



City of Sebastopol

**CITY OF SEBASTOPOL CITY COUNCIL**

**AGENDA ITEM REPORT FOR MEETING OF: June 16, 2026**

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**To:** Honorable Mayor and City Councilmembers  
**From:** Ana Kwong – Administrative Services Director  
**Responsible Department:** Administrative Services  
**Subject:** Updating Schedule of User and Regulatory Fees for Fiscal Year 2026-27

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**RECOMMENDATION(S):**

Conduct a public hearing and adopt a resolution approving the updated Schedule of User and Regulatory Fees for Fiscal Year 2026–27.

**PROCESS OF AGENDA ITEM:**

- Presentation of agenda item by staff
- Introduction of Consultant
- Council questions of staff
- Public Hearing
- Council discussion
- Motion

**EXECUTIVE SUMMARY:**

This item presents an annual update to the City’s Schedule of User and Regulatory Fees for Fiscal Year (FY) 2026–27. The purpose of this update is to ensure that fees remain aligned with the cost of providing services, consistent with best practices and applicable California law, while promoting transparency and fiscal sustainability.

This update represents an interim adjustment between comprehensive cost-of-service studies. One new fee is proposed. Existing fees are proposed to be adjusted primarily based on inflation, using the Consumer Price Index (CPI) for the San Francisco-Oakland-Hayward region (2.18% for FY 2026–27), along with minor technical adjustments where appropriate.

Approximately 390 fees across various City services have been reviewed and are proposed for adjustment, no change, or minor correction. These updates are intended to maintain cost recovery for services provided to individual users, thereby preserving General Fund resources for broader community services.

The proposed fee adjustments are estimated to result in an increase of approximately \$27,000 in General Fund revenue, reflecting cost recovery rather than expansion of service levels.

**BACKGROUND:**

The City Council establishes user and regulatory fees, which are charges for services provided directly to individuals or entities rather than to the community as a whole. These fees are intended to recover the reasonable cost of providing services such as planning review, building permits, engineering services, fire prevention, police services, and facility use.

User and regulatory fees are distinct from taxes, assessments, development impact fees, fines or penalties, and utility rates. California law and industry best practices require that such fees not exceed the reasonable cost of providing the service and maintain a fair and reasonable relationship to the benefit received.

Routine review and adjustment of fees helps ensure that they remain aligned with current service costs, keep pace with inflation, and provide consistency and predictability for both fee payers and City operations.



**City of Sebastopol**

The City's fee schedule is reviewed periodically as part of normal operations. Comprehensive cost-of-service studies are typically conducted every approximately five years, with interim adjustments made in the years between to maintain alignment with changing cost conditions.

**DISCUSSION:**

The proposed FY 2026–27 update represents an interim adjustment to the City's Schedule of User and Regulatory Fees, intended to maintain alignment between existing fees and the cost of providing services.

In years between comprehensive cost-of-service studies, the City applies incremental adjustments to reflect changes in economic conditions and service delivery costs. This approach allows the City to maintain cost recovery in a predictable manner while avoiding more significant fee increases in future years.

The City's most recent comprehensive user fee study was completed in September 2020. While the current update reflects inflation-based adjustments, staff recognizes the need for a full cost-of-service evaluation to ensure continued accuracy and alignment with current operations. Accordingly, staff is planning to initiate a comprehensive fee study in FY 2026–27 and anticipates issuing a Request for Proposals (RFP) for these services. This effort is expected to include both user and regulatory fees as well as development impact fees.

**STAFF ANALYSIS:**

The FY 2026–27 fee update reflects an interim adjustment to the City's existing Schedule of User and Regulatory Fees. Consistent with prior Council direction, staff applied an inflationary adjustment based on the Consumer Price Index (CPI) for All Urban Consumers in the San Francisco-Oakland-Hayward region. The CPI adjustment used for this update is 2.18% for FY 2026–27.

The proposed update includes the following:

- 1 new Planning fee is proposed to recover the cost associated with public noticing related to hearings
- Approximately 390 existing fees have been reviewed
- Fees are proposed to either:
  - Increase by 2.18% to reflect inflationary cost increases
  - Remain unchanged where appropriate
  - Be adjusted for minor technical corrections

The estimated fiscal impact of the proposed changes is an increase of approximately \$27,000 in General Fund revenue. These revenues are intended to offset rising costs associated with existing service levels and do not represent an expansion of services.

**CITY COUNCIL GOALS/PRIORITIES/ AND OR GENERAL PLAN CONSISTENCY:**

This agenda item represents the City Council goals/priorities as follows:

Goal 5: Achieving Greater Fiscal Resilience and Long Term Fiscal Sustainability

This agenda item represents the City Council General Plan Consistency (if applicable): N/A

**FISCAL IMPACT:**

The anticipated fiscal impact is an estimated \$27,000 increase in General Fund revenues. The intent of these adjustments is to offset incremental increases in service costs due to inflation and maintain cost recovery for services provided. These adjustments do not represent new funding for expanded service levels.

**COMMUNITY OUTREACH:**



**City of Sebastopol**

Notice regarding the proposed fee changes was provided in accordance with Government Code Sections 66016 and 6062a.

As of the writing of this agenda item report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this agenda item report, such comments will be provided to the City Council as supplemental materials before or at the meeting.

**RESTATED RECOMMENDATION:**

Conduct a public hearing and adopt a resolution approving the updated Schedule of User and Regulatory Fees for Fiscal Year 2026–27.

**CITY COUNCIL OPTION(S):**

- 1. Adopt the resolution approving the FY 2026–27 fee schedule as proposed
- 2. Provide direction to staff and continue the item for further analysis

**ATTACHMENTS:**

- 1. Resolution
- 2. Illustration of Proposed Fee Changes
- 3. Cost of Service Calculations

**APPROVALS:**

Department Head Approval: Approval Date: 6/1/26

CEQA Determination (Planning): Approval Date: N/A

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial) Approval Date: 6/1/26

Costs authorized in City Approved Budget:  Yes  No  N/A

Account Code (f applicable) N/A

City Attorney Approval: Approval Date: 6/2/26

City Manager Approval: Approval Date: 6/2/26

Attachment 1

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL APPROVING THE  
UPDATED SCHEDULE OF USER AND REGULATORY FEES FOR FISCAL YEAR 2026–27

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WHEREAS, the City Council establishes user and regulatory fees to offset all, or portions of, the costs of providing various services that are of a specific benefit to applicants or service recipients that are both separate and apart from the communitywide benefit to the public; and

WHEREAS, on September 15, 2020, the City Council adopted Resolution No.6313-2020, Updating and Establishing User and Regulatory Fees; and

WHEREAS, the resolution authorized annual update to fees based on the annual percentage change in the all-urban Consumer Price Index for Consumer Price Index All Urban Consumers, San Francisco-Oakland-Hayward, CA (CPI). If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year; and

WHEREAS, this update to the fee schedule is intended to reflect the annual inflationary adjustments authorized by the City Council; and

WHEREAS, the City intends to periodically update fees based on findings of the User and Regulatory Fee Study prepared in 2020, and feedback received subsequent to completion of the study; and

WHEREAS, the City Council hereby finds that the User and Regulatory Fee Study prepared in 2020 and supporting documentation provides adequate evidence to conclude that the revised fees do not exceed the cost to provide the services for which the fees are charged; and

WHEREAS, a duly noticed public hearing was held on June 16, 2026 to consider the proposed fee increase in compliance with the requirements of California Government Code § 66016 and 66018; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sebastopol that:

1. Each recital set forth above is hereby adopted as a specific finding of this City Council.
2. The City Council hereby adopts the fees as set forth in attached Exhibit "A" and is incorporated by this reference.
3. Any and all provisions of prior resolutions of the City Council establishing or modifying fees for the services, programs or products set forth in Exhibit "A," are hereby repealed and replaced as of the effective date of this Resolution in the manner set forth in Exhibit "A;" provided, however, that such repeal shall not excuse or affect the failure of any person or entity to pay any fee heretofore imposed upon such person or entity. The City Council desires to clarify that in adopting this Resolution, it is taking action only on those fees for the services, programs or products set forth in Exhibit "A" which have been modified from prior resolutions

of the City Council. The remaining fees that have not been modified from prior resolutions shall remain in full force and effect.

- 4. Non-Profit Organizations are eligible to apply for a fee reduction/waiver for flat fees only as listed in this user fee schedule and as listed below:
  - a. Fee Reduction (25% Department Head Approval): Not for profit organizations and non-profit entities that have a documented federal tax-exempt status are eligible to apply for a twenty-five percent (25%) reduction of fees. Such a fee reduction shall be submitted to the Department Head of fee holder for final determination. Such fee shall not exceed \$500.00 in total reduction/waiver of fees.
  - b. Fee Reduction (50% City Manager Approval): Not for profit organizations and non-profit entities that have a documented federal tax-exempt status are eligible to apply for a fifty percent (50%) reduction of fees. Such a fee reduction shall be submitted to the Department Head of fee holder for final determination. Such fee shall not exceed \$1,000.00 in total reduction/waiver of fees; and
  - c. Fees requested above \$1,000.00 for waiver shall require Council approval.
  
- 5. In order to comply with statutory requirements outlined in Section 66017 of the California Government Code, development related fees that are new or increased by an amount that is greater than the annual percentage change in CPI shall be effective August 17, 2026 (i.e., no sooner than 60 days following adoption of the adjusted fees). All other fees listed in the City’s fee schedule will be effective July 1, 2026.

IN COUNCIL DULY PASSED this 16 day of June 2026.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by City of Sebastopol City Council following a roll call vote:

VOTE:

Ayes:

Noes:

Abstain:

Absent:

APPROVED: \_\_\_\_\_  
Mayor Jill McLewis

ATTEST: \_\_\_\_\_  
Mary Gourley, City Manager

APPROVED AS TO FORM: \_\_\_\_\_  
Alex Mog, City Attorney

Exhibit A



**Schedule of User and Regulatory Fees**

***Fiscal Year 2026/27***

## Table of Contents

**Note: This Fee Schedule does not include all fees, rates, or charges that may be imposed by the City. Examples of excluded items include, but are not limited to, development impact fees, utility rates, and punitive fines and penalties.**

FEE SCHEDULE	PAGE
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## MASTER FEE SCHEDULE - BUILDING FEES

**A. Fees for Commonly Requested Building Permit Types (Fees Shown In This Section (Section A.) Include All Applicable Permit Issuance, Inspection, and Internal Plan Check). If third party plan review is required, additional fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, Fees Collected on Behalf of Other Agencies (e.g. State of California), etc.**

Activity Description	Fee	Charge Basis	Note
1 HVAC Change-Out - Residential	\$160	per permit	
2 HVAC Change-Out - Commercial (per unit)	\$285	per permit	
3 Residential Solar Photovoltaic System - Solar Permit			
a) 15kW or less	\$450	per permit	
b) Above 15kW – base	\$450	base fee	
c) Above 15kW – per kW	\$15	per kW	
4 Commercial Solar Photovoltaic System - Solar Permit			
a) 50kW or less	\$1,000	per permit	
b) 50kW – 250kW – Base	\$1,000	base fee	
c) 50kW – 250kW – per kW above 50kW	\$7	per kW	
d) Above 250kW – base	\$2,400	base fee	
e) Above 250kW – per kW	\$5	per kW	
5 Service Panel Upgrade - Residential	\$214	per permit	
6 Service Panel Upgrade - Commercial	\$285	per permit	
7 Water Heater Change-Out	\$160	per permit	
8 Line Repair - Sewer / Water / Gas	\$214	per permit	
9 Residential Re-Roof			
a) Up to 2,000 SF	\$285	per permit	
b) Each Add'l 1,000 SF or fraction thereof	\$95	per permit	
10 Mobile Home Awning	\$233	per permit	
11 Demolition	\$214	per permit	
12 Temporary Power Pole	\$214	per permit	
13 Swimming Pool/Spa Equipment Change-out Only	\$332	per permit	
14 Window / Sliding Glass Door			
a) Retrofit / Repair			
i) Up to 5	\$285	per permit	
ii) Each additional 5	\$47	per permit	
b) New / Alteration			
i) Up to 5	\$380	per permit	
ii) Each additional 5	\$71	per permit	
15 Construction and Demolition Materials Management Plan Fee - Application Plan Review & Deposit Administration Fee	\$158		

