

PLANNING SERVICES FEE POLICIES & PROCEDURES

The following fee policies are applicable to all fees collected by Planning Services.

APPLICATION

The following fees are due at time of filing the application for the requested service. Fees are charged as either “fixed fees” or “Time and Materials.” The “fixed fees” are intended to cover the Department’s cost of providing that service. The “Time and Materials” fees listed are an initial deposit and are described in more detail in the “Time and Materials” section.

REFUNDS

1. The Director of Development Services may authorize a refund of any remaining unexpended application fees on account with the Department as follows:
 - (a) At the request of the applicant in writing to withdraw the application; or
 - (b) Initiated by Planning Services when either:
 - (i) The application has been incomplete for at least one year and the applicant has not provided the information I to make the application complete;
 - (ii) The application has been placed on-hold, or taken off calendar at the request of the applicant or decision maker to perform additional tasks, studies, provide more data, etc., and the applicant has not responded or requested the matter to be rescheduled for hearing within the last one-year period.
2. Refunds on fixed fee applications shall only occur to the following extent:
 - (a) No refund is permitted if the application has been noticed for public hearing;
 - (b) If the application has not been distributed for agency review, 90 percent of the Planning fee shall be refunded, and 100 percent of the Department of Transportation, Resource Conservation District, and Environmental Management fees shall be refunded;
 - (c) No refund is permitted on application fees listed as \$600.⁰⁰ or less, except where the fee was collected in error or when no work was performed on the application.
 - (d) In all other cases, the refund shall be the difference between the fee collected and the cost incurred.
3. A refund processing charge of \$50.⁰⁰ will be deducted from any amount due to cover the costs of processing the refund. A refund of \$10.⁰⁰ or less will not be issued and will instead be kept as property of the County.
4. **It is the applicant's responsibility to keep track of the amounts submitted and to inform the Department of all changes in address or ownership. If an account is inactive for three years, any unclaimed funds in that account will become the property of the County.**

MULTIPLE APPLICATION FEES

In those instances where two or more applications are filed with Planning Services at the same time for the same project, all fees collected for that submittal shall be adjusted as follows:

First Application	=	Full fees
Second Application	=	20% reduction, requiring payment of 80% of the fees for the second application
Any Additional Applications	=	40% reduction, requiring payment of 60% of the third or additional application fees

The determination of which application pays the full amount, which has a 20 percent reduction, etc., is based on the amount of the application fee. The type of application which has the highest Planning Services fee is considered the first application; the application with the second highest Planning Services fee the second application, etc. For multiple applications that are reviewed on a Time and Materials basis, only the deposit for the application with the highest listed deposit amount on the fee schedule shall be collected at the time of application submittal.

TIME AND MATERIALS

In all of those instances in the fee schedule where a dollar amount is provided followed by a reference to "T&M," the dollar amount is the initial minimum deposit, and the T&M means the actual cost to the applicant to process the application is based on a Time and Materials method of billing at an hourly rate of \$100^{.00} for Planning Services unless such rate is modified by the Board of Supervisors. The applicant will receive a monthly billing statement identifying the remaining deposit balance on account or the amount due if deposited funds have been exhausted. If monies are owed, they shall be paid as specified in the "Agreement to Pay." Any outstanding balances must be paid before action by the approving authority. Interest will be charged on late payments (more than 30 days overdue). If payment is not received within 90 days of said billing, collection will be processed through small claims court or by filing a lien on the affected property. To make certain there is no misunderstanding regarding the application deposit and billing process, the applicant will be required to sign an "Agreement to Pay" statement with application submittal acknowledging agreement to pay the processing costs regardless of whether the application is approved or denied.

Trust funds may be established on major projects requiring the hiring of consultants for the preparation of an environmental impact report. The applicant, by contract, would be required to maintain a balance in the trust account equal to the initial required deposit, or as otherwise stated in the contract. Unused trust funds will be refunded to the applicant upon withdrawal of the application, or after final action is taken by the County on the application.

