

Existing Planning Fees and Preliminary Recommended Modifications

Planning Services Fees: The following Table shows the current and preliminary recommended fees for Planning Permits and Services. The primary modifications include establishing a deposit fee “range” for major planning permits, increasing the flat fees for minor permits, changing the fees for appeals, increasing the fees for zoning research, address changes, and sign permits. A reduction in the fee for Lot Line Adjustment and Lot Merger applications is suggested, and a number of potential fee reductions are suggested as a means of providing incentives for projects that benefit the public and/or contribute to the City’s strategic planning goals.

PERMIT APPLICATION OR SERVICE	CURRENT FEE	PRELIMINARY RECOMMENDED FEE
Site Development Permit Major	\$1000.00 Deposit and 100% Cost Recovery Affordable Housing Project: 80% Cost Recovery Special Housing Needs Project 60% Cost Recovery	100% Cost Recovery \$1,000.00 to \$3,000.00 Deposit depending upon the size and complexity of the project. Affordable Housing Project: 80% Cost Recovery Special Housing Needs Project 60% Cost Recovery
Site Development Permit Minor	\$150 and \$450	\$200.00 and \$600.00
Use Permit Major	\$1000.00 Deposit and 100% Cost Recovery Affordable Housing Project: 80% Cost Recovery Special Housing Needs Project 60% Cost Recovery	100% Cost Recovery \$1,000.00 to \$3,000.00 Deposit depending upon the size and complexity of the project. Affordable Housing Project: 80% Cost Recovery Special Housing Needs Project 60% Cost Recovery
Use Permit Minor	\$150 to \$450	\$200.00 to \$600.00
Use Permit Site Development Permit Amendment	\$50 to \$150 (Minor) \$500 Deposit and 100% cost recovery (Major)	\$200.00 to \$600.00 (Minor) \$500 Deposit and 100% cost recovery (Major)

Variance Major	\$1000.00 Deposit and 100% Cost Recovery Affordable Housing Project: 80% Cost Recovery Special Housing Needs Project 60% Cost Recovery	100% Cost Recovery \$1,000.00 to \$3,000.00 Deposit depending upon the size and complexity of the project. Affordable Housing Project: 80% Cost Recovery Special Housing Needs Project 60% Cost Recovery
Variance Minor	\$225	\$200.00 to \$600.00
Subdivision Major	\$1,000.00 Deposit and 100% Cost Recovery Affordable Housing Project: 80% Cost Recovery Special Housing Needs Project 60% Cost Recovery	100% Cost Recovery \$1,000.00 to \$3,000.00 Deposit depending upon the size and complexity of the project. Affordable Housing Project: 80% Cost Recovery Special Housing Needs Project 60% Cost Recovery
Subdivision Minor	\$900.00 Affordable Housing Project: \$720 Special Housing Needs Project: \$540	\$900.00 Affordable Housing Project: \$720.00 Special Housing Needs Project: \$540.00
Subdivision Exception (Minor Subdivisions)	\$500 Deposit and 100% cost recovery Affordable Housing Project: 80% Cost Recovery Special Housing Needs Project: 60% Cost recovery	\$500.00 Affordable Housing Project: \$400.00 Special Housing Needs Project \$200.00
Boundary Line Adjustment	\$450 Flat Fee Affordable Housing Project: \$360 Flat Fee (80%) Special Housing Needs Project: \$270 Flat Fee (60%)	\$350.00

Lot Merger	\$450 Flat Fee Affordable Housing Project: \$360 Flat Fee (80%) Special Housing Needs Project: \$270 Flat Fee (60%)	\$350.00
Subdivision/Parcel Map Time Extension	\$0	\$200.00
Appeal	\$100 Deposit and full cost recovery (Applicant) \$100 Flat Fee (Public)	\$500.00 Deposit and full cost recovery (Applicant) \$150.00 Flat Fee (Public)
General Plan Amendment	\$1,000.00 Deposit and 100% Cost Recovery	\$1,000.00 to \$3,000.00 Deposit and 100% Cost Recovery
Annexation	\$1,000.00 Deposit and 100% Cost Recovery	\$1,000.00 to \$3,000.00 Deposit and 100% Cost Recovery. 100% of cost for required maps, legal descriptions, etc.)
Pre-zoning	\$1,000.00 Deposit and 100% Cost Recovery	\$1,000.00 to \$3,000.00 Deposit and 100% Cost Recovery
Rezoning	\$1,000.00 Deposit and 100% Cost Recovery	\$1,000.00 to \$3,000.00 Deposit and 100% Cost Recovery
Rezoning Planned Development	\$1,000.00 Deposit and 100% Cost Recovery Affordable Housing Project: 80% Cost Recovery Special Housing Needs Project 60% Cost Recovery	\$1,000.00 to \$3,000.00 Deposit and 100% Cost Recovery

