit	
Tentative Map / Map Time Extension	\$304
Conditional Use Permit	\$304
Planning Miscellaneous	\$304
Utilities Sub Total	
(F) Fire Department Review Deposit	
\$194	
(G) Parks Department Review	
Tentative Map 1-4 Parcels	\$420
SPDR New Const. of 3+ Units, Commercial or Additions Greater than 5,000 sqft	\$420
Parks Sub Total	
(H) Appeals	
Applicant Appeal Decision to Commission	\$4,000
Third Party Appeal of Decision to Commission	\$298

Totals for Fee Estimate	
(A) Entitlement Subtotal	
(B) Environmental Subtotal	
(C) Planning Technology Fee	
(D) Public Works Deposit Subtotal	
(E) Utilities Review Deposit Subtotal	
(F) Fire Review Deposit	
(G) Parks Review Subtotal	
(H) Appeal Subtotal	
Estimate Total	

Prepared By: _____

Prepared By: _____

Date: _____

Address: _____

