

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 2024-0153.

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. 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 Withdrawn items – The cost to process the application until the time of withdrawal will be deducted from the amount paid for the application.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	\$5,850
Tentative Map 5-50 Parcels	\$6,259 + \$500/lot over 4
Tentative Map 51+ Parcels	\$35,670 + \$25/lot over 50
Minor Revision to Tentative Map	\$4,856
Conditional Use Permit	
Conditional Use Permit	\$6,494
Site Plan and Design Review	
Single Unit & Duplex Dwelling	\$1,170 each
Minor Commercial	\$2,106
< 10,000 sq. ft.	\$4,973
10,000 – 19,999 sq. ft.	\$5,675
20,000 – 100,000 sq. ft.	\$11,174
> 100,000 sq. ft.	\$23,108
Site Plan and Design Review - No Building with Other Entitlements	\$1,164
Site Plan and Design Review - No Building without Other Entitlements	\$4,914
Hearing Fee (Preservation Director) - for Existing Historic Single Unit or Duplex Dwelling	\$1,404
Hearing Fee - Director (all others)	\$3,393
Minor Additions/Alterations, as determined by the Director	\$582/hourly
Density Bonus Agreement	\$3,861
Home Occupation Permit Exception	\$5,265
PUD Guidelines Amendment - Signage	\$3,696
Tree Permit	
1-2 Residential Units	\$1,053
3+ Residential Units	\$1,930
Commercial or Mixed-Use Project	\$2,774
Variances	
Variance	\$5,148
Modifications	
CUP Major Modification	\$3,612
Time Extensions	
Time Extension - Tentative Map	\$4,446
Time Extension - CUP or Variance	\$2,340
Time Extension - SPDR Only	\$1,404
Entitlement Subtotal	

Comments:

(B) ENVIRONMENTAL REVIEW	
Exemption	\$819
Negative Declaration	\$4,736 + consultant costs
Addendum	\$4,736 + consultant costs
EIR	\$25,406 + consultant costs
Environmental Subtotal	
(C) PLANNING TECHNOLOGY FEE	
(A+B) x 0.08 = Planning Tech Fee	
(D) PUBLIC WORKS REVIEW DEPOSIT	
Tentative Map	\$1,760
Electrical Section Review	\$245
Deposit for all Other Entitlements	\$1,760
Public Works Subtotal	
(E) UTILITIES REVIEW DEPOSIT	
Tentative Map / Map Time Extension	\$616
Conditional Use Permit	\$616
Planning Miscellaneous	\$616
Utilities Subtotal	
(F) FIRE REVIEW DEPOSIT	
Entitlement Review	\$231
Fire Subtotal	
(G) PARKS REVIEW	
Tentative Map 1-4 Parcels	\$447
Tentative Map 5+ Parcels	\$1,091.70
SPDR New Construction of 3+ Units, Commercial or Additions Greater than 5,000 sq. ft.	\$447
Parks Subtotal	
(H) APPEALS	
Applicant Appeal Decision to Commission	\$5,571
Third Party Appeal of Decision to Commission	\$415
Appeals Subtotal	

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

Date: _____

Address/APN: _____

Note: Final fees will be verified by Planning staff at the time of application submission. An invoice of fees will be sent to the applicant of record.