

**City of Rohnert Park – Development Services
PLANNING SCHEDULE OF FEES AND CHARGES**

Fee No.	Service	Fee	Notes
Appeals			
1	Appeals to City Council	Residents: \$380 plus the actual cost of publishing / noticing	2, 5
		Non-residents: Actual cost of time & materials charged against an Initial Deposit of \$1,523	1, 2, 3
2	Appeals to Planning Commission	Residents: \$528 plus the actual cost of publishing/ noticing	2, 5
		Non- residents: Actual cost of time & materials charged against an Initial Deposit of \$2,101	1, 2, 3
Business Licensing			
3	Business License Research	\$114	4
4	Home Occupation Permit	\$114	4
CEQA/Environmental Fees			
5	Environmental Impact Report Review	Actual cost of time & materials charged against an Initial Deposit as determined by staff. Applicant is also responsible for any other agency fees (e.g. State Fish & Game fees, etc.)	1, 2, 3
6	Initial Study/Mitigated Negative Declaration	Actual cost of time & materials charged against an Initial Deposit of \$17,908	1, 2, 3
7	Notice of Categorical Exemption	\$382 plus the actual cost of any outside agency fees (such as County Filing Fee, State Clearinghouse Fee and Office of Planning & Research)	2, 6
8	Notice of Determination	\$556 plus the actual cost of any outside agency fees (such as County Filing Fee, State Clearinghouse Fee and Office of Planning & Research)	2, 6
9	Preliminary CEQA Analysis	Actual cost of time & materials charged against an Initial Deposit of \$5,969	1, 2, 3
Entitlements			
10	Development Agreement, Processing & Amendment	Actual cost of time & materials charged against an Initial Deposit as determined by staff	1, 2, 3
11	Development Area Plan	Actual cost of time & materials charged against an Initial Deposit of \$12,134	1, 2, 3

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12	Development Plan - Final	Actual cost of time & materials charged against an Initial Deposit as determined by staff	1, 2, 3
13	Development Plan - Preliminary	Actual cost of time & materials charged against an Initial Deposit as determined by staff	1, 2, 3
14	General Plan Amendment	Actual cost of time & materials charged against an Initial Deposit of \$6,750	1, 2, 3
15	Site Plan & Architectural Review: Building Remodel (Commercial & Industrial)	Within existing footprint – Actual cost of time & materials charged against an Initial Deposit of \$1,996	1, 2, 3
		Expansion of footprint – Actual cost of time & materials charged against an Initial Deposit as determined by staff	1, 2, 3
16	Site Plan & Architectural Review: Building Remodel (≥ 2 Residential Units)	Actual cost of time & materials charged against an Initial Deposit of \$1,791	1, 2, 3
17	Site Plan & Architectural Review: New Structure (Commercial & Industrial)	Actual cost of time & materials charged against an Initial Deposit of \$2,985	1, 2, 3
18	Site Plan & Architectural Review: New Structure/Change-In-Use (≥ 2 Residential Units)	Actual cost of time & materials charged against an Initial Deposit of \$2,985	1, 2, 3
19	Specific Plan Amendment	Actual cost of time & materials charged against an Initial Deposit as determined by staff	1, 2, 3
20	Specific Plan - Final	Actual cost of time & materials charged against an Initial Deposit as determined by staff	1, 2, 3
21	Specific Plan/Planned Development: Amendment/Revision of Related Items - Standard	Actual cost of time & materials charged against an Initial Deposit as determined by staff	1, 2, 3
22	Specific Plan - Preliminary Plan	Actual cost of time & materials charged against an Initial Deposit as determined by staff	1, 2, 3
23	Specific Plan Preparation	Actual cost of time & materials charged against an Initial Deposit as determined by staff	1, 2, 3

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24	Tentative Map - Major (≥ 5 Lots)	Actual cost of time & materials charged against an Initial Deposit as determined by staff	1, 2, 3
25	Tentative Map - Minor (≤ 4 Lots)	Actual cost of time & materials charged against an Initial Deposit of \$5,397	1, 2, 3
26	Variance	Actual cost of time & materials charged against an Initial Deposit of \$3,376	1, 2, 3
Modifications/Waivers			
27	Condition Modification/Waiver - Administrative	\$382	4
28	Condition Modification/Waiver - Planning Commission	Actual cost of time & materials charged against an Initial Deposit of \$1,353	1, 2, 3
29	Subdivision: Extension to Approved Minor	Actual cost of time & materials charged against an Initial Deposit of \$937	1, 2, 3
30	Subdivision: Revision to Approved Minor	Actual cost of time & materials charged against an Initial Deposit of \$1,617	1, 2, 3
31	Subdivision: Revision to Approved - Major	Actual cost of time & materials charged against an Initial Deposit as determined by staff	1, 2, 3
32	Subdivision: Extension to Approved - Major	Actual cost of time & materials charged against an Initial Deposit as determined by staff	1, 2, 3
33	Time Extension To Approved - Minor	Actual cost of time & materials charged against an Initial Deposit of \$238	1, 2, 3
34	Time Extension To Approved - Major	Actual cost of time & materials charged against an Initial Deposit of \$937	1, 2, 3
Other			
35	Annexation	Actual cost of time & materials charged against an Initial Deposit as determined by staff	1, 2, 3
36	Assignment of Address	\$118 - one address	4
		\$177 - 2 to 5 addresses	
		\$294 - 6 to 20 addresses	
		\$469 - 21 or more addresses	
37	Assignment of Temporary Power Pole Address	\$88	4
38	Certificate of Zoning Compliance	\$701	4

