

**CITY OF LA CAÑADA FLINTRIDGE**

**RESOLUTION NO. 25-25**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA CAÑADA FLINTRIDGE, CALIFORNIA, ADOPTING A MASTER SCHEDULE OF FEES AND CHARGES**

**WHEREAS**, the City of La Cañada Flintridge (“City”) has conducted an extensive analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

**WHEREAS**, based on this analysis, City staff has recommended that the Master Schedule of Fees and Charges be amended to reflect changes in fees as follows: i) an increase in various Building & Safety Fees; ii) a new Lanterman Auditorium Hourly Use Fee for Non-Profit and For-Profit Organizations; iii) a new Filming/Still Photography Processing Fee; iv) a new Consultant Deposit Fee; v) an increase in various Lanterman Auditorium Fees; vi) an increase in the Consultant Plan Check Fee; vii) removal of the Lanterman Auditorium Performance and Non-Performance for Non-Profit and For-Profit Organization Fees; viii) removal of a Film Permit Application Processing Fee; and ix) the removal of a Film Permit Fee; and

**WHEREAS**, the City Council of La Cañada Flintridge desires to amend its Master Schedule of Fees and Charges to reflect these new fees and increases in fees; and

**WHEREAS**, all legal prerequisites to the adoption of this Resolution have occurred.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA CAÑADA FLINTRIDGE DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:**

**Section 1.** The City Council finds that the above recitations are true and correct and, accordingly, are incorporated herein as findings and a material part of this Resolution.

**Section 2.** The City Council hereby finds and determines that this Resolution complies with the requirements of the Mitigation Fee Act contained in California Government Code Sections 66000 *et seq.*

**Section 3.** The City Council finds that this Resolution is statutorily exempt from review under the California Environmental Quality Act under Sections 15273(a)(1) (Rates, Tolls, Fairs and Charges), as well as Sections 15061(b)(3) and 15378(b)(4) of Title 14 of the Code of California Regulations.

**Section 4.** The La Cañada Flintridge Master Schedule of Fees and Charges, attached hereto as Exhibit “A” and incorporated herein by reference, is hereby adopted. All fees set forth therein are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

**Section 5.** The adopted Master Schedule of Fees and Charges reflects new fees, removal of fees or increases in fees for the following: i) an increase in various Building & Safety Fees; ii) a new Lanterman Auditorium Hourly Use Fee for Non-Profit and For-Profit Organizations; iii) a new Filming/Still Photography Processing Fee; iv) a new Consultant Deposit Fee; v) an increase in various Lanterman Auditorium Fees; vi) an increase in the Consultant Plan Check Fee; vii) removal of the Lanterman Auditorium Performance and Non-Performance for Non-Profit and For-Profit Organization Fees; viii) removal of a Film Permit Application Processing Fee; and ix) the removal of a Film Permit Fee.

**Section 6.** This Master Schedule of Fees and Charges may be interpreted by the appropriate City department head, in consultation with the City Manager, and should there be a conflict between two fees, then the lower in dollar amount of the two shall be applied.

**Section 7.** This Resolution shall go into full force and effect immediately; however, the Master Schedule of Fees and Charges shall become effective sixty (60) days after adoption of this Resolution.

**Section 8.** Upon the effective date of the Master Schedule of Fees and Charges adopted herein, the Master Schedule of Fees and Charges shall supersede any and all prior resolutions and fee schedules adopted prior to that date.

**Section 9.** All fees and charges in the Master Schedule of Fees and Charges are non-refundable unless otherwise provide by federal or state law or as provided below:


<b>Service/Fee Title</b>	<b>Refund Criteria</b>	<b>Amount</b>	<b>Unit</b>
Facility Rentals (Memorial Parks, Mayor’s Discovery Park, Athletic Fields)	Written Cancellation Notice Received - 30 days prior (Residents) - 60 days prior (Non- Residents)	100% of amount paid	Application
Lanterman Auditorium	Written Cancellation Notice Received - 45 days prior - Less than 45 days prior - Less than 5 days prior	100% of deposit 50% of deposit No refund	Application
Entitlement Fees	Written Cancellation Notice Received - Prior to Application Completeness Review - After First Review - After Second review completed, or application scheduled for public hearing - Third review - CEQA-no initiated	75% of entitlement fees paid  50% of entitlement fees paid 25% of entitlement fees paid  No refund 100% of CEQA fees paid	Application
Building & Safety Fees	Written Cancellation Notice Received	-80% of building fees paid	Permit

