



County of Lassen
Department of Planning and Building Services

• Planning • Building Permits • Code Enforcement • Surveyor • Surface Mining

November 1, 2019

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TO: Board of Supervisors
Agenda Date: November 12, 2019

Zoning & Building
Inspection Requests
Phone: 530 257-5263

FROM: Maurice L. Anderson, Director

MMA

SUBJECT: The proposed ordinance repeals and replaces Lassen County Code section 3.18.020 (Planning Department fees), adds section 3.18.130 (Surveyor fees) and repeals and replaces section 3.18.100 (Waiver or Refund of Fees). File 335.09

ACTION REQUESTED:

1. Receive report regarding proposed fees presented to the Budget Committee on August 26, 2019; and
2. Conduct a public hearing; and
3. Introduce the ordinance and read (or waive).

An ordinance is attached for the consideration of the Board of Supervisors to increase planning and surveyor user fees for applications submitted to the Department for certain projects benefiting private property owners and not the general public and to amend the requirements for considering waiver or refund of fees under specific circumstances (e.g. the fee was in error, the application was withdrawn before the entire fee was exhausted, etc.). The current fees are also provided for comparison (County Code Section 3.18.020, Planning department fees; and Board Resolution 93-77, adopting surveyor fees).

The memorandum, report and backup information provided to the Budget Committee on August 26, 2019, is attached. As detailed further in said report, fees for planning projects submitted to the Department have not increased in nearly 30 years and fees for surveyor services have not increased for 26 years. The result of the above is that County costs to process these private applications is subsidized by the general public through the General Fund (e.g. in terms of paying staff time to provide said services). That said, it is recognized that some private projects may also benefit the public in terms of jobs and services, and, as such, full cost recovery may not be warranted for all application types. As detailed on the enclosed fee schedule, the Department is recommending a cost recovery of approximately 80 percent. The Board will determine if this is the appropriate level of cost recovery. The attached Budget Committee packet includes a detailed table of contents describing the analysis for each of the fees proposed to be increased.

Other than establishing fees for filing appeals under Title 12 (Buildings and Construction) and Chapter 1.18 (Public Nuisances), this ordinance is limited to planning and surveying fees. Building permit fees (Lassen County Code section 3.18.090) are not included with this proposed ordinance. The Department intends to present a proposed building permit fee ordinance to the Budget Committee in the near future.

It should also be noted that no change to the user fee for processing an Environmental Impact Report (EIR), Specific Plan or Extension Request is proposed with this ordinance. That said, the EIR and Specific Plan application already contain provision for full cost recovery (see the enclosed County Code section 3.18.020). There was no change in the proposed ordinance to this provision for the EIR or Specific Plan application fee. Last, the "Description of Service or Product" fee estimate for a certificate of compliance application has been revised since the Budget Committee meeting to account for the fact that some applications are conditional and require additional service.

MLA:gfn

Enclosures:

1. Proposed Ordinance
2. Lassen County Code section 3.18.020 (Planning Departemnt fees)
3. Board Resolution 93-77, County Surveyor fees
4. Revised "Description of Service or Product" for a certificate of compliance application
5. August 26, 2019, Budget Committee Packet (this packet has its own table of contents)

s/pla/admin/files/335.09/Board letter

ORDINANCE NO. _____

Ordinance revising Lassen County Code Section 3.18.020 (Planning Department Fees),
adding Section 3.18.130 (Surveyor Fees) and revising Section 3.18.100 (Waiver or
Refund of Fees).

The following ordinance, consisting of nine sections, was duly and regularly passed and
adopted by the Board of Supervisors of the County of Lassen, State of California, at a
regular meeting of the Board of Supervisors held on the ____th day of _____,
20__, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Chairman of the Board of Supervisors,
County of Lassen, State of California

Attest: JULIE BUSTAMANTE
Clerk of the Board

By: _____
MICHELE YDERRAGA, Deputy Clerk of the Board

I, MICHELE YDERRAGA, Deputy Clerk of the Board of the Board of Supervisors,
County of Lassen, do hereby certify that the foregoing ordinance was adopted by the said
Board of Supervisors at a regular meeting thereof held on the ____th day of
_____, 20_____.

Deputy Clerk of the County of Lassen Board of Supervisors

THE BOARD OF SUPERVISORS OF THE
COUNTY OF LASSEN ORDAINS AS FOLLOWS:

SECTION ONE: This ordinance shall take effect thirty (30) days after its passage, and before the expiration of fifteen (15) days after its passage a summary shall be published with the names of the members voting for and against the same, once in a local newspaper of the County of Lassen, State of California.

SECTION TWO: The County of Lassen provides certain services which primarily benefit individual property owners. Applications are required for said services as authorized or required by the Police Powers of the State Constitution (Article 11, section 7), by various State Statutes and Regulations, and other applicable requirements.

SECTION THREE: The County Department of Planning and Building Services has calculated an average cost for providing these services and determined that certain fees, rates and charges must be adjusted to an amount reasonably necessary to recover a portion of the County's cost of providing said services or products.

SECTION FOUR: The County Department of Planning and Building Services presented its analysis and calculations to the Budget Committee at its August 26, 2019 meeting.

SECTION FIVE: The Board of Supervisors finds that it is in the public interest for the County to continue to provide these services, that the proposed fees, rates and charges represent the reasonable cost of providing the services, and thus such fees, rates and charges comply with all legal requirements of section 66014 of the California Government Code.

SECTION SIX: Section 3.18.020 of the Lassen County Code is hereby repealed and replaced with the following:

3.18.020 Planning Fees

- a) Planning fees shall be as follows (these fees do not include applicable fees charged by other County Departments):

APPLICATION	FEE	DETAILS
a. Use Permit, Class 1	\$742	Includes signs and single family residential structures.
b. Use Permit, Class 2	\$1,350	All other uses requiring a use permit which are not classified as a Class 1 or a Class 3.
c. Use Permit, Class 3	\$1,350	Includes: A. power projects: to be applied to use permit applications for proposed production projects to generate electrical power for private or public utility uses, as well as exploratory and production wells; or otherwise to supply an

		energy resource by any means for sale or use other than use strictly by the applicant. Also applies to transmission facilities including power lines and pipelines. B. Projects in which a major component of the operation is the handling or disposal of solid or hazardous wastes, or the handling of hazardous or toxic materials. C. Cannabis dispensary and testing use permit application pursuant to section 18.108.045 and 18.108.046. In addition to the application fee the cost also includes either: (1) A preparation charge based on actual cost (time and materials) exceeding the application fee if the document is prepared and/or reviewed by county staff; or (2) An administration fee equal to ten percent of the total contract costs if the document is prepared under contract to the county.
Subdivision	\$1,750 Plus \$56 per lot	Five or more parcels.
Parcel Map	\$1,600	Four or fewer parcels, not including any remainder.
Lot Line Adjustment/Merger	\$500	Four or fewer existing adjoining parcels.
Rezone	\$1,350	
Agricultural Preserve Contract	\$1,350	
Initial Study, Class I	\$2,000	A Class I negative declaration (ND) results from a routine initial study in which no or few mitigation measures are applied.
Initial Study, Class II	\$2,000	A Class II ND results from an initial study process that identifies potential significant mitigation measures. An initial study process that results in a determination that an Environmental Impact Report is required is also a Class II initial study. The upgrading of an initial study from a Class I to a Class II is to be determined by the planning director during the environmental review process. In addition to the application fee the cost also includes either: (1) A preparation charge based on actual cost (time and materials) exceeding the application fee if the document is prepared and/or reviewed by county staff; or (2) An administration fee equal to ten percent of the total contract costs if the document is prepared under contract to the county.
Preliminary Review	\$500	
Appeal to Planning Commission	\$500	
Appeal to Board of Supervisors	\$500	