CEQA Document Filing (fee subject to change based on County requirement)	\$50	\$50
CA Fish and Wildlife CEQA Fee (fee subject to increase every January 1 st based on state requirement)	Negative Declaration: \$1,876.75 Environmental Impact Report: \$2,606.75 (Fee required unless applicant provides City with Dept of Fish and Wildlife determination that project will have not effect on fish and wildlife)	Negative Declaration: \$2,210.25 (2016) Environmental Impact Report: \$3,070.00 (2016) (Fee required unless applicant provides City with Dept of Fish and Wildlife determination that project will have not effect on fish and wildlife)
Pre-Application Conference/Review (Planning Staff)	Level 1: \$0 Level 2: \$100 Deposit and 100% Cost Recovery <u>Level 1:</u> Review is research and meeting totaling less than 1 hour of all city staff <u>Level 2:</u> Review is research and meeting exceeding 1 hour total	Level 1: \$0 Level 2: \$200.00 <u>Level 1:</u> Review is research and meeting totaling less than 1 hour of all city staff <u>Level 2:</u> Review is research and meeting exceeding 1 hour total
Pre-Application Review (Project Review Committee)	\$250	\$250.00
Pre-Application Review (Planning Commission)	\$200 Deposit and 100% Cost Recovery	\$300.00
Environmental Impact Report (EIR), Special CEQA Document or Complex Initial Environmental Study	Full Consultant Cost plus 15% administration fee	Full Consultant Cost plus 15% administration fee

Archaeological Search – for Environmental Review	Full Cost – Paid Directly to SSU Northwest Information Center	Full Cost – Paid Directly to SSU Northwest Information Center
Public Hearing Continuations requested by applicants that require re-noticing	\$50	\$200.00
Penalty/Violation (proceeding without permit)	Double the cost of the permit	Double the cost of the permit
Zoning/Planning Research	<p>Level 1: \$0 Level 2: \$100 Deposit and 100% Cost Recovery</p> <p><u>Level 1</u> Zoning/Planning Research means research taking up to 1 hour <u>Level 2</u> Zoning/Planning Research means research taking more than 1 hour</p>	<p>Level 1: \$0 Level 2: \$200.00</p> <p><u>Level 1</u> Zoning/Planning Research means research taking up to 1 hour <u>Level 2</u> Zoning/Planning Research means research taking more than 1 hour</p>
Specific Plan/Master Plan Review	<p>\$1,000 Deposit and 100% Cost Recovery Affordable Housing Project: 80% Cost Recovery Special Housing Needs Project: 60% Cost Recovery</p>	<p>\$2,000 to \$3,000 Deposit and 100% Cost Recovery Affordable Housing Project: 80% Cost Recovery Special Housing Needs Project: 60% Cost Recovery</p>
Address Change	\$100	\$100
County Airport Land Use Commission Referral for Land Use Plan Consistency Determination	<p>\$150 Plus any additional fee required by and paid directly to Mendocino County.</p>	<p>\$300.00 Plus any additional fee required by and paid directly by applicant to Mendocino County.</p>

