

## 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 conditional use 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, 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 Withdrawn items – The cost to process the application until the time of withdrawal will be deducted from the amount paid for the application.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) ENTITLEMENTS</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.	\$3,570
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, as determined by Director	\$168/hourly
<b>Tentative Maps/ Lot Line Adjustment</b>	
Tentative Map 1-4 Parcels	\$4,200
Tentative Map 5-50 Parcels	\$500/lot + \$294
Tentative Map 51+ Parcels	\$25,000+ \$20/lots over 50
<b>Conditional Use Permits (CUP)</b>	
Conditional Use Permit	\$10,542
<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 Consist. 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
<b>Entitlement Subtotal</b>	

<b>(B) ENVIRONMENTAL REVIEW</b>	
Exemption	\$588
Negative Declaration	\$3,400 + consultant costs
Addendum	\$3,400 + consultant costs
Environmental Impact Report	\$18,240 + consultant costs
<b>Environmental Subtotal</b>	

<b>(C) PLANNING TECHNOLOGY FEE</b>	
(A+B) x 0.08 = Planning Tech Fee	

<b>(D) PUBLIC WORKS REVIEW DEPOSIT</b>	
Tentative Map	\$1,600
Conditional Use Permit - Drive Thru	\$2,000
PUD Schematic Plan & Guideline Establishment / Amendment	\$2,000
General Plan Amendment	\$1,500
Rezone	\$2,000
Electrical Section Review	\$150
All Other Entitlements	\$1,600
<b>Public Works Subtotal</b>	

<b>(E) UTILITIES REVIEW DEPOSIT</b>	
Tentative Map / Time Extension	\$492
Conditional Use Permit	\$492
Planning Miscellaneous	\$492
<b>Utilities Subtotal</b>	

<b>(F) FIRE REVIEW DEPOSIT</b>	
Entitlement Review	\$224
<b>Fire Subtotal</b>	

<b>(G) PARKS REVIEW</b>	
Tentative Map 1-4 Parcels	\$447
Tentative Map 5+ Parcels	\$1,091.70 deposit
SPDR New Construction of 3+Units, Commercial, or Additions Greater than 5,000 sq. ft.	\$447
PUD Est/Amendment; Dev. Agreement	\$1,310.04 deposit
<b>Parks Subtotal</b>	

<b>(H) 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
<b>Appeals Subtotal</b>	

<b>TOTALS FOR FEE ESTIMATE</b>	
(A) Entitlements Subtotal	
(B) Environmental Subtotal	
(C) Planning Technology Fee Subtotal	
(D) Public Works Review Deposit Subtotal	
(E) Utilities Review Deposit Subtotal	
(F) Fire Review Deposit Subtotal	
(G) Parks Review Subtotal	
(H) Appeals Subtotal	
<b>Estimate Total</b>	

**Comments:**

**Prepared by:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
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