



City of Santa Barbara

PLANNING DIVISION FEES

EXCERPT FROM FY2021 ADOPTED RESOLUTION

****Please note that this handout is for informational purposes only. Planning Staff will make the final determination on all of the required planning fees related to the projects.****

****Fees shall be effective from August 22, 2020**

The City's Community Development Department provides important services to the public in the areas of construction safety, planning, housing, and land use. The department has four divisions: Planning, Building and Safety, Housing and Human Services, and Administration, as well as numerous boards and committees.

The Community Development Director, or his/her designee, makes the final calculation and determination of required fees specific to each project. Some services are charged based on hourly rates with a required deposit. In addition to each enumerated fee set forth in the schedule below, the applicant shall also be charged a Records Management fee equal to 5% of the fee for the listed service. The 5% Records Management fee is necessary to defray the cost of providing Records Management services, with respect to the listed activity. For site development, activities areas, or combination of structures and/or site changes, the fee per square footage is not limited to the building area, and may involve the site area as determined by staff.

SECTION 1. PLANNING DIVISION FEES

GENERAL INFORMATION

- o Fees for projects involving alterations and additions are calculated by determining the alteration fee and addition fee based on square footage totals and applying the higher fee.
- o Projects involving multiple main buildings or phased improvements may require separate fees for review of each building.
- o For new mixed-use projects, calculate fees for both residential and non-residential elements and charge both fees; for alterations/additions to mixed-use projects, charge the greater of either the residential or non-residential fee.

APPEALS

The filing fee for an appeal of a decision by the below review bodies is as follows (fees for items #1 - #4 must be paid at the City Clerk's Office at 735 Anacapa Street, and fees for items #5 - #7 must be paid at the Planning Division Counter at 630 Garden Street):

1. Historic Landmarks Commission to City Council	\$745
2. Architectural Board of Review to City Council	\$745
3. Single Family Design Board to City Council	\$745
4. Planning Commission to City Council*	\$745
5. Sign Committee to ABR or HLC	\$365
6. Staff Hearing Officer to Planning Commission*	\$745
7. Community Development Director to Planning Commission	\$745

* No Appeal fee charged for projects involving only a Coastal Development Permit

DESIGN REVIEW

(Architectural Board of Review, Historic Landmarks Commission, Single Family Design Board)

o	Administrative Review*:			
	Level one (minor; no staff research required)			\$80
	Level two (multiple minor changes; staff research may be required)			\$285
	* Fee waived for designated Historic Resources			
o	Consent Review			\$610
o	Full Board Review (unless the subject of a more specific fee, below):			
	<u>Single Unit Residential</u>		<u>Additions</u>	<u>New</u>
	On lots up to 15,000 sq. ft.		\$1,810	\$2,455
	On lots over 15,000 sq. ft.		\$1,400	\$2,005
	Major Alterations			\$1,620
	Minor Alterations			\$1,245
	Upper story addition to an existing single unit residence (on any lot size)			\$2,245
	Over 85% of the maximum allowed FAR (does not apply to guideline FARs)		Add	\$230
	<u>Multi-Unit Residential</u>			
	1-4 New Units			\$2,840
	5-20 New Units			\$4,910
	More than 20 New Units			\$7,885
	Addition			\$2,365
	Major Alterations			\$2,365
	Minor Alterations			\$1,810
	<u>Non-Residential</u>	<u>Alterations</u>	<u>Additions</u>	<u>New</u>
	Less than 1,000 sq. ft.	\$1,055	\$2,940	\$2,980
	1,000 - 3,000 sq. ft.	\$1,055	\$2,940	\$3,975
	3,001 - 10,000 sq. ft.	\$1,055	\$3,170	\$4,910
	Over 10,000 sq. ft.	\$1,055	\$3,170	\$5,275
o	Concept Review (allows one review. Half of this fee will be credited toward the formal application fee. Noticing and associated fees may be required)			\$985
o	Pre-Application Consultation (allows one consultation with limited plans presented. Noticing and associated fees may be required)			\$445
o	Review for compliance with Objective Design Standards for Streamlined Housing Development (pursuant to CA Government Code §65913.4)			
	1-4 New Units			\$1,330
	5-20 New Units			\$1,935
	More than 20 New Units			\$3,850
o	Temporary uses and minor alterations (e.g., umbrellas, outdoor furniture, lighting, building colors, and equipment)			\$315