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## MASTER FEE SCHEDULE - BUILDING FEES

### Building Permit Fees

#### Determination of Valuation for Fee-Setting Purposes

Project valuations shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

**Note: For construction projects with permit fees calculated using Section B additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, Fees Collected on Behalf of Other Agencies (e.g. State of California), etc.. Additional fees apply for plan review, when applicable.**

#### **B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, Stand-Alone and Combined Mechanical, Electrical, and/or Plumbing Permits**

Total Valuation	Permit Fee					
\$1 to \$500	\$94.91					
\$501 to \$2,000	\$94.91	for the first \$500	plus	\$7.91	for each add'l \$100 or fraction thereof, to and including \$2,000	
\$2,001 to \$25,000	\$213.54	for the first \$2,000	plus	\$31.98	for each add'l \$1,000 or fraction thereof, to and including \$25,000	
\$25,001 to \$50,000	\$949.08	for the first \$25,000	plus	\$22.78	for each add'l \$1,000 or fraction thereof, to and including \$50,000	
\$50,001 to \$100,000	\$1,518.53	for the first \$50,000	plus	\$15.19	for each add'l \$1,000 or fraction thereof, to and including \$100,000	
\$100,001 to \$500,000	\$2,277.79	for the first \$100,000	plus	\$11.39	for each add'l \$1,000 or fraction thereof, to and including \$500,000	
\$500,001 to \$1,000,000	\$6,833.38	for the first \$500,000	plus	\$9.11	for each add'l \$1,000 or fraction thereof, to and including \$1,000,000	
\$1,000,001 and up	\$11,388.97	for the first \$1,000,000	plus	\$7.74	for each additional \$1,000 or fraction thereof over \$1,000,000	

For building permits requiring Green Building Compliance, Accessibility Compliance, or Energy Compliance review, the following percentages shall be added to the base permit fee.

**Green Building Compliance Review = Base permit fee x .15**

**Accessibility Compliance Review = Base permit fee x .15**

**Energy Compliance Review = Base permit fee x .15**

For building permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee.

**Plumbing permit fee = Base permit fee x .10**

**Electrical permit fee = Base permit fee x .10**

**Mechanical permit fee = Base permit fee x .10**

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## MASTER FEE SCHEDULE - BUILDING FEES

### C. Building Plan Review Fees

Fee Description	Fee	Charge Basis	Note
<b>1 Plan Check Fees</b>			
a) Plan Review Fee, if applicable (% of building permit fee)	75%	% of building permit fee	[a]
b) Phased Plan Check (when applicable)	1.5x full plan check fee for entire bldg	% of building permit fee	
c) Master Plan			
i) Master Plan	100% of standard plan check fee		
ii) Production Phase Units / Identical Buildings	25% of standard plan check fee		[b]
d) Alternate Materials and Materials Review (per hour)	\$190	per hour	
e) Excess Plan Review Fee (3rd and subsequent) (per hour)	\$190	per hour	

When applicable, plan check fees shall be paid at the time of application for a building permit.  
The plan checking fee is in addition to the building permit fee.

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

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## MASTER FEE SCHEDULE - BUILDING FEES

**Building Fees**

**D. Other Fees**

	Fee Description	Fee	Charge Basis	Note
1	Permit Issuance Fee	\$95	per permit	
2	General Plan Maintenance Fee (percent of permit fee)	10%	per permit	[a]
3	Technology Fee (percent of permit fee)	7%	per permit	
4	Incremental Fee (Training) (percent of assessed value)	.10% of value; \$6 minimum	per permit	
5	Credit Card Transaction Fee (% of amount paid by card)	3%	per permit	[b]
6	Digitizing		per permit	
	a) Document Size up to 11"x17"		per permit	
	i) 1st 10 pages (per page)	\$1	per permit	
	ii) Each additional page (per page)	\$0.50	per permit	
	b) Document Size Larger than 11"x17" (per page)	\$4	per permit	
7	Strong Motion Instrumentation (SMI)			
	a) Residential	\$0.50 or valuation x .00013		
	b) Commercial	\$0.50 or valuation x .00028		
8	Building Standards (SB 1473) Fee Calculation (Valuation)			
	a) \$1 - \$25,000	\$1		
	b) \$25,001 - \$50,000	\$2		
	c) \$50,001 - \$75,000	\$3		
	d) \$75,001 - \$100,000	\$4		
	e) Each Add'l \$25,000 or fraction thereof	Add \$1		
9	Certificate of Occupancy			
	a) Temporary Certificate of Occupancy (per 30 Days)	\$285	per permit	
	b) Certificate of Occupancy	\$142	per permit	
10	Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	\$569		
	<b>Job Card Re-Print, Change Of Contractor</b>			
11	Job Card / Permit Re-Print	\$63		
12	Change Of Contractor	\$95		
	<b>Violation Fees</b>			
13	Investigation Fee For Work Done Without Permits	2x Permit Fee		
	<b>Other Fees</b>			
14	Phased Inspection Fee (per inspection)	\$95		
15	After Hours Inspection (per hour) (2-hour minimum)	\$228		
16	Re-inspection Fee (3rd Time or More) (each)	\$95		[c]
17	Missed inspection Fee	\$95		
18	Fees for Services Not Listed in this Fee Schedule (per hour)	\$190		

[a] Fee only applies to permits for new construction and additions.

[b] For amounts paid by credit card.

[c] Reinspection fee applies after second re-inspection.

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## MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fee	Deposit	Charge Basis	Note
1 Adjustment	\$771		Fixed Fee	
2 Administrative Permit Review	\$504		Fixed Fee	
3 Annexation				
a) Annexation Request - Preliminary		\$5,000	Deposit	
b) Annexation / Prezone Request		\$10,000	Deposit	
4 Antenna Permit				
a) Administrative	\$5,620		Fixed Fee	
b) Hearing Level		\$10,000	Deposit	
5 Appeal of Commission, Board, or Staff determination	\$1,000		Fixed Fee	[a]
6 Noticing/Hearing Fee		\$759	Fixed Fee	
7 Building Permit Review				
a) Alterations/Additions - Residential	\$77		Fixed Fee	
b) New Construction - Single Family Residential (Inc. ADUs)	\$208		Fixed Fee	
c) New Construction - 2-4 Residential Units	\$291		Fixed Fee	
d) New Construction - 5+ Residential Units	\$830		Fixed Fee	
e) Alterations/Additions - Non-Residential	\$208		Fixed Fee	
f) New Construction - Non-Residential < 10,000 SF	\$593		Fixed Fee	
g) New Construction - Non-Residential 10,000 SF or More	\$1,186		Fixed Fee	
8 Business License Application Review	\$42		Fixed Fee	
9 Certificate of Compliance		\$4,000	Deposit	
10 Design Review				
a) Administrative	\$386		Fixed Fee	[b]
b) Design Review Board Review				
i) Additions/modifications/amendments (to an existing building or site)		\$550	Minimum Fee / Deposit	
ii) New Building Less than 10,000 SF or 1-2 Dwellings		\$1,850	Minimum Fee / Deposit	
iii) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units		\$3,000	Minimum Fee / Deposit	
10 Development Agreement		\$15,000	Deposit	
11 Initial Study Preparation		\$6,000 + \$3,000 for CEQA filing	Deposit	
12 EIR Review		Consultant Cost + 15% City Admin Fee + \$4,100 for CEQA filing	Deposit	
13 Filming Permit				
a) Filming Permit	\$741		Fixed Fee	
b) Filming Permit - Still	\$534		Fixed Fee	
c) Filming Permit - Amendment	\$297		Fixed Fee	
d) Nonprofit or Student Filming Permit	\$178		Fixed Fee	
14 General Plan Map or Text Amendment		\$6,000	Deposit	
15 Lot Line Adjustment / Merger		\$3,050	Minimum Fee / Deposit	
16 Variance		\$3,100	Minimum Fee / Deposit	

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## MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fee	Deposit	Charge Basis	Note
17 Minor Administrative Permit Review	\$297		Fixed Fee	
18 Preapplication Conference		\$900	Minimum Fee / Deposit	[c]
19 Preliminary Review				
a) One Body	\$3,065		Fixed Fee	
b) Each Additional Body	\$1,022		Fixed Fee	
20 Public Art Review	\$2,554		Fixed Fee	
21 Reasonable Accommodation Request	no charge		Fixed Fee	[e]
22 Research Fee	See Hourly Rates Below		Per Hour	
23 Rezone or Text Amendment		\$4,250	Minimum Fee / Deposit	
24 Sign Review				
a) Sandwich Board Sign / Banner Review	\$71		Fixed Fee	
b) Administrative/staff level review	\$166		Fixed Fee	
c) Individual / Minor	\$273		Fixed Fee	
d) Sign Design Review Board	\$766		Fixed Fee	
e) Sign Program		\$1,000	Minimum Fee / Deposit	
25 Site Inspection	\$160		Fixed Fee	
26 Subdivision				
a) Tentative Minor Subdivision		\$5,800	Minimum Fee / Deposit	
b) Tentative Major Subdivision		\$8,000	Deposit	
c) Subdivision Ordinance Exception	\$3,440		Fixed Fee	
27 Time Extension Request				
a) Staff Level	\$237		Fixed Fee	
b) Council or Commission Hearing		\$750	Minimum Fee / Deposit	
28 Transfer of Alcoholic Beverages/Shared Use of Production Facility	\$237		Fixed Fee	
29 Tree Protection Plan	\$564		Fixed Fee	
30 Tree Removal				
a) Arborist	\$356		Fixed Fee	
b) Tree Board				
i) First Tree	\$600		Fixed Fee	
ii) Each Additional Tree	\$100			
31 Use Permit				
a) Planning Director review	\$1,533		Fixed Fee	
b) Planning Commission review		\$3,300	Minimum Fee / Deposit	
c) Temporary Use (less than 6 months, staff level)				
i) Initial Application	\$356		Fixed Fee	
ii) Per Amendment	\$215		Fixed Fee	
32 Water Efficient Landscape Review	\$335		Fixed Fee	
33 Zoning Determination (staff level)	\$200		Fixed Fee	
34 Zoning Ordinance Interpretation (staff level)	\$652		Fixed Fee	

# City of Sebastopol

## MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fee	Deposit	Charge Basis	Note
35 Density Bonus review		\$2,000	Deposit	
36 Inclusionary / Affordable Housing Agreement		\$4,750	Minimum Fee / 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	[d]
39 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule				
a) Planning Director		\$272	Deposit	
b) Associate Planner		\$163	Deposit	
c) Administrative Assistant		\$145	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	[e]
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 or approved by Commission.

[c] Applies toward permit application fees if application is submitted within 1 year of preapplication conference.

[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 fee 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 and 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.