Design Review	\$130	
Variance, Zoning	\$1,350	
Variance, Fire Safe	\$571	
Planned Development	\$1,750	In addition to the application fee the cost also includes either: (1) A preparation charge based on actual cost (time and materials) exceeding the application fee if the document is prepared and/or reviewed by county staff; or (2) An administration fee equal to ten percent of the total contract costs if the document is prepared under contract to the county.
General Plan Amendment	\$1,750	In addition to the application fee the cost also includes either: (1) A preparation charge based on actual cost (time and materials) exceeding the application fee if the document is prepared and/or reviewed by county staff; or (2) An administration fee equal to ten percent of the total contract costs if the document is prepared under contract to the county.
Environmental Impact Report	\$2,619	In addition to the application fee the cost also includes either: (1) A preparation charge based on actual cost (time and materials) exceeding the application fee if the document is prepared and/or reviewed by county staff; or (2) An administration fee equal to ten percent of the total contract costs if the document is prepared under contract to the county.
Specific Plan	\$2,619	In addition to the application fee the cost also includes either: (1) A preparation charge based on actual cost (time and materials) exceeding the application fee if the document is prepared and/or reviewed by county staff; or (2) An administration fee equal to ten percent of the total contract costs if the document is prepared under contract to the county.
Certificate of Conditional Use	\$130	
Notice of Exemption	\$500	Pursuant to the California Environmental Quality Act.
Authorization to Operate	\$200	
Hemp Authorization To Operate	\$200	
Groundwater Exportation (1)	\$500	Agricultural use or domestic service with one connection
Groundwater Exportation (2)	\$1,350	Domestic service with two or more connections
Appeal to Hearing Officer	\$500	Pursuant to Title 12 or Chapter 1.18
Extension Request	\$238	

- b) A funding agreement between Lassen County and the Applicant is required if an outside consultant will be utilized in any capacity (to prepare the document or provide third party review of any document prepared by the applicant's consultant). Until said contract is executed between the applicant and the County and also until a separate contract is executed between Lassen County and the selected consultant, any timelines associated with the project shall be suspended.

The Planning and Building Services Department Director shall be responsible for the selection of any consultant.

SECTION SEVEN: Add Section 3.18.130 to the Lassen County Code, to read as follows:

3.18.130 Surveyor Fees

- a) County Surveyor fees shall be as follows:
 - i) Record of Survey Review \$300
 - ii) Parcel Map Review \$400
 - iii) Subdivision (Final Map) Review \$500
 - iv) Lot Line Adjustment/Merger Review \$250
 - v) Certificate of Compliance \$600
- b) If, during review of a certificate of compliance application, it is determined that the subject property complies with the provisions of Title 16 and the Subdivision Map Act, the Lassen County Surveyor shall cause a certificate of compliance to be recorded in accordance with said Title and Act, and the Planning Director shall cause \$300 of the application fee described in subsection “a” to be refunded to the applicant since it is not necessary to establish conditions for the certificate of compliance.

SECTION EIGHT: Section 3.18.100 of the Lassen County Code is hereby repealed and replaced with the following:

3.18.100 Waiver or Refund of Fees

- a) The board of supervisors may waive or refund any fee paid to the county upon presentation of evidence that an exceptional circumstance exists. Whenever a person believes that such exceptional circumstances exist, he/she may file a written application with the board of supervisors for a waiver or refund of fees. A department head may file such application on behalf of such person.
 - i. Fees which are erroneously collected by a department may be refunded without board of supervisors approval regardless of amount and without the requirement that a written request by the original applicant be submitted requesting a refund.
- b) Notwithstanding section 3.18.100(a), a department head may authorize a refund of a fee paid to the department under their authority, upon receipt of a written request by the original applicant, received not later than one year after the date of fee payment.
 - i. When refund of a fee is authorized by a department head, the authorized amount of the refund shall be based upon all costs

incurred by the county including fees paid or owed to be paid to a county vendor.

- ii. A department head shall not authorize a refund when the fee was paid is related to a violation or appeal or following the department's recommendation for a decision to be made on an application.
- iii. A refund in excess of the department head's purchasing authority must be approved by the Board of Supervisors prior to payment.

SECTION NINE: If any section, subsection, sentence, clause, or phase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

s/pla/admin/files/335.09/Board adoption

Lassen County Code							
Up	Previous	Next	Main		Search	Print	No Frames
Title 3 REVENUE AND FINANCE							
Chapter 3.18 FEES AND REVENUES							

3.18.020 Planning department fees.

Fees shall be as follows:

Action	Reference to County Code or State Law	Fee
Preliminary Review (if requested)		\$159.00
Initial Study		
(Class I) ND		611.00*
(Class II) ND		611.00*
Parcel Map		754.00
Rezone	18.124.020	754.00
Use Permit**		
Class I		397.00
Class II		571.00
Class III		2,381.00
Lot Line Adjustment and Merger	16.08.080	175.00
Subdivision		913.00 + 56.00 per lot
Ag. Preserve	Govt. Code	476.00
Design Review**		
Single Family Residential		63.00
Multi-Family Residential, Commercial		95.00
Multi-Unit Commercial		127.00
Variance		571.00
Planned Development		913.00***
EIR		2,619.00***
Specific Plan		2,619.00***
General Plan Amendment		913.00***
Certificate of Conditional Use		119.00
Appeals:		
Appeals to Planning Commission		159.00
Appeals to Board of Supervisors		159.00
Extension Request		238.00
* A Class I negative declaration (ND) results from a routine initial study in which no or few mitigation measures are applied. A Class II ND results from an initial study process that identifies potential significant mitigation measures. The upgrading		

of a ND from a Class I to a Class II is to be determined by the planning director during the environmental review process.
Fee for Class II: \$611.00 plus actual cost over \$611.00.

**** Use permits divided as follows:**

Class I: Signs and single-family residences.

Class II: All other uses requiring permits which are not classified as Class I or Class III.

Class III:

- A. Power projects: to be applied to use permit applications for proposed production projects to generate electrical power for private or public utility uses, as well as exploratory and production wells; or otherwise to supply an energy resource by any means for sale or use other than use strictly by the applicant. Also applies to transmission facilities including power lines and pipelines.
- B. Projects in which a major component of the operation is the handling or disposal of solid or hazardous wastes, or the handling of hazardous or toxic materials.

***** Administration fees for planned unit developments, EIRs, specific plans, and general plan amendments shall be as follows:**
The application fee specified above plus either: (1) A preparation charge based on actual cost (time and materials) exceeding the application fee if the document is prepared and/or reviewed by county staff; or (2) An administration fee equal to ten percent of the total contract costs if the document is prepared under contract to the county.

(Ord. 482-A-6A § 1, 1994; Ord. 482-A-4 § 1, 1991; Ord. 482 A-2 § 1, 1988; Ord. 482-A-1 § 1, 1986; Ord. 482 § 3, 1986).