Service/Fee Title	Refund Criteria	Amount	Unit
	-prior to commencement of any work or construction no later than one year after the expiration date of the permit	-80% of plan check fees paid if no review has been performed -No refund of plan check fees paid if review has been performed	
Encroachment Fees	Written Cancellation Notice Received -Prior to two business days from date of application received -After two business days	-100% refund of amount paid  -No refund of amount paid	Permit
Filming/Still Photography Permit	Written Cancellation Notice Received -Prior to 3PM last business day	-100% refund of Permit Fee paid -66% refund of Right-of-Way/City Property Use Fee	

**Section 10.** If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council of the City of La Cañada Flintridge hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause, phrase, or portion thereof irrespective of the fact that anyone or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

**Section 11.** The City Clerk shall certify the adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED** this 5<sup>th</sup> day of August, 2025.

Signed by:  
  
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A76A96D33C1E494...  
 Kim Bowman, Mayor

ATTEST:

DocuSigned by:  
  
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94AE4A4BA9FF48B...  
 Tania Garcia, City Clerk

State of California )  
County of Los Angeles ) ss.  
City of La Cañada Flintridge )

I, Tania Garcia, City Clerk of the City of La Cañada Flintridge, California, do hereby certify that the foregoing Resolution No. 25-25 was duly adopted by the City Council of the City of La Cañada Flintridge at a Regular Meeting held on the 5<sup>th</sup> day of August 2025, by the following vote:

AYES: COUNCILMEMBERS: DAVITT, EICH, FOSSAN, HOBSON, AND BOWMAN  
NOES: COUNCILMEMBERS: NONE  
ABSENT: COUNCILMEMBERS: NONE  
ABSTAIN: COUNCILMEMBERS: NONE

Dated: August 5, 2025

DocuSigned by:  
*Tania Garcia*  
94AE4A4BA9FF48B...  
Tania Garcia, City Clerk

## Master Fee Schedule

Service/Fee Title	Fee Description	Fee	Unit
<b>Administration</b>			
Accessibility Placard Citation Dismissal	Citation Limited by State Law	\$25	Citation
Animal Control	Unaltered Dog:	\$50	Dog
	Seniors:	\$25	Dog
	Spayed/Neutered Dog:	\$25	Dog
	Seniors:	\$8	Dog
	Pet Grooming Services	\$125	Dog
	30 Days Late Charge Penalty:	\$30	Dog
	60 Days Late Charge Penalty:	\$75	Dog
	No License: Citation issued will result in Municipal Code violation	Municipal Code violation	Violation
Banner Permit	Light Poles:	\$0	Application
	Parking Lot:	\$0	Application
	Removal of banner by City	Direct cost of the removal	Banner
DUI Cost Recovery	Administrative fee plus charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	\$95 plus Direct cost to the State set minimum	Response
Electric Vehicle Charging Stations	First 3 hours:	\$2.00	Hour
	Each hour after first 3hours:	\$5	Hour

Service/Fee Title	Fee Description	Fee	Unit
Filming/Still Photography Permit	Notification:	See Notification Fee under Citywide	
	Processing Fee:	\$400	Cost recovery fee for staff time on processing and issuing a film permit
	Right-of-Way/Public Facility Use:	\$1,500	Day
	Traffic Engineer Review:	\$250	Hour
	Appeal of Permit Decision to the City Manager	\$220 + Renotification Fee (see Notification Fee under Citywide)	Permit/Request
Student Filming (Academic Purpose)	Application and Permit:	Waived	Permit
	Notification (per):	\$1	Notice
	Right-of-Way/City Property Use:	\$1,500	Day
Lanterman Auditorium	Base User Group		
	Hourly Use Fee	\$120	Per Hour
	<i>(LCF based organizations with unpaid staff)</i>		
	Lanterman Auditorium Hourly Use	\$70	Per Hour
	Auditorium Staff		