CONVERSION TO TIME AND MATERIALS

When in the opinion of the Director the required fixed fee for an application is going to be exceeded due to the unusual complexity of the project, Planning Services may convert the application to a Time and Materials billing process. When this conversion is proposed, the applicant will be notified in writing and will be requested to submit a deposit in an amount estimated to be sufficient to cover the remaining staff work to bring the application to a final decision. Staff work on the application will stop until a deposit is provided. This conversion would occur when it is obvious the required fee is going to be insufficient, which would typically occur during or soon after the Technical Advisory committee meeting. However, it could occur later in the process if controversy becomes more evident and/or revisions are proposed to the project to mitigate project impacts or public concerns. After the conversion, the applicant will

receive a monthly billing statement identifying the remaining processing fee and/or deposit, or the amount due if deposited funds have been exhausted. If monies are owed, they should be paid before action by the approving authority.

PUBLIC AGENCIES

No charges shall be levied for documents/plans (one copy each) provided to public agencies.

ALL COUNTY AND NON-COUNTY AGENCIES

All County and non-County agencies (special districts, non-profit, etc.) shall be required to pay full application costs to offset the affected departments' processing costs.

OTHER FEES

Where no fee exists to cover an application process or service not normally provided by the Department, or when the circumstances of the application process are unique, and when it will take more than one hour to process the application or provide the service, a fee shall be paid or deposit collected, based on an estimate of processing costs by the affected department's director, using the approved hourly billing rate. If a deposit is collected, the applicant will be billed based on the Time and Materials basis described above. Or as an option, the Director may apply a fee in another category, if n such fee would adequately cover the anticipated level of effort required to process the application.

Fee Waivers: Fee waivers are not generally approved, but may be requested pursuant to Board of Supervisors Policy B-2 or its equivalent.

COLLECTIONS

Unpaid balances turned over to the County Revenue Recovery Division will be assessed an additional charge of 15 percent.

APPLICATION TYPE/SERVICE	PLANNING FEE/DEPOSIT
APPEALS (Appeal by project applicant is charged at T&M, with listed fee as initial deposit. Appeals by others are listed fee only with no T&M required.)	\$ 200 (plus T&M for project applicant)
BOUNDARY LINE ADJUSTMENT	\$ 300
BOUNDARY LINE ADJUSTMENT TIME EXTENSION	\$50
BOUNDARY LINE MERGE	\$100
BUILDING PERMITS (Fee collected with building and grading permits.)	
GRADING (not associated with a structure)	\$200
NON-RESIDENTIAL , New Construction (new floor area)	\$600
Tenant Improvements with a change in use or occupancy	\$300
Tenant Improvements with no change in use or occupancy	\$50
Wall signs and miscellaneous other non-residential	\$50
MISCELLANEOUS: Plan Check Revisions, review of 2 nd Corrections, and other activity not covered in the fee schedule	\$100
RESIDENTIAL: new dwellings, second dwelling units, multi-family	\$300 per dwelling unit
Accessory structures, expansion of existing structures, agricultural buildings, pools	\$100
Minor permit review (permits requiring limited review of approximately 15 minutes)	\$25
SPECIAL ZONING REVIEW (Additional fee for Flood Zone, Development Eligibility Review, TRPA MOU, or similar)	\$100
CERTIFICATE OF COMPLIANCE	
Discretionary – Hearing Required	\$3,500
Discretionary – No Hearing Required	\$600
MAJOR REVISION TO APPROVED CERTIFICATE	75% of fee* T&M
MINOR REVISION TO APPROVED CERTIFICATE (No changes to environmental document)	25% of fee*
COPIES, DUPLICATING (“printer costs” includes County print shop or outsourcing to private sector print shop)	15 cents per page or printer cost plus 5% handling fee
DESIGN REVIEW	
“Major” Design Review, (Applicationsthat require Planning Commission review and are not CEQA exempt)	\$5,000
“Standard” Design Review (Requires Planning Commission review or does not qualify for CEQA Exemptions)	\$2,500