Site Inspection Request by Property Owner/Applicant	\$0	\$0
Sign Permit	<p>Minor: \$25 Major: \$50</p> <p><u>Minor Sign Permit</u> involves up to one hour of analysis and administrative work. <u>Major Sign Permit</u> takes more than 1 hour.</p> <p><u>Temporary signs- banners, etc;</u> <u>portable signs:</u> \$25</p>	<p>Minor: \$50 Major: \$150</p> <p><u>Minor Sign Permit</u> involves up to one hour of analysis and administrative work. <u>Major Sign Permit</u> takes more than 1 hour.</p> <p><u>Temporary signs- banners, etc;</u> <u>portable signs:</u> \$25</p>
Building Permit Review Fee (Planners)	\$50	\$50
General Plan/Advance Planning Maintenance Fee	15% of the total cost of a Building Permit (Building Permit, Mechanical Permit, Electrical Permit, Plumbing Permit and Plan Check)	15% of the total cost of a Building Permit (Building Permit, Mechanical Permit, Electrical Permit, Plumbing Permit and Plan Check)
Document and Map Fees		
General Plan	\$30.00	\$30.00
Zoning Ordinance	\$30.00	\$30.00
Subdivision Ordinance	\$30.00	\$30.00
Master Bike/Ped Plan	\$30.00	\$30.00
Airport Master Plan	\$30.00	\$30.00
Landscaping Guidelines	\$15.00	\$15.00
Design Guidelines	\$15.00	\$15.00
Creek Plans	\$15.00	\$15.00
General Plan Map	\$30.00	\$30.00
Zoning Map	\$30.00	\$30.00
Other Plans	\$5.00-\$30.00	\$5.00-\$30.00
Misc Maps, Graphics and Reports	\$5.00-\$30.00	\$5.00-\$30.00
Photo Copy	<p>\$0.10 per page</p> <p>First 5 copies per day are free</p>	<p>\$0.10 per page</p> <p>First 5 copies per day are free</p>

Preliminary New Fee Recommendations

Planning Permits: The permits or services listed below are either new or existing with no fee attached.

NEW PERMIT APPLICATION OR SERVICE	CURRENT FEE	RECOMMENDED FEE	DISCUSSION
Certificate of Compliance (recognize existing parcels)	\$0	\$150	There is currently no planning fee for this application. Planners typically spend 1-3 hours coordinating the review of these applications
Determinations of Appropriate Use	\$0	\$200	The Planning Director typically sends 2 hours preparing these documents.
Special Planning Commission Meeting Acct#: 100.0800.611.003	\$0	\$300	There is currently no fee for this service and it involves considerable staff time to arrange and prepare agendas and notices.
Business License Review	\$0	\$0	Continue to provide this service free of charge
Demolition Permit Historical Review (Planners)	\$0	\$350	2-3 hours of Staff time plus required cost for publication of legal ad, notice posting, etc.

Building Permits: Many jurisdictions impose miscellaneous fees on Building Permits to fund such things as mandatory ongoing certification training, technology, and records management. Many jurisdictions also charge for services unrelated to the review and processing of Building Permits. Staff preliminarily recommends that the following new fees be considered:

SERVICE	CURRENT FEE	RECOMMENDED FEE	DISCUSSION
Mandatory Training and Certification Surcharge	\$0	4% on all Building Permits	This fee is for funding mandatory training for Building Division staff to maintain required certifications to expertly serve the public.
Technology and Records Management Surcharge	\$0	3% on all Building Permits	This fee is for the maintenance and/or upgrade of computer hardware and software crucial for providing efficient service and to maintain accurate records.
Temporary Certificate of Occupancy	\$0	Based on the project size and timeframe >\$100,000 = \$500.00/ 60 days <\$100,000 = \$1,000/ 60 days	Cost of review, analysis, monitoring and enforcement
Request for Alternate Materials and Methods Review	\$0	\$85/Hour	100% Cost Recovery – Fully burdened rate
Appeal to Building Regulations Appeal Board	\$0	\$170	Two hours of Building Official time minimum.
Postage – Structural Plan Check	\$0	Actual Cost	100% Cost Recovery

Preliminary Fee Reductions to Promote Economic Development, Energy Conservation and Public Benefits

Staff has developed a number of potential fee reductions to promote local economic development and energy conservation and to incentivize projects that provide public benefits. These include the following:

Economic Development Energy Conservation Public Benefit Components	Fee Reduction
Project Design: Solar PV, LEED certification, public access easement (creeks, streets, pedestrian paths, etc.), substantial over-planting of trees, significant creek restoration and/or public access, and similar design elements.	80% cost recovery rather than 100% on Planning Permits
Downtown Businesses: Planning Applications made by downtown businesses (DZC area) – new business or expansion of existing business	80% cost recovery rather than 100% on Planning Permits
Industrial/Light Manufacturing: Planning Applications for industrial or light manufacturing businesses.	80% cost recovery rather than 100% on Planning Permits
Public Art: Locally inspired publicly “accessible” art included as prominent component in project	80% cost recovery rather than 100% on Planning Permits
Community gardens, outdoor dining, live entertainment, sidewalk cafés and tasting rooms.	No Planning Permit or Fees required – must comply with specific standards
Energy and Water Conservation: Installation of significant energy or water conservation fixtures, appliances or equipment beyond green building code requirements	80% cost recovery rather than 100% on Planning Permits