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## MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Fixed Fee	Deposit / Minimum Fee *	Charge Basis	Note
1 Encroachment Permits				
a) Annual	\$2,373		Fixed Fee	
b) Debris Box	\$1,780		Fixed Fee	
c) Recordable		\$1,000	Deposit	
d) Homeowner	\$356		Fixed Fee	
e) Single Contractor	\$623		Fixed Fee	
f) Additional Contractors	\$356		Fixed Fee	
g) Minor Encroachment Permit	\$386		Fixed Fee	
2 Grading Permits				
a) Minor (less than 500 CY)	\$771		Fixed Fee	
b) Major (500 CY or more or in connection with major use permit, design review or subdivision)	\$1,186		Fixed Fee	
3 Plan Checks				
a) Major Subdivision		\$7,500	Deposit	
b) Minor Subdivision		\$5,000	Deposit	
c) Major Commercial Project		\$7,500	Deposit	
d) Minor Commercial Project		\$5,000	Deposit	
e) Major Residential Project		\$5,000	Deposit	
f) Minor Residential Project		\$2,000	Deposit	
g) Major Permits		\$5,000	Deposit	
h) Minor Permits		\$2,000	Deposit	
4 Inspections				
a) Major Subdivision		4% of Engineer's Cost	Deposit	
b) Minor Subdivision		\$3,000	Deposit	
c) Major Commercial Project		4% of Engineer's Cost	Deposit	
d) Minor Commercial Project		\$2,500	Deposit	
e) Major Residential Project		4% of Engineer's Cost	Deposit	
f) Minor Residential Project		\$2,500	Deposit	
h) Major Permits		4% of Engineer's Cost	Deposit	
g) Minor Permits		Estimate \$500	Deposit	
5 Certificate of Correction		\$500	Deposit	
6 Infrastructure Reimbursement Agreement		\$1,500	Deposit	
7 Legal Document Description Review		\$1,000	Deposit	
8 Map Review - Parcel/Final/Annexation Maps				
a) 1 - 4 Lots		\$7,000	Deposit	
b) More than 4 Lots		\$8,000	Deposit	
c) Map Amendment		\$1,250	Deposit	
9 Outside Service Area Agreement		\$2,500	Deposit	
10 Reversion to Acreage		\$1,400	Deposit	
11 Oversize Load Permit				
a) Per Day	\$16		Fixed Fee	
b) Annual	\$90		Fixed Fee	
<b>Other</b>				
12 Technology Fee (percent of fixed fee or hourly billing rate)	7%		Fixed Fee	

# City of Sebastopol

## MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Fixed Fee	Deposit / Minimum Fee *	Charge Basis	Note
13 Credit Card Transaction Fee (% of amount paid by card)	3%		Fixed Fee	[a]
14 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule				
a) Public Works Superintendent		\$218	Deposit	
b) Engineering Manager		\$208	Deposit	
c) Sr. Maintenance Worker / Inspector		\$136	Deposit	
d) Management Analyst		\$152	Deposit	
e) Administrative Assistant		\$116	Deposit	
f) Other In-House Staff		Bill Hourly	Deposit	
g) Contract Service Providers		T&M + 15% admin fee	Deposit	
15 Excess Review / Field Inspections		Bill Hourly	Deposit	
16 Work Without a Permit / Work Outside Scope of Permit	2x Permit Fee		Fixed Fee	

[a] For amounts paid by credit card.

\* 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.).

### Overview of Fee Structure

Fees may be either fixed fees, or Full Cost Recovery with Minimum Amount Due. When a fee is Full Cost Recovery with Minimum Amount Due, the minimum total amount charged shall be the amount shown in the Minimum Fee Column. The City reserves the right to collect amounts in excess of the minimum fee when City costs or other review costs (e.g. consultant, County, attorney, etc.) exceed this amount.

### Use of Full Cost Recovery with Minimum Amount Due

For fees collected using Full Cost Recovery with Minimum Amount Due, the City will provide an accounting of internal costs and other related costs (e.g. consultant, County, attorney, etc.), to support any amounts billed in excess of the minimum amount due.

### 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 fee 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 and 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 City Engineer 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.

# City of Sebastopol

## MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
1 Water Based Fire Protection Systems (1):		
a) Fire Sprinkler Commercial/Multi Family/Other - New System		
i) Plan Review (up to 50 heads)	\$363	
ii) Inspection (up to 50 heads)	\$363	
b) Fire Sprinkler Commercial/Multi Family/Other - Alteration		
i) Plan Review (up to 25 heads)	\$182	
ii) Inspection (up to 25 heads)	\$182	
c) Fire Sprinkler, Per additional head - New or Alteration		
i) Plan Review	\$1	
ii) Inspection	\$1	
d) Fire Sprinkler Single Family/Duplex - New System		
i) Plan Review	\$272	
ii) Inspection	\$272	
e) Fire Sprinkler Single Family/Duplex - Alteration of Existing System		
i) Plan Review	\$182	
ii) Inspection	\$182	
f) Standpipe		
i) Plan Review (per vertical standpipe)	\$272	
ii) Inspection (per vertical standpipe)	\$363	
g) Fire Pump		
i) Plan Review	\$363	
ii) Inspection	\$363	
h) Fire Protection Underground System		
i) Plan Review (includes 1 riser or hydrant)	\$272	
ii) Inspection (includes 1 riser or hydrant)	\$272	
i) Per Additional Sprinkler Riser or Hydrant		
i) Plan Review	\$182	
ii) Inspection	\$182	
2 Fire Alarm System (1):		
a) Fire Alarm - New System		
i) Plan Review (up to 25 devices)	\$363	
ii) Inspection (up to 25 devices)	\$363	
b) Fire Alarm - Alteration		
i) Plan Review (up to 5 devices)	\$182	
ii) Inspection (up to 5 devices)	\$182	
c) Per Additional Device		
i) Plan Review - New or Alteration	\$2	
ii) Inspection - New or Alteration	\$2	
3 Alternative Automatic Extinguishing Systems (2):		
a) Dry, Wet, CO2, Halon, UL 300, Clean Agent, Spray Booth, Other		
i) Plan Review	\$272	
ii) Inspection	\$272	
4 Other Fire Construction Reviews and Inspections (2):		
a) LPG, Cryogenics, Compressed Gas, Medical Gas, Battery Storage Systems, Industrial Oven, & Other Fire Construction Permit		
i) Plan Review	\$363	
ii) Inspection	\$363	

# City of Sebastopol

## MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
b) Commercial Indoor or Outdoor Cannabis Cultivation		
i) Up to 5,000 SF	\$363	
ii) Per Additional 100 SF over 5,000 SF	\$4	
c) Cannabis Extraction System	\$182	
d) Alternative Materials & Methods of Construction (hourly; 2-hour minimum) (3)	\$182	per hour
5 Hazardous Activities Installation/Removal Permits / Tanks (Above Ground / Under Ground; Fuel Dispensing; LPG) (4):		
a) Above Ground Tank or Underground Tank installation or removal and/or Pipe Installation or Removal (1 tank)	\$545	
b) Above Ground Tank or Underground Tank installation or removal (per add'l tank)	\$182	
c) Under Ground Tank Installation, New System (1 tank)	\$1,452	
d) Under Ground - Hazardous Materials Tank Pipe Installation or Removal (per add'l tank)	\$545	
e) Under Ground - Hazardous Materials Tank Removal (1 tank)	\$545	
<b>Permits to Operate (Type of Permit Activity)</b>		
6 Amusement Building	\$363	
7 Carnivals and Fairs	\$363	
8 Combustible Dust Operations	\$363	
9 Covered Mall Buildings	\$363	
10 Exhibits and Trade Shows	\$363	
11 Explosives or Blasting Agents	\$908	
12 Recreational or Bon Fire	\$182	
13 Theatrical Fire Performance	\$363	
14 High Pile Storage	\$363	
15 Hot Work Operations	\$363	
16 Industrial Ovens	\$363	
17 Lumber Yards	\$363	
18 Misc. Combustible Storage	\$363	
19 Places of Assembly		
a) Less than 300 occupant load	\$363	
b) 300 - 999 occupant load	\$545	
c) 1,000 or more occupant load	\$726	
20 Commercial Day Care Facility		
a) 7 - 49 persons	\$363	
b) 50 - 149 persons	\$545	
c) 150 or more persons	\$726	
21 Institutional		
a) Less than 6 patients	\$363	
b) 6 or more patients	\$545	
c) Detention facilities	\$726	
22 Apartments/Hotels/Motels		
a) 3 - 16 units	\$182	
b) 17 - 32 units	\$363	
c) 33 or more units	\$545	

# City of Sebastopol

## MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
23 Large Family Day Care		
a) Large Family Day Care	\$363	
b) Pre-inspection (at hourly rate)	\$182	
24 850 Inspections		
a) 850 Inspection	\$182	
25 Residential Care Facilities		
a) 7 or more residents	\$545	
b) Pre-inspection (at hourly rate)	\$182	
26 Business License Inspection (5):		
a) Commercial Other	\$178	
b) Home Occupancy	\$89	
27 Tents, Air-Supported Structures & Temporary Stage Canopies Permit		
a) 400 - 2,000 SF (First)	\$182	
b) Greater than 2,000 SF (First)	\$272	
c) Each additional	\$91	
28 Burn Permit	\$178	
29 Fireworks		
a) Fireworks - Public Display	\$356	
b) Fireworks Stand	\$237	
<b>Building Permit Plan Review and Inspection Fees</b>		
30 Building Permit Plan Review and Inspection Fees (Greater of A or B)		
A) Commercial Industrial Plan Review and Inspection (% of building permit fee)	25%	
B) Commercial Industrial Plan Review and Inspection - minimum fee		
i) Commercial / Industrial - New		
i) Plan Review	\$363	
ii) Inspection	\$363	
ii) Commercial / Industrial - Tenant Improvement		
i) Plan Review	\$227	
ii) Inspection	\$272	
iii) Commercial / Industrial (over 2 stories) - New		
i) Plan Review	\$182	per hour
ii) Inspection	\$182	per hour
iv) Commercial / Industrial (over 2 stories) - Tenant Improvement		
i) Plan Review	\$182	per hour
ii) Inspection	\$182	per hour
v) Multi-Family - New		
i) Plan Review	\$545	
ii) Inspection	\$545	
vi) Multi-Family - Tenant Improvement		
i) Plan Review	\$363	
ii) Inspection	\$363	
31 Fire Code Verification:		
a) Operational permit Plan Review/Application Code Review and Presubmittal Planning Related Reviews (hourly) - Minimum 1/2 hour review deposit, additional time billed at hourly	\$91	per 1/2 hour
b) Operational permit inspection (hourly) - Minimum 2 hour review deposit, additional time billed at hourly rate (3)	\$182	per hour
c) Inspection Outside of Normal Work Hours - Hourly Rate (7)	\$221	per hour

# City of Sebastopol

## MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
32 False Alarm (After 3rd in Calendar Year)	\$1,450	
33 Other:		
a) Technology Fee (percent of permit fee)	7%	% of permit fee
b) Credit Card Transaction Fee (% of amount paid by card) (8)	3%	% of card pmt.
c) Fire Records and Research (add'l fees apply for copies of mat'ls)	\$45	per 1/4 hour
d) Fire Report	\$20	each
e) Plan Revision	\$182	per revision
f) Excess Plan Review	\$182	per review
g) Missed Inspection / Excess Inspections	\$182	each
h) Service Required in Excess of Standard. Applies to all fees listed in schedule. See footnote (6)	\$182	per hour
i) Expedited Review (subject to availability)	1.5x base fee	
j) Work Commenced without a Permit	2x base fee	
k) HazMat / Emergency Clean-Up Call Response / Standby / etc. (9)	bill hourly	per hour
l) Special Requests for Fire Services	bill hourly	per hour
m) Fire Prevention Fee-Related Services Not Identified in this Schedule	\$182	per hour

Notes:

- (1) Fee includes up to two plan checks or three inspections. Additional costs to be recovered at staff hourly rate. Fees are per building.
- (2) Fee includes up to two plan checks or two inspections. Additional costs to be recovered at staff hourly rate. Fees are per building.
- (3) Actual costs - may also be charged by actual costs using the fully burdened hourly rates plus any outside consultant costs if applicable.
- (4) Fee includes plan check and up to two inspections. Additional costs to be recovered at staff hourly rate.
- (5) Fee includes research and up to two inspections. Additional costs to be recovered at staff hourly rate.
- (6) Each fee listed in this schedule is based on the estimated number of hours required to perform a standard service request. The standard number of hours estimated can be calculated by dividing the fee amount by \$182, the Division's fully-burdened hourly rate. For example, a fee amount of \$364 assumes roughly 2.00 hours will be required to perform a standard request for the fee related service. Review and inspection efforts that exceed the standard number of hours used to calculate the fee by more than one hour will be billed hourly for any time spent in excess of the standard hours built into the fee.
- (7) Inspection outside normal work hours will require hourly fees in addition to other required fees.
- (8) For amounts paid by credit card.
- (9) Use staff hourly billing or OES rates.
- (10) Planning submittals for fire review and related correspondence, meetings, etc. may be charged for at hourly rate during the construction plan review.