APPLICATION TYPE/SERVICE	PLANNING FEE/DEPOSIT
DESIGN REVIEW (continued)	
“Minor STAFF LEVEL” Design Review, (Does not require Planning Commission review and is CEQA Exempt) Examples may include: Signs (On-Site), Accessory Structures, Minor Commercial Expansions, Minor new Commercial (2,500 sq. ft) minor residential (4 dwelling units or less), Barnett Business Park	\$1,000
MAJOR REVISION TO APPROVED DESIGN REVIEW PLAN	75% of fee* T&M
MINOR REVISION TO APPROVED DESIGN REVIEW PLAN (No changes to environmental document)	25% of fee*
DEVELOPMENT AGREEMENT	
INITIAL APPLICATION	\$2,500 T&M
ANNUAL REVIEW FEE	\$800 T&M
ENVIRONMENTAL IMPACT REPORT (EIR)	
NOTICE OF PREPARATION	\$2,000 T&M
EIR AND HEARINGS, STAFF TIME (Consultant charges are based on cost identified by contract)	\$5,000 T&M
FINDING OF GENERAL PLAN CONSISTENCY (Govt. Code Sections 65402 and 65403)	\$500
GENERAL PLAN	
MAP AMENDMENT	\$4,000 T&M
TEXT AMENDMENT, MAJOR (not CEQA exempt)	\$2,000 T&M
TEXT AMENDMENT, MINOR (CEQA exempt)	\$1,000 T&M
HOURLY RATE	\$100
HEARING CONTINUATION OFF-CALENDAR, REQUESTED BY APPLICANT (Fee collected before notification of new hearing. Assumes application is rescheduled within a year with no revisions. If revisions, see “Reactivation or Revision”)	\$300
MAPS, GIS MAPS AND DATA	\$100 T&M
Pre-printed maps:	
A. Size A (8½” x 11”)	\$5
B. Size B (11” x 17”)	\$7.50
C. Size C (18” x 24”)	\$10
D. Size D (24” x 36”)	\$15 + \$2.50 per SF over six SF
MISCELLANEOUS MANUALS, ETC.	Actual cost
MOBILE HOME, TEMPORARY	
INITIAL APPLICATION	\$200

APPLICATION TYPE/SERVICE	PLANNING FEE/DEPOSIT
RENEWAL	\$50
PARCEL MAPS	
Residential Parcel Map	\$5,200
Commercial/Industrial Parcel Map	\$5,000 plus \$100 per parcel
MAJOR REVISION TO APPROVED PARCEL MAP	
Commercial	75% of fee*
Residential	75% of fee*
MINOR REVISION TO APPROVED PARCEL MAP	
Commercial	25% of fee*
Residential	25% of fee*
TIME EXTENSIONS	\$1000 T&M
CORRECTIONS TO RECORDED FINAL / PARCEL MAPS	\$750
PARCEL MAP WAIVER	\$400
PLANNED DEVELOPMENT PLAN	\$6,000 T&M
MAJOR REVISION TO APPROVED DEVELOPMENT PLAN	75% of fee*
MINOR REVISION TO APPROVED DEVELOPMENT PLAN (No charge to environmental document)	25% of fee*
PRE-APPLICATION REVIEW	
Minor (for projects likely to be CEQA exempt; parcel maps; and use permits)	\$600
Major (including TAC review for tentative maps, rezones, General Plan Amendments and other projects not considered to be minor pre-applications)	\$2,000
REACTIVATION OR REVISION TO APPLICATION: (Applications that are continued off-calendar, on hold, or incomplete one year or longer, when such delay is caused by or at the request of applicant. Also, applications that are revised by applicant during the review process and require redistribution due to design changes or other significant change in the project.)	
REACTIVATION	50% of fee* T&M
REVISION (Actual percentage to be determined by Planning Services based on extent of revision proposed)	25% - 75% of fee* T&M
RECLAMATION	
RECLAMATION PLAN	\$4,000 T&M
RECLAMATION PLAN REVISIONS	\$2,000 T&M
ANNUAL INSPECTION AND REPORT	\$1,000 T&M

