

City of Sebastopol

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fixed Fee	Deposit	Charge Basis	Note
1 Adjustment	\$671		Fixed Fee	
2 Administrative Permit Review	\$439		Fixed Fee	
3 Annexation				
a) Annexation Request - Preliminary		\$5,000	Deposit	
b) Annexation / Prezone Request		\$10,000	Deposit	
4 Antenna Permit				
a) Administrative	\$5,000		Fixed Fee	
b) Hearing Level		\$10,000	Deposit	
5 Appeal of Commission, Board, or Staff determination	\$1,000		Fixed Fee	[a]
6 Building Permit Review				
a) Alterations/Additions - Residential	\$67		Fixed Fee	
b) New Construction - Single Family Residential (Inc. ADUs)	\$181		Fixed Fee	
c) New Construction - 2-4 Residential Units	\$253		Fixed Fee	
d) New Construction - 5+ Residential Units	\$722		Fixed Fee	
e) Alterations/Additions - Non-Residential	\$181		Fixed Fee	
f) New Construction - Non-Residential < 10,000 SF	\$516		Fixed Fee	
g) New Construction - Non-Residential 10,000 SF or More	\$1,032		Fixed Fee	
7 Business License Application Review	\$36		Fixed Fee	
8 Certificate of Compliance		\$4,000	Deposit	
9 Design Review				
a) Administrative	\$335		Fixed Fee	[b]
b) Design Review Board Review				
i) Additions/modifications (to an existing building or site)	\$516		Fixed Fee	
ii) Amendment to an Existing Design Review Approval	\$413		Fixed Fee	
iii) New Building Less than 10,000 SF or 1-2 Dwellings		\$3,000	Deposit	
iv) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units		\$5,000	Deposit	
10 Development Agreement		\$15,000	Deposit	
11 Initial Study Preparation		\$6,000	Deposit	
12 EIR Review		\$12,000	Deposit	
13 Filming Permit				
a) Filming Permit	\$645		Fixed Fee	
b) Filming Permit - Still	\$464		Fixed Fee	
c) Filming Permit - Amendment	\$258		Fixed Fee	
d) Nonprofit or Student Filming Permit	\$155		Fixed Fee	
14 General Plan Map or Text Amendment		\$6,000	Deposit	
15 Lot Line Adjustment / Merger		\$3,000	Deposit	
16 Variance		\$4,000	Deposit	

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17 Minor Administrative Permit Review	\$258		Fixed Fee	
18 Preapplication Conference	\$464		Fixed Fee	
19 Preliminary Review				
a) One Body	\$3,000		Fixed Fee	
b) Each Additional Body	\$1,000		Fixed Fee	
20 Public Art Review	\$2,500		Fixed Fee	
21 Reasonable Accomodation Request	\$413		Fixed Fee	[c]
22 Research Fee	\$175		Fixed Fee	
23 Rezone or Text Amendment		\$5,000	Deposit	
24 Sign Review				
a) Sandwich Board Sign / Banner Review	\$62		Fixed Fee	
b) Administrative/staff level review	\$144		Fixed Fee	
c) Individual / Minor	\$237		Fixed Fee	
d) Sign Design Review Board	\$750		Fixed Fee	
e) Sign Program		\$1,500	Deposit	
25 Site Inspection	\$139		Fixed Fee	
26 Subdivision				
a) Tentative Minor Subdivision		\$7,000	Deposit	
b) Tentative Major Subdivision		\$8,000	Deposit	
c) Subdivision Ordinance Exception	\$2,993		Fixed Fee	
27 Time Extension Request				
a) Staff Level	\$206		Fixed Fee	
b) Council or Commission Hearing	\$516		Fixed Fee	
28 Transfer of Alcoholic Beverages/Shared Use of Production Facility	\$206		Fixed Fee	
29 Tree Protection Plan	\$490		Fixed Fee	
30 Tree Removal (per tree)				
a) Arborist	\$310		Fixed Fee	
b) Tree Board	\$361		Fixed Fee	
31 Use Permit				
a) Planning Director review	\$1,500		Fixed Fee	
b) Planning Commission review		\$3,000	Deposit	
c) Temporary Use (less than 6 months)				
i) Initial Application	\$310		Fixed Fee	
ii) Per Amendment	\$210		Fixed Fee	
32 Water Efficient Landscape Review	\$291		Fixed Fee	
33 Zoning Determination	\$174		Fixed Fee	
34 Zoning Ordinance Interpretation	\$568		Fixed Fee	

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35 Density Bonus review		\$2,000	Deposit	
36 Inclusionary / Affordable Housing Agreement		\$5,000	Deposit	
Other				
37 Technology Fee (percent of fixed fee or hourly billing rate)	7%		Fixed Fee	
38 Credit Card Transaction Fee (% of amount paid by card)	3%		Fixed Fee	[d]
39 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule				
a) Planning Director		\$236	Deposit	
b) Assistant Planner		\$141	Deposit	
c) Administrative Assistant		\$126	Deposit	
d) Other In-House Staff		Hrly rate	Deposit	
e) Contract Service Providers		T&M plus 15% admin	Deposit	
40 Excess Review / Field Inspections		Bill Hourly	Deposit	[e]
41 Work Without a Permit / Work Outside Scope of Permit	2x Fee		Fixed Fee	

[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.

[e] Fixed fees include up to three plan reviews and initial inspection/re-inspection. Excess reviews or inspections will be billed hourly.

* 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

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:

- 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.
- If an applicant requests to withdraw a fixed fee application prior to project evaluation, refund of 50% of the applicable fee shall be refunded.
- No refund of application fees shall be made after initial project evaluation has commenced, unless a fee waiver is approved by the City Council.