Planning Fees – Excerpt from FY2021 Adopted Resolution

o Antennae/Wireless Facilities:	
Minor Change(s) to Existing Facility	\$410
Substantial Change(s) to Existing Facility	\$770
New Antennae/Wireless Facility	\$2,270
New Microcell/Small Cell Sites (per site)	\$725
o Minor Tree Removal Permit (1 to 3 trees)	\$445
o Supplemental Review Fee (fifth and each subsequent Full Board or Consent review)	\$275 /mtg
o Third and each subsequent submittal to staff for review of application completeness	¼ of current application fee
o Hearing postponement or rescheduling requested by the applicant	\$195
o Time Extension	\$75
o Review after Final changes at Full Board (more significant changes may require a different fee)	\$240
o Review after Final changes on Consent Calendar (more significant changes may require a different fee)	\$165
o Revised Projects (i.e., projects that require a new Application Completeness Review)	½ of current application fee

COASTAL PLAN REVIEW

o Coastal Exclusions and Exemptions:	
Temporary Events	\$1,005
All other Exclusions or Exemptions	\$505
o Coastal Development Permits:	
Consent or Minor Coastal Development Permit	\$8,285
Minor Coastal Development Permit without a public hearing	\$6,945
Change of Use	\$10,765
<u>Residential:</u>	
1 New Unit on a bluff-top lot	\$18,345
1 New Unit on all other lots	\$10,915
2-5 New Units	\$10,915
Over 5 New Units	\$17,595
<u>Non-Residential:</u>	
0 - 3,000 sq. ft.	\$12,130
3,001 - 10,000 sq. ft.	\$17,570
Over 10,000 sq. ft.	\$21,890
o Recommendation to California Coastal Commission (No Planning Commission or Staff Hearing Officer review required)	\$505

ENVIRONMENTAL REVIEW

- Master Environmental Assessment (MEA) Report (per parcel) \$40
- California Environmental Quality Act (CEQA) Exemption:
 - No Master Environmental Assessment Required \$50
 - Master Environmental Assessment Required \$385
 - Special Studies (in addition to Master Environmental Assessment Required fee; not applicable to Historic Structures/Sites or Archaeological Reports - see separate fee below) \$650 per study
- Development Along Mission Creek (if not associated with a project subject to PRT or DART review) \$1,995
- Historic Resources Evaluation by the Urban Historian \$210
- Historic Structures/Sites Reports or Archaeological Reports
 - Report Reviews by HLC or staff \$515
 - Revised or Addendum Reports \$280
- Initial Study Preparation:
 - Prepared by Staff \$12,985
 - Contract Management (actual contract cost plus staff time charged at the fully allocated hourly rate of all personnel involved)
- Negative Declaration (ND)
 - Prepared by Staff \$3,410
 - Contract Management (actual contract cost plus staff time charged at the fully allocated hourly rate of all personnel involved)
- Staff Determination of Adequacy of Prior Environmental Document
 - \$2,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- Staff Preparation of Addendum to EIR/ND
 - \$2,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- Staff Preparation of Supplement to EIR/ND
 - \$5,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- Environmental Impact Report (EIR)
 - \$8,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

LAND USE

COMMUNITY BENEFIT PROJECTS

- City Council Designation as a Community Benefit Project \$1,755
- Community Benefit Height Findings by Planning Commission \$2,130

CONCEPT REVIEW

- o Planning Commission Hearing for AUD Projects subject to SBMC §30.150.060 \$5,125
- o Planning Commission Hearing for Concept Review, Master Plan Review, or Initiation of an Annexation, General Plan Amendment, LCP Amendment, Specific Plan Amendment, or Zone Change \$4,645
- o Planning Commission Consultation \$610
(Request for a determination on similar uses allowed in the Zoning Ordinance)