APPLICATION TYPE/SERVICE	PLANNING FEE/DEPOSIT
RESEARCH REQUESTS AND ZONING LETTERS	
RECONSTRUCTION AFTER BURN-DOWN LETTERS, Zone determination letters, and flood zone determination letters.	\$100
ABC license verification, DMV zoning verification, and HCD compliance (campground/RV parks).	\$50
Public Convenience and Necessity	\$250
UNLISTED SERVICES and Research	\$100 T&M
REVERSION TO ACREAGE	\$150
SITE PLAN REVIEW	
ADMINISTRATIVE PERMIT (See Zoning Ordinance for Administrative Permits) (includes: WIRELESS FACILITY Building façade or roof-mounted antennae)	\$100
AGRICULTURAL SETBACK RELIEF (see Variance)	
IMPROVEMENT PLANS (for Parcel Map or Subdivision Map)	\$300
NON-RESIDENTIAL (pre-application for building permits)	\$300
RECYCLING FACILITY	\$100
RANCH MARKETING OR WINERY Site Plan Review (See Zoning Ordinance)	\$250
SPECIAL USE PERMIT	
PLANNING COMMISSION/ ZONING ADMINISTRATOR – Negative Declaration	\$4,000
PLANNING COMMISSION /ZONING ADMINISTRATOR, MINOR (Categorically Exempt) Off-Premise Signs, On-site signs (excess area), ham radio antenna height, fence height, modification of non-conforming parking/landscaping, temporary uses not listed, minor expansion of floor area, new minor commercial (2500 sq. ft. or less), wireless co-location, and other categorically exempt projects.	\$1,500
MAJOR REVISION TO APPROVED SPECIAL USE PERMIT	75% of fee*
MINOR REVISION TO APPROVED SPECIAL USE PERMIT (No change to environmental document)	25%
SPECIFIC PLANS AND REVISIONS (Staff costs only. Consultant costs are covered by separate contract)	\$5,000 T&M
SUBDIVISION MAPS	
PRELIMINARY MAP	\$2,000 T&M
TENTATIVE MAP, (All types)	\$7,500 T&M
MAJOR REVISION TO APPROVED TENTATIVE MAP	75% of fee* T&M
MINOR REVISION TO APPROVED TENTATIVE MAP	25% of fee*
FINAL MAP	\$2,000

APPLICATION TYPE/SERVICE	PLANNING FEE/DEPOSIT
TIME EXTENSIONS	\$1,000 T&M
SURETY (Administrative Processing)	\$100
TAPES, HEARING (Planning Commission, Zoning Administrator)	\$5 each
TEMPORARY USE PERMITS	
A. Subdivision Model Homes; Construction Yard, Office; Outdoor Sales	\$150
B. Non-Profit Organization Activity	\$50
C. Christmas Tree Lots; Auctions; Temporary Signs	\$100
D. Outdoor concerts, itinerate shows, carnivals, circuses, rodeos, and religious revival meetings	\$400
E. OTHER USES: As Determined by Development Services Director	\$200
VARIANCE (17.22.600 et. seq.)	\$2,200
Administrative Front Setback Reduction (17.14.020 - 17.14.040)	\$50
Administrative Relief for Agricultural Setbacks	\$50 (Additional fees may be required by Ag. Department)
Administrative Relief for Riparian Setbacks	\$300
Administrative 10% Relief (17.22.020)	\$600
WILLIAMSON ACT CONTRACTS (Agricultural Preserve)	
ESTABLISH and AMENDMENTS (adding acreage or partial roll-out)	\$800(Includes rezone to AP; Rezone to AE will require Zone Change Fee)
IMMEDIATE CANCELLATION (no fee for notice of non-renewal)	\$ 1,000 T&M
ZONE CHANGE	\$2,800 T&M