# Planning Fee Schedule - Effective July 1, 2012

**PLANNING DEPARTMENT**
311 VERNON STREET * ROSEVILLE, CA 95678
PHONE: (916) 774-5276

Adopted by Resolution No. 96-239 - Amended by Resolution No. 97-287 - Amended by Resolution No. 99-507 - Amended by Resolution No. 02-02 - Amended by Resolution No. 02-224
Amended by Resolution No. 04-485 - Amended by Resolution No. 05-176, Amended by Resolution 09-124

| ENTITLEMENT (APPLICATION TYPE) | FEE | Full Cost Base Cost |
|---|---|---|
| **APPEALS** | | |
| 1. Planning Director's Decision | $549 | |
| 2. PC/DC Decision to City Council | $515 | |
| **ANNEXATIONS** | | |
| 1. Annex/PZ/Detach/SOI/(FULL COST/Deposit)[1] | | $14,774 |
| **DEVELOPMENT AGREEMENTS** | | |
| 1. Adoption of Specific Plan (FULL COST/Deposit)[1] | | $7,410 |
| 2. Amendment of SPA (FULL COST/Deposit)[1] | | $7,410 |
| 3. Associated with Affordable Housing | $1,505 | |
| 4. Associated with Single Topic Item | $2,993 | |
| **ENVIRONMENTAL REVIEW** | | |
| 1. Exemption WITHOUT Initial Study | $213 | |
| 2. Exemption WITH Initial Study | $515 | |
| 3. Negative Declaration with NO Mitigation | $762 | |
| 4. Tiered Negative Declaration WITH Mitigation | $1,559 | |
| 5. EIR Deposit (FULL COST/Deposit)[1] | | $11,573 |
| **GENERAL PLAN AMENDMENT** | | |
| 1. Entilement Fee - GPA 10 Acres of LESS, Map/Text | $5,970 | |
| 2. GPA 11+ Acres, Map/Text (FULL COST/Deposit)[1] | | $13,250 |
| 3. GPA - Text Policy Amend (FULL COST/Deposit)[1] | | $13,021 |
| **PUBLIC UTILITY EASEMENT ABANDONMENT** | | |
| 1. Summary Vacation | $1,524 | |
| 2. General Vacation | $2,144 | |

| ENTITLEMENT (APPLICATION TYPE) | FEE | Full Cost Base Cost |
|---|---|---|
| **SIGNS** | | |
| 1. Standard Sign Permit | $142 | |
| 2. Planned Sign Permit Program | $619 | |
| 3. Sign Permit/Program - Public Hearing Req. | $1,222 | |
| 4. Administrative Permit for Sign Exception[2] | $868 | |
| 5. PSP Minor Modification[3] | $70 | |
| **SPECIFIC PLAN AMENDMENT** | | |
| 1. SPA Adoption, Map/Text (FULL COST/Deposit)[1] | | $13,555 |
| 2. SPA 10 Acres or LESS, Map or Text | $6,218 | |
| 3. SPA 11+ Acres, Map/Text (FULL COST/Deposit)[1] | | $15,537 |
| 4. SPA Text/Policy Deposit (FULL COST/Deposit)[1] | | $13,631 |
| **SUBDIVISIONS/CONDOMINIUMS*** | | |
| 1. Grading Plan / Minor | $1,453 | |
| 2. Grading Plan / Major | $3,012 | |
| 3. Lot Line Adjustment | $1,453 | |
| 4. Extension to a Tentative Map | $1,453 | |
| 5. Voluntary Merger | $1,453 | |
| 6. Reversion to Acreage | $2,055 | |
| 7. Minor Modification to a Tentative Map | $1,453 | |
| 8. Major Modification to a Tentative Map | $3,384 | |
| 9. Tentative Parcel Map with 4 or fewer Lots | $2,055 | |
| 10. Tentative Map, 5 through 99 Lots | $4,039 | |
| 11. Tentative Map, 100 through 499 Lots | $5,847 | |
| 12. Tentative Map, 500+ Lots (FULL COST/Deposit)[1] | | $13,473 |

**KEY:** [1]Full Cost/Base Cost to be collected at submittal. An estimate of processing cost will be provided at PEM. Applicant to pay 100% of Actual Cost to process requested Entitlement.