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RESOLUTION NO. 93- 77

ESTABLISHING CERTAIN FEES IN CONNECTION WITH SERVICES PERFORMED BY SURVEYOR

WHEREAS, pursuant to the Surveyor's Act, Subdivision Map Act, and Title 16, Lassen County Code, the County Surveyor is required to perform certain services in connection with the review of Records of Surveys, Final Subdivision Maps, Parcel Maps, Parcel Map Waivers, Certificates of Compliance, Lot Line Adjustments, and Mergers.

NOW THEREFORE, BE IT RESOLVED that the following fees for reviewing and map-checking by the County Surveyor are hereby established:

<u>ITEM</u>	<u>FEE</u>
Final Subdivision Map	\$200.00 plus direct billing @ \$40.00/hr.
Parcel Map	\$180.00 plus direct billing @ \$40.00/hr.
Parcel Map Waiver	\$180.00 plus direct billing @ \$40.00/hr.
Certificates of Compliance	\$300.00
Record of Survey	\$100.00
Lot Line Adjustment and Mergers	\$150.00 plus direct billing @ \$40.00/hr.

BE IT FURTHER RESOLVED that contract work performed by the Surveyor shall be reimbursed on an actual cost of time and materials basis, computed in hourly units.

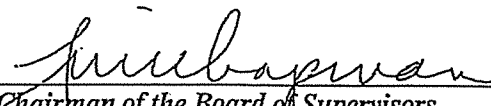
- (1) A fee of \$280.00 plus direct billing @ \$40.00/hr. will be required at time of submittal of Final Map to Surveyor.

The foregoing ordinance was adopted at a regular meeting of the Board of Supervisors, of the County of Lassen, State of California on the 22nd day of June, 1993, by the following vote:

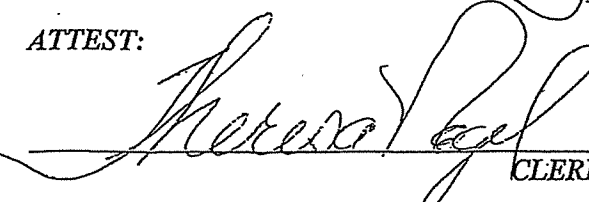
AYES: Supervisors Chapman, Neely, Loubet, Lemke, Lough

NOES: None

ABSENT: None


Chairman of the Board of Supervisors

ATTEST:


CLERK

The foregoing instrument is a correct copy of the original on file in this office.

Dated: July 2, 2010

County Clerk and Clerk of the Board of Supervisors
in and for the County of Lassen, State of California.

By: Susan O'Connell 11-

Description of Service or Product

Certificate of Compliance

Detail	Personnel	Time	Rate	Cost
<i>If Unconditional:</i>				
Intake/Processing/Completeness Check	Surveyor	0.5	56.28	28.14
Chain of Title Review	Surveyor	2	56.28	112.56
Correspondence Preparation	Surveyor	1	56.28	56.28
Certificate Preparation	Surveyor	1	56.28	56.28
Recording/Final Letter/Scanning	Surveyor	2	56.28	112.56
Estimated Cost Per Unit		TOTAL (Unconditional)		365.82
DEPARTMENT FEE RECOMMENDATION				300.00

*If Conditional, all of the above applies
plus the following:*

Prepare letter for request of Technical Advisory Committee (T.A.C.) meeting	Surveyor	0.5	56.28	28.14
Prepare T.A.C. memos	Surveyor	2	56.28	112.56
	Associate Planner	1	48.67	48.67
T.A.C. memo review (Supervisor)	Assistant Director	0.25	61.5	15.375
Prepare T.A.C. agenda and packet	Planning Secretary	0.5	39.24	19.62
T.A.C. meeting and letter to applicant	Surveyor	1	56.28	56.28
	Associate Planner	0.25	48.67	12.1675
	Assistant Director	0.25	61.5	15.375
	Planning Secretary	0.25	39.24	9.81
Estimated Cost Per Unit		TOTAL (Conditional)		318.00
		(Unconditional)		<u>365.82</u>
		GRAND TOTAL		683.82
DEPARTMENT FEE RECOMMENDATION				600.00

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August 26, 2019

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TO: Budget Committee
Agenda Date: August 26, 2019

Zoning & Building
Inspection Requests
Phone: 530 257-5263

FROM: Maurice L. Anderson, Director
Gaylon F. Norwood, Assistant Director

for:

SUBJECT: Departmental User Fees

The purpose of this memorandum is to present the Department's proposal to raise certain user fees for applications that are submitted to the Department for processing. Most of the Department's fees have not been increased for nearly 30 years. As such, costs to Lassen County not paid by applicants for these projects is supplemented by the General Fund. The applications detailed in this report are either required by Lassen County Code or State law (see Authority section of this memorandum), but the projects benefit private property owners and not the general public.

Like most local agencies in California, Lassen County imposes fees for land development-related services provided by the Planning and Building Services Department. These are application types that directly benefit the applicant (e.g. subdivision, use permits, rezoning, etc.).

User fees in California are required to conform to the statutory requirements of the California Constitution and the California Code of Regulations, including Government Code Section 66014 (attached). By law, user fees may not exceed the reasonable costs of the services for which they are collected, unless the excess fees are approved by a two-thirds vote of the electorate. This memorandum will provide justification for the use of estimates of reasonable costs using case studies (as opposed to a time study) and provide specific information on how said estimates were generated.

Economists and local government practitioners advocate the utilization of user fees by local governments to finance certain public services that primarily benefit the individual user. In contrast, costs for answering basic zoning questions, informing the public about general plan or zoning requirements, and simple inquiries about how to develop in the County are difficult to recover. There is also a certain expectation by County residents that access to their government be at low or no-cost.

This Department is concerned that the current fees do not accurately reflect the costs associated with the processing of user-fee services. The County last comprehensively

updated its planning fees in 1991, and the fees have not kept pace with the increased costs associated with providing services. As a result, the processing of some development requests represents a drain on the General Fund.

This memorandum and the attached spreadsheets identify the cost to process various types of development applications. The intent is to allow the County to determine which fees, if any, should be increased to more-effectively recover the cost of processing said development requests. County policy may dictate which costs should be recovered and to what degree fees should offset costs. While state law provides that the fee cannot exceed the reasonable cost of supplying the service, the County may seek to recover as much of the direct staff labor costs associated with planning services as is practicable. Spreading a portion of overhead costs to user fees is common practice among government agencies, assuming the amount and the allocation method are fair and reasonable.

Arguably, certain overhead costs are necessary to support the function of the Department. These are the indirect costs. Without administrative support and supplies, the Department could not function effectively for the individuals served within the community. Accordingly, attached is a spreadsheet titled "2019 Weighted Rates Estimates." Said worksheet incorporates the costs to conduct business (e.g. communications, office expenses, rents and leases, tools, training, etc.) to arrive at a "Weighted rate" for each employee. Said rate is used to calculate the cost for each application type, based on the hours that individual employee is involved in the processing of each application.

Also attached to this report (see table of contents) are proposed user fees for five application types that are submitted to and processed by the Lassen County Surveyor.

