Development Services Department – Planning Division
311 Vernon Street, Roseville, CA 95678
Phone: (916) 774-5276

Development Services Planning Entitlement Fee Schedule
Effective July 1, 2015

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

ENTITLEMENT (APPLICATION TYPE)	Planning Fixed Fees	Citywide Full Cost Deposit
APPEALS		
1. Planning Director's Decision	$1,171	
2. PC/DC Decision to City Council	$1,096	
ANNEXATIONS		
1. Annex/PZ/Detach/SOI		$20,000
DEVELOPMENT AGREEMENTS (DA)		
1. Adoption of DA		$20,000
2. Amendment of DA		$20,000
3. Associated with Affordable Housing	$2,134	
4. Associated with Single Topic Item	$4,825	
ENVIRONMENTAL REVIEW		
1. Exemption WITHOUT Initial Study	$282	
2. Exemption WITH Initial Study	$712	
3. Negative Declaration	$1,069	
4. Mitigated Negative Declaration	$2,218	
5. EIR Deposit		$20,000
GENERAL PLAN AMENDMENT (GPA)		
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
PUBLIC UTIITY EASEMENT ABANDOMENT		
1. Summary Vacation	$2,203	
2. General Vacation	$3,208	
SIGNS		
1. Standard Sign Permit	$227	
2. Planned Sign Permit Program	$874	
3. Sign Permit/Program – Public Hearing Required	$1,777	
4. Administrative Permit for Sign Exception[1]	$1,469	
5. PSP Minor Modification	$210	
SPECIFIC PLAN AMENDMENT (SPA)		
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
SUBDIVISIONS/CONDOMINIUMS		
1. Grading Plan/Minor	$2,018	
2. Grading Plan/Major		$8,000
3. Lot Line Adjustment	$2,018	
4. Extension to a Tentative Map	$2,018	
5. Voluntary Merger	$2,018	
6. Reversion to Acreage	$2,880	
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

ENTITLEMENT (APPLICATION TYPE)	Planning Fixed Fees	Citywide Full Cost Deposit
ZONING ORDINANCE ENTITLEMENTS		
1. Administrative Permit	$1,006	
2. Conditional Use Permit (CUP)		$9,000
3. CUP Modification		$5,000
4. CUP Extension	$4,630	
5. CUP Vernon St & Historical District only	$1,006	
6. Design Review Permit (DRP)		$8,000
7. Design Review Permit Modification		$5,000
8. DRP Extension	$4,124	
9. Minor DRP	$156	
10. DRP – Additions or New Constructions (DTSP Only)	$156	
11. DRP – Façade Improvements (DTSP only)	$156	
12. DRP – Predesign (DTSP only)	$156	
13. DRP – Residential Subdivision w/other Permit	$4,481	
14. Flood Encroachment Permit		$8,000
15. MPP Stage 1 or Stages 1 & 2		$20,000
16. MPP Modification		$7,000
17. MPP Stage 2, Extend of Stage 1 &/or 2		$7,000
18. MPP Administrative Modification	$1,285	
19. Planned Development Permit		$11,000
20. TP Admin – Approved at Public Counter	$157	
21. TP – Req. Public Hearing for SFD or 10 trees/less	$3,108	
22. TP – Req. Public Hearing for DRP/TM or 11+ trees	$4,750	
23. Administrative Variance	$1,004	
24. Variance to Develop Standards Req. Public Hearing	$3,555	
25. Variance to Parking Standards	$4,234	
26. Zoning Clearance	$119	
27. Zoning Interpretation – Hearing Req	$2,663	
28. Zoning Interpretation – Non-Hearing Item	$104	
ZONING ORDINANCE AMENDMENTS		
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
OTHER		
1. Pre-Application Meetings[2]		$4,000
2. New Non-Residential Plan Check[3]	15% Building Plan Check Fee	
3. Commercial Plan Check – TI[3]	$117	
4. Planning Dept. Plot Plan Review (Bundles of 10)	$117	
5. Radius List Prep-Previously Developed Area	$109	
6. Preparation Undeveloped Area/Mailing	$272	
7. Farmer's Market Permit	$368	
8. Home Occupation Permit	$119	
9. Parking in Lieu Fee (DTSP only)[4]	$9,680	
10. In-Lieu Tree Mitigation Fee[5]	$118 per inch	

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.

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Key

[1]**Previously processed as Sign Variance**

[2]**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.

[3]**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.

[4]**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, 2nd stall 25%, 3rd stall 50%, 4th stall 75% and 5 or more stalls 100% of the in lieu fee.

[5]**In-Lieu Tree Mitigation Fee** for the removal of protected trees is $118 per inch of the diameter at breast height of the tree.

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%.

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.

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