# City of Sebastopol

## MASTER FEE SCHEDULE - POLICE FEES

Activity Description	Fee	Charge Basis	Note
1 Animal Release			
a) Dog or Cat	\$100	Fixed Fee	
b) Small Companion Animal	\$40	Fixed Fee	
2 Audio / Video Reproduction	Bill Hourly; \$45 Minimum	Per Hour	
3 Clearance Letters	\$30	Fixed Fee	
4 Dog License			
a) Neutered	\$20	Fixed Fee	
b) Neutered (for Senior Citizens)	\$10	Fixed Fee	
c) Non-Neutered	\$40	Fixed Fee	
d) Non-Neutered (for Senior Citizens)	\$20	Fixed Fee	
5 False Alarm Fee	\$100	Fixed Fee	
6 Fingerprint / Live Scan Fees	\$35	Fixed Fee	
7 Firearms & Property Storage Fee			
a) Base fee for 30 days (per weapon)	\$58	Per Weapon	
b) Fee per additional weapon or per additional day after 30 days	\$5	Fixed Fee	
8 Hazardous Material Response	Bill Hourly	Per Hour	
9 Noise / Party Abatement Fee (per response beginning with 3rd response)	\$50 Minimum; fee escalates for add'l responses	Per Response	
10 Party Control	\$100	Fixed Fee	
11 Photograph Reproduction	\$20	Fixed Fee	
12 Report Copy	\$20	Fixed Fee	
13 Research / Crime Analysis Fee	\$35	Per Hour	
14 Residential Parking Permit Fee	\$10	Fixed Fee	
15 Special Events			
a) Major	\$308	Fixed Fee	
b) Minor	\$59	Fixed Fee	
16 Vehicle Release	\$119	Fixed Fee	
17 VIN Verification Fee	\$75	Fixed Fee	
18 Motor Vehicle Certificate	\$200	Fixed Fee	
19 Tobacco Retailer License:			
a) New License Fee	\$71	per year	
b) Renewal License Fee	\$71	per year	
c) Late Renewal Fee (in addition to applicable license fee)	\$47		
d) Appeal Fee	\$1,000	per appeal	

# City of Sebastopol

## MASTER FEE SCHEDULE - PUBLIC WORKS FEES

Activity Description	Fee	Charge Basis	Note
1 Aerial Lift Tower Truck	\$208	Per Hour	
2 After Hours Phone Call	\$95	Fixed Fee	
3 After Hours Public Works Response	\$320	Fixed Fee	
4 Air Compressor- Jack Hammer	\$214	Per Hour	
5 Backhoe Tractor	\$237	Per Hour	
6 Banner Installation - (City - Non-Profit)	\$415	Fixed Fee	
7 Banner Installation - (Non-City - Non-Profit)	\$652	Fixed Fee	
8 Concrete Saw	\$225	Per Hour	
9 Inspection- Sewer Main Video	\$2,373	Deposit	
10 Large Dump Truck	\$225	Per Hour	
11 Multi Trash Pump	\$214	Per Hour	
12 Pavement Repair & Trench Inspect.	\$332	Service	
13 Pickup Truck	\$178	Per Hour	
14 Property Clean Up Notification	\$107	Per 1/2 Hour	
15 Service Call	\$214	Per Hour	
16 Sewer Camera	\$320	Per Hour	
17 Sewer Cleaning Truck	\$439	Per Hour	
18 Small Dump Truck	\$225	Per Hour	
19 Village MHP Dump Station Fee	\$59	Fixed Fee	
20 Annual Inspection of Backflow Protection Devices	\$148	Fixed Fee	
21 Water Tower Key Replacement Fee	\$10	Fixed Fee	

# City of Sebastopol

## MASTER FEE SCHEDULE - PARKS, SPECIAL EVENTS & FACILITY USE FEES

Activity Description	Community Group Fee	Resident Fee	Non-Resident Fee	Charge Basis	Note
1 Application Fee					
a) Up to 50 people	\$0	\$0	\$0	Fixed Fee	
b) 51 - 200 people	\$100	\$150	\$200	Fixed Fee	
c) More than 200 people	\$150	\$250	\$350	Fixed Fee	
2 Security Deposit					
a) Up to 50 people	\$150	\$150	\$150	Deposit	
b) 51 - 200 people	\$500	\$500	\$500	Deposit	
c) More than 200 people	\$1,000	\$1,000	\$1,000	Deposit	
3 Daily Use Fee					
a) Up to 50 people	\$50	\$75	\$100	Fixed Fee	[a]
b) 51 - 200 people	\$125	\$250	\$500	Fixed Fee	[a]
c) More than 200 people	\$250	\$500	\$1,000	Fixed Fee	[a]
4 Amplified Sound / Stage / Bounce House					
a) Amplified Sound Use	\$50	\$75	\$100	Fixed Fee	
b) Stage Use	\$50	\$75	\$100	Fixed Fee	
c) Bounce House Use	\$30	\$40	\$50	Fixed Fee	

# City of Sebastopol

## MASTER FEE SCHEDULE - PARKS, SPECIAL EVENTS & FACILITY USE FEES

Activity Description	Fee	Charge Basis	Note
5 Parking Space Fee			
a) Residential Area	\$10	Fixed Fee	[b]
b) Non-Residential Area	\$15	Fixed Fee	[b]
6 Classes with Instructors Utilizing Park Area (per week)			
a) Small Group, 1 - 15 Persons	\$25	Fixed Fee	[c]
b) Medium Group, 16 - 30 Persons	\$50	Fixed Fee	[c]
c) Large Group, More than 30 Persons	\$75	Fixed Fee	[c]
7 City Hall Meeting Room	\$15	Per Hour	

[a] 25% discount available for park use of less than 3 hours.

[b] Daily per space fee for use of City parking spaces (proof of parking required for events of more than 200 persons).

[c] Per week fee for classes with monetary component (e.g. charge for classes).

# City of Sebastopol

## MASTER FEE SCHEDULE - CLERK / ADMINISTRATIVE FEES

Activity Description	Fee	Charge Basis	Note
1 Duplication Fee			
a) Up to 11" x 17"			
i) Up to 10 pages	No Charge	Fixed Fee	
ii) More than 10 pages (per page, after 1st 10)	\$0.25	Fixed Fee	
b) Oversize	Actual Cost	Fixed Fee	
2 Meeting Recording Fee	\$20	Fixed Fee	
3 Municipal Code	\$20	Fixed Fee	
4 Solemnization of Marriage			
a) Solemnization of Marriage - City Hall	\$50	Fixed Fee	
b) Solemnization of Marriage - Outside City Hall	\$75 + Mileage Cost	Fixed Fee	

# City of Sebastopol

## MASTER FEE SCHEDULE - ADMINISTRATIVE SERVICES FEES (FINANCE)

Activity Description	Fee	Charge Basis	Note
1 Water Hauler Bi-Monthly Fixed Charge	\$42	Fixed Fee	
2 Research Fee (per 1/2 hour)	\$101	Fixed Fee	
3 Returned Check Fee	\$25	Fixed Fee	[a]
4 Issuance of 48 Hour Notice	\$55	Fixed Fee	
5 Turn on After Non-Payment Shut-off	\$110	Fixed Fee	
6 New Water Service Fee	\$50	Fixed Fee	
7 Business License Application Processing Fee	\$50	Fixed Fee	

[a] CA Civil Code 1719.

Attachment 2



**Illustration of Proposed Fee Changes**  
***Fiscal Year 2026/27***

## Table of Contents

**Note: This Fee Schedule does not include all fees, rates, or charges that may be imposed by the City. Examples of excluded items include, but are not limited to, development impact fees, utility rates, and punitive fines and penalties.**

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# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

A. Fees for Commonly Requested Building Permit Types (Fees Shown In This Section (Section A.) Include All Applicable Permit Issuance, Inspection, and Internal Plan Check). If third party plan review is required, additional fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, Fees Collected on Behalf of Other Agencies (e.g. State of California), etc.

Activity Description	Current Fee	Proposed Fee	Charge Basis	Note
1 HVAC Change-Out - Residential	\$157	\$160	per permit	
2 HVAC Change-Out - Commercial (per unit)	\$279	\$285	per permit	
3 Residential Solar Photovoltaic System - Solar Permit				
a) 15kW or less	\$450	\$450	per permit	
b) Above 15kW – base	\$450	\$450	base fee	
c) Above 15kW – per kW	\$15	\$15	per kW	
4 Commercial Solar Photovoltaic System - Solar Permit				
a) 50kW or less	\$1,000	\$1,000	per permit	
b) 50kW – 250kW – Base	\$1,000	\$1,000	base fee	
c) 50kW – 250kW – per kW above 50kW	\$7	\$7	per kW	
d) Above 250kW – base	\$2,400	\$2,400	base fee	
e) Above 250kW – per kW	\$5	\$5	per kW	
5 Service Panel Upgrade - Residential	\$209	\$214	per permit	
6 Service Panel Upgrade - Commercial	\$279	\$285	per permit	
7 Water Heater Change-Out	\$157	\$160	per permit	
8 Line Repair - Sewer / Water / Gas	\$209	\$214	per permit	
9 Residential Re-Roof				
a) Up to 2,000 SF	\$279	\$285	per permit	
b) Each Add'l 1,000 SF or fraction thereof	\$93	\$95	per permit	
10 Mobile Home Awning	\$228	\$233	per permit	
11 Demolition	\$209	\$214	per permit	
12 Temporary Power Pole	\$209	\$214	per permit	
13 Swimming Pool/Spa Equipment Change-out Only	\$325	\$332	per permit	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

A. Fees for Commonly Requested Building Permit Types (Fees Shown In This Section (Section A.) Include All Applicable Permit Issuance, Inspection, and Internal Plan Check). If third party plan review is required, additional fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, Fees Collected on Behalf of Other Agencies (e.g. State of California), etc.

