



# LAND USE PLANNING FEES

EFFECTIVE July 1, 2022

Adopted May 24, 2022, 2022 by Council Resolution No. 70,361-N.S.

DESCRIPTION	FEE (see page 6 for notes)
<b>Administrative Use Permits</b>	
<b>Tier 1</b> – most complex projects, in or adjacent to a Residential district: <ul style="list-style-type: none"> <li>Major Residential Additions over 14 feet in height (or over 16 feet in some districts)</li> <li>Residential Additions (any size) over 14 feet in height in the H District (or over 16 feet in some districts)</li> <li>Accessory Structures or Buildings (new or alterations) over 12 feet in average height</li> <li>Wireless telecommunications projects</li> </ul>	\$4,282 <sup>1</sup>
<b>Tier 2</b> – intermediately complex projects in or adjacent to a Residential district. Includes those not listed in Tier 1 or 3, and: <ul style="list-style-type: none"> <li>Change of use to establish senior congregate housing or establishing large family day care in the R-4 District</li> </ul>	\$3,224 <sup>1</sup>
<b>Tier 3</b> – least complex projects in or adjacent to a Residential district: <ul style="list-style-type: none"> <li>Vertical or horizontal extension or alteration in non-conforming yards that create less than 200 sf of new gross floor area</li> <li>residential additions not in the H District over 14 feet that increase building height by two feet or less and create less than 200 square feet of new floor area</li> <li>Fences or decks less than 8 feet in maximum height in setback or at property line</li> <li>Vertical extension in non-conforming yard through excavation when no major residential addition is created;</li> <li>Uncovered parking in rear or side yard</li> <li>Hot tubs</li> <li>Decks over 14 feet in average height</li> <li>Class II Home Occupation</li> </ul>	\$2,166 <sup>1</sup>
<b>Tier 4</b> - Include other activities (residential or commercial) NOT in or adjacent to a Residential district <ul style="list-style-type: none"> <li>Other activities in all districts not listed above in Tier 1-3</li> </ul>	\$6,398 <sup>1</sup>
AUP Traffic Engineering Review (base fee for up to 2 hours)	\$400
AUP Traffic Engineering Review (per hour in excess of first 2 hours)	\$200
Additional AUPs (on same project)	\$529 <sup>2</sup> each
Modification of existing AUP	\$2,166 <sup>1</sup>

**PLANNING & DEVELOPMENT**

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DESCRIPTION	FEE (see page 6 for notes)
<b>Use Permits</b>	
<b>Tier 1:</b> All projects not listed in Tier 2	\$7,423 <sup>3</sup>
<b>Tier 2:</b> <ul style="list-style-type: none"> <li>• Non-residential projects in a Residential district</li> <li>• Mixed-use buildings creating more than 20,000 gross sq. ft</li> <li>• New construction or "major" renovation of a Landmarked building or site or Structure of Merit</li> <li>• Any new main building</li> <li>• Master Use Permit or Development Permit required by a Specific Plan</li> <li>• Class III Home Occupation</li> </ul>	\$7,423 <sup>3</sup> base fee (24 hours) plus \$264.50 <sup>2</sup> per hour of staff time in excess of that covered by the base fee
Use Permit Traffic Engineering Review (base fee for up to 4 hours)	\$800
Use Permit Traffic Engineering Review (per hour in excess of first 4 hours)	\$200
Additional Use Permits (on same project)	\$529 <sup>2</sup> each
Affordable housing density bonus analysis	\$230 per hour
Modification of existing Use Permit – no public hearing required	\$4,282 <sup>1</sup>
Modification of existing Use Permit – public hearing required	\$6,398 <sup>1</sup>
Transfer of existing Use Permit to new owner/operator	\$230 per hour
<b>Variances</b>	
<b>Tier 1:</b> Yard, Height, Useable Open Space, Lot Coverage, Parking	\$5,307 <sup>3</sup> base fee (16 hours) plus \$264.50 <sup>2</sup> per hour of staff time in excess of that covered by the base fee
<b>Tier 2:</b> Inadvertent Demolition of Residential Structure	\$11,655 <sup>3</sup> base fee (40 hours) plus \$264.50 <sup>2</sup> per hour of staff time in excess of that covered by the base fee
<b>Tier 3:</b> All Others not in Tier 1 or 2	\$7,423 <sup>3</sup> base fee (24 hours) plus \$264.50 <sup>2</sup> per hour of staff time in excess of that covered by the base fee
Additional Variance (on same project)	\$529 <sup>2</sup> each

