

City of Sebastopol

MASTER FEE SCHEDULE - PLANNING FEES

As of December 01, 2020

| Activity Description | Fixed Fee | Deposit | Charge Basis | Note |
|---|------------|-------------|--------------|------|
| 1 Adjustment | \$695.50 | | Fixed Fee | |
| 2 Administrative Permit Review | \$454.75 | | Fixed Fee | |
| 3 Annexation | | | | |
| a) Annexation Request - Preliminary | | \$4,000.00 | Deposit | |
| b) Annexation / Prezone Request | | \$8,000.00 | Deposit | |
| 4 Antenna Permit | | | | |
| a) Administrative | | \$3,000.00 | Deposit | |
| b) Hearing Level | | \$6,000.00 | Deposit | |
| 5 Appeal of Commission, Board, or Staff determination | \$1,070.00 | | Fixed Fee | [a] |
| 6 Certificate of Compliance | | \$3,000.00 | Deposit | |
| 7 Design Review | | | | |
| a) Administrative | \$347.75 | | Fixed Fee | [b] |
| b) Design Review Board Review | | | | |
| i) Additions/modifications (to an existing building or site) | \$535.00 | | Fixed Fee | |
| ii) Amendment to an Existing Design Review Approval | \$428.00 | | Fixed Fee | |
| iii) New Building Less than 10,000 SF or 1-2 Dwellings | | \$2,000.00 | Deposit | |
| iv) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units | | \$4,000.00 | Deposit | |
| 8 Development Agreement | | \$15,000.00 | Deposit | |
| 9 Initial Study Preparation | | \$6,000.00 | Deposit | |
| 10 EIR Review | | \$12,000.00 | Deposit | |
| 11 Filming Permit | | | | |
| a) Filming Permit | \$668.75 | | Fixed Fee | |
| b) Filming Permit - Still | \$481.50 | | Fixed Fee | |
| c) Filming Permit - Amendment | \$267.50 | | Fixed Fee | |
| d) Nonprofit or Student Filming Permit | \$160.50 | | Fixed Fee | |
| 12 General Plan Map or Text Amendment | | \$6,000.00 | Deposit | |
| 13 Lot Line Adjustment / Merger | | \$3,000.00 | Deposit | |
| 14 Variance | | \$4,000.00 | Deposit | |
| 15 Minor Administrative Permit Review | \$267.50 | | Fixed Fee | |
| 16 Preapplication Conference | \$481.50 | | Fixed Fee | |
| 17 Preliminary Review | | \$3,000.00 | Deposit | |
| 18 Public Art Review | | \$2,000.00 | Deposit | |
| 19 Reasonable Accommodation Request | \$428.00 | | Fixed Fee | [c] |
| 20 Research Fee | \$181.90 | | Fixed Fee | |
| 21 Rezone or Text Amendment | | \$5,000.00 | Deposit | |
| 22 Sign Review | | | | |

City of Sebastopol

MASTER FEE SCHEDULE - PLANNING FEES

As of December 01, 2020

| Activity Description | Fixed Fee | Deposit | Charge Basis | Note |
|---|------------|------------|----------------------|------|
| a) Sandwich Board Sign / Banner Review | \$64.20 | | Fixed Fee | |
| b) Administrative/staff level review | \$149.80 | | Fixed Fee | |
| c) Individual / Minor | \$246.10 | | Fixed Fee | |
| d) Major | | \$600.00 | Deposit | |
| e) Sign Exception | | \$425.00 | Deposit | |
| 23 Site Inspection | \$144.45 | | Fixed Fee | |
| 24 Subdivision | | | | |
| a) Tentative Minor Subdivision | | \$7,000.00 | Deposit | |
| b) Tentative Major Subdivision | | \$8,000.00 | Deposit | |
| c) Subdivision Ordinance Exception | \$3,103.00 | | Fixed Fee | |
| 25 Time Extension Request | | | | |
| a) Staff Level | \$214.00 | | Fixed Fee | |
| b) Council or Commission Hearing | \$535.00 | | Fixed Fee | |
| 26 Transfer of Alcoholic Beverages/Shared Use of Production Facility | \$214.00 | | Fixed Fee | |
| 27 Tree Protection Plan | \$508.25 | | Fixed Fee | |
| 28 Tree Removal | | | | |
| a) Arborist* | \$321.00 | | Fixed Fee | |
| b) Tree Board* | \$374.50 | | Fixed Fee (per tree) | |
| <i>* Plus Tree Deposit (refundable if trees replanted on-site), replacemement plantings typically 2 trees for each tree removed</i> | \$75.00 | | Fixed Fee (per tree) | |
| 29 Use Permit | | | | |
| a) Planning Director review | | \$1,500.00 | Deposit | |
| b) Planning Commission review | | \$3,000.00 | Deposit | |
| c) Temporary Use (less than 6 months) | | | | |
| i) Single Event | \$321.00 | | Fixed Fee | |
| ii) Multiple Events | | \$300.00 | Deposit | |
| 30 Water Efficient Landscape Review | \$301.74 | | Fixed Fee | |
| 31 Zoning Determination | \$180.83 | | Fixed Fee | |
| 32 Zoning Ordinance Interpretation | \$588.50 | | Fixed Fee | |
| 33 Density Bonus review | | \$2,000.00 | Deposit | |
| 34 Inclusionary / Affordable Housing Agreement | | \$5,000.00 | Deposit | |
| Other | | | | |
| 35 Technology Fee (percent of fixed fee or hourly billing rate) - This has been included in the fixed fee calculations | | | Fixed Fee | |
| 36 Credit Card Transaction Fee (% of amount paid by card) - For amounts paid by credit card in excess of \$5,000. | | | Fixed Fee | [d] |
| 37 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule | | | | |
| a) Planning Director | | \$229.00 | Deposit | |
| b) Assistant Planner | | \$137.00 | Deposit | |

City of Sebastopol

MASTER FEE SCHEDULE - PLANNING FEES

As of December 01, 2020

| Activity Description | Fixed Fee | Deposit | Charge Basis | Note |
|-------------------------------|-----------|-----------------------|--------------|------|
| c) Administrative Assistant | | \$122.00 | Deposit | |
| d) Other In-House Staff | | Hrly rate | Deposit | |
| e) Contract Service Providers | | T&M plus 15% admin | Deposit | |

[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.

[d] For amounts paid by credit card in excess of \$5,000.

* 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.