

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 Withdrawn items – The cost to process the application until the time of withdrawal will be deducted from the amount paid for the application.

## Director Level Fees

<b>(A) ENTITLEMENTS</b>	
<b>Site Plan and Design Review (SPDR)</b>	
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
Hearing Fee	\$5,129
<b>Preservation</b>	
Historic Nomination Triggered by a Demolition Request	\$7,035
Hearing Fee	\$5,129
<b>Tentative Maps</b>	
Tentative Parcel Map, 1-4 Parcels	\$6,575
Tentative Subdivision Map, 5-50 Parcels	\$7,035+ \$500/lot over 4
Tentative Subdivision Map, 51+ Parcels	\$41,817+ \$25/lot over 50
Minor Revision to Tentative Map	\$5,457
<b>Conditional Use Permits (CUP)</b>	
Conditional Use Permit	\$7,298
<b>Director-Level Variances</b>	
Variance	\$5,786
<b>Planned Unit Developments (PUD)</b>	
PUD Signage Amendment	\$5,588
<b>Modifications</b>	
SPDR Minor Modification	\$1,249
SPDR Major Modification	\$2,893
CUP Major Modification	\$5,654
<b>Time Extensions</b>	
Time Extension - Tentative Map	\$4,997
Time Extension - CUP or Variance	\$2,630
Time Extension - SPDR Only	\$1,578
<b>Miscellaneous Entitlements</b>	
Density Bonus Agreement	\$4,339
<b>Tree Permits</b>	
1-2 Residential Units	\$1,184
3+ Residential Units	\$2,104
Commercial or Mixed-Use Projects	\$3,222
<b>Entitlements Subtotal</b>	

**Comments:**

<b>(B) ENVIRONMENTAL REVIEW</b>	
Categorical Exemption	\$920
Initial Study/Findings	\$5,786 + consultant costs
Addendum	\$5,786 + consultant costs
Negative Declaration	\$5,786 + consultant costs
Environmental Impact Report (EIR)	\$28,009 + consultant costs
<b>Environmental Subtotal</b>	
<b>(C) PLANNING TECHNOLOGY FEE</b>	
(A+B) x 0.10 = Planning Tech Fee	
<b>(D) PUBLIC WORKS REVIEW</b>	
Tentative Map	\$1,760 deposit
Conditional Use Permit	\$1,760 deposit
All Other Entitlements	\$1,760 deposit
Solid Waste Review	\$205/hr. deposit
Streetlight Review (Electrical Section)	\$245
Parcel Map Waiver Determination	\$700 deposit
<b>Public Works Subtotal</b>	
<b>(E) UTILITIES REVIEW</b>	
Tentative Map	\$616 deposit
Conditional Use Permit	\$616 deposit
Miscellaneous Planning Entitlements	\$616 deposit
<b>Utilities Subtotal</b>	
<b>(F) FIRE REVIEW</b>	
Administrative & Plan Review Fee	\$436 deposit
<b>Fire Subtotal</b>	
<b>(G) PARKS REVIEW</b>	
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
<b>Parks Subtotal</b>	
<b>(H) APPEALS</b>	
Applicant Appeal to Commission	\$6,312
Third Party Appeal to Commission	\$415
<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>	

<b>Prepared By:</b>	<b>Date:</b>
<b>Address/APN:</b>	

**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.