

## Development Services Planning Entitlement Fee Schedule Effective July 1, 2023

*Adopted by Res. #96-239; Amended by Res. #97-287; Amended by Res. #99-507; Amended by Res. #02-02; Amended by Res. #02-224; Amended by Res. #04-485; Amended by Res. #05-176; Amended by Res. #09-124; Amended by Res. #14-62; Amended by Res. #14-241; Amended by Res. #22-100; Amended by Res. #2-23*

ENTITLEMENT (APPLICATION TYPE)	Planning Fixed Fees	Citywide Full Cost Deposit
<b>APPEALS</b>		
1. Planning Director's Decision <sup>1</sup>	\$1,747	
2. PC/DC Decision to City Council <sup>1</sup>	\$1,636	
<b>ANNEXATIONS</b>		
1. Annex/PZ/Detach/SOI		\$20,000
<b>DEVELOPMENT AGREEMENTS (DA)</b>		
1. Adoption of DA		\$20,000
2. Amendment of DA		\$20,000
3. Associated with Affordable Housing	\$3,183	
4. Associated with Single Topic Item	\$7,204	
5. Development Agreement Review / Compliance Fee <sup>2</sup>	\$2,041	
<b>ENVIRONMENTAL REVIEW</b>		
1. Exemption WITHOUT Initial Study	\$444	
2. Exemption WITH Initial Study	\$1,082	
3. Negative Declaration	\$1,662	
4. Mitigated Negative Declaration	\$3,310	
5. EIR Deposit		\$20,000
<b>GENERAL PLAN AMENDMENT (GPA)</b>		
1. GPA 10 Acres or Less Map/Text		\$10,000
2. GPA 10+ Acres, Map/Text		\$17,000
3. GPA – Text Policy Amend		\$15,000
<b>PUBLIC UTILITY EASEMENT ABANDONMENT</b>		
1. Summary Vacation	\$3,680	
2. General Vacation	\$5,492	
<b>SIGNS</b>		
1. Standard Sign Permit	\$305	
2. Planned Sign Permit Program	\$1,241	
3. Sign Permit/Program – Public Hearing Required	\$2,670	
4. Administrative Permit for Sign Exception (Variance) <sup>1</sup>	\$2,459	
5. PSP Minor Modification	\$349	
<b>SPECIFIC PLAN AMENDMENT (SPA)</b>		
1. SPA Adoption, Map/Text		\$30,000
2. SPA 10 Acres or Less, Map/Text		\$10,000
3. SPA 10+ Acres, Map/Text		\$20,000
4. SPA Text/Policy Deposit		\$15,000
<b>SUBDIVISIONS/CONDOMINIUMS</b>		
1. Grading Plan/Minor	\$3,834	
2. Grading Plan/Major		\$8,000
3. Lot Line Adjustment	\$3,834	
4. Extension to a Tentative Map	\$3,834	
5. Voluntary Merger	\$3,834	
6. Reversion to Acreage	\$5,599	
7. Minor Modification to a Tentative Map		\$2,000
8. Major Modification to a Tentative Map		\$10,000
9. Tentative Parcel Map with 4 or fewer Lots		\$6,000
10. Tentative Map, 5 through 99 Lots		\$11,000
11. Tentative Map, 100 through 499 Lots		\$16,000
12. Tentative Map, 500+ Lots		\$24,000
13. Ministerial Two-Lot Map	\$175	

