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Planning Application Fees

Town Council Resolution 2347-08
Effective July 1, 2026, through June 30, 2027

File Number: _____

Date: _____

Application Type[1]	Adopted Fee[1]	Description
Addressing (DSGNRV)		
Addressing Amendment	$126	Requested by property owner(s).
Road Name Change	$1,002	Public or private. Requires public hearing.
Appeal (DSGNRV)		
Appeal by Applicant	$506	All types. Community Development Director and Planning Commission decisions. Payment of Public Notice Fee and Town Attorney Deposit are also required.
Appeal by Neighbor or Non-Applicant	$487	All types. Community Development Director and Planning Commission decisions. Applicant to pay Public Notice Fee.
Conditional Use Permit (USVRPR)		
Minor Use Permit	$1,854	Specified in Zoning Ordinance.
Conditional Use Permit	$5,644	All others, residential and non-residential.
Development Agreement (CDDVAG)		
Development Agreement	$6,574	Where authorized for preparation by the Town Council.
Annual Review	$1,377	
Environmental Review (California Environmental Quality Act) (ENVRVW)		
Exemption - Standard	$247	Categorical or Statutory exemption with no studies/reports required.
Categorical Exemption – Enhanced Service	$2,255	Studies/reports needed to support an exemption.
Initial Study, Checklist, or Environmental Impact Report	Calculate fee	12% of the consultant's cost to prepare a CEQA Checklist, IS, ND, MND or EIR.
Lot Line Adjustment (LTLNAD)		
Administrative	$842	No parcel completely relocated or reduced in size by more than 30% or enlarged by more than 100%. Exempt from CEQA. No public hearing.
Standard	$1,844	All others, including parcel reconfiguration of up to four parcels.
Plan Amendment (PLNAMD)		
General Plan	$6,346	Map or text.
Specific Plan / Area Plan	$6,346	Map or text. Includes the Downtown Plan and Shiloh Vision Plan.
Plan / Ordinance Cost Recovery – Maintenance Fee (CDPLZN)		
General Plan / Zoning	Calculate Fee	$630 per acre. All new development applications. One time per acreage requirement.
Shiloh Road Village Vison Plan	Calculate Fee	$2,245 per acre. All new development within the Shiloh Road Village Vision Plan area. One time per acreage requirement.
Site Plan and Design Review (DSGNRV)		
Pre-Application Review - Staff	$415	Staff Review Committee/Staff Review only. No public hearing.
Pre-Application Review – Planning Commission and/or Town Council	$1,622	Planning Commission and/or Town Council review at a public meeting.
Small Project Design Review	$500	Qualifying projects consistent with Zoning Code Section 17.56.010B5
Administrative	$1,854	Administrative Hearing Officer review. Residential and non-residential.
Commercial/Industrial 1	$4,210	New buildings or additions up to 10,000 sf. Planning Commission review.
Commercial/Industrial 2	$6,113	New buildings or additions 10,000 to 50,000 sf. Planning Commission review.
Commercial/Industrial 3	$8,019	New buildings or additions over 50,000 sf. Planning Commission review.
Residential 1	$3,528	New construction or additions of 4 or fewer units.
Residential 2	$6,540	New construction or additions of 5 or more units.

Application Type[1]	Adopted Fee[1]	Description
Signs – commercial	$501	Individual business signs. May involve field work or research. Includes comprehensive sign programs, not part of original project approval.
Subdivision (MJRSUB)		
Minor	$4,936	Four (4) or fewer lots or condominium units.
Major	Calculate Fee	Five (5) or more lot or condominium units. Calculation: $7,266 + (x $32 / lot)
Certificate of Modification	$1,593	Modification of restrictions on a recorded map. Requires public hearing. Distinguished from a "Certificate of Correction" which is administrated by the Town Engineer and limited to errors and omissions.
Variance (DSGNRV)		
Variance - Minor	$1,002	Deviations from code not otherwise delegated to the Community Development Director.
Variance - Major	$5,645	
Zone Change/Prezoning (PLNAMD)		
Zone Change/Prezoning	$5,322	If a map and text change are required, the fee is charged twice, once for each change.
Zoning Permits (USVRPR)		
Zoning Permit-No Posting	$250	Home Occupation Permit. Permits with no posting requirement. Other permits as determined by the Community Development Director.
Zoning Permit-Posting Required	$627	Permits requiring posting.
Other Fees (DSGNRV)		
ABC Letter of Public Convenience and Necessity	$376	When requested by the Dept. of Alcoholic Beverage Control. For new licenses (off-sales or bars) or transfers to new locations. Not for restaurant or same location transfers. See Town Council resolution 765-98.
Extension of Time – Administrative	$500	Per Zoning Code or Subdivision Ordinance (or Subdivision Map Act).
Extension of Time – Review Authority	$1,378	
Lot Line Adjustment	$501	Per application (administrative)
Massage Operator's Permit	$231	New permit and 1st renewal. (Subsequent renewals $77 / year.)
Mobile Home Rent Stabilization	$24	Annual administration fee (per space per year).
Neighborhood Meeting	$482	Per Meeting
Northwest Information Center	$75	Per application (project review).
Notice of Application	$0	When required by Zoning Code Section 17.52.070
Other – Planning	$250/hour	For items not listed in this fee schedule, such as Zoning Verification Letters, the hourly Planning Staff Rate shall apply.
Public Noticing	$400	Per application (mailing, publication, and official Town posting sites).
Revision to File - Administrative	$500	Zoning Code Section 17.64.060. Pre or post construction or establishment of use.
Revision to File – Major/Minor	$1,378	Zoning Code Section 17.64.060. Pre or post construction or establishment of use.
Short Term Rental Licenses (STR)		
STR Initial Application	$595	Per application. (STRLAP)
STR Renewal	$238	Per application. (STRRNW)
STR Noticing	$200	Required for initial application and renewal if host or owner changes. (STRRNH)
SUB - TOTAL		
Town Attorney Cost Recovery (CDTADP)	Calculate Deposit	
TOTAL PLANNING		

Notes

1. **Multiple Planning applications**. The Town's processing fees are cumulative. For example, if an application for a Lot Line Adjustment also requires a Variance, both fees shall be charged. Unusually large or complex projects may be subject to an hourly rate in addition to the basic application fees, at the discretion of the Director. Zoning Code Section 17.52.050B.