Service/Fee Title	Fee Description	Fee	Unit
	Auditorium Manager:	\$75	Per Hour
	Auditorium Technician:	\$54	Per Hour
	Capital Improvement Use:		
	Base Fee:	\$270	Per Application
	Base Fee (LCF Based Groups):	\$117	Per Application
	Base Fee (LCF Based Groups booking \$5,000 or more worth of use per calendar year & LCUSD affiliated use)	Waived	Application
	Auditorium Cleaning		
	One Time Cleaning Fee:	Direct Cost	Performance
	Special Effects Cleaning:	Direct Cost	Performance
	Rate Surcharge (Exclusive Use):	1/3 Rate Surcharge of Base Rental Cost	Day
	Marley Flooring Rental Fee	\$600	Per setup/clean up
	Refundable User Damage Deposit:	\$100	Event
Loud Party Response	First response:	No charge	Response
	Second and subsequent response:	Direct cost of all responding personnel	Response
Parking Permit	Display Hanger:	\$1.50	Hanger
Police False Alarm Response	First 3 alarms in a 12 month period:	No Charge	Alarm
	Fourth Alarm		
	Fine plus Administrative Fee:	\$100 plus \$50	Alarm
	Fifth Alarm		
	Fine plus Administrative Fee:	\$200 plus \$100	Alarm

Service/Fee Title	Fee Description	Fee	Unit
	Sixth and subsequent Alarms		
	Fine plus Administrative Fee:	\$500 plus \$150	Alarm
Recreational Facilities	Memorial Park		
	Rental Fee:	\$20	Hour
	Electric Usage:		
	Electric Usage 1st Hour:	\$135	Hour
	Additional Hours After 1st	\$10	Hour
	Hour :		
	Athletic Fields:		
	Rental Fee:	\$50	Hour
	Field Lights:	\$20	Hour
	Recreational Court Rental Fee:	\$10	Hour
	Liability Insurance:	Direct Cost	Day
	Park Porter Service (4 hour min.)		
	Monday-Saturday Usage:	Direct Cost	Hour
	Sunday Usage:	Direct Cost	Hour
Post Event Cleaning Fee:	Direct Cost	Event	
Mayors' Discovery Park Concession Facility Rental:	\$20 + Direct Cost for cleaning	Hour	
Special Event	Application:	\$100	Event
	Review Fee (Traffic Engineer, Police, Fire, etc.):	Direct cost of the fully allocated hourly rate for all personnel used plus any outside personnel or material costs	Event
	Traffic Control Device:	Direct Cost	Event

Service/Fee Title	Fee Description	Fee	Unit
<b>Trees</b>			
Adoption of City Tree	Review Fee:	\$175 and any outside costs	Tree
Amend Official Map of City Trees for Entire Street Block	Administrative plus Public Notice Fee:	\$100 (Administrative) plus \$120 (Public Notice) and any outside costs.	Application
Appeal of Public Works & Traffic Commission City Tree Removal Decision	Administrative plus Public Notice Fee:	\$100 (Administrative) plus \$120 (Public Notice) and any outside costs.	Application
Appeal Removal of City Tree	Appeal to Public Works and Traffic Commission		
	Administrative plus Public Notice Fee:	\$100 (Administrative) plus \$120 (Public Notice) and any outside costs.	Application
	Appeal to City Manager:	\$100 (Administrative) plus \$120 (Public Notice) and any outside costs.	Application
	Appeal to City Council		
	Administrative plus Public Notice Fee:	\$100 (Administrative) plus \$120 (Public Notice) and any outside costs.	Application
Removal of City Tree Application	Administrative plus Public Notice Fee:	\$100 (Administrative) plus \$120 (Public Notice) and any outside costs.	Application

Service/Fee Title	Fee Description	Fee	Unit
Remove City Tree & Replace with Different Species	Administrative plus Public Notice Fee:	\$100 (Administrative) plus \$120 (Public Notice) and any outside costs.	Application
Response to Private Vegetation/Tree Fee (Caused by failed response by residents to address a public safety issue or downed private tree)	Response fee	Direct Cost	Occurrence
Tree Restitution (Right of Way Trees)	Less than 12"	\$1,250.00	Incident
	12" to 23"	\$1,770.00	Incident
	4" to 35"	\$3,525.00	Incident
	36" or greater	\$18,000.00	Incident
	Trunk diameter unknown (estimated to be under 36")	\$9,000.00	Incident
	Trunk diameter unknown (estimated to be over 36")	\$18,000.00	Incident
<b>Building and Safety</b>			
Building Code Fee	Adopted Building Code	See Attachment "A"	Permit
Building Re-Addressing Processing	N/A	\$190	Address
Construction Placards		\$20	Placard
Downtown Village Specific Cost Recovery	New construction and tenant improvements	\$0.31	Square Foot
General Plan Maintenance	N/A	5% surcharge of all Building permit fees to recover 50% of costs	Application
Electrical Code Fee	Adopted Building Code	See Attachment "A"	Permit
Expedited Plan Checks	Residential building plan check (no grading), commercial-level plumbing, electrical or mechanical permit:	Normal plan check fee plus 75% surcharge of the plan check fee	Plan Check

