

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 2026-0121.

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 Withdrawn items – The cost to process the application until the time of withdrawal will be deducted from the amount paid for the application.

Staff Level Fees

(A) ENTITLEMENTS	
Site Plan and Design Review (SPDR)	
Single Unit & Duplex Dwelling	\$2,696 each
Minor Additions/Alterations	\$789
Minor Commercial	\$3,222
< 10,000 sq. ft.	\$2,696
10,000 – 19,999 sq. ft.	\$2,696
20,000 – 100,000 sq. ft.	\$12,558
> 100,000 sq. ft.	\$25,971
No Building – with Other Entitlements	\$1,578
No Building – without Other Entitlements	\$5,523
4th Cycle Review and Beyond	\$263/hour
Registered House Plans – Site Review Only	\$263/hour
Minor Modification	\$1,249
Ministerial Review for Infill Housing	
Duplex Dwelling	\$1,315 each
< 10,000 sq. ft.	\$5,588
10,000 – 19,999 sq. ft.	\$6,378
20,000 – 100,000 sq. ft.	\$12,558
> 100,000 sq. ft.	\$25,971
Ministerial SB 684 Dwelling	
Single Unit or Duplex Dwelling	\$3,090 each
3+ Dwelling Units (Multi-Unit Dwelling)	\$3,747
Tentative Map (1-10 Lots)	\$4,471
Resubmittal	\$2,893
Ministerial SB 9	
Single-Unit or Duplex Dwelling	\$2,696 each
Urban Lot Split	\$4,208
Resubmittal – Single-Unit or Duplex Dwelling	\$1,841
Resubmittal – Urban Lot Split	\$1,841
Zoning Administrator	
CUP Minor Modification	\$1,578
Time Extension - CUP or Variance (may also include associated SPDR)	\$2,630
Time Extension - SPDR Only	\$1,578
Preservation	
Historic Nomination Triggered by a Demolition Request	\$7,035
Miscellaneous Entitlements	
Density Bonus Agreement	\$4,339
Entitlements Subtotal	

Comments:

(B) ENVIRONMENTAL REVIEW	
Categorical Exemption	\$920
Initial Study/Findings	\$5,786 + consultant costs
Addendum	\$5,786 + consultant costs
Negative Declaration	\$5,786 + consultant costs
Environmental Subtotal	
(C) PLANNING TECHNOLOGY FEE	
(A+B) x 0.10 = Planning Tech Fee	
(D) PUBLIC WORKS REVIEW	
Entitlement Review	\$1,760 deposit
Solid Waste Review	\$205/hr. deposit
Streetlight Review (Electrical Section)	\$245
Public Works Subtotal	
(E) UTILITIES REVIEW	
Entitlement Review	\$616 deposit
Utilities Subtotal	
(F) FIRE REVIEW	
Administrative & Plan Review Fee	\$436 deposit
Fire Subtotal	
(G) PARKS REVIEW	
Tentative Map 1-4 Parcels	\$537
Tentative Map 5+ Parcels	\$1,091.70 deposit
New Residential Units, and New or Expanded Commercial, Office, or Industrial Uses	\$537
Parks Subtotal	
(H) REQUEST FOR RECONSIDERATION	
Request for Reconsideration of Staff Action (Director Level)	\$415
Reconsideration Subtotal	

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) Reconsideration Subtotal	
Estimate Total	

Prepared By:		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.