Service/Application		Fees			
		Notes			
SECTION 9 - PLANNING (Note: The dollar amounts associated with various permit processing noted in this Section represent an estimated of the cost of processing a specific application type. The fee paid at the application filling time is an initial deposit with actual cost based on time expended by City staff to process an application. Additional deposits may be necessary, depending on the total hours spent on the project by City staff.					
Land Divisions					
Parcel map	2,752.00	A deposit of \$1,225 is required			
Tentative subdivision map	6,272.00	A deposit of \$3,000 is required			
Lot line adjustment		A deposit of \$600 is required			
Lot merger	2,744.00	A deposit of \$1,225 is required			
Reversion to acreage map		A deposit of \$600 is required			
Map extensions		Flat fee			
Final map review	292.00	A deposit of \$280 is required			
Pre-Application	651.00	A deposit of \$280 is required			
Planning Approvals		•			
Design Permit					
Director review	2,843.00	A deposit of \$1,200 is required			
Planning Commission review	6,246.00	A deposit of \$3,000 is required			
Major Conditional Use Permit	6,246.00	A deposit of \$3,000 is required			
Minor Conditional Use Permit	1,581.00	Flat fee			
Sign Permit or Program					
Sign Compliance	53.00	Flat fee			
Director Review	158.00	Flat fee			
Sign Permit - Planning Commission Review	1,528.00	A deposit of \$1,000 is required			
Sign Program - Planning Commission Review	2,497.00	A deposit of \$2,000 is required			
Temporary sign	47.00	Flat fee			
Conditional fence permit	258.00	Flat fee			
Variance	1,463.00	A deposit of \$1,000 is required			
Minor variation	1,028.00	A deposit of \$800 is required			
Minor modification	775.00	A deposit of \$500 is required			
Major modification	1,549.00	A deposit of \$1,200 is required			
Pre-zoning/ rezoning	2,866.00	A deposit of \$2,000 is required			
Zoning ordinance amendment	6,414.00	A deposit of \$4,000 is required			
General plan amendment	6,414.00	A deposit of \$4,000 is required			
Specific plan		Actual costs			
Specific plan amendment		A deposit of \$3,000 is required			
Temporary trailer permit	79.00	Flat fee			
Temporary use permit	527.00	Flat fee; \$400 for PC and \$100 for over the counter			
Home occupation permit	53.00	Flat fee			
Zoning Clearance	53.00	Flat fee			
Miscellaneous					
Appeal	580.00	Flat fee			
Non-conforming use certificate		Flat fee			
Planning plan check (General)		A deposit of \$100 is required			
Special Commission meetings		Flat fee			
Time extensions		Flat fee			
	303.00	i lat icc			

Service/Application	Fees	
		Notes
Planned Community District		
Conceptual Master Plan	21,608.00	A deposit of \$5,000 is required
Development Permit		A deposit of \$2,500 is required
Development Agreement		A deposit of \$6,000 is required
Environmental Review. (Note: The Community		
Development Director will evaluate all permit applications for		
compliance with the California Environmental Quality Act.		
The initial determination may be revised during the review of		
the application. Prior to final action by the City, the applicant		
shall pay any additional applicable fees required for		
conformance with the California Environmental Quality Act.)		
Environmental Review - Categorical Exemption	105.00	Flat fee plus County Clerk Fee of \$50
Initial Study (if performed in house)		A deposit of \$2,500 is required
CEQA Document Administration and Review	6,181.00	Or 20% of contract amount, whichever is
		greater
Mitigation Monitoring		A deposit of \$1,000 is required
Processing Second Unit Planning Application - Flat Fee	111.00	
Fees To Be Collected On The Behalf of Public Works		
Department		
Residential Building Permit		Prev. app'd & sub'd
Residential Building Permit		New (infill)
Building Permit		Minor (pools, etc.)
Building Permit		Addition
Building Permit	84.00	Tenant improvement - fee only
Building Permit	258.00	Tenant improvement - civil improvement
Environmental Review	804.00	Mitigation measures
Use Permits	804.00	
Design Permits	613.00	
Tent. Map	1,482.00	
Final Map		Actual Cost. If the City elects to use consultant service, the applicant shall pay the consultant service cost plus 15% of the estimated improvement cost for administrative services. Also a deposit equals to 5% of the estimated
		improvement costs may be required
Special Event Permits	839.00	
Demolition Permits	480.00	

Service/Application	Fees	
	Notes	
Land Divisions	Actual Cost. If the City elects to use consultant service, the applicant shall the consultant service cost plus 15% of the estimated improvement cost for administrative services. Also a depose equals to 5% of the estimated improvement costs may be required	of
Sign Permits	258.00	
Conditional fence Permits	258.00	
Variance	656.00	
Pre-zoning/re-zoning	1,313.00	
General Pan Amendment	3,237.00	
Specific Plan	3,237.00	•
Development Agreement	1,935.00	

SECTION 10 - PROCEDURES FOR COST RECOVERY

The City Council of the City of American Canyon has determined that the costs associated with processing major private development applications should not be borne by the community. All direct and indirect costs associated with processing major private development proposals or privately initiated annexations, Specific Plans, General Plan and Zoning Amendments or similar application shall be paid by the applicant. It is recognized that the City of American Canyon staffing levels may not be adequate to process these private applications in atimely manner. The use of outside consultants to either augment City Staff for the processing and review of major development proposals or to prepare required special studies such as Environmental Impact Reports is in the best interest of the City and te applicant. The cost of theses consultants shall be the responsibility of the applicant.