Service/Fee Title	Fee Description	Fee	Unit
Grading Permit and Plan Check Fee	Adopted Building Code	See Attachment "A"	Permit
Green Building Fee	State Fee	\$1 per each \$25,000 of total valuation minimum \$1	Permit
Landscape Plan Check and Inspection Fee	Building, Grading	\$300	Permit
Mechanical Code Fee	Adopted Building Code	See Attachment "A"	Permit
New permit where previous permit expired	New permit issued within 1 year of expiration of previous permit, provided no changes have or will be made in the original plans	50% of standard permit fee	Permit
New plan check where previous plan check expired	Where submitted within 1 year of previous plan check approval expiration date and there are no changes to the plans and no change in Code cycle	50% of standard plan check fee	Plan Check
New plan check where previous plan check expired	Where submitted within 1 year of previous plan check approval expiration date and there are changes to the plans and there has been a change in the Code cycle	65% of standard plan check fee	Plan Check
New/Modification of an Address		\$113.89 + applicable fees paid to LA County Department of Public Works, Survey/Mapping and Property Management Division	Per Address

<b>Service/Fee Title</b>	<b>Fee Description</b>	<b>Fee</b>	<b>Unit</b>
Permit extension	Extension, where permitted, of unexpired permit	25% of paid permit fee	Permit
Permit Fee and Plan Check	Adopted Building Code	See Attachment "A"	Plan Check
Plan check extension	Extension, where permitted, of an unexpired plan check where no permit has been issued	25% of previous plan check fee	Plan Check
Plumbing Code Fee	Adopted Building Code	See Attachment "A"	Permit
Revisions during plan check	Revisions made to plans, beyond the scope of corrections), during plan check	25% of previous plan check fee	Plan Check
School Impact Fee	La Canada Unified School District Pass-Through Fee	\$5.17/Sq.Ft. (Residential) \$0.84/Sq.Ft. (Non-Residential) \$0.07/Sq.Ft. (Public Storage)	Permit
Photovoltaic System (PV) Residential (Not Solar APP+)	Flat Fee up to 10 KW	\$440.00	Flat Fee up to 10 KW
	Above 10 KW (per Government Code 66015)	\$15.50	\$15.00 per KW
Solar Photovoltaic Array Flat Rate Permit	Building and electrical plan check, inspection and permit	\$450 plus \$15 per kw over 15kw	Permit
Strong Motion	State Fee	Total valuation amount x 0.00013	Permit
Unpermitted Work Fee (Retroactive Permit)(Building/Mechanical/Electrical/Plumbing/Grading/Pool)	Fee assessed for work conducted without a permit. See adopted Building Code.	double permit fee	Permit
<b>City Clerk</b>			
Candidate Processing	Fee is limited by the State	\$25	Candidate

Service/Fee Title	Fee Description	Fee	Unit
Document Certification		\$10	Document
Initiative Processing	Fee is limited by the State: Refundable if, within one year of date of filing Notice of Intent, the City Clerk certifies sufficiency of petition	\$200	Initiative
Notary Public Services	Fee is limited by the State	\$15 (Subject to change by State action)	Signature
Public Records Request	Hard Copies	\$0.10	Copy
	Electronic copies on USB/Flash	\$5	Unit
<b>City Wide</b>			
Appeal of a Commission Decision to City Council (Non-Planning Commission)	Administrative plus Public Notice Fee:	\$100 (Administrative) plus \$120 (Public Notice) and any outside costs, including newspaper publication.	Application
County Posting and /or Fish and Game Fee	Applicable LA County and/or Fish and Game posting	Direct Cost	Application
Innovation Fee (Cost for future equipment and software updates)	Development Permit/Cases:	\$68	Application
	B&S Trade Permits:	\$42	Application
	Encroachment Permit	\$43	Application
	Encroachment Permit (Trash Bin)	\$37	Application
Notification mailers/postcards	Public meeting/announcement notification mailers	\$1.50	Per notification/per page
Oversized Document Printing	Larger than 11 X 17	\$3.50	Per Page