Activity Description	Current Fee	Proposed Fee	Charge Basis	Note
14 Window / Sliding Glass Door				
a) Retrofit / Repair				
i) Up to 5	\$279	\$285	per permit	
ii) Each additional 5	\$46	\$47	per permit	
b) New / Alteration				
i) Up to 5	\$372	\$380	per permit	
ii) Each additional 5	\$70	\$71	per permit	
15 Construction and Demolition Materials Management Plan Fee - Application	\$154	\$158		
Plan Review & Deposit Administration Fee				

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

### Building Permit Fees

#### Determination of Valuation for Fee-Setting Purposes

Project valuations shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

**Note: For construction projects with permit fees calculated using Section B additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, Fees Collected on Behalf of Other Agencies (e.g. State of California), etc.. Additional fees apply for plan review, when applicable.**

#### B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, Stand-Alone and Combined Mechanical, Electrical, and/or Plumbing Permits

Total Valuation	Current Permit Fee				
\$1 to \$500	\$92.89				
\$501 to \$2,000	\$92.89	for the first \$500	plus	\$7.74	for each add'l \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$208.99	for the first \$2,000	plus	\$31.30	for each add'l \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$928.85	for the first \$25,000	plus	\$22.29	for each add'l \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$1,486.16	for the first \$50,000	plus	\$14.86	for each add'l \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$2,229.24	for the first \$100,000	plus	\$11.15	for each add'l \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$6,687.73	for the first \$500,000	plus	\$8.92	for each add'l \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$11,146.22	for the first \$1,000,000	plus	\$7.58	for each additional \$1,000 or fraction thereof over \$1,000,000

For building permits requiring Green Building Compliance, Accessibility Compliance, or Energy Compliance review, the following percentages shall be added to the base permit fee

**Green Building Compliance Review = Base permit fee x .15**

**Accessibility Compliance Review = Base permit fee x .15**

**Energy Compliance Review = Base permit fee x .15**

For building permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

**Plumbing permit fee = Base permit fee x .10**

**Electrical permit fee = Base permit fee x .10**

**Mechanical permit fee = Base permit fee x .10**

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

### Building Permit Fees

#### Determination of Valuation for Fee-Setting Purposes

• Project valuations shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

**Note: For construction projects with permit fees calculated using Section B additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, Fees Collected on Behalf of Other Agencies (e.g. State of California), etc.. Additional fees apply for plan review, when applicable.**

#### B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, Stand-Alone and Combined Mechanical, Electrical, and/or Plumbing Permits

Total Valuation	Proposed Permit Fee				
\$1 to \$500	\$94.91				
\$501 to \$2,000	\$94.91	for the first \$500	plus	\$7.91	for each add'l \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$213.54	for the first \$2,000	plus	\$31.98	for each add'l \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$949.08	for the first \$25,000	plus	\$22.78	for each add'l \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$1,518.53	for the first \$50,000	plus	\$15.19	for each add'l \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$2,277.79	for the first \$100,000	plus	\$11.39	for each add'l \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$6,833.38	for the first \$500,000	plus	\$9.11	for each add'l \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$11,388.97	for the first \$1,000,000	plus	\$7.74	for each additional \$1,000 or fraction thereof over \$1,000,000

For building permits requiring Green Building Compliance, Accessibility Compliance, or Energy Compliance review, the following percentages shall be added to the base permit fee

**Green Building Compliance Review = Base permit fee x .15**

**Accessibility Compliance Review = Base permit fee x .15**

**Energy Compliance Review = Base permit fee x .15**

For building permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

**Plumbing permit fee = Base permit fee x .10**

**Electrical permit fee = Base permit fee x .10**

**Mechanical permit fee = Base permit fee x .10**

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

### C. Building Plan Review Fees

Fee Description	Current Fee	Proposed Fee	Charge Basis	Note
<b>1 Plan Check Fees</b>				
a) Plan Review Fee, if applicable (% of building permit fee)	75%	75%	% of building permit fee	[a]
b) Phased Plan Check (when applicable)	1.5x full plan check fee for entire bldg	1.5x full plan check fee for entire bldg	% of building permit fee	
c) Master Plan				
i) Master Plan	100% of standard plan check fee	100% of standard plan check fee		
ii) Production Phase Units / Identical Buildings	25% of standard plan check fee	25% of standard plan check fee		[b]
d) Alternate Materials and Materials Review (per hour)	\$186	\$190	per hour	
e) Excess Plan Review Fee (3rd and subsequent) (per hour)	\$186	\$190	per hour	

When applicable, plan check fees shall be paid at the time of application for a building permit.  
The plan checking fee is in addition to the building permit fee.

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

### Building Fees

#### D. Other Fees

Fee Description	Current Fee	Proposed Fee	Charge Basis	Note
1 Permit Issuance Fee	\$93	\$95	per permit	
2 General Plan Maintenance Fee (percent of permit fee)	10%	10%	per permit	[a]
3 Technology Fee (percent of permit fee)	7%	7%	per permit	
4 Incremental Fee (Training) (percent of assessed value)	.10% of value; \$6 minimum	.10% of value; \$6 minimum	per permit	
5 Credit Card Transaction Fee (% of amount paid by card)	3%	3%	per permit	[b]
6 Digitizing			per permit	
a) Document Size up to 11"x17"			per permit	
i) 1st 10 pages (per page)	\$1	\$1	per permit	
ii) Each additional page (per page)	\$0.50	\$0.50	per permit	
b) Document Size Larger than 11"x17" (per page)	\$4	\$4	per permit	
7 Strong Motion Instrumentation (SMI)				
a) Residential	\$0.50 or valuation x .00013	\$0.50 or valuation x .00013		
b) Commercial	\$0.50 or valuation x .00028	\$0.50 or valuation x .00028		
8 Building Standards (SB 1473) Fee Calculation (Valuation)				
a) \$1 - \$25,000	\$1	\$1		
b) \$25,001 - \$50,000	\$2	\$2		
c) \$50,001 - \$75,000	\$3	\$3		
d) \$75,001 - \$100,000	\$4	\$4		
e) Each Add'l \$25,000 or fraction thereof	Add \$1	Add \$1		
9 Certificate of Occupancy				
a) Temporary Certificate of Occupancy (per 30 Days)	\$279	\$285	per permit	
b) Certificate of Occupancy	\$139	\$142	per permit	
10 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	\$557	\$569		
<b>Job Card Re-Print, Change Of Contractor</b>				
11 Job Card / Permit Re-Print	\$61	\$63		
12 Change Of Contractor	\$93	\$95		
<b>Violation Fees</b>				
13 Investigation Fee For Work Done Without Permits	2x Permit Fee	2x Permit Fee		
<b>Other Fees</b>				
14 Phased Inspection Fee (per inspection)	\$93	\$95		

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

Building Fees

D. Other Fees

Fee Description	Current Fee	Proposed Fee	Charge Basis	Note
15 After Hours Inspection (per hour) (2-hour minimum)	\$223	\$228		
16 Re-inspection Fee (3rd Time or More) (each)	\$93	\$95		[c]
17 Missed inspection Fee	\$93	\$95		
18 Fees for Services Not Listed in this Fee Schedule (per hour)	\$186	\$190		

- [a] Fee only applies to permits for new construction and additions.
- [b] For amounts paid by credit card.
- [c] Reinspection fee applies after second re-inspection.

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

Activity Description	Current Fee	Current Deposit	Proposed Fee	Proposed Deposit	Charge Basis	Note
1 Adjustment	\$755		\$771		Fixed Fee	
2 Administrative Permit Review	\$493		\$504		Fixed Fee	
3 Annexation						
a) Annexation Request - Preliminary		\$5,000		\$5,000	Deposit	
b) Annexation / Prezone Request		\$10,000		\$10,000	Deposit	
4 Antenna Permit						
a) Administrative	\$5,500		\$5,620		Fixed Fee	
b) Hearing Level		\$10,000		\$10,000	Deposit	
5 Appeal of Commission, Board, or Staff determination	\$1,000		\$1,000		Fixed Fee	[a]
6 Noticing/Hearing Fee				\$759	Fixed Fee	
7 Building Permit Review						
a) Alterations/Additions - Residential	\$75		\$77		Fixed Fee	
b) New Construction - Single Family Residential (Inc. ADUs)	\$203		\$208		Fixed Fee	
c) New Construction - 2-4 Residential Units	\$284		\$291		Fixed Fee	
d) New Construction - 5+ Residential Units	\$813		\$830		Fixed Fee	
e) Alterations/Additions - Non-Residential	\$203		\$208		Fixed Fee	
f) New Construction - Non-Residential < 10,000 SF	\$581		\$593		Fixed Fee	
g) New Construction - Non-Residential 10,000 SF or More	\$1,161		\$1,186		Fixed Fee	
8 Business License Application Review	\$41		\$42		Fixed Fee	
9 Certificate of Compliance		\$4,000		\$4,000	Deposit	
10 Design Review						
a) Administrative	\$377		\$386		Fixed Fee	[b]
b) Design Review Board Review						
i) Additions/modifications/amendments (to an existing building or site)	\$581			\$550	<del>Fixed Fee</del> Minimum Fee / Deposit	
ii) Amendment to an Existing Design Review Approval	\$464		\$475		Fixed Fee	
iii) New Building Less than 10,000 SF or 1-2 Dwellings		\$3,000		\$1,850	Minimum Fee / Deposit	
iiiv) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units		\$5,000		\$3,000	Minimum Fee / Deposit	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

Activity Description	Current Fee	Current Deposit	Proposed Fee	Proposed Deposit	Charge Basis	Note
11 Development Agreement		\$15,000		\$15,000	Deposit	
12 Initial Study Preparation		\$6,000 + \$3,000 for CEQA filing		\$6,000 + \$3,000 for CEQA filing	Deposit	
13 EIR Review		Consultant Cost + 15% City Admin Fee + \$4,100 for CEQA filing		Consultant Cost + 15% City Admin Fee + \$4,100 for CEQA filing	Deposit	
14 Filming Permit						
a) Filming Permit	\$726		\$741		Fixed Fee	
b) Filming Permit - Still	\$522		\$534		Fixed Fee	
c) Filming Permit - Amendment	\$290		\$297		Fixed Fee	
d) Nonprofit or Student Filming Permit	\$174		\$178		Fixed Fee	
15 General Plan Map or Text Amendment		\$6,000		\$6,000	Deposit	
16 Lot Line Adjustment / Merger		\$3,000		\$3,050	Minimum / Deposit	
17 Variance		\$4,000		\$3,100	Minimum / Deposit	
18 Minor Administrative Permit Review	\$290		\$297		Fixed Fee	
19 Preapplication Conference	\$522			\$900	Minimum / Deposit	[c]
20 Preliminary Review						
a) One Body	\$3,000		\$3,065		Fixed Fee	
b) Each Additional Body	\$1,000		\$1,022		Fixed Fee	
21 Public Art Review	\$2,500		\$2,554		Fixed Fee	
22 Reasonable Accommodation Request	\$464		no charge		Fixed Fee	[e]
23 Research Fee	\$197		See Hourly Rates Below		Per Hour	
24 Rezone or Text Amendment		\$5,000		\$4,250	Minimum / Deposit	
25 Sign Review						
a) Sandwich Board Sign / Banner Review	\$70		\$71		Fixed Fee	
b) Administrative/staff level review	\$163		\$166		Fixed Fee	
c) Individual / Minor	\$267		\$273		Fixed Fee	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

Activity Description	Current Fee	Current Deposit	Proposed Fee	Proposed Deposit	Charge Basis	Note
d) Sign Design Review Board	\$750		\$766		Fixed Fee	
e) Sign Program		\$1,500		\$1,000	Minimum / Deposit	
26 Site Inspection	\$157		\$160		Fixed Fee	
27 Subdivision						
a) Tentative Minor Subdivision		\$7,000		\$5,800	Minimum / Deposit	
b) Tentative Major Subdivision		\$8,000		\$8,000	Deposit	
c) Subdivision Ordinance Exception	\$3,367		\$3,440		Fixed Fee	
28 Time Extension Request						
a) Staff Level	\$232		\$237		Fixed Fee	
b) Council or Commission Hearing	\$581			\$750	Minimum / Deposit	
29 Transfer of Alcoholic Beverages/Shared Use of Production Facility	\$232		\$237		Fixed Fee	
30 Tree Protection Plan	\$552		\$564		Fixed Fee	
31 Tree Removal <del>(per tree)</del>						
a) Arborist	\$348		\$356		Fixed Fee	
b) Tree Board						
i) First Tree	\$406		\$600		Fixed Fee	
ii) Each Additional Tree			\$100			
32 Use Permit						
a) Planning Director review	\$1,500		\$1,533		Fixed Fee	
b) Planning Commission review		\$3,000		\$3,300	Minimum / Deposit	
c) Temporary Use (less than 6 months, staff level)						
i) Initial Application	\$348		\$356		Fixed Fee	
ii) Per Amendment	\$210		\$215		Fixed Fee	
33 Water Efficient Landscape Review	\$327		\$335		Fixed Fee	
34 Zoning Determination (staff level)	\$196		\$200		Fixed Fee	
35 Zoning Ordinance Interpretation (staff level)	\$639		\$652		Fixed Fee	
36 Density Bonus review		\$2,000		\$2,000	Deposit	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

Activity Description	Current Fee	Current Deposit	Proposed Fee	Proposed Deposit	Charge Basis	Note
37 Inclusionary / Affordable Housing Agreement		\$5,000		\$4,750	Minimum / Deposit	
<b>Other</b>						
38 Technology Fee (percent of fixed fee or hourly billing rate)	7%		7%		Fixed Fee	
39 Credit Card Transaction Fee (% of amount paid by card)	3%		3%		Fixed Fee	[d]
40 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule						
a) Planning Director		\$266		\$272	Deposit	
b) Associate Planner		\$159		\$163	Deposit	
c) Administrative Assistant		\$142		\$145	Deposit	
d) Other In-House Staff		Hrly rate		Hrly rate	Deposit	
e) Contract Service Providers		T&M plus 15% admin		T&M plus 15% admin	Deposit	
41 Excess Review / Field Inspections		Bill Hourly		Bill Hourly	Deposit	[e]
42 Work Without a Permit / Work Outside Scope of Permit	2x Fee		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 or approved by Commission.