Authority:

As stated above, the authority to charge user fees is found in section 66014 of the Government Code. In turn, the authority to require an application for land development related services generally comes from one or both of the following authorities:

- State Constitution, Article 11, section 7 which in part reads "A county or city may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws." In summary, Lassen County has authority to pass ordinances to protect welfare, health, and safety in regard to land use within its jurisdiction, provided any such ordinance is not in conflict or preempted by state law. This is known as the County's "police power." One expression of this authority in context of the user fees discussed herein is use permits. Certain uses in the various zoning districts (see Title 18) require a use permit. The uses allowed by use permit are particular to each zoning district and are processed in accordance with Lassen County Code Chapter 18.112.

- In addition, State law specifically requires Lassen County to have a process to consider other types of applications. For example:
 - The Subdivision Map Act (Government Code section 66410 et seq) mandates a particular process to consider subdivisions, parcel maps, lot line adjustments, mergers and similar uses.
 - The California Environmental Quality Act (Public Resources Code section 21000 et seq) requires Lassen County to perform environmental analysis for most land use proposals that are submitted for consideration.
 - Planning and Zoning Law (Government Code section 65000 et seq) describes the procedure by which Lassen County considers proposals such as rezones, general plan amendments and similar proposals.

Case Study Method:

The Department used the “Case Study Method” to determine the time and staff required to process each of the application types. This approach estimates the direct and indirect labor and material costs associated with providing a typical unit of service (permit or application processing) to a single user. The case study method is often used when the cost for the service may vary substantially between users, or when the service is provided intermittently. Costs are estimated based on interviews with agency staff regarding the time typically spent on specific tasks and review of available records.

Our analysis indicated that the case study method of calculating fees was more appropriate than the average cost method (e.g. time study). This determination is due in part to the overall volume of service, which in turn results in a small sample size. Additionally, some application types are submitted on a very infrequent basis. However, where appropriate, staff has applied certain principles of the average cost method where data was available. The section of this memorandum titled “Methodology” provides more detail regarding how the appropriate fees were determined for each of the application types included in this report.

The determination of the amount of recovery possible is a Board-level decision. The study approach examined each unit of service provided by the County’s Planning and Building Services Department.

It is important to note that some of the effort associated with processing development applications is ‘fixed’ by state law. For example, public notices are required for most permits. This requirement includes publication and mailing of notices. Obviously, the more property owners there are surrounding a project, the more notices that must be mailed requiring postage, staff time, copies, etc. Items that go before the planning commission *and* the board of supervisors must have individually noticed hearings, essentially doubling the costs. Circulation of initial

studies and other environmental documentation is also required. It is rare for the environmental documentation, including a fairly basic Mitigated Negative Declaration, to be less than 50 pages in length, and often it is much larger. Depending on the type of project and related issues, between 40 and 60 copies of the documentation must be made and distributed, again adding cost. It is not unusual for duplication costs alone to be \$1,000 or more for larger projects. These are costs that the County can do very little to reduce.

Methodology:

As said, the Department used the case study method to determine the appropriate cost for the various applications detailed in this report. The following summarizes specific steps that were followed:

- Legal and Procedural Requirements: For each application the process required by applicable County Code and/or State law was considered. It is possible to make generalized assumptions concerning the level of effort needed to process some permits. For example, most projects must be considered by advisory bodies such as the Technical Advisory Committee, Architectural Review Committee, Land Conservation Committee, Airport Land Use Commission and others. Additionally, most projects require at least one public hearing, whereas some, such as a rezone require two sets of public hearings, as well as an environmental analysis. This generalized understanding of the process for each application was considered to generate the fees proposed in this report.
- Data Collection (File Audits): Individual files were audited, to help gauge the cost to process particular application types. This review included but was not limited to consideration of the cost of required public notices, meetings, required analysis, correspondence, agenda preparation and approval, staff report preparation and approval, copies and distribution, record maintenance and data entry, amongst other requirements.
- Staff Interviews: All involved staff were interviewed to assess their involvement and time needed to process each application type. The assumptions in this study concerning the processing effort for various types of permits and projects considered the analysis of the case studies supplemented with staff's knowledge of the processing time typically needed.
- Limited Time Studies: In some cases, the Department had previously tracked time to process certain applications. These studies were utilized to the degree they were available.

Introduction to the Attachments:

This study was guided by an objective of determining what would be needed to capture all of the direct costs associated with providing each given unit of a planning (or surveyor) related service. In practice, however, it is difficult for 100 percent of the costs to be recovered. In part this is because there is an expectation of government service on the part of tax payers, and in part because the full cost of some permits might discourage investment in the County.

The attached documents (including pertinent code) document and support the results of this project.

MLA:gfn

Enclosures:

s/pla/admin/files/335.09/memo to budget committee 8-26-19

PBS) FEES SCHEDULE

	Service	New or Existing	Cap Amount Set by Regulation YES / NO	Amount Based on Client's Ability to Pay YES / NO	Estimated No. of Units	Current Fee Unit	Actual Cost per Unit	Recommended Fee/Unit 2017/18	% of Recovery	Recommended Frequency	Increase (Decrease)	Estimated Revenue	Description/Exception
1	Use Permit I	Existing	N	N	5	\$397	\$924.03	\$742	80%	na	\$345	\$3,710	All Recommended Fees were developed through P&BS study conducted December 1, 2018- June 1, 2019. User fees in California are required to conform to the statutory requirements of the California Constitution and the California Code of Regulations, including Government Code Section 66014. By law, user fees may not exceed the reasonable costs of the services for which they are collected, unless the excess fees are approved by a two-thirds vote of the electorate. Target Recovery is 80%
2	Use Permit II	Existing	N	N	4	\$571	\$1,666.11	\$1,350	81%	na	\$779	\$5,400	
3	Use Permit III	Existing	N	N	1	\$611 + Cost	\$1,666.11	\$1,350 + Cost	81%	na	\$739	\$1,350 + Cost	
4	Subdivision	Existing	N	N	1	\$913 + \$6 per lot	\$2,228.91	\$1,750 + \$6 per lot	79%	na	\$837	\$1,750 + \$6 per lot	
5	Parcel Map	Existing	N	N	3	\$754	\$2,003.79	\$1,600	80%	na	\$846	\$4,800	
6	LLA/Merger	Existing	N	N	20	\$175	\$648.54	\$500	77%	na	\$325	\$10,000	
7	Rezone	Existing	N	N	5	\$754	\$1,667.17	\$1,350	81%	na	\$596	\$6,750	
8	Ag. Preserve	Existing	N	N	2	\$476	\$1,616.76	\$1,350	84%	na	\$874	\$2,700	
9	Initial Study	Existing	N	N	8	\$611	\$2,480.61	\$2,000	81%	na	\$1,389	\$16,000	
10	Initial Study II	Existing	N	N	2	\$611 + Cost	\$2,480.61	\$2,000 + Cost	81%	na	\$1,389	\$4,000 + Cost	
11	Preliminary Review	Existing	N	N	2	\$159	\$716.64	\$500	70%	na	\$341	\$1,000	
12	Appeal PC	Existing	N	N	4	\$159	\$568.34	\$500	88%	na	\$341	\$2,000	
13	Appeal Board	Existing	N	N	4	\$159	\$599.28	\$500	83%	na	\$341	\$2,000	
14	Design Review	Existing	N	N	25	\$63, \$95, \$127	\$164.81	\$130	79%	na	\$67, \$35, \$3	\$3,250	
15	Variance (Zoning)	Existing	N	N	3	\$571	\$1,667.17	\$1,350	81%	na	\$829	\$4,050	
16	Variance (502)	Existing	N	N	3	\$571	\$721.74	\$571	79%	na	\$0	\$1,713	
17	Planned Developmnet	Existing	N	N	1	\$913 + Cost	\$2,228.91	\$1,750 + Cost	79%	na	\$837	\$1,750	
18	General Plan	Existing	N	N	1	\$913 + Cost	\$2,228.91	\$1,750 + Cost	79%	na	\$837	\$1,750	
19	CCU	Existing	N	N	5	\$119	\$164.81	\$130	79%	na	\$11	\$650	
20	Notice of Exemption	New	N	N	7	\$0	\$604.08	\$500	83%	na	\$500	\$3,500	
21	Authorization to Operate	New	N	N	10	\$0	\$244.15	\$200	82%	na	\$214	\$2,000	
22	Hemp ATO	New	N	N	10	\$0	\$254.20	\$200	79%	Na	\$200	\$2,000	
23	Gw Export (1)	New	N	N	1	\$0	\$651.67	\$500	77%	na	\$500	\$500	
24	Gw Export (2)	New	N	N	1	\$0	\$1,667.17	\$1,350	81%	na	\$1,350	\$1,350	
25	Appeal Hearing Officer	New	N	N	7	\$0	\$607.58	\$500	82%	na	\$500	\$3,500	
											Total Estimated Revenue=	\$87,473 *	100% recovery of this estimate would be apprx> \$104,967 **