DESCRIPTION	FEE (see page 6 for notes)
<b>Environmental Review</b>	
Initial Study resulting in Negative Declaration (OR Mitigated Negative Declaration)	\$5,520, or at City’s discretion, cost of consultant contract plus \$230/hour for staff time for contract management
Environmental Impact Report (EIR)	\$9,200, or at City’s discretion, cost of consultant contract plus \$230/hour for staff time for contract management
Peer review of traffic impact studies and EIRs submitted by traffic engineering consultants for large development projects	\$200 per staff hour
Mitigation Monitoring	\$3,680 base fee (16 hours) plus \$230 per hour of staff time in excess of that covered by the base fee
Notice of Determination / Notice of Exemption filing	\$920
<b>Appeals</b>	
By Non-Applicant <ul style="list-style-type: none"> <li>• Zoning Officer (AUP) Decisions – Standard Fee</li> <li>• Zoning Officer (AUP) Decisions – Reduced Fee: Appeal must be signed by persons who lease or own at least 35 percent of the parcels or dwelling units within 300 feet of the project site, or at least 20 such persons (not including dependent children), whichever is less</li> </ul>	\$500 \$200
<ul style="list-style-type: none"> <li>• ZAB or LPC Decisions – Standard Fee</li> <li>• ZAB or LPC Decisions – Reduced Fee: Appeal must be signed by persons who lease or own at least 50 percent of the parcels or dwelling units within 300 feet of the project site, or at least 25 such persons (not including dependent children), whichever is less</li> <li>• Design Review Decisions (Staff or DRC)</li> <li>• Affordable Housing Projects: Applies to AUP, ZAB or LPC decisions on projects that provide at least 50 percent of their dwelling units for households earning 80% of Area Median Income or less</li> </ul>	\$1,500 <sup>5</sup> \$500 <sup>5</sup> \$500 \$500 <sup>5</sup>
By Applicant <ul style="list-style-type: none"> <li>• Zoning Officer (AUP)</li> <li>• ZAB and LPC Decisions</li> <li>• Design Review Decision (Staff or DRC)</li> </ul>	\$3,680 <sup>5</sup> \$5,520 <sup>5</sup> \$3,680
Based entirely on staff procedural error	Fee waived

DESCRIPTION	FEE (see page 6 for notes)
<b>Landmarks Preservation Commission Review</b>	
Initiation <ul style="list-style-type: none"> <li>• Structure</li> <li>• District</li> </ul>	\$100 <sup>5</sup> \$150 <sup>5</sup> (no fee if initiated by LPC)
Design Review – sign/awning	\$1,050 <sup>4</sup>
Design Review – Structural Alteration (non-residential only) <ul style="list-style-type: none"> <li>• Project valued under \$50,000</li> <li>• Project valued between \$50,001 and \$1,999,999</li> <li>• Project valued at \$2 million or more</li> </ul>	\$2,050 <sup>4</sup> \$3,050 <sup>4</sup> \$5,570 <sup>5</sup> base fee (24 hours) plus \$230 per hour of staff time in excess of that covered by the base fee
Referral of Use Permit for demolition	\$1,200
Mills Act Historical Contracts <ul style="list-style-type: none"> <li>• Application Processing (one-time payment)</li> <li>• Contract Monitoring (payable on contract execution and every 5 years thereafter)</li> </ul>	\$4,250 <sup>4</sup> \$2,550 <sup>4</sup>
Public Hearing	\$1,025
<b>Design Review – Staff Level</b>	
Sign/Awning	\$510 <sup>4</sup>
Project valued at \$50,000 or less	\$1,890 <sup>4</sup>
Project valued between \$50,001 and \$1,999,999	\$2,810 <sup>4</sup>
Project valued at \$2 million or more	\$3,730 <sup>4</sup> base fee (16 hours) plus \$230 per hour of staff time in excess of that covered by the base fee
<b>Design Review Committee – Preliminary</b>	
Project valued at \$50,000 or less	\$2,810 <sup>4</sup>
Project valued between \$50,001 to \$1,999,999	\$3,730 <sup>4</sup>
Project valued at \$2 million or more	\$5,570 <sup>4</sup> base fee (24 hours) plus \$230 per hour of staff time in excess of that covered by the base fee