Service/Fee Title	Fee Description	Fee	Unit
Oversized Document Scanning/Upload to ConnectLCF Fee (Larger than 11 X 17)	Up to 5 Pages	\$5	Per Page
	6 - 10 Pages	\$10	Per Page
	11+ Pages	\$15	Per Page
Sewer Covenant Review	Application	\$250	Application
<b>Finance</b>			
Insufficient Funds Check Processing	NSF check:	\$18	Check
<b>Planning</b>			
Amendment to Previously Approved Entitlement	Major: New construction or major change to structure, architecture or site design	100% of original application base fee	Application
	Minor: Change to a condition of approval, minor architectural or site change	50% of application base fee	Application
Annexation		\$5,000 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside costs	Review
Appeal to Planning Commission	Half of the original processing fee to a maximum of \$1,000 plus public noticing fee.	50% of the original processing fee up to \$1,000 plus direct notice cost	Appeal

Service/Fee Title	Fee Description	Fee	Unit
Appeal of a Planning Commission decision to the City Council	Half of the original processing fee to a maximum of \$1,000 plus public noticing fee.	50% of the original processing fee up to \$1,000 plus direct notice cost	Appeal
CEQA- (Mitigated) Negative Declaration	\$1,000 or deposit for full contract cost plus 20% for City administration.	\$1,000 or a deposit for full contract cost plus 20% administration fee	Application
CEQA- Environmental Impact Report	Deposit for full consultant contract cost plus 20% for City administration and processing (subject to Reimbursement Agreement).	Direct cost of full consultant contract cost plus 20%	Project
CEQA- Notice of Exemption		\$200	Notice
Certification of Compliance		\$400	Application
Code Enforcement Inspection		\$100	Inspection
Conditional Use Permit- Major		\$4,515	Application
Conditional Use Permit- Minor		\$1,540	Application
Condominium Conversion Review		\$6,195	Application
Consultant Deposit	When an outside consultant's services are utilized for review or analysis of a project or a portion of a project. Subject to a Reimbursement Agreement. Any funds remaining at the completion of the contract shall be returned to applicant.	Direct cost of full consultant contract plus 20% administrative fee	Project
Design Review- Architectural	Contractor Deposit	\$750 plus direct outside cost with \$1,000 deposit for any outside consultant	Application
Design Review- Sign Only		\$400	Application
Developer Requested Continuance		\$290 plus public noticing fee if needed	Request

Service/Fee Title	Fee Description	Fee	Unit
Development Agreement		\$5,000 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside costs	Agreement
Director's Determination - Tree Protection during Development Activity	Review of compliance with private tree protection ordinance	\$250	Application
Director's Review	Building Setback Modification, Height Modification, Residential Sport Court/Batting Cage Permit (Unlighted), Chicken Coop Waiver, Pool/Spa Equipment Encroachment, Flat Roof, Yard Equipment, Pedestrian Entries, RV Parking, Roof Equipment, Front Yard Landscaping, Terracing, Personal Wireless Facilities Microcells or Minor Facilities Additions Not in Residential Single Family or Open Space Zones, and Parking Lot as a Transitional Use, Semi-Circular Driveways	\$530	Application
Director's Review	Recreational Vehicle Storage/Parking	\$200	Application
Director's Written Determination	Interpretation of provision for zoning code	\$270	Application
Director's Written Determination - Tree Protection	Review of compliance with private tree protection ordinance.	\$150	Application

Service/Fee Title	Fee Description	Fee	Unit
Consultant Plan Check	Lot Line Adjustment/Lot Merger (subject to Reimbursement Agreement):	Actual cost of reviewer at \$160/hour with a \$1000 deposit	Application
	Tentative Map/Parcel Map/Final Map/SB ( Urban Lot Split (subject to Reimbursement Agreement)	Actual cost of reviewer at \$180/hour with a \$2000 deposit	Application
Density Bonus Agreement	Density Bonus Agreement per State Law (subject to Reimbursement Agreement)	\$2,000 + \$2,000 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plan any outside costs	Agreement

Service/Fee Title	Fee Description	Fee	Unit
Engineering Review Fee	Applicable to all Planning Applications Review fee, except those requiring Engineering Deposit and the following : Conditional Use Permit - Minor Development Agreement Design Review - Architectural Design Review - Sign Director's Written Determination Excess Animal Home Occupation Permit Personal Indoor Cultivation of Marijuana DUSP DVSP Directors Review Mills Act Appeals Reasonable Accommodation Tree Removal Temporary Use Permit - Minor Zoning Clearance	\$140	Application
Excessive Animal Permit	Permit fee	\$165	Application
Extra Plan Check/Inspection/ Meeting	Charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	Direct Cost	Application
Fence Review		\$420	Application