* does not include "cost" recovery calculation, or \$56 per lot calculation on Subdivision

** does not include "cost" recovery calculation, or \$56 per lot calculation on Subdivision

Lassen County Planning and Building Department
Weighted Rates for Fiscal Year 2020

Weighted Rates for Fiscal Year 2020											Weight rate with	
											Total Labor &	
Position #	Position Name	Planning	Building	Surveyor	Planning	Building	Plan exp/2080	Bldg exp/2080	Total Labor	Serv/Supp	Serv/Supp	
		Weighted Rate	Weighted Rate	Weighted Rate	Percentage	Percentage	times %	times %	Weighted Rate	Expenses	Total \$	
9033	Director	34.87	34.87			0.50	0.50	5.75	6.20	69.74	11.95	81.69
9034	Asst. Director	42.39	7.48			0.85	0.15	9.77	1.86	49.87	11.63	61.50
9036	Sr. Planner	37.36	6.59			0.85	0.15	9.77	1.86	43.96	11.63	55.59
9046	Planning Secretary	24.81	13.36			0.65	0.35	7.47	4.34	38.17	11.81	49.99
2034	Fiscal Officer	17.24	17.24			0.50	0.50	5.75	6.20	34.49	11.95	46.44
9041	Assoc. Planner	24.46	13.17			0.65	0.35	7.47	4.34	37.63	11.81	49.44
9415	Assoc. Planner	23.95	12.90			0.65	0.35	7.47	4.34	36.85	11.81	48.67
2306	Natrual Resources	30.99				1.00	0.00	11.50	0.00	30.99	11.50	42.49
9039	CE Office I/II	6.93	25.77			0.21	0.79	2.44	9.77	32.70	12.21	44.91
2306	Natrual Resources		28.82				1.00	0.00	12.40	28.82	12.40	41.22
9048	Secretary	13.64	13.64			0.50	0.50	5.75	6.20	27.29	11.95	39.24
9250	Surveyor			46.83						46.83	9.45	56.28
9038	Sr. Building Inspector		44.90				1.00	0.00	12.40	44.90	12.40	57.30
9050	Building Tech.		37.63				1.00	0.00	12.40	37.63	12.40	50.03
						6	7					

		Planning	Building	Surveyor	Surveyor stands alone
Serv/supp includes:	Uniforms		755.00	1,450.00	
	Communications		2,900.00	2,275.00	375.00
	Maint office equip		1,585.00	1,460.00	100.00
	Memberships		1,230.00	1,690.00	430.00
	Office expense		5,740.00	8,560.00	780.00
	Postage		3,140.00	2,640.00	300.00
	IT		24,000.00	12,000.00	2,000.00
	Publications		8,000.00	6,050.00	800.00
	Rents and Leases		780.00	500.00	
	Rent building		1,000.00	3,187.00	1,344.00
	Tools/equip		300.00	1,000.00	
	Spec. dept expense		15,150.00	16,600.00	1,200.00
	Travel and trianing		23,350.00	46,110.00	2,790.00
	Work comp		18,911.00	27,425.00	1,592.00
	Pers unfunded		45,284.00	41,741.00	7,943.00
			152,125.00	171,238.00	19,654.00
			73.14	82.33	9.45
Plan & Bldg			323,363.00		

Description of Service or Product

Use Permit Class 1

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Completeness Including CEQA exemption	Associate Planner	1.5	48.67	73.01
Preparation of memo for Technical Advisory Committee (TAC) Review	Associate Planner	3	48.67	146.01
	Assistant Director	0.5	61.50	30.75
Presentation at TAC and Consideration of approval	Associate Planner	0.5	48.67	24.34
	Director	0.5	81.69	40.85
Preperation of Staff Report Noticing for Planning Commission (PC)	Associate Planner	4	48.67	194.68
	Assistant Director	1	59.31	59.31
	Surveyor	2	56.28	112.56
	Planning Secretary	0.5	37.44	18.72
Presentation at PC and Consideration of Approval	Associate Planner	2	48.67	97.34
	Director	1	74.28	74.28
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Estimated Cost Per Unit			TOTAL	924.03
DEPARTMENT FEE RECOMMENDATION				742.00

Description of Service or Product

Use Permit Class 2 (3)

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Completeness Including CEQA exemption	Associate Planner	6.5	48.67	316.36
	Assistant Director	2	61.50	123.00
Preparation of memo for Technical Advisory Committee (TAC) Review and noticing	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Planning Secretary	0.5	39.24	19.62
Presentation at TAC and Consideration of approval	Associate Planner	0.5	48.67	24.34
	Director	0.5	81.69	40.85
Preparation of Staff Report Noticing for Planning Commission (PC)	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Surveyor	2	56.28	112.56
	Planning Secretary	0.5	39.24	19.62
Presentation at PC and Consideration of Approval	Associate Planner	2	48.67	97.34
	Assistant Director	1	61.50	61.50
	Director	2	81.69	163.38
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Use Permit III add Cost				
Estimated Cost Per Unit			TOTAL	1,666.11
DEPARTMENT FEE RECOMMENDATION				1,350.00
			UP III	Cost

Description of Service or Product

Subdivision

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Completeness Including CEQA exemption	Associate Planner	6.5	48.67	316.36
	Assistant Director	2	61.50	123.00
Preparation of memo for Technical Advisory Committee (TAC) Review and noticing	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Planning Secretary	0.5	39.24	19.62
Presentation at TAC and Consideration of approval	Associate Planner	0.5	48.67	24.34
	Director	0.5	81.69	40.85
Preparation of Staff Report Noticing for Planning Commission (PC)	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Surveyor	12	56.28	675.36
	Planning Secretary	0.5	39.24	19.62
Presentation at PC and Consideration of Approval	Associate Planner	2	48.67	97.34
	Director	2	81.69	163.38
	Assistant Director	1	61.50	61.50
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Fee Per Lot (5 and up)			56.00	
Estimated Cost Per Unit			TOTAL	2,228.91
DEPARTMENT FEE RECOMMENDATION				1,750.00