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Fee No.	Service	Fee	Notes
39	Letter of Public Necessity/Convenience	\$588	4
40	Planning review of building permits	Actual cost of time and materials to be collected at building permit issuance.	1, 2, 3
41	Violation Correction	\$701	4
Pre-Application Conferences			
42	Pre-Application Conference	\$336	4
43	Pre-Application Conference - Concept Plan Review	\$1,336	4
44	Pre-Application Conference - Single-Family Dwelling, Owner-Occupied	\$238	4
Sign Permits			
45	Sign Review (Single Sign)	\$134	7
46	Sign Program Review - New/Revised	New - \$701	7
		Revised - \$469	7
Tree Permits			
47	Tree Permit Clearance (Exemption)	\$271	4
48	Approval for Tree Removal (Tree Removal Permit)	Actual cost of time and materials to be billed against an initial deposit of \$691	1, 2, 3
Use Permits			
49	Administrative Permit	\$878	4
50	Conditional Use Permit (Commercial/Industrial/ Mixed-Use)	Actual cost of time & materials charged against an Initial Deposit of \$2,985	1, 2, 3
51	Conditional Use Permit - Residential ≥ 2 Units	Actual cost of time & materials charged against an Initial Deposit of \$2,985	1, 2, 3
52	Temporary Use Permit	Minor - \$177	4
		Major - Actual cost of time & materials charged against an Initial Deposit of \$1,353	1, 2, 3

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Fee No.	Service	Fee	Notes
Zoning			
53	Rezoning	Actual cost of time & materials charged against an Initial Deposit of \$8,692	1, 2, 3
54	Zoning Confirmation Letter	\$114	4
55	Zoning Ordinance Text Change	Actual cost of time & materials charged against an Initial Deposit of \$6,750	1, 2, 3

Planning Fee Schedule Table Notes

1. Cost-recovery charges include all costs to provide services or process applications/projects. Costs that may be recovered include but are not limited to: City staff time at fully-burdened hourly rates, including those of City departments other than Development Services (e.g. Fire Services, Public Works, etc.); consultant costs; legal costs; administrative costs generated by application/project; public noticing and advertisement costs; and other public agency fees.
2. An ***Acknowledgement of Reimbursement Obligation for Payment of Full Cost Recovery Fees for Application Processing and Inspection Services*** form (“Reimbursement Obligation Form”) or ***Reimbursement Agreement*** must be executed in conjunction with applications for these services and/or permits.
3. The method by which the City recovers its costs from the applicant or financially-responsible party is determined by the cost-recovery obligation form or agreement used. Typically, cost recovery is either: (a) a draw-down from a deposit, or (b) billing in arrears for costs incurred by the City to provide services. The cost recovery method and terms are stipulated in the *Reimbursement Obligation Form, Reimbursement Agreement, or specific terms of a development agreement or other negotiated instrument approved by City.*
4. Applicant will be charged a flat fee as indicated for the service, unless the service and/or entitlement is part of a more complex project with multiple/concurrent applications and entitlements in which costs for processing are recovered pursuant to an executed *Reimbursement Obligation Form, Reimbursement Agreement, or specific terms of a development agreement or other negotiated instrument approved by City.*

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5. Applicant or financially-responsible party will be charged a flat fee as indicated for the service, as well as additional costs for public noticing, mailing, and postage if incurred. Public noticing, mailing, and postage may be billed in arrears to the applicant or financially-responsible party.
6. Applicant or financially-responsible party will be charged a flat fee as indicated for the service, as well as outside agency fees (e.g. County Filing Fee, State Clearinghouse Fee and Office of Planning & Research, etc.). Outside agency fees may be billed in arrears to the applicant or financially-responsible party.
7. Applicant or financially-responsible party will be charged a flat fee as indicated for the service, as well as flat fee for engineering review if needed.

Additional Notes about Fees and Charges

Actual costs

The actual cost of City staff time is the fully-burdened hourly rate of the staff providing service, which may include but is not limited to Development Services, Public Safety, Public Works, Administration (which includes City Attorney, City Manager’s Office) providing review specifically for the project. Charges will be for increments of 0.25 hour.

Consultant charges may apply

In some cases, additional costs may be incurred by the City due to the necessity of using a consultant to assist Development Services with the review and processing of applications/projects. In such cases, the costs of the consultant’s services will be passed through to the applicant, with an Administrative Fee in the amount of 7% of the consultant invoice cost, unless a different rate is stipulated for those services by a Reimbursement Agreement or Development Agreement.

Concurrent / multiple applications

When two or more applications are filed and processed concurrently, the required initial deposit will be the sum of the individual application fees and/or deposits.

Annual Adjustment of Flat Fees

Flat fees are adjusted annually based on the Consumer Price Index published by the U.S. Bureau of Labor Statistics for All Urban Consumers, All Items, in the San Francisco-Oakland-San Jose Area, measured in the month of December in the calendar year that ends in the previous Fiscal Year.

Annual Adjustment of Fully-Burdened Hourly Rate

Fully-burdened hourly rates are adjusted annually based on the Consumer Price Index published by the U.S. Bureau of Labor Statistics for All Urban Consumers, All Items, in the San Francisco-Oakland-San Jose Area, measured in the month of December in the calendar year that ends in the previous Fiscal Year.

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Services Not Listed on Planning Schedule of Fees and Charges

When planning staff provide requested or necessary review, inspection or staff support services that are not included in this Planning Schedule of Fees and Charges, the Development Services Director may assess and collect such fees that are reasonably necessary to defray the cost of such services. Staff time shall be charged on a fully-burdened hourly rate basis or the actual cost of outside consultant, plus 7% administrative fee, or administrative fee rate as stipulated by applicable Reimbursement Agreement or Development Agreement.