

	Service/Application	Fees	
		2016-17	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.		
649	Land Divisions		
650	Parcel map	3,008.00	A deposit of \$1,225 is required
651	Tentative subdivision map	6,856.00	A deposit of \$3,000 is required
652	Lot line adjustment	1,534.00	A deposit of \$600 is required
653	Lot merger	2,999.00	A deposit of \$1,225 is required
654	Reversion to acreage map	1,534.00	A deposit of \$600 is required
655	Map extensions	864.00	Flat fee
656	Final map review	319.00	A deposit of \$280 is required
657	Pre-Application	712.00	A deposit of \$280 is required
658	Planning Approvals		
659	Design Permit		
660	Director review	3,107.00	A deposit of \$1,200 is required
661	Planning Commission review	6,827.00	A deposit of \$3,000 is required
662	Major Conditional Use Permit	6,827.00	A deposit of \$3,000 is required
663	Minor Conditional Use Permit	1,728.00	Flat fee
664	Sign Permit or Program		
665	Sign Compliance	58.00	Flat fee
666	Director Review	173.00	Flat fee
667	Sign Permit - Planning Commission Review	1,670.00	A deposit of \$1,000 is required
668	Sign Program - Planning Commission Review	2,729.00	A deposit of \$2,000 is required
669	Temporary sign	52.00	Flat fee
670	Conditional fence permit	282.00	Flat fee
671	Variance	1,599.00	A deposit of \$1,000 is required
672	Minor variation	1,123.00	A deposit of \$800 is required
673	Minor modification	847.00	A deposit of \$500 is required
674	Major modification	1,693.00	A deposit of \$1,200 is required
675	Pre-zoning/ rezoning	3,132.00	A deposit of \$2,000 is required
676	Zoning ordinance amendment	7,010.00	A deposit of \$4,000 is required
677	General plan amendment	7,010.00	A deposit of \$4,000 is required
678	Specific plan		Actual costs
679	Specific plan amendment	6,284.00	A deposit of \$3,000 is required
680	Temporary trailer permit	86.00	Flat fee
681	Temporary use permit	576.00	Flat fee; \$400 for PC and \$100 for over the counter
682	Home occupation permit	58.00	Flat fee
683	Zoning Clearance	58.00	Flat fee
684	Miscellaneous		
685	Appeal	634.00	Flat fee
686	Non-conforming use certificate	288.00	Flat fee
687	Planning plan check (General)	152.00	A deposit of \$100 is required
688	Special Commission meetings	576.00	Flat fee
689	Time extensions	403.00	Flat fee
690	Classifications of use	138.00	Flat fee
691	Planned Community District		
692	Conceptual Master Plan	23,617.00	A deposit of \$5,000 is required
693	Development Permit	6,827.00	A deposit of \$2,500 is required
694	Development Agreement	14,068.00	A deposit of \$6,000 is required
695			

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696	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.)		
697	Environmental Review - Categorical Exemption	115.00	Flat fee plus County Clerk Fee of \$50
698	Initial Study (if performed in house)	12,162.00	A deposit of \$2,500 is required
699	CEQA Document Administration and Review	6,755.00	Or 20% of contract amount, whichever is greater
700	Mitigation Monitoring	1,276.00	A deposit of \$1,000 is required
701	Processing Second Unit Planning Application - Flat Fee	121.00	
702	Fees To Be Collected On The Behalf of Public Works Department		
703	Residential Building Permit	204.00	Prev. app'd & sub'd
704	Residential Building Permit	391.00	New (infill)
705	Building Permit	251.00	Minor (pools, etc.)
706	Building Permit	199.00	Addition
707	Building Permit	92.00	Tenant improvement - fee only
708	Building Permit	282.00	Tenant improvement - civil improvement
709	Environmental Review	879.00	Mitigation measures
710	Use Permits	879.00	
711	Design Permits	670.00	
712	Tent. Map	1,620.00	
713	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
714	Special Event Permits	917.00	
715	Demolition Permits	524.00	
716	Land Divisions		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
717	Sign Permits	282.00	
718	Conditional fence Permits	282.00	
719	Variance	717.00	
720	Pre-zoning/re-zoning	1,435.00	
721	General Pan Amendment	3,538.00	
722	Specific Plan	3,538.00	
723	Development Agreement	2,115.00	
724	SECTION 10 - PROCEDURES FOR COST RECOVERY		

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725	<p>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 a timely 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 the applicant. The cost of these consultants shall be the responsibility of the applicant.</p>
726	<p>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.</p>
727	<p>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.</p>
728	<p>1. Applicant enters into discussions with city Staff regarding a development proposal. Applicant attends Pre-Application meeting with Planning and various departments.</p>
729	<p>2. Staff will identify the discretionary permits, environmental review, and any other requirements necessary to process the application.</p>
730	<p>3. city Staff will estimate the time and resources necessary to process the applications within a reasonable time frame.</p>
731	<p>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%.</p>
732	<p>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.</p>
733	<p>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.</p>
734	<p>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.</p>
735	<p>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.</p>
736	<p>Preliminary Environmental Review:</p>
737	<p>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.</p>
738	<p>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 Study checklist to identify potentially significant impacts to the environment. In the event a Negative Declaration or Mitigated Negative Declaration is appropriate, Staff will circulate the documents in accordance with State law. If the city approves the project, city Staff will file a Notice of Determination (NOD) and any supporting documents with the county clerk and/or State Clearing House 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.</p>

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739	Environmental Review:	
740	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.	
741	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 submitted and determine the best qualified consultant.	
742	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) receiving authorization to proceed.	
743	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	

¹ Tables 1, 2, 3, and 4.

² Master Fee Schedule, City of American Canyon.

³ Fees recommended by staff for adoption.

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.

Passport Services added to User Fee schedule in 2015