

# City of Sebastopol

## MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fixed Fee (inc tech fee)	Deposit	Charge Basis
1 Adjustment	\$758		Fixed Fee
2 Administrative Permit Review	\$496		Fixed Fee
3 Annexation			
a) Annexation Request - Preliminary		\$5,000	Deposit
b) Annexation / Prezone Request		\$10,000	Deposit
4 Antenna Permit			
a) Administrative	\$5,350		Fixed Fee
b) Hearing Level		\$10,000	Deposit
5 Appeal of Commission, Board, or Staff determination	\$1,070		Fixed Fee
6 Building Permit Review			
a) Alterations/Additions - Residential	\$76		Fixed Fee
b) New Construction - Single Family Residential (Inc. ADUs)	\$204		Fixed Fee
c) New Construction - 2-4 Residential Units	\$286		Fixed Fee
d) New Construction - 5+ Residential Units	\$816		Fixed Fee
e) Alterations/Additions - Non-Residential	\$204		Fixed Fee
f) New Construction - Non-Residential < 10,000 SF	\$583		Fixed Fee
g) New Construction - Non-Residential 10,000 SF or More	\$1,166		Fixed Fee
7 Business License Application Review	\$41		Fixed Fee
8 Certificate of Compliance		\$4,000	Deposit
9 Design Review			
a) Administrative	\$379		Fixed Fee
b) Design Review Board Review			
i) Additions/modifications (to an existing building or site)	\$583		Fixed Fee
ii) Amendment to an Existing Design Review Approval	\$466		Fixed Fee
iii) New Building Less than 10,000 SF or 1-2 Dwellings		\$3,000	Deposit
iv) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units		\$5,000	Deposit
10 Development Agreement		\$15,000	Deposit
11 Initial Study Preparation		\$6,000	Deposit
12 EIR Review		Consultant Cost + 15% City Administrative Fee	Deposit
13 Filming Permit			
a) Filming Permit	\$729		Fixed Fee
b) Filming Permit - Still	\$525		Fixed Fee
c) Filming Permit - Amendment	\$292		Fixed Fee
d) Nonprofit or Student Filming Permit	\$175		Fixed Fee
14 General Plan Map or Text Amendment		\$6,000	Deposit
15 Lot Line Adjustment / Merger		\$3,000	Deposit
16 Variance		\$4,000	Deposit

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17 Minor Administrative Permit Review	\$292		Fixed Fee
18 Preapplication Conference	\$525		Fixed Fee
19 Preliminary Review			
a) One Body	\$3,210		Fixed Fee
b) Each Additional Body	\$1,070		Fixed Fee
20 Public Art Review	\$2,675		Fixed Fee
21 Reasonable Accomodation Request	\$466		Fixed Fee
22 Research Fee	\$198		Fixed Fee
23 Rezone or Text Amendment		\$5,000	Deposit
24 Sign Review			
a) Sandwich Board Sign / Banner Review	\$70		Fixed Fee
b) Administrative/staff level review	\$163		Fixed Fee
c) Individual / Minor	\$268		Fixed Fee
d) Sign Design Review Board	\$803		Fixed Fee
e) Sign Program	\$0	\$1,500	Deposit
25 Site Inspection	\$157		Fixed Fee
26 Subdivision			
a) Tentative Minor Subdivision		\$7,000	Deposit
b) Tentative Major Subdivision		\$8,000	Deposit
c) Subdivision Ordinance Exception	\$3,382		Fixed Fee
27 Time Extension Request			
a) Staff Level	\$233		Fixed Fee
b) Council or Commission Hearing	\$583		Fixed Fee
28 Transfer of Alcoholic Beverages/Shared Use of Production Facility	\$233		Fixed Fee
29 Tree Protection Plan	\$554		Fixed Fee
30 Tree Removal (per tree)			
a) Arborist	\$350		Fixed Fee
b) Tree Board	\$408		Fixed Fee
31 Use Permit			
a) Planning Director review	\$1,605		Fixed Fee
b) Planning Commission review		\$3,000	Deposit
c) Temporary Use (less than 6 months)			
i) Initial Application	\$350		Fixed Fee
ii) Per Amendment	\$225		Fixed Fee
32 Water Efficient Landscape Review	\$329		Fixed Fee
33 Zoning Determination	\$197		Fixed Fee
34 Zoning Ordinance Interpretation	\$641		Fixed Fee

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35 Density Bonus review		\$2,000	Deposit
36 Inclusionary / Affordable Housing Agreement		\$5,000	Deposit
<b>Other</b>			
37 Technology Fee (percent of fixed fee or hourly billing rate)	7%		Fixed Fee
38 Credit Card Transaction Fee (% of amount paid by card)	3%		Fixed Fee
39 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule			
a) Planning Director		\$250	Deposit
b) Assistant Planner		\$149	Deposit
c) Administrative Assistant		\$133	Deposit
d) Other In-House Staff		Hrly rate	Deposit
e) Contract Service Providers		T&M plus 15% admin	Deposit
40 Excess Review / Field Inspections		Bill Hourly	Deposit
41 Work Without a Permit / Work Outside Scope of Permit	2x Fee		Fixed Fee

[a] Fee is per appeal.

[b] Includes review of minor amendments if no Design Review Board hearing is required; and, Administrative Design Review where required by Code of Ordinances and approved by Commission.

[c] To review request for relief of certain provisions to upgrade ADA on private property.

[d] For amounts paid by credit card.

[e] Fixed fees include up to three plan reviews and initial inspection/re-inspection. Excess reviews or inspections will be billed hourly.

\* Applicants shall be responsible for any additional materials, attorney, peer review, or outside agency costs (e.g. postage, public noticing, peer review, County Recorder-Clerk Office, Department of Fish and Wildlife, etc.).

### Full Cost Deposits and Deposit Replenishment Policy

Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work. Initial deposits will be collected and held by the City in a deposit account at the time the application is submitted. Project billing amounts will be drawn from the deposit account. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount.

When more than one full cost application is submitted, the sum total of the initial full cost deposit amount may be reduced by up to 20% at the discretion of the Planning Director.

Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City).

As may be required by the Planning Department or Public Works Department for project evaluation or environmental review, all payment for attorney or consultant work shall be the responsibility of the applicant.

### Refund Policy

Application fees are not refundable except as follows:

- A. Refund of 100% shall be made if a determination is made by the Planning Director that the permit and associated fee are not required by the City's Municipal Code or adopted City Resolution.
- B. If an applicant requests to withdraw a fixed fee application prior to project evaluation, refund of 50% of the applicable fee shall be refunded.
- C. No refund of application fees shall be made after initial project evaluation has commenced, unless a fee waiver is approved by the City Council.