



## Planning & Community Development Department

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### Planning Permit Fees: 100% Cost Recovery Program

#### Introduction

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On June 1, 2005, the City Council adopted a new fee schedule for planning permit fees and services. The new fees include a 100% cost recovery approach for all major planning permits, such as large Site Development Permit and Use Permit projects. The 100% cost recovery approach is intended to collect enough fees to fully recover the cost of processing permits for large projects. Prior to the adoption of the cost recovery program, it is estimated that the City collected, on average, less than 50% of the cost of processing permits for large development projects.

#### How Does the 100% Cost Recovery Program Work?

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At the time the application is submitted, the applicant is required to pay a \$1,000 deposit. Staff carefully tracks the time spent working on the permit and charges time and materials against the deposit. If and when approximately 75% of the deposit has been used, the applicant is required to pay an additional deposit. When the processing has been completed, the applicant is required to make full payment of any balance due before the permit can be considered valid. Any unused deposit will be refunded to the applicant upon completion of the project.

#### Which Permits are Subject to the Cost Recovery Program?

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The following planning permits are included in the 100% cost recovery program:

Major Site Development Permit (SDP)	Rezoning
Major Use Permit (UP)	Specific Plan/Master Plan Review
Major Amendments to Existing Permits	Annexation
Major Variance	Planned Development
Major Subdivision	Appeal (filed by the applicant)
Subdivision Exception	Pre-Application Review (by staff)
General Plan Amendment	Planning and Zoning Research (more than 1 hour)

#### What is Included in the Cost Recovery Fee?

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The fees paid as part of the 100% cost recovery program fund all or a percentage of the salaries and benefits of the staff persons working on the application and the hard costs associated with processing the application, such as public noticing, copying, and postage.