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

[c] Applies toward permit application fees if application is submitted within 1 year of preapplication conference.

[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.).

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 fee 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 and consultant work shall be the responsibility of the applicant.

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

Activity Description	Current Fee	Current Deposit	Proposed Fee	Proposed Deposit	Charge Basis	Note
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<p>Application fees are not refundable except as follows:</p> <ul style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li></ul>
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# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Current Fixed Fee *	Current Deposit / Minimum Fee *	Proposed Fixed Fee *	Proposed Deposit / Minimum Fee *	Charge Basis	Note
1 Encroachment Permits						
a) Annual	\$2,322		\$2,373		Fixed Fee	
b) Debris Box	\$1,742		\$1,780		Fixed Fee	
c) Recordable		\$1,000		\$1,000	Deposit	
d) Homeowner	\$348		\$356		Fixed Fee	
e) Single Contractor	\$610		\$623		Fixed Fee	
f) Additional Contractors	\$348		\$356		Fixed Fee	
g) Minor Encroachment Permit	\$377		\$386		Fixed Fee	
2 Grading Permits						
a) Minor (less than 500 CY)	\$755		\$771		Fixed Fee	
b) Major (500 CY or more or in connection with major use permit, design review or subdivision)	\$1,161		\$1,186		Fixed Fee	
3 Plan Checks						
a) Major Subdivision		\$7,500		\$7,500	Deposit	
b) Minor Subdivision		\$5,000		\$5,000	Deposit	
c) Major Commercial Project		\$7,500		\$7,500	Deposit	
d) Minor Commercial Project		\$5,000		\$5,000	Deposit	
e) Major Residential Project		\$5,000		\$5,000	Deposit	
f) Minor Residential Project		\$2,000		\$2,000	Deposit	
g) Major Permits		\$5,000		\$5,000	Deposit	
h) Minor Permits		\$2,000		\$2,000	Deposit	
4 Inspections						
a) Major Subdivision		4% of Engineer's Cost		4% of Engineer's Cost	Deposit	
b) Minor Subdivision		\$3,000		\$3,000	Deposit	
c) Major Commercial Project		4% of Engineer's Cost		4% of Engineer's Cost	Deposit	
d) Minor Commercial Project		\$2,500		\$2,500	Deposit	
e) Major Residential Project		4% of Engineer's Cost		4% of Engineer's Cost	Deposit	
f) Minor Residential Project		\$2,500		\$2,500	Deposit	
h) Major Permits		4% of Engineer's Cost		4% of Engineer's Cost	Deposit	
g) Minor Permits		Estimate \$500		Estimate \$500	Deposit	
5 Certificate of Correction		\$500		\$500	Deposit	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Current Fixed Fee *	Current Deposit / Minimum Fee *	Proposed Fixed Fee *	Proposed Deposit / Minimum Fee *	Charge Basis	Note
6 Infrastructure Reimbursement Agreement		\$1,500		\$1,500	Deposit	
7 Legal Document Description Review		\$1,000		\$1,000	Deposit	
8 Map Review - Parcel/Final/Annexation Maps						
a) 1 - 4 Lots		\$7,000		\$7,000	Deposit	
b) More than 4 Lots		\$8,000		\$8,000	Deposit	
c) Map Amendment		\$1,250		\$1,250	Deposit	
9 Outside Service Area Agreement		\$2,500		\$2,500	Deposit	
10 Reversion to Acreage		\$1,400		\$1,400	Deposit	
11 Oversize Load Permit						
a) Per Day	\$16		\$16		Fixed Fee	
b) Annual	\$90		\$90		Fixed Fee	
<b>Other</b>						
12 Technology Fee (percent of fixed fee or hourly billing rate)	7%		7%		Fixed Fee	
13 Credit Card Transaction Fee (% of amount paid by card)	3%		3%		Fixed Fee	[a]
14 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule						
a) Public Works Superintendent		\$214		\$218	Deposit	
b) Engineering Manager		\$204		\$208	Deposit	
c) Sr. Maintenance Worker / Inspector		\$134		\$136	Deposit	
d) Management Analyst		\$149		\$152	Deposit	
e) Administrative Assistant		\$113		\$116	Deposit	
f) Other In-House Staff		Bill Hourly		Bill Hourly	Deposit	
g) Contract Service Providers		T&M + 15% admin fee		T&M + 15% admin fee	Deposit	
15 Excess Review / Field Inspections		Bill Hourly		Bill Hourly	Deposit	
16 Work Without a Permit / Work Outside Scope of Permit	2x Permit Fee		2x Permit Fee		Fixed Fee	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Current Fixed Fee *	Current Deposit / Minimum Fee *	Proposed Fixed Fee *	Proposed Deposit / Minimum Fee *	Charge Basis	Note
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[a] For amounts paid by credit card.

\* 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.).

**Overview of Fee Structure**

Fees may be either fixed fees, or Full Cost Recovery with Minimum Amount Due. When a fee is Full Cost Recovery with Minimum Amount Due, the minimum total amount charged shall be the amount shown in the Minimum Fee Column. The City reserves the right to collect amounts in excess of the minimum fee when City costs or other review costs (e.g. consultant, County, attorney, etc.) exceed this amount.

**Use of Full Cost Recovery with Minimum Amount Due**

For fees collected using Full Cost Recovery with Minimum Amount Due, the City will provide an accounting of internal costs and other related costs (e.g. consultant, County, attorney, etc.), to support any amounts billed in excess of the minimum amount due.

**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 fee 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 and 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 City Engineer 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.

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - FIRE PREVENTION FEES

Activity Description	Current Fee	Proposed Fee	Charge Basis
1 Water Based Fire Protection Systems (1):			
a) Fire Sprinkler Commercial/Multi Family/Other - New System			
i) Plan Review (up to 50 heads)	\$355	\$363	
ii) Inspection (up to 50 heads)	\$355	\$363	
b) Fire Sprinkler Commercial/Multi Family/Other - Alteration			
i) Plan Review (up to 25 heads)	\$178	\$182	
ii) Inspection (up to 25 heads)	\$178	\$182	
c) Fire Sprinkler, Per additional head - New or Alteration			
i) Plan Review	\$1	\$1	
ii) Inspection	\$1	\$1	
d) Fire Sprinkler Single Family/Duplex - New System			
i) Plan Review	\$266	\$272	
ii) Inspection	\$266	\$272	
e) Fire Sprinkler Single Family/Duplex - Alteration of Existing System			
i) Plan Review	\$178	\$182	
ii) Inspection	\$178	\$182	
f) Standpipe			
i) Plan Review (per vertical standpipe)	\$266	\$272	
ii) Inspection (per vertical standpipe)	\$355	\$363	
g) Fire Pump			
i) Plan Review	\$355	\$363	
ii) Inspection	\$355	\$363	
h) Fire Protection Underground System			
i) Plan Review (includes 1 riser or hydrant)	\$266	\$272	
ii) Inspection (includes 1 riser or hydrant)	\$266	\$272	
i) Per Additional Sprinkler Riser or Hydrant			
i) Plan Review	\$178	\$182	
ii) Inspection	\$178	\$182	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - FIRE PREVENTION FEES

Activity Description	Current Fee	Proposed Fee	Charge Basis
2 Fire Alarm System (1):			
a) Fire Alarm - New System			
i) Plan Review (up to 25 devices)	\$355	\$363	
ii) Inspection (up to 25 devices)	\$355	\$363	
b) Fire Alarm - Alteration			
i) Plan Review (up to 5 devices)	\$178	\$182	
ii) Inspection (up to 5 devices)	\$178	\$182	
c) Per Additional Device			
i) Plan Review - New or Alteration	\$2	\$2	
ii) Inspection - New or Alteration	\$2	\$2	
3 Alternative Automatic Extinguishing Systems (2):			
a) Dry, Wet, CO2, Halon, UL 300, Clean Agent, Spray Booth, Other			
i) Plan Review	\$266	\$272	
ii) Inspection	\$266	\$272	
4 Other Fire Construction Reviews and Inspections (2):			
a) LPG, Cryogenics, Compressed Gas, Medical Gas, Battery Storage Systems, Industrial Oven, & Other Fire Construction Permit			
i) Plan Review	\$355	\$363	
ii) Inspection	\$355	\$363	
b) Commercial Indoor or Outdoor Cannabis Cultivation			
i) Up to 5,000 SF	\$355	\$363	
ii) Per Additional 100 SF over 5,000 SF	\$4	\$4	
c) Cannabis Extraction System	\$178	\$182	
d) Alternative Materials & Methods of Construction (hourly; 2-hour minimum) (3)	\$178	\$182	per hour

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - FIRE PREVENTION FEES

Activity Description	Current Fee	Proposed Fee	Charge Basis
5 Hazardous Activities Installation/Removal Permits / Tanks (Above Ground / Under Ground; Fuel Dispensing; LPG) (4):			
a) Above Ground Tank or Underground Tank installation or removal and/or Pipe Installation or Removal (1 tank)	\$533	\$545	
b) Above Ground Tank or Underground Tank installation or removal (per add'l tank)	\$178	\$182	
c) Under Ground Tank Installation, New System (1 tank)	\$1,421	\$1,452	
d) Under Ground - Hazardous Materials Tank Pipe Installation or Removal (per add'l tank)	\$533	\$545	
e) Under Ground - Hazardous Materials Tank Removal (1 tank)	\$533	\$545	
<b>Permits to Operate (Type of Permit Activity)</b>			
6 Amusement Building	\$355	\$363	
7 Carnivals and Fairs	\$355	\$363	
8 Combustible Dust Operations	\$355	\$363	
9 Covered Mall Buildings	\$355	\$363	
10 Exhibits and Trade Shows	\$355	\$363	
11 Explosives or Blasting Agents	\$888	\$908	
12 Recreational or Bon Fire	\$178	\$182	
13 Theatrical Fire Performance	\$355	\$363	
14 High Pile Storage	\$355	\$363	
15 Hot Work Operations	\$355	\$363	
16 Industrial Ovens	\$355	\$363	
17 Lumber Yards	\$355	\$363	
18 Misc. Combustible Storage	\$355	\$363	
19 Places of Assembly			
a) Less than 300 occupant load	\$355	\$363	
b) 300 - 999 occupant load	\$533	\$545	
c) 1,000 or more occupant load	\$711	\$726	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - FIRE PREVENTION FEES