Service/Fee Title	Fee Description	Fee	Unit
Final Parcel Map Review	Review of final subdivision map (subject to Reimbursement Agreement)	\$1500 and \$1,000 Consultant Plan Check deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs	Review
Final Tract Map Review	Review of final subdivision map (subject to Reimbursement Agreement)	\$1500 and \$1,000 Consultant Plan Check deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs	Review
Finding of Conformance with General Plan	Planning Commission review required by State law – public right-of-way vacations, outside agency projects	\$500	Review
Floor Area Review		\$2,905	Application
General Plan Amendment		\$5,000	Application
GIS Printouts (Citywide)	Mail List:	\$150	Printout
	Printouts:		
	A/B: 8 ½ x11 & 11x17	\$2.50	Printout
	C/D Plain: 17x22 & 22x34	\$20	Printout
	C/D Glossy: 17x22 & 22x34	\$30	Printout
	E Plain: 34x44	\$27.50	Printout
	E Glossy: 34x44	\$40	Printout

Service/Fee Title	Fee Description	Fee	Unit
Hillside Development Permit-Administrative Hearing		\$1,440	Application
Hillside Development Permit-Director Review		\$465	Application
Hillside Development Permit-Planning Commission Review		\$4,515	Application
Historic Preservation - Certificate of Appropriateness	Certificate of Appropriateness to modify historic resources	\$250	Application
Historic Preservation - Modification of Official Register	Addition to or removal from Official Register of Historic Properties	\$500 + Public Noticing Fee	Application
Historic Preservation – Modification of Official Register	Removal from Official Register of Historic Properties when addition to Register was initiated by City	\$0 + Public Noticing Fee	Application
Home Occupation Permit		\$65	Application
Horse Permit	New Permit	\$165	Application
	Renewal Permit	\$30	Application
Large Garage Review		\$500	Application
Legal Review	Deposit for outside legal costs (subject to Reimbursement Agreement)	\$2,000 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside costs	Application
Lot Line Adjustment Review		\$1,000	Application
Lot Merger		\$200	Application
Mills Act		\$610	Application

Service/Fee Title	Fee Description	Fee	Unit
Multiple Application Process	Single project with multiple applications. Highest application fee will be charged and 50% of the fee for subsequent applications.	100% of the highest fee plus 50% for all other base application fees.	Application
New application for an expired approved application	Where submitted within 1 year of previous approval expiration date and there are no changes to the plans	50% of base application fees + applicable noticing and CEQA fees	Application
Overhead Utility Agreement		\$500	Application
Personal Indoor Cultivation of Marijuana Permit	Permit	\$530	Permit
Planning Zoning Clearance		\$75	Application
Planning Zoning Clearance - non discretionary (new SFR or SFR addition over 1000 SqFt)	Applicable to brand new non-discretionary Single Family Residential or addition over 1000 SqFt	\$375	Application
Preliminary Review		\$275	Application
Project Monitoring	Deposit for outside consultant costs (subject to Reimbursement Agreement)	\$1,000 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside costs	Application
Public Noticing Fee	Design Review – Architectural:	\$75	Application
	Director’s Review, Hillside (Dir), Tree Removal:	\$100	Application
	Condo Conversion, Fence Review, TUP (Major), Excessive Animal, Telecommunications	\$150	Application

Service/Fee Title	Fee Description	Fee	Unit
	Planned Development, Second Floor Review, CUP, Floor Area Review, Hillside (Admin or PC), Tentative Map, Setback Modification(PC), Variance, Lot Line Adjustment, Large Garage, Floor Area	\$750	Application
	General Plan Amendment or Zone Change:	\$600	Per noticed public hearing required
Reversion to Acreage		\$5,000 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside costs	Application
SB 9 Urban Lot Split	Review of final subdivision map (subject to Reimbursement Agreement)	\$1,500 and \$1,000 Consultant Plan Check Deposit with charges at the fully allocated hourly rates for all personnel involved plan any outside costs	Application
SB 35 Preliminary Review/Notice of Intent	Processing SB 35 preliminary review/notice of intent	\$1,540	Application
SB 35 Streamlined Ministerial Review Application:	Processing SB 35 streamlined ministerial review application.	\$4,515	Application
Second Floor Review	Director's Review:	\$530	Application
	Planning Commission Review:	\$2,905	Application
Setback Modification (Planning Commission)		\$2,905	Application