*Condominium subdivision category has been added to assist in the processing and tracking of condominium units

[2] Previously processed as Sign Variance

[3] Previously processed as ZCC

| ENTITLEMENT (APPLICATION TYPE) | FEE | Full Cost Base Cost |
|---|---|---|
| **ZONING ORDINANCE ENTITLEMENTS** | | |
| 1. Administrative Permit | $868 | |
| 2. Conditional Use Permit | $4,943 | |
| 3. CUP Extension or Modification | $3,207 | |
| 4. Design Review Permit | $5,599 | |
| 5. Minor DRP/MDRP | $123 | |
| 6. DRP/Residential Subdivision w/other Permit | $3,473 | |
| 7. DRP Extension or Modification | $3,207 | |
| 8. CUP/DRP Process with another Permit | $2,693 | |
| 9. Flood Encroachment Permit | $4,500 | |
| 10. MPP Stage 1 or Stages 1 & 2 (FULL COST/Deposit)[1] | | $15,662 |
| 11. MPP Stage 2, Mod/Exten of Stage 1 &/or 2 | $3,207 | |
| 12. MPP Administrative Modification | $939 | |
| 13. Planned Development Permit | $5,599 | |
| 14. TP Admin - Approved at Public Counter | $107 | |
| 15. TP - Req. Public Hear for SFD or 10 trees/Less | $2,144 | |
| 16. TP - Req. Public Hear for DRP/TM or 11+ trees | $3,295 | |
| 17. Administrative Variance | $726 | |
| 18. Variance to Develop Standards Req. Public Hearing | $2,463 | |
| 19. Variance to Parking Standards | $2,940 | |
| 20. Zoning Clearance | $70 | |
| 21. Zoning Interpretation - Hearing Required | $1,860 | |
| 22. Zoning Interpretation - Non Hearing Item | $88 | |
| **ZONING ORDINANCE AMENDMENTS** | | |
| 1. Ordinance Text Amend (Zoning, Subd, Sign) (FULL COST/Deposit)[1] | | $9,184 |
| 2. Zoning Map Change (RZ) 10 Acres or LESS | $6,236 | |
| 3. Zoning Map Change (RZ) 11+ Acres (FULL COST/Deposit)1 | | $13,707 |
| **OTHER** | | |
| 1. New Non-Residential Plan Check [2] | 15% of Building Plan Check Fee | |
| 2. Commercial Plan Check - TI[2] | $70 | |
| 3. Planning Dept. Plot Plan Review (Bundles of 10) | $70 | |
| 4. Radius List Prep-Previously Developed Area | $70 | |
| 5. Preparation Undeveloped Area/Mailing | $177 | |
| 6. Farmer's Market Permit | $496 | |
| 7. Parking In Lieu Fee (DTSP only)[3] | $10,648 | |

**E:/clerical/fee calculations/Final fee schedule_2012-13**

## PROCEDURES FOR FULL COST FEES

**I. Base Cost**

The base costs for processing a full cost application represents the minimum amount of staff time invested by the Planning and Redevelopment Department in processing a certain entitlement. This base fee has been generated based on a time-motion analysis that is available upon request from the Planning and Redevelopment Department. This base cost is non-refundable.

**II. Project Initiation**

Concurrent with the start-up of a Full Cost project, the applicant shall enter into an agreement for Full Cost billing. This agreement shall be provided to the applicant from the Planning and Redevelopment Department. Per the provisions of this agreement, the applicant shall pay the base costs associated with the individual entitlements associated with the project.

**III. Full Cost Billing**

Following project initiation and payment of the base cost fee, Planning and Redevelopment staff will record time spent working on the project against the base cost. Once staff time exceeds that covered under the base cost, the applicant shall be billed on a monthly basis. These charges will be based on current staff costs per adopted City labor contracts, plus a factor for direct and indirect costs. The Planning and Redevelopment Department can be contacted for current rates.

Included in the monthly billing will be the costs incurred by the following City departments: City Attorney, Housing, Community Development, Parks and Recreation and Planning and Redevelopment. These costs are outside of what is reflected in the Base Cost

**IV. Consultants**

As may be required by the Planning Department for project evaluation or environmental review, all consultant work shall be paid for by the project applicant and shall be included in the payment agreement. The City shall charge 10% of the contract amount

**V. Plan Check Fee**

This fee shall be 15% of the building Plan Check Fee for New Non-Residential construction (Commercial and Multi-family). Fee to be collected with Building's Plan Check Fee.

**REFUND POLICY - Application fees are not refundable except as follows:**

1. 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 of Roseville Municipal Code or adopted City Resolution.
2. If an applicant requests withdrawal of a permit prior to the PEM, refund of 50% of the applicable fee shall also be refunded.
3. No refund of application fees shall be made after a Project Evaluation Meeting has been held, unless a fee waiver is approved by the Roseville City Council.

**KEY:**

[1] **Full Cost/Deposit** to be collected at submittal. Applicant to pay 100% of Actual Cost to process requested Entitlement. -See FULL COST Discussion.

[2] **Non-Residential - :Per Building Code,** this includes Commercial and Multi-family developments. Plan Check Fees to be assessed as part of Building Department Plan Check Fee.

[3] **Parking In Lieu Fee** is a optional fee that non-residential uses in the Downtown Specific Plan Area can utilize instead of providing required parking on-site. Fees for the 1st stall will be 10% of the parking in lieu fee, 2nd stall 25%, 3rd Stall 50%, 4th stall 75% and 5 or more stalls 100% of the in lieu fee.