CONDITIONAL USE PERMIT

- o Minor Conditional Use Permit and Amendments \$11,000
- o Residential Uses (permanent or temporary) \$12,490
- o Non-residential Uses (permanent or temporary, including Mobile Food Vendors) \$17,470
- o Development that requires a Conditional Use Permit per a specific zone (e.g., Overlay Zones, Specific Plans) \$14,450

CONVERSION PERMIT

(Commercial conversions pay the Tentative Subdivision Map fee; not the Conversion Permit fee. Hotel/Motel Conversions pay the greater of either the Conversion Permit fee or the Development and Site Plan Review fee)

- o Condominium Conversion (Residential portion) \$8,085
- o Hotel/Motel Conversion \$8,915

DENSITY BONUS APPLICATION

- o Review for compliance with CA Government Code Section 65915 - 65918 or City Density Bonus Ordinance \$1,450

DEVELOPMENT PLAN AND SITE PLAN REVIEW

- o Development Plan Review by the Staff Hearing Officer, ABR or HLC \$1,135
- o Development Plan Review by the Planning Commission:
 - Residential
\$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
 - Non-Residential
 - 1,001 - 3,000 sq. ft. \$3,520
 - 3,001 - 10,000 sq. ft. \$14,620
 - 10,001 - 50,000 sq. ft. \$18,115
 - Over 50,000 sq. ft. \$20,175
- o Master Plan
\$3,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- o Other Development Plans required in Specific Zones (i.e., C-P, C-X, P-D, R-H) \$14,345

Planning Fees – Excerpt from FY2021 Adopted Resolution

MODIFICATIONS

○ Non-DART Process	\$3,040
○ DART Process	\$4,635
○ Each additional Modification request:	
Non-DART Process	\$1,240
DART Process	\$3,655

OFF-SITE HAZARDOUS WASTE MANAGEMENT FACILITY

- \$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

PERFORMANCE STANDARD PERMITS (PSP)

○ Community Care Facility	\$3,130
○ Storefront Collective Dispensary Permit	
\$5,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs	
○ Storefront Collective Dispensary Permit Annual Review	\$800
○ Mobile Food Vendors	\$3,080
○ Accessory Uses and Buildings (e.g., bathroom in detached accessory building)	\$2,870
○ Temporary Use Requiring a PSP	\$3,040
○ Other PSPs	\$3,040

PROCEDURAL FEES

(Applicable to Planning Commission and Staff Hearing Officer, unless specifically noted)

○ Third and each subsequent submittal to staff for review of application completeness	¼ of current application fee
○ Hearing postponement or rescheduling requested by the applicant (Re-notice fee is separate, if required)	\$200
○ Second and Each subsequent Planning Commission Hearing	\$1,955
○ Second and Each subsequent Staff Hearing Officer Hearing	1,245
○ Revised Application (Revised by the applicant after completion of legal notice. Revised projects that include additional applications are subject to the full fees for those additional applications)	½ of current application fee
○ Amendment to conditions of project approval, release of covenant, or minor amendments to a previously approved project	\$4,940
○ Time Extension of prior approvals, without public hearing	\$510
○ Time Extension of prior approvals, with public hearing	\$1,030

SUBDIVISIONS AND MAPS

○ Residential or Non-Residential Subdivisions:	
1 - 4 Lots	\$17,290
5 - 10 Lots	\$24,895
Over 10 Lots	\$28,985

Planning Fees – Excerpt from FY2021 Adopted Resolution

○ Residential Condominiums:	
1 - 4 Units	\$14,355
5 - 20 Units	\$21,805
Over 20 Units	\$25,395
○ Non-Residential Condominiums	\$9,880
○ Re-Process revised maps	½ of current application fee
○ Lot Line Adjustments Minor (involving 2 lots)	\$8,765
○ Lot Line Adjustments Major (involving 3-4 lots)	\$11,010
○ Public Street Waiver	\$1,960

SUBSTANTIAL CONFORMANCE REQUEST

○ Level One (PC or SHO)	\$355
○ Level Two (PC or SHO [consultation with the SHO at a public hearing])	\$1,220
○ Level Three (PC)	\$1,980
○ Level Four (PC)	\$5,335

