

Staff 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.

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 Withdrawn items – The cost to process the application until the time of withdrawal will be deducted from the amount paid for the application.

Staff Level Fees

(A) ENTITLEMENTS	
Site Plan and Design Review	
Single Unit or Duplex Dwelling	\$1,170 each
Minor Additions/Alterations, as determined by the Director	\$582
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
Ministerial Review	
Single Unit or Duplex Dwelling	\$1,170 each
< 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
Ministerial Tentative Map (1-10 Parcels)	\$2,910
Zoning Administrator	
CUP Minor Modification	\$1,404
Time Extension - CUP or Variance (may also include associated SPDR)	\$2,340
Time Extension - SPDR Only	\$1,404
Preservation	
Structure Demolition / Relocation (50-year-old or older structure)	\$468 + consultant cost
Research for Sacramento Register Eligibility	\$468 + consultant cost
Entitlement Subtotal	

(B) ENVIRONMENTAL REVIEW	
Exemption	\$819
Addendum	\$ 4,736 + consultant costs
Negative Declaration	\$ 4,736 + consultant costs
Environmental Subtotal	
(C) PLANNING TECHNOLOGY FEE	
(A+B) x 0.08 = Planning Tech Fee	
(D) PUBLIC WORKS REVIEW DEPOSIT	
Entitlement Review	\$1,760 deposit
Public Works Subtotal	
(E) UTILITIES REVIEW DEPOSIT	
Planning Miscellaneous	\$616 deposit
Utilities Subtotal	
(F) FIRE REVIEW DEPOSIT	
Entitlement Review	\$231 deposit
Fire Subtotal	
(G) PARKS REVIEW	
SPDR New Construction of 3+Units, Commercial, or Additions Greater than 5,000 sq. ft.	\$447
Parks Subtotal	
(H) REQUEST FOR RECONSIDERATION	
Request for Reconsideration of Staff Action by the Design Director/Preservation Director	\$415
Reconsideration Subtotal	

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.

Totals for Fee Estimate	
(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) Request for Reconsideration	
Estimate Total	

Comments:

Date: _____

Address/APN: _____