Description of Service or Product

Parcel Map

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Completeness Including CEQA exemption	Associate Planner	6.5	48.67	316.36
	Assistant Director	2	61.50	123.00
Preparation of memo for Technical Advisory Committee (TAC) Review and noticing	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Planning Secretary	0.5	39.24	19.62
Presentation at TAC and Consideration of approval	Associate Planner	0.5	48.67	24.34
	Director	0.5	81.69	40.85
Preparation of Staff Report Noticing for Planning Commission (PC)	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Surveyor	8	56.28	450.24
	Planning Secretary	0.5	39.24	19.62
Presentation at PC and Consideration of Approval	Associate Planner	2	48.67	97.34
	Director	2	81.69	163.38
	Assistant Director	1	61.50	61.50
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Estimated Cost Per Unit			TOTAL	2,003.79
DEPARTMENT FEE RECOMMENDATION				1,600.00

Description of Service or Product

Lot Line Adjustment /Merger

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Completeness	Associate Planner	1.5	48.67	73.01
Preparation of memo for Technical Advisory Committee (TAC) Review	Associate Planner	3	48.67	146.01
	Assistant Director	0.5	61.50	30.75
	Surveyor	5	56.28	281.40
Presentation at TAC Consideration of approval	Associate Planner	0.5	48.67	24.34
	Director	0.5	81.69	40.85
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Estimated Cost Per Unit			TOTAL	648.54
			DEPARTMENT FEE RECOMMENDATION	500.00

Description of Service or Product

Rezone

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Completeness Including CEQA exemption and legal parcel determination	Associate Planner	6.5	48.67	316.36
	Assistant Director	2	61.50	123.00
Preparation of Staff Report and Noticing for Planning Commission (PC) and noticing	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Planning Secretary	0.5	39.24	19.62
Presentation at PC and Consideration of approval	Associate Planner	2	48.57	97.14
	Director	1	81.69	81.69
Preparation of Board Letter and Noticing for Board Meeting	Associate Planner	4	48.67	194.68
	Assistant Director	1.5	61.50	92.25
	Surveyor	2	56.28	112.56
	Planning Secretary	0.5	39.24	19.62
Presentation to Board and Consideration of Approval	Associate Planner	2	48.67	97.34
	Director	1	81.69	81.69
	Assistant Director	1	61.50	61.50
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	38.64	9.66
Estimated Cost Per Unit			TOTAL	1,667.17
DEPARTMENT FEE RECOMMENDATION				1,350.00

Description of Service or Product

Ag. Preserve (contract)

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Completeness Including CEQA exemption and legal parcel determination	Associate Planner	4.5	48.67	219.02
	Assistant Director	2	61.50	123.00
	Surveyor	2	56.28	112.56
Preparation of Staff Memo and noticing for Land Conservation Committee	Associate Planner	2	48.67	97.34
Preparation of Staff Report and Noticing for Planning Commission (PC)	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
Presentation at PC and Consideration of approval	Associate Planner	2	48.67	97.34
	Director	1	81.50	81.50
Preparation of Board Letter and Noticing for Board Meeting	Associate Planner	4	48.67	194.68
	Assistant Director	1	61.50	61.50
	Planning Secretary	0.5	39.24	19.62
Presentation to Board and Consideration of Approval	Associate Planner	2	48.57	97.14
	Director	1	81.69	81.69
	Assistant Director	1	61.50	61.50
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Estimated Cost Per Unit			TOTAL	1,616.76
DEPARTMENT FEE RECOMMENDATION				1,350.00

Description of Service or Product

Initial Study (Class 1&2)

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Completeness and preparation	Associate Planner	15	48.67	730.05
	Assistant Director	4	61.50	246.00
	Surveyor	2	56.28	112.56
	Director/ ERO	4	81.69	326.76
Preparation of Staff Report and Noticing for Planning Commission (PC)	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
Presentation at PC and Consideration of approval	Associate Planner	2	48.67	97.34
	Director/ERO	1	81.69	81.69
Preparation of Board Letter and Noticing for Board Meeting	Associate Planner	4	48.67	194.68
	Assistant Director	1	61.50	61.50
	Planning Secretary	0.5	39.24	19.62
Presentation to Board and Consideration of Approval	Associate Planner	2	48.67	97.34
	Director	1	81.69	81.69
	Assistant Director	1	61.50	61.50
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Class II				add cost
Estimated Cost Per Unit			TOTAL	2,480.61
DEPARTMENT FEE RECOMMENDATION				2,000.00
		Class II	Cost	

Description of Service or Product

Preliminary Review

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review Including CEQA exemption including legal parcel determination	Associate Planner	4	48.67	194.68
	Surveyor	2	56.28	112.56
	Assistant Director	1	61.50	61.50
Preparation of Report	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
Estimated Cost Per Unit			TOTAL	716.64
DEPARTMENT FEE RECOMMENDATION				500.00

Description of Service or Product

Appeal PC

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Preparation of Staff Report and Noticing for Planning Commission (PC) and noticing	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Planning Secretary	0.5	39.24	19.62
Presentation at PC and Consideration of approval	Associate Planner	2	48.67	97.34
	Director	1	81.50	81.50
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Estimated Cost Per Unit			TOTAL	568.34
DEPARTMENT FEE RECOMMENDATION				500.00

Description of Service or Product

Appeal Board

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Preparation of Board Letter and Noticing for Board Meeting	Associate Planner	4	48.67	194.68
	Assistant Director	1.5	61.50	92.25
	Planning Secretary	0.5	39.24	19.62
Presentation to Board and Consideration of Approval	Associate Planner	2	48.67	97.34
	Director	1	81.69	81.69
	Assistant Director	1	61.50	61.50
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Estimated Cost Per Unit			TOTAL	599.28
DEPARTMENT FEE RECOMMENDATION				500.00

Description of Service or Product

Design Review

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.15	39.24	5.89
Review for Completeness	Associate Planner	0.5	48.67	24.34
	Surveyor	0.5	56.28	28.14
Preparation of memo for Architectural Review Committee (ARC) Review	Associate Planner	0.5	48.67	24.34
	Assistant Director	0.25	61.50	15.38
Presentation at ARC Consideration of approval	Associate Planner	0.25	48.67	12.17
	Director	0.25	81.69	20.42
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Estimated Cost Per Unit			TOTAL	164.81
DEPARTMENT FEE RECOMMENDATION				130.00

Description of Service or Product

Variance (Zoning)

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Completeness	Associate Planner	6.5	48.67	316.36
Including CEQA exemption and legal parcel determination	Assistant Director	2	61.50	123.00
Preparation of Staff Report and	Associate Planner	4	48.67	194.68
Noticing for Planning Commission (PC)	Assistant Director	2	61.50	123.00
and noticing	Surveyor	2	56.28	112.56
and noticing	Planning Secretary	0.5	39.24	19.62
Presentation at PC and	Associate Planner	2	48.57	97.14
Consideration of approval	Director	1	81.69	81.69
Preparation of Board Letter	Associate Planner	4	48.67	194.68
and Noticing for Board Meeting	Assistant Director	1.5	61.50	92.25
	Planning Secretary	0.5	39.24	19.62
Presentation to Board and	Associate Planner	2	48.67	97.34
Consideration of Approval	Director	1	81.69	81.69
	Assistant Director	1	61.50	61.50
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	38.64	9.66
Estimated Cost Per Unit			TOTAL	1,667.17
			DEPARTMENT FEE RECOMMENDATION	1,350.00