Service/Fee Title	Fee Description	Fee	Unit
Specific Plan		\$10,000 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside costs	Application
Specific Plan Amendment		\$7,500 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside costs	Application
Substantial Conformance Finding		\$320	Application
Telecommunications Permit		\$2,905	Application
Temporary Occupancy Review		\$405 plus cash deposit equal to the value of the work not yet completed.	Application
Temporary Use Permit- Major	501 C 3 Bonified In LCF Exempt Reso 14-12	\$740	Application
Temporary Use Permit- Minor	501 C 3 Bonified In LCF Exempt Reso 14-12	\$50	Application
Tentative Map Time Extension Review		\$4,135	Application
Tentative Parcel Map	Map Review:	\$5,700	Application
Tentative Tract Map	Map Review:	\$11,395	Application
Time Extension	For existing entitlements	\$100	Application
Tree Removal Permit		\$100	Application
Tree Replacement Fund	12" to 23":	\$354	Application

Service/Fee Title	Fee Description	Fee	Unit
	24" to 35":	\$705	Application
	36" or greater:	\$3,600	Application
Tree Restitution	12" up to 23":	\$1,062	Application
	24" up to 35":	\$2,115	Application
	36" or greater:	\$10,800	Application
Variance Review		\$2,905	Application
Vesting Tentative Parcel Map		\$6,195	Application
Vesting Tentative Tract Map		\$10,000 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside costs	Application
Zone Change		\$4,955	Application
Zoning Letter/Director's Determination	Letter for Planning Division on specific lot or issue	\$270	Letter/Determination
<b>Business License</b>			
Adult Business License Review	Business License:	See applicable rates above	Application
	Planning Department Review (Required):	Direct cost at the fully allocated hourly rates for all personnel involved plus any outside costs plus \$4,500 deposit	Application
	State CASp Fee:	\$4	Application
Business License Late Fee	Applies to all business licenses except Contractors	20% per month beginning August 1 until a 100% cap is reached	Application

Service/Fee Title	Fee Description	Fee	Unit
Contractors	General: A or B:	\$160	Application
	Sub-Contractor: Class C:	\$90	Application
	Homeowner as Contractor:	\$0	Application
	1 <sup>st</sup> Vehicle/Truck Decals:	\$15	Vehicle/ Truck
	Each additional vehicle/truck:	\$5	Vehicle/ Truck
	State CASp Fee:	\$4	Application
Home Occupation	Full time:	See "Retail" or "Service" category	Application
	Part time (under 20 hours per week):	\$25	Application
	One-time fee for home occupation permit (full and part time businesses):	\$25	Application
	State CASp Fee:	\$4	Application
Massage Establishment Operator Permit	New permit:	Direct cost at the fully allocated hourly rates for all personnel involved plus any outside costs plus \$480	Application
	Annual Renewal:	\$45	Renewal
	State CASp Fee:	\$4	Application
	Business License:	See "Service" category	Application
	Planning Department Review (Required):	Direct cost at the fully allocated hourly rates for all personnel involved plus any outside costs plus \$2,000 deposit	Application
	State CASp Fee:	\$4	Application
Miscellaneous Fees	Billboard Advertising:	\$100	Billboard

Service/Fee Title	Fee Description	Fee	Unit
	Multiple Coin Operated Machines (video game, vending machine, etc.):	\$25	Machine
	Bus Bench Advertising:	\$50	Bench
	Investigation Fee:	\$50	Investigation
	Transfer Fee:	\$25	Transfer
Private School/ Childcare	1-35 Students:	\$50	Location
	36-70 Students:	\$100	Location
	71-100 Students:	\$150	Location
	101-150 Students:	\$200	Location
	151+ Students:	\$300	Location
	State CASp Fee:	\$4	Application
Professional	Per Office Fee and 1 <sup>st</sup> Professional:	\$160	Application
	Additional Professional:	\$50	Professional
	Employee Fee:	\$5	Employee
	State CASp Fee:	\$4	Application
Real Estate Sale/Brokerage & Insurance Sales/Brokerage	Base Fee and 1 <sup>st</sup> Broker	\$160	Application
	Additional Licensed Agent/Broker:	\$15	Agent/ Broker
	Employee Fee:	\$5	Employee
	State CASp Fee:	\$4	Application
Recreation & Amusement	Base Fee:	\$160	Application
	After 1 <sup>st</sup> Employee:	\$5	Employee
	State CASp Fee:	\$4	Application
Retail	Base Fee:	\$100	Application
	After 1 <sup>st</sup> Employee:	\$5	Employee