Activity Description	Current Fee	Proposed Fee	Charge Basis
20 Commercial Day Care Facility			
a) 7 - 49 persons	\$355	\$363	
b) 50 - 149 persons	\$533	\$545	
c) 150 or more persons	\$711	\$726	
21 Institutional			
a) Less than 6 patients	\$355	\$363	
b) 6 or more patients	\$533	\$545	
c) Detention facilities	\$711	\$726	
22 Apartments/Hotels/Motels			
a) 3 - 16 units	\$178	\$182	
b) 17 - 32 units	\$355	\$363	
c) 33 or more units	\$533	\$545	
23 Large Family Day Care			
a) Large Family Day Care	\$355	\$363	
b) Pre-inspection (at hourly rate)	\$178	\$182	
24 850 Inspections			
a) 850 Inspection	\$178	\$182	
25 Residential Care Facilities			
a) 7 or more residents	\$533	\$545	
b) Pre-inspection (at hourly rate)	\$178	\$182	
26 Business License Inspection (5):			
a) Commercial Other	\$174	\$178	
b) Home Occupancy	\$87	\$89	
27 Tents, Air-Supported Structures & Temporary Stage Canopies Permit			
a) 400 - 2,000 SF (First)	\$178	\$182	
b) Greater than 2,000 SF (First)	\$266	\$272	
c) Each additional	\$89	\$91	
28 Burn Permit	\$174	\$178	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - FIRE PREVENTION FEES

Activity Description	Current Fee	Proposed Fee	Charge Basis
29 Fireworks			
a) Fireworks - Public Display	\$348	\$356	
b) Fireworks Stand	\$232	\$237	
<b>Building Permit Plan Review and Inspection Fees</b>			
30 Building Permit Plan Review and Inspection Fees (Greater of A or B)			
A) Commercial Industrial Plan Review and Inspection (% of building permit fee)	25%	25%	
B) Commercial Industrial Plan Review and Inspection - minimum fee			
i) Commercial / Industrial - New			
i) Plan Review	\$355	\$363	
ii) Inspection	\$355	\$363	
ii) Commercial / Industrial - Tenant Improvement			
i) Plan Review	\$222	\$227	
ii) Inspection	\$266	\$272	
iii) Commercial / Industrial (over 2 stories) - New			
i) Plan Review	\$178	\$182	per hour
ii) Inspection	\$178	\$182	per hour
iv) Commercial / Industrial (over 2 stories) - Tenant Improvement			
i) Plan Review	\$178	\$182	per hour
ii) Inspection	\$178	\$182	per hour
v) Multi-Family - New			
i) Plan Review	\$533	\$545	
ii) Inspection	\$533	\$545	
vi) Multi-Family - Tenant Improvement			
i) Plan Review	\$355	\$363	
ii) Inspection	\$355	\$363	
31 Fire Code Verification:			
a) Operational permit Plan Review/Application Code Review and Presubmittal Planning Related Reviews (hourly) - Minimum 1/2 hour review deposit, additional time billed at hourly	\$89	\$91	per 1/2 hour
b) Operational permit inspection (hourly) - Minimum 2 hour review deposit, additional time billed at hourly rate (3)	\$178	\$182	per hour
c) Inspection Outside of Normal Work Hours - Hourly Rate (7)	\$216	\$221	per hour
32 False Alarm (After 3rd in Calendar Year)	\$1,450	\$1,450	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - FIRE PREVENTION FEES

Activity Description	Current Fee	Proposed Fee	Charge Basis
33 Other:			
a) Technology Fee (percent of permit fee)	7%	7%	% of permit fee
b) Credit Card Transaction Fee (% of amount paid by card) (8)	3%	3%	% of card pmt.
c) Fire Records and Research (add'l fees apply for copies of mat'ls)	\$44	\$45	per 1/4 hour
d) Fire Report	\$20	\$20	each
e) Plan Revision	\$178	\$182	per revision
f) Excess Plan Review	\$178	\$182	per review
g) Missed Inspection / Excess Inspections	\$178	\$182	each
h) Service Required in Excess of Standard. Applies to all fees listed in schedule. See footnote (6)	\$178	\$182	per hour
i) Expedited Review (subject to availability)	1.5x base fee	1.5x base fee	
j) Work Commenced without a Permit	2x base fee	2x base fee	
k) HazMat / Emergency Clean-Up Call Response / Standby / etc. (9)	bill hourly	bill hourly	per hour
l) Special Requests for Fire Services	bill hourly	bill hourly	per hour
m) Fire Prevention Fee-Related Services Not Identified in this Schedule	\$178	\$182	per hour

Notes:

- (1) Fee includes up to two plan checks or three inspections. Additional costs to be recovered at staff hourly rate. Fees are per building.
- (2) Fee includes up to two plan checks or two inspections. Additional costs to be recovered at staff hourly rate. Fees are per building.
- (3) Actual costs - may also be charged by actual costs using the fully burdened hourly rates plus any outside consultant costs if applicable.
- (4) Fee includes plan check and up to two inspections. Additional costs to be recovered at staff hourly rate.
- (5) Fee includes research and up to two inspections. Additional costs to be recovered at staff hourly rate.
- (6) Each fee listed in this schedule is based on the estimated number of hours required to perform a standard service request. The standard number of hours estimated can be calculated by dividing the fee amount by \$182, the Division's fully-burdened hourly rate. For example, a fee amount of \$364 assumes roughly 2.00 hours will be required to perform a standard request for the fee related service. Review and inspection efforts that exceed the standard number of hours used to calculate the fee by more than one hour will be billed hourly for any time spent in excess of the standard hours built into the fee.
- (7) Inspection outside normal work hours will require hourly fees in addition to other required fees.
- (8) For amounts paid by credit card.
- (9) Use staff hourly billing or OES rates.
- (10) Planning submittals for fire review and related correspondence, meetings, etc. may be charged for at hourly rate during the construction plan review.

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - POLICE FEES

Activity Description	Current Fee	Proposed Fee	Charge Basis	Note
1 Animal Release				
a) Dog or Cat	\$100	\$100	Fixed Fee	
b) Small Companion Animal	\$40	\$40	Fixed Fee	
2 Audio / Video Reproduction	Bill Hourly; \$45 Minimum	Bill Hourly; \$45 Minimum	Per Hour	
3 Clearance Letters	\$29	\$30	Fixed Fee	
4 Dog License				
a) Neutered	\$20	\$20	Fixed Fee	
b) Neutered (for Senior Citizens)	\$10	\$10	Fixed Fee	
c) Non-Neutered	\$40	\$40	Fixed Fee	
d) Non-Neutered (for Senior Citizens)	\$20	\$20	Fixed Fee	
5 False Alarm Fee	\$100	\$100	Fixed Fee	
6 Fingerprint / Live Scan Fees	\$35	\$35	Fixed Fee	
7 Firearms & Property Storage Fee				
a) Base fee for 30 days (per weapon)	\$58	\$58	Per Weapon	
b) Fee per additional weapon or per additional day after 30 days	\$5	\$5	Fixed Fee	
8 Hazardous Material Response	Bill Hourly	Bill Hourly	Per Hour	
9 Noise / Party Abatement Fee (per response beginning with 3rd response)	\$50 Minimum; fee escalates for add'l responses	\$50 Minimum; fee escalates for add'l responses	Per Response	
10 Party Control	\$100	\$100	Fixed Fee	
11 Photograph Reproduction	\$20	\$20	Fixed Fee	
12 Report Copy	\$20	\$20	Fixed Fee	
13 Research / Crime Analysis Fee	\$35	\$35	Per Hour	
14 Residential Parking Permit Fee	\$10	\$10	Fixed Fee	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - POLICE FEES

Activity Description	Current Fee	Proposed Fee	Charge Basis	Note
15 Special Events				
a) Major	\$302	\$308	Fixed Fee	
b) Minor	\$58	\$59	Fixed Fee	
16 Vehicle Release	\$116	\$119	Fixed Fee	
17 VIN Verification Fee	\$75	\$75	Fixed Fee	
18 Motor Vehicle Certificate	\$200	\$200	Fixed Fee	
19 Tobacco Retailer License:				
a) New License Fee	\$70	\$71	per year	
b) Renewal License Fee	\$70	\$71	per year	
c) Late Renewal Fee (in addition to applicable license fee)	\$46	\$47		
d) Appeal Fee	\$1,000	\$1,000	per appeal	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - PUBLIC WORKS FEES

Activity Description	Current Fee	Proposed Fee	Charge Basis	Note
1 Aerial Lift Tower Truck	\$203	\$208	Per Hour	
2 After Hours Phone Call	\$93	\$95	Fixed Fee	
3 After Hours Public Works Response	\$313	\$320	Fixed Fee	
4 Air Compressor- Jack Hammer	\$209	\$214	Per Hour	
5 Backhoe Tractor	\$232	\$237	Per Hour	
6 Banner Installation - (City - Non-Profit)	\$406	\$415	Fixed Fee	
7 Banner Installation - (Non-City - Non-Profit)	\$639	\$652	Fixed Fee	
8 Concrete Saw	\$221	\$225	Per Hour	
9 Inspection- Sewer Main Video	\$2,322	\$2,373	Deposit	
10 Large Dump Truck	\$221	\$225	Per Hour	
11 Multi Trash Pump	\$209	\$214	Per Hour	
12 Pavement Repair & Trench Inspect.	\$325	\$332	Service	
13 Pickup Truck	\$174	\$178	Per Hour	
14 Property Clean Up Notification	\$104	\$107	Per 1/2 Hour	
15 Service Call	\$209	\$214	Per Hour	
16 Sewer Camera	\$313	\$320	Per Hour	
17 Sewer Cleaning Truck	\$430	\$439	Per Hour	
18 Small Dump Truck	\$221	\$225	Per Hour	
19 Village MHP Dump Station Fee	\$58	\$59	Fixed Fee	
20 Annual Inspection of Backflow Protection Devices	\$145	\$148	Fixed Fee	
21 Water Tower Key Replacement Fee	\$10	\$10	Fixed Fee	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - PARKS, SPECIAL EVENTS & FACILITY USE FEES

Activity Description	Current Community Group Fee	Current Resident Fee	Current Non-Resident Fee	Charge Basis	Note
1 Application Fee					
a) Up to 50 people	\$0	\$0	\$0	Fixed Fee	
b) 51 - 200 people	\$100	\$150	\$200	Fixed Fee	
c) More than 200 people	\$150	\$250	\$350	Fixed Fee	
2 Security Deposit					
a) Up to 50 people	\$150	\$150	\$150	Deposit	
b) 51 - 200 people	\$500	\$500	\$500	Deposit	
c) More than 200 people	\$1,000	\$1,000	\$1,000	Deposit	
3 Daily Use Fee					
a) Up to 50 people	\$50	\$75	\$100	Fixed Fee	[a]
b) 51 - 200 people	\$125	\$250	\$500	Fixed Fee	[a]
c) More than 200 people	\$250	\$500	\$1,000	Fixed Fee	[a]
4 Amplified Sound / Stage / Bounce House					
a) Amplified Sound Use	\$50	\$75	\$100	Fixed Fee	
b) Stage Use	\$50	\$75	\$100	Fixed Fee	
c) Bounce House Use	\$30	\$40	\$50	Fixed Fee	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - PARKS, SPECIAL EVENTS & FACILITY USE FEES

Activity Description	Proposed Community Group Fee	Proposed Resident Fee	Proposed Non-Resident Fee	Charge Basis	Note
1 Application Fee					
a) Up to 50 people	\$0	\$0	\$0	Fixed Fee	
b) 51 - 200 people	\$100	\$150	\$200	Fixed Fee	
c) More than 200 people	\$150	\$250	\$350	Fixed Fee	
2 Security Deposit					
a) Up to 50 people	\$150	\$150	\$150	Deposit	
b) 51 - 200 people	\$500	\$500	\$500	Deposit	
c) More than 200 people	\$1,000	\$1,000	\$1,000	Deposit	
3 Daily Use Fee					
a) Up to 50 people	\$50	\$75	\$100	Fixed Fee	[a]
b) 51 - 200 people	\$125	\$250	\$500	Fixed Fee	[a]
c) More than 200 people	\$250	\$500	\$1,000	Fixed Fee	[a]
4 Amplified Sound / Stage / Bounce House					
a) Amplified Sound Use	\$50	\$75	\$100	Fixed Fee	
b) Stage Use	\$50	\$75	\$100	Fixed Fee	
c) Bounce House Use	\$30	\$40	\$50	Fixed Fee	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - PARKS, SPECIAL EVENTS & FACILITY USE FEES

Activity Description	Current Fee	Proposed Fee	Charge Basis	Note
5 Parking Space Fee				
a) Residential Area	\$10	\$10	Fixed Fee	[b]
b) Non-Residential Area	\$15	\$15	Fixed Fee	[b]
6 Classes with Instructors Utilizing Park Area (per week)				
a) Small Group, 1 - 15 Persons	\$25	\$25	Fixed Fee	[c]
b) Medium Group, 16 - 30 Persons	\$50	\$50	Fixed Fee	[c]
c) Large Group, More than 30 Persons	\$75	\$75	Fixed Fee	[c]
7 City Hall Meeting Room	\$15	\$15	Per Hour	

[a] 25% discount available for park use of less than 3 hours.

