



Planning Fee Schedule FY 2023/24

Adopted via Resolution No. 77-23 – Effective Date: October 21, 2023

Note: If there is more than one action associated with a project, including - zoning permits, Site Development, Variances, Conditional Use Permits, Environmental Review, separate fees for each action apply and the applicant shall pay a cumulative fee to cover the entire amount due for all applicable actions. All items marked as a “deposit” require replenishment once the initial amount has been exhausted, and any unused portion will be refunded to the applicant once final project review is completed.

General	Fee	Deposit
Pre-Application Meeting	\$520	
Pre-Application Meeting - ADU	\$410	
Additional Plan Review	\$625	
Permit Modification	\$1,450	
Extension – Administrative	\$250	
Extension – City Council	\$1,140	
Site Analysis	\$260	
Appeal	\$900	\$2,000
NPDES C.3 Review		\$4,000.00
Sight Distance and Traffic Study Peer Review		\$3,000.00
Sewer Capacity/Impact/Rate Study		\$10,000.00
Town Attorney Land Use Review		\$2,000 plus 10% admin fee

This fee is set per Article 10 in Chapter 1 in Title 10 (Zoning) in the Municipal Code. The fee is non-refundable, and the deposit is used to cover all time accrued in the review and processing of the appeal.

Zoning Permits	Fee	Deposit
General Zoning Permit	\$260	
Fence Permit – Administrative	\$520	
Fence Permit – Public Hearing	\$1,140	
Wireless Facility Mod – Administrative	\$2,180	
Oak Tree Removal	\$250	
Oak Tree Removal (Dead/Emergency)	\$0	
Arborist Report Review	\$500	

This fee is collected when a peer review of an arborist report is necessary.

Site Development	Fee	Deposit
Minor Administrative Review	\$1,560	
Major Administrative Review	\$3,010	
Site Development Hearing Review	\$4,160	
Fast Track Hearing Review	\$4,880	
Planning Commission Hearing Review	\$7,125	

Conditional Development Permit	\$2,180	
Geotechnical Report Review		\$2,000
Grading Policy Exception Planning Commission Review		\$1,560
Landscape Performance Deposit – Director’s Discretion		\$5,000

Variances and Conditional Use Permits	Fee	Deposit
Minor Variance – Site Development Committee	\$3,120	
Major Variance – Planning Commission	\$5,200	
Conditional Use Permit – Planning Commission	\$6,080	
Conditional Use Permit – City Council	\$880	\$6,000
CUP Renewal/Amendment – Planning Commission	\$3,840	
CUP Renewal/Amendment	\$880	\$6,000

Environmental Review	Fee	Deposit
Technical Environment Study Review		\$1,500
Preparation of Initial Study/NegDec by Staff		\$7,500
Preparation of Initial Study/NegDec/EIR by Outside Consultant		Actual Cost
<i>This amount is the actual cost to prepare the work based on an approved proposal from an outside consultant + a 10% administrative fee to cover staff time.</i>		

Planning Staff Billable Rates	Rate
Planning Director	\$278/hr
Principal Planner	\$246/hr
Senior Planner	\$233/hr
Associate Planner	\$220/hr
Assistant Planner	\$213/hr
<i>These are the rates used when staff time is billed against a deposit. These hourly rates are set as part of the Town’s annual adopted budget.</i>	

Subdivisions and Mapping	Fee	Deposit
Tentative Map		
Minor Land Division (<5 lots)	\$725	\$5,000
Subdivision (5+ lots)	\$880	\$10,000
Extension	\$550	
Modification/Amendment	\$625	\$2,500
Final Map		
Minor Land Division (<5 lots)		\$5000
Subdivision (5+ lots)		\$5,000
Certification of Correction		\$2,000
Other Applications		
Lot-Line Adjustment and Merger	\$725	\$3,500
Certificate of Compliance	\$725	\$3,500
Easement Review		\$3,500

Annexation	Fee	Deposit
Up to Four Lots (deposit is per number of lots)	\$880	\$5,000
More than Four Lots (deposit is per number of lots)	\$880	\$5,000
Extension/Modification	\$205	\$2,000

Short-Term Rental Licenses	Fee	Deposit
Short-Term Rental License (initial)	\$205	
Short-Term Rental Renewal	\$105	
Conditional Short-Term Rental License	\$1,350	
<i>These fees are set per Municipal Code Section 10-1.1206.</i>		

Other Fees	Fee	Deposit
General Plan Amendment	\$880	\$5,000
Municipal Code Amendment	\$880	\$5,000
Zoning Ordinance Interpretation	\$830	
Historic Review/Mills Act Agreement	\$725	\$3,000
Application Process Violation	Up to 10x application fee	
<i>The violation fee is per Municipal Code Section 10-2.1318, with the specific amount determined by the Planning and Building Director based on the nature of the violation.</i>		

Impact Fees	Fee
Pathway Fee	
New Single-Family Residence	\$10,943
Accessory Dwelling Unit (900 sq ft or larger)*	\$3,826
Additions (900 sq ft or larger)	\$3,826
Equestrian Barns (900 sq ft or larger)	\$3,826
<i>This fee is set per Resolution 62-19.</i>	
<i>*For Accessory Dwelling Units, this fee shall be waived for the Planning Period 2023-2031.</i>	
Recreation In-Lieu Fee	
<i>This fee is set per Municipal Code Section 9-1.1403.</i>	
Storm Drainage Fee	\$0.69 per sq ft
<i>This fee assessed on all subdivisions for new hardscape/impervious area added within a public right-of-way or easement.</i>	