



MEMORANDUM

DATE: JULY 1, 2011
TO: APPLICANTS and GENERAL PUBLIC
FROM: ROGER MOBLEY, CHIEF PLANNER
SUBJECT: PLANNING APPLICATION FEE MODIFICATIONS

Effective July 23, 2011, planning application and processing fees are modified as described below.

Purpose: The purpose of the Board approved fee modifications is to cover the costs of more complex applications that often require significant staff time and effort to review, analyze and bring forward to the decision-making body.

Background: The existing fee structure utilizes a flat fee structure based on the estimated time and staff typically necessary to process the various planning applications. The established flat fee structure is based on years of experience and blends together the staff positions usually involved in each application processing. However, our experience has also shown that some applications take considerably longer to process due to a variety of reasons, and can cost significantly more than the initial application flat fee.

Adopted Fee Modifications: To help defray the cost of those applications that are more complex and require extended staff time, the Board adopted an hourly billing rate to be applied to certain applications when the actual cost of staff time to process an application exceeds 125% of the initial flat fee for that application. The hourly rate to be applied is set at \$90.00 per hour, and again represents a blended rate for the staff members anticipated to work on the application.

How the Fee Modification will Work: Here is how the modified fee schedule will be applied:

1. Applications will continue to have an initial flat fee paid upon application submission,
2. Planning staff will track time spent on those applications for which the hourly rate may be imposed, as listed below,
3. When the application processing costs approach 125% of the initial flat fee, the assigned planner will request an additional fee deposit in the amount of 50% of the initial filing fee, to be kept in a trust account.
4. Staff time will be tracked and applied against the additional fee deposit at the hourly rate specified above. A monthly fee deposit status will be sent to the applicant showing the draw down of the trust account based on staff time spent on the application. Additional deposits may be requested if the fee deposit is largely used up and additional work is necessary.
5. Any fees still on deposit after final action on the application will be refunded.

Applications Subject to the Fee Deposit Requirement: The following applications will be subject to deposit of additional fees, as necessary:

1. General Plan Amendment (Inland)
2. General Plan Amendment (Coastal)
3. Zoning Code Amendment (Inland)
4. Zoning Code Amendment (Coastal)
5. Rezone excluding TPZ (Inland)
6. Rezone excluding TPZ (Coastal)
7. Rezone from TPZ (Inland)
8. Rezone from TPZ (Coastal)
9. Major or Parcel Subdivision (Inland)
10. Major or Parcel Subdivision (Coastal)
11. Major or Parcel Subdivision with Vesting Tentative Map (Inland)
12. Major or Parcel Subdivision with Vesting Tentative Map (Coastal)
13. Re-subdivision or Reversion to Acreage (Inland)
14. Re-subdivision or Reversion to Acreage (Coastal)
15. Re-subdivision or Reversion to Acreage with Vesting Tentative Map (Inland)
16. Re-subdivision or Reversion to Acreage with Vesting Tentative Map (Coastal)
17. Major Use Permit (Inland)
18. Major Use Permit Renewal/Modification (Inland)
19. Major Use Permit (Coastal), include PD Planned Development
20. Development Review
21. Development Review Modification