In order to ensure a consistent and equitable approach to facilitating the review and processing of private development applications by outside consultants, the City Council of the City of American Canyon has adopted the procedures outlined below. In its simplest terms, this program involves the use of consultants to serve as support for City staff. Therefore, the relationship between the consultant and the project proponent shall be as if the consultant were in fact City Staff, notwithstanding the fact that the applicant is funding the consultant services. In order to ensure that the consultant and the applicant maintain an arms length relationship, the consultant will take direction from the City Manager, Community Development Director or Public Works Director as may be appropriate. Any contact between the applicant and consultant shall be subject to prior approval by City staff.

The following procedures are to be considered guidelines and may be adjusted as necessary and appropriate, based upon any individual proposal, current staffing levels, and the nature and extent of other pending applications and projects.

- 1. Applicant enters into discussions with City Staff regarding a development proposal. Applicant attends Pre-Application meeting with Planning and various departments.
- 2. Staff will identify the discretionary permits, environmental review, and any other requirements necessary to process the application.
- 3. City Staff will estimate the time and resources necessary to process the applications within a reasonable time frame
- 4. When necessary to meet reasonable processing time frames, outside Consultants will be used to augment City Staff. If the City elects to use consultant services, the applicant shall pay the related City expenses including consultant costs plus overhead%.
- 5. Prior to the commencement of any work effort to process an application, the applicant shall agree to fully fund City Staff and outside consultants to facilitate the processing of development application.

Service/Application	Fees
	Notes

- 6. The applicant will deposit the total deposit required for cumulative permits prior to Staff deeming the application complete and processing the applications. The Community Development Director may reduce the initial deposit amount.
- 7. The City will maintain records of the amount of time and any funds spent on the processing, and use the deposit to reimburse the City General Fund and pay the Consultant. The applicant is entitled to receive monthly statements detailing the amount drawn based upon time and expenses and the remaining balance upon request.
- 8. In the event additional funds are needed to complete the processing, the additional estimated amount shall be deposited prior to additional time or resources being expended on the processing.

Preliminary Environmental Review:

For Those projects that are either Exempt by Statute (Section 15260 of CEQA) or Categorically Exempt (Section 15300), Staff will prepare a Notice of Exemption and file it with the County Clerk within 10 days of project approval only if the applicant requests.

For those projects which are subject to environmental review under the provisions of the California Environmental Quality Act, City Staff will contract with a Consultant to prepare an Initial StudyChecklist to identify potentially significant impacts to the environment. In the event a Negative Declaration or Mitigated Negative Declaration ia appropriate, Staff will circulate the documents in accordance with State law. It the City apporves the project, City Staff will file a Notice of Determination (NOD) and any supporting documents with the County clerk and/or State Cearinghouse within 5 working days of the approval. The applicant is responsible for submitting the fees required by the State Department of Fish and Game and the County Clerk for filling the Notice of Determination or Notice of Completion to the City within 3 working days of the approval, or staff shall NOT be obligated to file the Notice.

Environmental Review:

The Initial Study will serve as the basis for preparing an adequate CEQA document, including a Negative Declaration (NegDec), Mitigated Negative Declaration (MND), Focused Environmental Impact Report or an Environmental Impact Report (EIR). All such documents for private projects shall be prepared by qualified Consultants retained by the City at the applicant's expense unless otherwise approved by the Community Development Director.

A Request for Proposal (RFP) for the preparation of the Initial Study and environmental document, preparation and distribution of all notices, and preparing responses to comments will be distributed to one or more qualified consultants. City Staff will review the proposal ssubmitted and determine the best qualified consultant.

The City Manager may enter into a contract for Professional Services with the consultant(s) selected. The applicant shall remit the total contract amount plus the standard City overhead fee and required Fish and Game fees in advance of the consultant(s) receiveing authorization to proceed.

The primary consultant may retain sub-consultants such as Geotechnical Engineers, Traffic Engineers, or other specialists to address aspects of the proposal. Sub-consultant work shall be peer-reviewed as necessary. The costs for sub-consultants and peer review shall be included in the contract amount.

Each Consulting Services Contract shall identify each task and work product to be performed, and the cost for each shall be clearly identified. In the event any task is not performed by the consultant or is subsequently deemed unnecessary, the applicant shall be reimbursed for tasks not performed upon completion of the processing

Notes:

¹ Tables 1, 2, 3, and 4.

² Master Fee Schedule, City of American Canyon.

³ Fees recommended by staff for adoption.

Service/Application	Fees
	Notes

FB Hourly Rate indicates that the service is charged based on the FB hourly rate of the position rendered the service.

Actual Cost indicates that the service is charged based on the actual costs, including labor and materials expenses, to the City to render the service.