Service/Fee Title	Fee Description	Fee	Unit
	State CASp Fee:	\$4	Application
Service	Base Fee:	\$160	Application
	After 1 <sup>st</sup> Employee	\$5	Employee
	State CASp Fee:	\$4	Application
Sidewalk Vendor Permit	Permit Fee	\$100 + \$5/vendor ID Card required	Permit/ID Card
Solicitation Permit	Permit Fee	\$160 + \$5/vendor ID Card required	Permit/ID Card
		Exempt with proof of 501(c)(3) status + proof that the organization is local and volunteer-based	Permit
Theaters	Base Fee	\$100	Application
	Employee Fee	\$5	Employee
	Seat Fee	\$1	Seat
	State CASp Fee	\$4	Application
Tobacco Retail License	License Fee		
	Year 1:	\$50	License
	Year 2-5- Consecutive year of successful compliance:	\$25	License
	Year 5-5- consecutive year of successful compliance:	Waived	License
<b>Public Works</b>			
Newsrack Registration	New: Fee is applicable for each newsrack	\$65	Newsrack

Service/Fee Title	Fee Description	Fee	Unit
NPDES Development Review		\$250 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	Project
Street Re-Name Processing		\$250 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	Street
<b>Construction Review, Inspection, and Permits</b>			
Appeal of Director's Encroachment Decision		\$530	Appeal
Construction & Demolition Permit	C&D Administration Fees (Roof/Addition/Remodel):	\$100	Permit
	C&D Administration Fees (Full Demolition/Large Commercial):	\$210	Permit
Encroachment Permit - Curb/Gutter/Sidewalk	If other encroachment permits are processed at the same time, the highest fee will be charged at 100% of the fee while the others will be charged at 50% of the fee.	\$175	Permit
Encroachment Permit - Curb/Parkway Drain	If other encroachment permits are processed at the same time, the highest fee will be charged at 100% of the fee while the others will be charged at 50% of the fee.	\$90	Permit

Service/Fee Title	Fee Description	Fee	Unit
Encroachment Permit - Driveway Approach	If other encroachment permits are processed at the same time, the highest fee will be charged at 100% of the fee while the others will be charged at 50% of the fee.	\$175	Permit
Encroachment Permit - Utility	Permit fee per location/address	\$175	Location/Address
Excavation Review Fee	For any encroachment permit where there is excavation. For the first 100 linear feet and over 100 linear feet there after.	\$155	100 linear feet
Encroachment Permit Inspection Fee	For encroachment permits/self hauling where project monitoring is not applicable, the inspection fee covers the cost to inspect the activity.	\$250	Permit
Traffic Engineer Review Fee	For encroachment permits where a traffic control plan/traffic review is required the fee covers the cost of the traffic engineer and traffic technician for the review(1 hour minimum).	\$250	Per Hour
Private Encroachment in R-O-W with Agreement	Step 1: Encroachment Agreement Issuance/ Covenant Issuance for flat and vertical structures	\$175	Issuance
	Step 2: Private Encroachment in R-O-W Permit for flat work only	\$175	Permit
Private Encroachment in R-O-W without Agreement	Private Encroachment in R-O-W Permit for flat work only	\$175	Permit

Service/Fee Title	Fee Description	Fee	Unit
Project Monitoring	Inspection, hauling, route, and traffic control plus other fees as deemed applicable for monitoring or review. One hour minimum, with all charges thereafter at the fully allocated hourly rates for all personnel involved plus any outside cost.	\$250 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside cost	Project
Public Improvement Inspection		\$250 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside cost.	Project
Public Improvement Plan Check		\$250 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside cost. Valuation: <\$100,000 - \$3,000 deposit \$100,001-\$500,000 - \$3,500 deposit \$500,001-\$1,000,000 - \$4,000 deposit \$1,000,001+ - \$4,500 deposit	Project

Service/Fee Title	Fee Description	Fee	Unit
Street/ R-O-W Vacation Review		\$250 deposit minimum with charges at the fully allocated hourly rates for all personnel involved plus any outside cost.	Project
Temporary Encroachment Permit	Bins, Signage, and Wood-Post Mailbox:	\$55	Permit
Temporary Parking Permit	Encroachment Permit Application plus Per Sign	\$175 (Permit) plus 1 (Sign)	Permit
Transportation Permit Fee	Permit	\$16.00	Permit