ENTITLEMENT (APPLICATION TYPE)	Planning Fixed Fees	Citywide Full Cost Deposit
<b>ZONING ORDINANCE ENTITLEMENTS</b>		
1. Administrative Permit	\$1,531	
2. Conditional Use Permit (CUP)		\$9,000
3. CUP Modification		\$5,000
4. CUP Extension	\$6,805	
5. CUP Vernon St & Historical District only	\$1,743	
6. Design Review Permit (DRP)		\$8,000
7. Design Review Permit Modification		\$5,000
8. DRP Extension	\$6,152	
9. Minor DRP	\$259	
10. DRP – Additions or New Constructions (DTSP Only)	\$259	
11. DRP – Façade Improvements (DTSP only)	\$259	
12. DRP – Predesign (DTSP only)	\$259	
13. DRP – Residential Subdivision with other Permit	\$6,805	
14. DRP – Residential Subdivision without other Permit		\$8,000
15. Objective Design Standards	\$175	
16. Flood Encroachment Permit		\$8,000
17. MPP Stage 1 or Stages 1 & 2		\$20,000
18. MPP Modification <sup>7</sup>		\$7,000
19. MPP Stage 2, Extend of Stage 1 &/or 2		\$7,000
20. Planned Development Permit		\$11,000
21. TP Admin – Approved at Public Counter	\$255	
22. TP – Req. Public Hearing for SFD or 10 trees/less	\$4,593	
23. TP – Req. Public Hearing for DRP/TM or 11+ trees	\$7,072	
24. Administrative Variance	\$1,530	
25. Variance to Develop Standards Req. Public Hearing	\$5,124	
26. Variance to Parking Standards	\$6,445	
27. Zoning Clearance	\$175	
28. Zoning Interpretation – Hearing Req	\$4,062	
29. Zoning Interpretation – Non-Hearing Item	\$159	
<b>ZONING ORDINANCE AMENDMENTS</b>		
1. Ordinance Text Amend (Zoning, Subd, Sign)		\$10,000
2. Zoning Map Change (RZ) 10 Acres or LESS		\$10,000
3. Zoning Map Change (RZ) 10+ Acres		\$17,000
<b>OTHER</b>		
1. Pre-Application Meetings <sup>3</sup>		\$4,000
2. New Non-Residential Plan Check <sup>4</sup>	15% Building Plan Check Fee	
3. Commercial Plan Check – TI <sup>4</sup>	\$195	
4. Change of Address Fee	\$488	
5. Street Name Change Fee	\$878	
6. Planning Dept. Plot Plan Review (Bundles of 10)	\$195	
7. Radius List Prep-Previously Developed Area	\$161	
8. Preparation Undeveloped Area/Mailing	\$415	
9. Farmer's Market Permit	\$609	
10. Home Occupation Permit	\$175	
11. Parking in Lieu Fee (DTSP only) <sup>5</sup>	\$9,680	
12. Wireless Telecommunication Facilities Permit		\$1,200
13. In-Lieu Tree Mitigation Fee <sup>6</sup>	\$118 per inch	
14. Technology Fee	3%	

*Notice: as of July 1, 2013 a technology fee of 3% will be charged on all permit, plan check and planning plan check fees per Ordinance #5014. For information, please call (916) 774-5332.*

<sup>1</sup>**Appeals:** This fee reimburses the administrative costs associated with an appeal. Applicants for Citywide Full Cost Entitlements shall continue to pay for all City staff time and materials, consistent with the full cost reimbursement agreement, required to complete the processing of an application in the event of an appeal.

<sup>2</sup>**Development Agreement Review / Compliance Fee** pertains to individual development agreements. Fee will be distributed to landowners on a pro-rata basis.

<sup>3</sup>**Pre-Application Meetings:** The City will provide up to 2 meetings with staff to discuss the initial project review and City policies relative to the proposed project. Additional meetings and staff review prior to a formal application shall be billed on a time and material basis. The project proponent will be asked to submit the pre application deposit and a full cost reimbursement agreement. Staff will record all time against the deposit account. Balances remaining in the deposit account will be applied to the application deposit account or refunded within 60 days. Negative balances will be due in full along with the application deposit or fee at time of Entitlement Application submittal.

<sup>4</sup>**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. 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.

<sup>5</sup>**Parking In Lieu Fee** is an 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, 2<sup>nd</sup> stall 25%, 3<sup>rd</sup> stall 50%, 4<sup>th</sup> stall 75% and 5 or more stalls 100% of the in lieu fee.

<sup>6</sup>**In-Lieu Tree Mitigation Fee** for the removal of protected trees is \$118 per inch of the diameter at breast height of the tree.

<sup>7</sup>**MPP Modification:** The deposit for an MPP Modification may be reduced depending on the type of modification and at the Planning Manager's discretion. All MPP Modifications shall be subject to the Full Cost Entitlement process described below.

#### **Citywide Full Cost Deposits and Deposit Replenishment**

Applicants for Citywide Full Cost Entitlement Applications shall pay for all City staff time 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 (as determined by the Development Services Director) will be subject to a full cost reimbursement agreement to be approved by the 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 as shown on the fee schedule will be collected and held by the City in a deposit account at the time the application is submitted. The cost of staff time will be drawn from the deposit account. A positive account balance shall be maintained at all times during the review process. No work will be performed on a project with a negative fund balance. ***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 no less than 50% of the original deposit.***

When more than one Full Cost application is submitted, the sum total of the initial Full Cost deposit amount can be reduced by 20%. If a flat fee is submitted with a Full Cost fee, the flat fee will not be collected and that entitlement will be processed as "Full Cost Project".

Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. The deposit account will be held open for 90 days after project approval for City to complete any miscellaneous clean up items and to account for all project related costs. Any deposit amounts remaining after final project close out will be returned to applicant. In the event that the deposit account is exhausted prior to final close out, the balance owed to the City will be credited against the plan check and inspection fee deposit at time of improvement plan review.

As may be required by the Development Services Department for project evaluation or environmental review, all payment for 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 Development Services Director that the permit and associated fee are not required by the City of Roseville Municipal Code or adopted City Resolution.
- B. If an applicant requests to withdraw a fixed fee application prior to the PEM, refund of 50% of the applicable fee shall be refunded.
- C. 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.