DESCRIPTION	FEE (see page 6 for notes)
<b>Design Review Committee – Final</b>	
Project valued at \$50,000 or less	\$1,300 <sup>4</sup>
Project valued between \$50,001 and \$149,999	\$1,550 <sup>4</sup>
Project valued at \$150,000 or more	\$4,300 <sup>4</sup>
<b>Design Review Committee – Other</b>	
Modifications	\$800 <sup>4</sup>
Preview prior to formal review	\$550 <sup>4</sup>
Public Hearing/Meeting	\$1,025
<b>Zoning Certificates (ministerial permits)</b>	
All projects except as noted below	\$230
Accessory Dwelling Unit Neighbor Noticing	\$460
Building permit review:	
<ul style="list-style-type: none"> <li>• Projects with Administrative Use Permit</li> <li>• Projects with Use Permit and/or Variance</li> <li>• Fourth and subsequent plan check submittal</li> <li>• In-kind repair/replacement work (e.g. window replacement, dry rot repair, etc.)</li> </ul>	<p>\$230</p> <p>\$460</p> <p>\$230 per hour</p> <p>\$115</p>
Business license review – continuation of lawful existing use	\$0
Business license review – new / change of use	\$230
Class I Home Occupation– continuation of lawful existing use	\$0
Class I Home Occupation	\$230
Short-Term Rental	\$230
Project requiring more than one hour of staff time	\$230 per hour (beyond first hour)
<b>General Plan / Area Plan / Zoning Ordinance Amendments</b>	
<ul style="list-style-type: none"> <li>• General Plan Amendment</li> <li>• Specific Plan Amendment</li> <li>• Rezoning/Reclassification Request</li> <li>• Waterfront Master Development Plan Permit</li> </ul>	10,630 <sup>1</sup> base fee (40 hours) plus \$230 per hour of staff time in excess of that covered by the base fee
<b>Condominium Conversions</b>	
Condominium Conversion (1 to 4 units)	\$5,570 <sup>4</sup>

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Condominium Conversion (5 or more units)	\$9,250 <sup>4</sup>
Notice of Local Law Compliance	\$ 3,680
Rent Board review	\$120 per unit
Appeal by project applicant	\$5,520
Appeal by person other than project applicant	\$3,680
<b>Miscellaneous Fees</b>	
Dedicated Project Review (by outside consultant)	\$230 per hour for consultant contract management, plus deposit equal to contract amount (but not less than \$1,000)
Oak tree review	\$230 per hour
Penalty for legalization of work done without permits	100% of all required Land Use Planning fees
Pre-application review – staff level (SB 35 and SB 330 Pre-application review \$230 per hour of staff time in excess of 4 hours)	\$970 <sup>4</sup>
Pre-application review – Zoning Adjustments Board or Planning Commission	4,282 <sup>1</sup>
Pre-application consultation or walk-in requests for Traffic Engineering review	\$200 per hour (\$40 minimum under 15 minutes or each additional 15 minutes or fraction thereof)
Zoning complaint re-inspection	\$230 for first re-inspection, \$345 for second, \$460 for third and subsequent
Zoning research (e.g., “burn letters”)	\$460 + \$230 per hour of staff time in excess of two hours

DESCRIPTION	FEE (see page 6 for notes)
<b>Documents and Records</b>	
Copies of paper documents (11" x 17" or smaller only)	\$0.10 per page
Copy of audio tape or CD or DVD	\$10 per tape or CD or DVD
Zoning Map – black and white (11" x 17")	\$3
Zoning Map – color (11" x 17")	\$20
Zoning Map – color (large poster format)	\$36
Zoning Ordinance (text only)	\$20

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**NOTES:**

<sup>1</sup> Includes 15% Community Planning Fee and \$50 Records Management Fee.

<sup>2</sup> Includes 15% Community Planning Fee.

<sup>3</sup> Includes 15% Community Planning Fee, \$1025 Public Hearing Fee, and \$50 Records Management Fee

<sup>4</sup> Includes \$50 Records Management Fee.

<sup>5</sup> Appeals to City Council are filed with the City Clerk's office (2180 Milvia Street)