[b] Daily per space fee for use of City parking spaces (proof of parking required for events of more than 200 persons).

[c] Per week fee for classes with monetary component (e.g. charge for classes).

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - CLERK / ADMINISTRATIVE FEES

Activity Description	Current Fee	Proposed Fee	Charge Basis	Note
1 Duplication Fee				
a) Up to 11" x 17"				
i) Up to 10 pages	No Charge	No Charge	Fixed Fee	
ii) More than 10 pages (per page, after 1st 10)	\$0.25	\$0.25	Fixed Fee	
b) Oversize	Actual Cost	Actual Cost	Fixed Fee	
2 Meeting Recording Fee	\$20	\$20	Fixed Fee	
3 Municipal Code	\$20	\$20	Fixed Fee	
4 Solemnization of Marriage				
a) Solemnization of Marriage - City Hall	\$50	\$50	Fixed Fee	
b) Solemnization of Marriage - Outside City Hall	\$75 + Mileage Cost	\$75 + Mileage Cost	Fixed Fee	

# City of Sebastopol

## BEFORE AND AFTER ILLUSTRATION - ADMINISTRATIVE SERVICES FEES (FINANCE)

Activity Description	Current Fee	Proposed Fee	Charge Basis	Note
1 Water Hauler Bi-Monthly Fixed Charge	\$41	\$42	Fixed Fee	
2 Research Fee (per 1/2 hour)	\$99	\$101	Fixed Fee	
3 Returned Check Fee	\$25	\$25	Fixed Fee	[a]
4 Issuance of 48 Hour Notice	\$55	\$55	Fixed Fee	
5 Turn on After Non-Payment Shut-off	\$110	\$110	Fixed Fee	
6 New Water Service Fee	\$50	\$50	Fixed Fee	
7 Business License Application Processing Fee	\$50	\$50	Fixed Fee	

[a] CA Civil Code 1719.

Attachment 3

City of Sebastopol  
 Planning Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Type	Estimated Labor Time (Hours)													Total	
			Plan'g Dir.	Assoc. Planner	Sr. Admin. Asst.	Engin'g Mgr.	City Mgr.	Bldg Official	Fire Chief	Police Chief	Public Works Supt.	City Eng'r	Traffic Eng'r	City Arborist	City Clerk		City Attorney
6	Hearing / Noticing Fee	Fixed Fee	-	2.00	3.00	-	-	-	-	-	-	-	-	-	-	-	5.00
10	Design Review																
	b) Design Review Board Review																
	i) Additions/modifications/amendments (to an existing building or site)	Fixed Fee- Minimum Fee / Deposit	0.50	4.00	0.75	-	-	-	-	-	-	-	-	-	-	-	5.25
	iii) New Building Less than 10,000 SF or 1-2 Dwellings	Minimum Fee / Deposit	2.50	10.00	1.50	1.00	-	-	-	-	1.00	1.00	-	-	-	17.00	
	iv) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units	Minimum Fee / Deposit	5.00	16.00	3.00	1.00	-	-	-	-	1.00	1.00	-	-	-	27.00	
16	Lot Line Adjustment / Merger	Minimum Fee / Deposit	5.00	15.00	1.00	2.00	-	0.50	0.50	-	1.00	2.00	-	-	-	27.00	
17	Variance	Minimum Fee / Deposit	5.00	20.00	1.50	0.50	-	0.50	0.50	-	0.25	-	-	-	-	28.25	
19	Preapplication Conference	Minimum Fee / Deposit	1.00	4.00	0.50	0.25	0.25	1.00	1.00	-	0.25	1.00	-	-	-	9.25	
24	Rezone or Text Amendment	Minimum Fee / Deposit	9.00	15.00	3.00	2.00	1.00	-	-	-	-	2.00	1.00	-	1.00	1.00	35.00
25	Sign Review																
	e) Sign Program	Minimum Fee / Deposit	2.00	6.00	1.00	-	-	-	-	-	-	-	-	-	-	-	9.00
27	Subdivision																
	a) Tentative Minor Subdivision	Minimum Fee / Deposit	8.00	20.00	2.50	3.00	1.00	0.50	0.50	-	-	8.00	2.00	2.00	1.00	1.00	49.50
28	Time Extension Request																
	b) Council or Commission Hearing	Minimum Fee / Deposit	2.00	4.00	0.50	-	-	-	-	-	-	-	-	-	-	-	6.50
31	Tree Removal (per tree)																
	b) Tree Board																
	i) First Tree	Fixed Fee	0.25	2.50	0.75	-	-	-	-	-	-	-	-	2.00	-	-	5.50
	ii) Each Additional Tree	Fixed Fee															
32	Use Permit																
	b) Planning Commission review	Minimum Fee / Deposit	4.00	15.00	2.00	0.50	-	0.25	0.25	-	-	1.00	1.00	-	-	-	24.00
37	Inclusionary / Affordable Housing Agreement	Minimum Fee / Deposit	20.00	6.00	1.00	-	-	-	-	-	-	-	-	-	-	5.00	32.00

[c] Applies toward permit application fees if application is submitted within 1 year of preapplication conference.

City of Sebastopol  
 Planning Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Targeted Hourly Rate for Fee Setting													
Plan'g Dir.	Assoc. Planner	Sr. Admin. Asst.	Engin'g Mgr.	City Mgr.	Bldg Official	Fire Chief	Police Chief	Public Works Supt.	City Eng'r	Traffic Eng'r	City Arborist	City Clerk	City Attorney
\$272	\$162	\$145	\$178	\$273	\$190	\$215	\$256	\$218	\$204	\$204	\$193	\$222	\$273

Estimated Cost of Service															
Fee Description	Plan'g Dir.	Assoc. Planner	Sr. Admin. Asst.	Engin'g Mgr.	City Mgr.	Bldg Official	Fire Chief	Police Chief	Public Works Supt.	City Eng'r	Traffic Eng'r	City Arborist	City Clerk	City Attorney	Total
6 Hearing / Noticing Fee	\$ -	\$ 324	\$ 436	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 759
10 Design Review															
b) Design Review Board Review															
i) Additions/modifications/amendments (to an existing building or site)	\$ 136	\$ 647	\$ 109	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 892
iii) New Building Less than 10,000 SF or 1-2 Dwellings	\$ 679	\$ 1,618	\$ 218	\$ 178	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204	\$ 204	\$ -	\$ -	\$ -	\$ 3,102
iv) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units	\$ 1,358	\$ 2,589	\$ 436	\$ 178	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204	\$ 204	\$ -	\$ -	\$ -	\$ 4,970
16 Lot Line Adjustment / Merger	\$ 1,358	\$ 2,427	\$ 145	\$ 356	\$ -	\$ 95	\$ 107	\$ -	\$ 218	\$ 409	\$ -	\$ -	\$ -	\$ -	\$ 5,116
17 Variance	\$ 1,358	\$ 3,236	\$ 218	\$ 89	\$ -	\$ 95	\$ 107	\$ -	\$ 55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,158
19 Preapplication Conference	\$ 272	\$ 647	\$ 73	\$ 44	\$ 68	\$ 190	\$ 215	\$ -	\$ 55	\$ 204	\$ -	\$ -	\$ -	\$ -	\$ 1,767
24 Rezone or Text Amendment	\$ 2,445	\$ 2,427	\$ 436	\$ 356	\$ 273	\$ -	\$ -	\$ -	\$ -	\$ 409	\$ 204	\$ -	\$ 222	\$ 273	\$ 7,044
25 Sign Review															
e) Sign Program	\$ 543	\$ 971	\$ 145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,660
27 Subdivision															
a) Tentative Minor Subdivision	\$ 2,173	\$ 3,236	\$ 363	\$ 533	\$ 273	\$ 95	\$ 107	\$ -	\$ -	\$ 1,636	\$ 409	\$ 386	\$ 222	\$ 273	\$ 9,706
28 Time Extension Request															
b) Council or Commission Hearing	\$ 543	\$ 647	\$ 73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,263
31 Tree Removal (per tree)															
b) Tree Board															
i) First Tree	\$ 68	\$ 405	\$ 109	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 386	\$ -	\$ -	\$ 967
ii) Each Additional Tree															
32 Use Permit															
b) Planning Commission review	\$ 1,087	\$ 2,427	\$ 290	\$ 89	\$ -	\$ 47	\$ 54	\$ -	\$ -	\$ 204	\$ 204	\$ -	\$ -	\$ -	\$ 5,504
37 Inclusionary / Affordable Housing Agreement	\$ 5,433	\$ 971	\$ 145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,363	\$ 7,913

[c] Applies toward permit application fees if application is submitted within 1 year c

City of Sebastopol  
 Planning Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Note
6 Hearing / Noticing Fee	n/a - new		\$759	100%	
10 Design Review					
b) Design Review Board Review					
i) Additions/modifications/amendments (to an existing building or site)	\$581	65%	\$550	62%	
iii) New Building Less than 10,000 SF or 1-2 Dwellings	\$3,000	97%	\$1,850	60%	
iv) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units	\$5,000	101%	\$3,000	60%	
16 Lot Line Adjustment / Merger	\$3,000	59%	\$3,050	60%	
17 Variance	\$4,000	78%	\$3,100	60%	
19 Preapplication Conference	\$522	30%	\$900	51%	[c]
24 Rezone or Text Amendment	\$5,000	71%	\$4,250	60%	
25 Sign Review					
e) Sign Program	\$1,500	90%	\$1,000	60%	
27 Subdivision					
a) Tentative Minor Subdivision	\$7,000	72%	\$5,800	60%	
28 Time Extension Request					
b) Council or Commission Hearing	\$581	46%	\$750	59%	
31 Tree Removal (per tree)					
b) Tree Board					
i) First Tree	\$406	42%	\$600	62%	
ii) Each Additional Tree	\$406		\$100		
32 Use Permit					
b) Planning Commission review	\$3,000	55%	\$3,300	60%	
37 Inclusionary / Affordable Housing Agreement	\$5,000	63%	\$4,750	60%	

[c] Applies toward permit application fees if application is submitted within 1 year c