Description of Service or Product

Variance (502)

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Preparation of Staff Report and Noticing for Planning Commission (PC) and noticing	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Director	0.5	81.69	40.85
	Surveyor	2	56.28	112.56
	Planning Secretary	0.5	39.24	19.62
Presentation at PC and Consideration of approval	Associate Planner	2	48.67	97.34
	Director	1	81.50	81.50
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Estimated Cost Per Unit			TOTAL	721.74
			DEPARTMENT FEE RECOMMENDATION	571.00

Description of Service or Product

Planned Development

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Completeness Including CEQA exemption	Associate Planner	6.5	48.67	316.36
	Assistant Director	2	61.50	123.00
Preparation of memo for Technical Advisory Committee (TAC) Review and noticing	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Planning Secretary	0.5	39.24	19.62
Presentation at TAC and Consideration of approval	Associate Planner	0.5	48.67	24.34
	Director	0.5	81.69	40.85
Preparation of Staff Report Noticing for Planning Commission (PC)	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Surveyor	12	56.28	675.36
	Planning Secretary	0.5	39.24	19.62
Presentation at PC and Consideration of Approval	Associate Planner	2	48.67	97.34
	Director	2	81.69	163.38
	Assistant Director	1	61.50	61.50
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Fee Per Lot (5 and up)			56.00	
Estimated Cost Per Unit			TOTAL	2,228.91
DEPARTMENT FEE RECOMMENDATION				1,750.00

Description of Service or Product

General Plan Amendment

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Completeness Including CEQA exemption	Associate Planner	6.5	48.67	316.36
	Assistant Director	2	61.50	123.00
Preparation of memo for Technical Advisory Committee (TAC) Review and noticing	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Planning Secretary	0.5	39.24	19.62
Presentation at TAC and Consideration of approval	Associate Planner	0.5	48.67	24.34
	Director	0.5	81.69	40.85
Preparation of Staff Report Noticing for Planning Commission (PC)	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Surveyor	12	56.28	675.36
	Planning Secretary	0.5	39.24	19.62
Presentation at PC and Consideration of Approval	Associate Planner	2	48.67	97.34
	Director	2	81.69	163.38
	Assistant Director	1	61.50	61.50
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Fee Per Lot (5 and up)			56.00	
Estimated Cost Per Unit			TOTAL	2,228.91
DEPARTMENT FEE RECOMMENDATION				1,750.00

Description of Service or Product

Certificate of Conditional Use

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.15	39.24	5.89
Review for Completeness	Associate Planner	0.5	48.67	24.34
	Surveyor	0.5	56.28	28.14
Preparation of memo Department Review	Associate Planner	0.5	48.67	24.34
	Assistant Director	0.25	61.50	15.38
Consideration and approval	Associate Planner	0.25	48.67	12.17
	Director	0.25	81.69	20.42
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	39.24	9.81
Estimated Cost Per Unit			TOTAL	164.81
DEPARTMENT FEE RECOMMENDATION				130.00

Description of Service or Product

Notice of Exemption

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review of CEQA exemption	Associate Planner	4	48.67	194.68
	Assistant Director	1	61.50	61.50
Preparation of Report	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
Estimated Cost Per Unit			TOTAL	604.08
			DEPARTMENT FEE RECOMMENDATION	500.00

Description of Service or Product

Authorization to Operate

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Satisfaction of Pre-operational conditions	Associate Planner	2	48.67	97.34
	Assistant Director	1	61.50	61.50
Preparation of ATO	Associate Planner	0.5	48.67	24.34
	Assistant Director	0.5	61.50	30.75
Estimated Cost Per Unit			TOTAL	244.15
DEPARTMENT FEE RECOMMENDATION				200.00

Description of Service or Product

Hemp Authorization to Operate

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Satisfaction of Pre-operational conditions	Associate Planner	2	48.67	97.34
	Assistant Director	1	61.50	61.50
Preparation of ATO	Associate Planner	0.5	48.67	24.34
	Director	0.5	81.69	40.85
Estimated Cost Per Unit			TOTAL	254.24
			DEPARTMENT FEE RECOMMENDATION	200.00

Description of Service or Product

Groundwater Export 1 (Ag. Or Domestic 1 service connection)

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Completeness Including CEQA exemption and legal parcel determination	Associate Planner	1	48.67	48.67
	Assistant Director	0.5	61.50	30.75
Preparation of Staff Report and Noticing for Planning Commission (PC) and noticing	Associate Planner	1	48.67	48.67
	Assistant Director	0.5	61.50	30.75
	Planning Secretary	0.5	39.24	19.62
Presentation at PC and Consideration of approval	Associate Planner	1	48.57	48.57
	Director	1	81.69	81.69
Preparation of Board Letter and Noticing for Board Meeting	Associate Planner	1	48.67	48.67
	Assistant Director	0.5	61.50	30.75
	Surveyor		56.28	0.00
	Planning Secretary	0.5	39.24	19.62
Presentation to Board and Consideration of Approval	Associate Planner	1	48.67	48.67
	Director	1	81.69	81.69
	Assistant Director	1	61.50	61.50
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	38.64	9.66
Estimated Cost Per Unit			TOTAL	651.67
DEPARTMENT FEE RECOMMENDATION				1,350.00

Description of Service or Product

Groundwater Export 2 (Domestic 2 or more service connections)

Detail	Personnel	Time	Rate	Cost
Counter Review and Intake	Associate Planner	0.5	48.67	24.34
	Planning Secretary	0.15	39.24	5.89
Review for Completeness Including CEQA exemption and legal parcel determination	Associate Planner	6.5	48.67	316.36
	Assistant Director	2	61.50	123.00
Preparation of Staff Report and Noticing for Planning Commission (PC) and noticing	Associate Planner	4	48.67	194.68
	Assistant Director	2	61.50	123.00
	Planning Secretary	0.5	39.24	19.62
Presentation at PC and Consideration of approval	Associate Planner	2	48.57	97.14
	Director	1	81.69	81.69
Preparation of Board Letter and Noticing for Board Meeting	Associate Planner	4	48.67	194.68
	Assistant Director	1.5	61.50	92.25
	Surveyor	2	56.28	112.56
	Planning Secretary	0.5	39.24	19.62
Presentation to Board and Consideration of Approval	Associate Planner	2	48.67	97.34
	Director	1	81.69	81.69
	Assistant Director	1	61.50	61.50
Notice of Approval or Denial	Associate Planner	0.25	48.67	12.17
	Planning Secretary	0.25	38.64	9.66
Estimated Cost Per Unit			TOTAL	1,667.17
DEPARTMENT FEE RECOMMENDATION				1,350.00

Description of Service or Product

Appeal Hearing/ Hearing Officer (Title 12 and 1.18)

Detail	Personnel	Time	Rate	Cost
Intake and review	Code Officer	0.5	44.91	22.46
	Planning Secretary	0.15	39.24	5.89
Preparation of Packet for Hearing Officer and Noticing for Hearing	Code Officer	4.5	44.91	202.10
	Assistant Director	1.5	61.50	92.25
	Planning Secretary	0.5	39.24	19.62
Presentation to At Hearing and Consideration of	Code Officer	2	44.91	89.82
	Director/ B.O.	1	81.69	81.69
	Assistant Director	1	61.50	61.50
Notice of Determination	Code Officer	0.5	44.91	22.46
	Planning Secretary	0.25	39.24	9.81
Estimated Cost Per Unit			TOTAL	607.58
			DEPARTMENT FEE RECOMMENDATION	500.00

COUNTY SURVEYOR FEE SCHEDULE

DIVISION OR CATEGORY OF SERVICE												Description/Exception
Service	New or Existing	Cap Amount Set by Regulation YES / NO	Amount Based on Client's Ability to Pay YES / NO	Estimated No. of Units	Current Fee Unit	Actual Cost per Unit	Recommended Fee/Unit	% of Recovery	Increase (decrease)	Estimated Revenue	Fee Authority	
1 Record of Survey Review	Existing	No	No	10	\$100.00	\$ 690.84	\$300.00	51%	\$200.00	\$ 3,000	Previously Res. No. 93-77	
2 Parcel Map Review	Existing	No	No	3	\$180.00 plus \$40.00 per hour	\$ 816.06	\$400.00	49%	Less than \$220.00 (old fee is time dependent).	\$ 1,200	Previously Res. No. 93-77	The existing fees for the County Surveyor were established by Resolution No. 93-77 which was adopted by the Board of Supervisors on June 22, 1993. There have not been any fee increases since that time (26 years). The proposed fees have been established based on time estimates for each phase of a specific project type and have a target cost recovery of approximately 50% of the actual cost. If the current cost recovery is 60% or greater for an existing fee, the fee was not proposed to be increased.
3 Subdivision (Final Map) Review	Existing	No	No	1	\$200.00 plus \$40.00 per hour	\$ 1,041.18	\$500.00	48%	Less than \$300.00 (old fee is time dependent).	\$ 500	Previously Res. No. 93-77	
4 Lot Line Adjustment/Merger Review	Existing	No	No	20	\$150.00 plus \$40.00 per hour	\$ 478.38	\$250.00	52%	Less than \$100.00 (old fee is time dependent).	\$ 5,000	Previously Res. No. 93-77	
5 Parcel Map Waiver Review	Existing	No	No	2	\$180.00 plus \$40.00 per hour	\$ 703.50	\$400.00	57%	Less than \$220.00 (old fee is time dependent).	\$ 800	Previously Res. No. 93-77	
6 Certificate of Compliance	Existing	No	No	3	\$300.00	\$ 478.38	\$300.00	63%	No change	\$ 900	Previously Res. No. 93-77	
Total Estimated Revenue										\$ 11,400.00		

County Surveyor Fees

Description of Service or Product

Record of Survey Review

Detail	Personnel	Time	Rate	Cost
Intake/Processing/Completeness Check	Surveyor	0.5	56.28	28.14
Map Review(s)	Surveyor	6	56.28	337.68
Correspondence Preparation	Surveyor	2	56.28	112.56
Recording/Final Letter/Scanning	Surveyor	2	56.28	112.56
Estimated Cost Per Unit			TOTAL	590.94
			DEPARTMENT FEE RECOMMENDATION	300.00

County Surveyor Fees

Description of Service or Product

Parcel Map Review

Detail	Personnel	Time	Rate	Cost
Intake/Processing/Completeness Check	Surveyor	0.5	56.28	28.14
Map Review(s)	Surveyor	8	56.28	450.24
Correspondence Preparation	Surveyor	2	56.28	112.56
Board Packet Preparation	Surveyor	2	56.28	112.56
Recording/Final Letter/Scanning	Surveyor	2	56.28	112.56
Estimated Cost Per Unit			TOTAL	816.06
			DEPARTMENT FEE RECOMMENDATION	400.00

County Surveyor Fees

Description of Service or Product

Subdivision (Final Map) Review

Detail	Personnel	Time	Rate	Cost
Intake/Processing/Completeness Check	Surveyor	0.5	56.28	28.14
Map Review(s)	Surveyor	12	56.28	675.36
Correspondence Preparation	Surveyor	2	56.28	112.56
Board Packet Preparation	Surveyor	2	56.28	112.56
Recording/Final Letter/Scanning	Surveyor	2	56.28	112.56
Estimated Cost Per Unit			TOTAL	1,041.18
			DEPARTMENT FEE RECOMMENDATION	500.00

County Surveyor Fees

Description of Service or Product

Lot Line Adjustment/Merger Review

Detail	Personnel	Time	Rate	Cost
Intake/Processing/Completeness Check	Surveyor	0.5	56.28	28.14
Certificate/Legal Description Review(s)	Surveyor	4	56.28	225.12
Correspondence Preparation	Surveyor	2	56.28	112.56
Recording/Final Letter/Scanning	Surveyor	2	56.28	112.56
Estimated Cost Per Unit			TOTAL	478.38
			DEPARTMENT FEE RECOMMENDATION	250.00

County Surveyor Fees

Description of Service or Product

Parcel Map Waiver Review

Detail	Personnel	Time	Rate	Cost
Intake/Processing/Completeness Check	Surveyor	0.5	56.28	28.14
Waiver Document Review(s)	Surveyor	6	56.28	337.68
Correspondence Preparation	Surveyor	2	56.28	112.56
Board Packet Preparation	Surveyor	2	56.28	112.56
Recording/Final Letter/Scanning	Surveyor	2	56.28	112.56
Estimated Cost Per Unit			TOTAL	703.50
			DEPARTMENT FEE RECOMMENDATION	400.00

County Surveyor Fees

Description of Service or Product

Certificate of Compliance

Detail	Personnel	Time	Rate	Cost
Intake/Processing/Completeness Check	Surveyor	0.5	56.28	28.14
Chain of Title Review	Surveyor	2	56.28	112.56
Correspondence Preparation	Surveyor	1	56.28	56.28
Technical Advisory Committee memo (if Conditional)	Surveyor	2	56.28	112.56
Certificate Preparation	Surveyor	1	56.28	56.28
Recording/Final Letter/Scanning	Surveyor	2	56.28	112.56
Estimated Cost Per Unit			TOTAL	478.38
			DEPARTMENT FEE RECOMMENDATION	300.00



GOVERNMENT CODE - GOV

TITLE 7. PLANNING AND LAND USE [65000 - 66499.58] (*Heading of Title 7 amended by Stats. 1974, Ch. 1536.)*

DIVISION 1. PLANNING AND ZONING [65000 - 66210] (*Heading of Division 1 added by Stats. 1974, Ch. 1536.)*

CHAPTER 7. Fees for Specific Purposes [66012 - 66014] (*Chapter 7 added by Stats. 1990, Ch. 1572, Sec. 19.)*

66014. (a) Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; filing and processing applications and petitions filed with the local agency formation commission or conducting preliminary proceedings or proceedings under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Division 3 (commencing with Section 56000) of Title 5; the processing of maps under the provisions of the Subdivision Map Act, Division 2 (commencing with Section 66410) of Title 7; or planning services under the authority of Chapter 3 (commencing with Section 65100) of Division 1 of Title 7 or under any other authority; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

(b) The fees charged pursuant to subdivision (a) may include the costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and determinations.

(c) Any judicial action or proceeding to attack, review, set aside, void, or annul the ordinance, resolution, or motion authorizing the charge of a fee subject to this section shall be brought pursuant to Section 66022.

(*Amended by Stats. 2002, Ch. 963, Sec. 1. Effective January 1, 2003.*)