TRANSFER OF EXISTING DEVELOPMENT RIGHTS (TEDR)

(Includes all sites involved in the transfer proposal)

○ 1,000 sq. ft. or less, or up to 4 hotel rooms	\$1,655
○ > 1,000 sq. ft., or 5 or more hotel rooms	\$2,455

VARIANCE

○ \$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs	
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PRE-APPLICATION SERVICES

○ Planner Consultation	\$450
○ Preliminary Application Review pursuant to CA Government Code §65941.1	\$195

PRE-APPLICATION REVIEW TEAM (PRT) REVIEW

○ Average Unit-size Density (AUD) Incentive Program Projects	\$4,230
○ Development Plan and other required applications:	
0 - 1,000 sq. ft.	\$3,685
1,001 - 3,000 sq. ft.	\$4,740
3,001 - 10,000 sq. ft.	\$6,035
Over 10,000 sq. ft.	\$6,135
○ Subdivisions (requiring Planning Commission review)	
1 - 4 Units/Lots	\$7,245
5 - 10 Units/Lots	\$8,215
Over 10 Units/Lots	\$8,915
○ Voluntary Pre-Application Review Team (PRT) Review	\$2,870
(If a project does not otherwise require a PRT review. Includes one PRT review)	

SIGN REVIEW

o	Conforming Review:	
	One sign 10 sq. ft. or less	\$200
	Total signage of 10-30 sq. ft.	\$240
	Face or color changes on existing sign(s)	\$200
	Review after Final	\$200
o	Full Board Review (total sign area of all signs on one site):	
	10 - 30 sq. ft.	\$360
	31 - 90 sq. ft.	\$475
	Over 90 sq. ft.	\$665
o	Concept Review (any size sign)	\$215
o	Exception Requests (per sign application)	\$190
o	Outdoor Vending Machine Signage	\$270
o	Sign Programs (individual signs require separate review and fee):	
	Changes to existing sign program - Minor	\$350
	Changes to existing sign program - Major	\$515
	New Program:	
	o 1 - 3 tenants	\$635
	o 4 - 10 tenants	\$675
	o 11 - 15 tenants	\$795
	o Over 15 tenants	\$920
o	Temporary Signs	\$80
o	Postponement / Rescheduling Fee	\$50
o	Third and each subsequent submittal to staff for review of application completeness	¼ of current application fee

ZONING APPLICATIONS

ADMINISTRATIVE/MINOR ZONING EXCEPTIONS AND WAIVERS

o	Sites within the Coastal Zone (SBMC Title 28) - Administrative Review	\$250
o	Sites outside the Coastal Zone (SBMC Title 30) - Administrative Review	\$370
o	Sites outside the Coastal Zone (SBMC Title 30) – Design Review Board	\$400

ZONING CLEARANCE

o	Mobile Food Vendors/Temporary Uses	\$505
o	No Building Permit Required	\$1,005
o	Seasonal Sales	\$505
o	Time Extension	\$170

PROPERTY PROFILES

- o Residential \$335
- o Non-Residential
 - \$500 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

ZONING LETTERS

- o Residential \$335
- o Non-Residential
 - \$500 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

ZONING PLAN CHECK

(Basic plan check fees are listed first. Projects may be subject to supplemental plan check fees, listed afterward)

- o Single-Unit Residential (Includes Demo/Rebuild):
 - Minor Alteration (No new floor area) \$170
 - Major Alteration (No new floor area) \$250
 - Addition \$335
 - New Residence on a vacant lot \$420
 - New Residence on all other lots \$585
- o Multi-Unit Residential (Includes Demo/Rebuild):
 - Minor Alteration (No new floor area) \$170
 - Addition/Major Alteration \$420
 - New Residential Units (1-4 Units) \$585
 - New Residential Units (5-10 Units) \$755
 - New Residential Units (11-20 Units) \$925
 - New Residential Units (over 20 Units) \$1,085
- o Non-Residential (Includes Demo/Rebuild):
 - Minor Alteration (No new floor area) \$170
 - Major Alteration \$250
 - Change of Use \$420
 - Addition/Alteration/New (involving less than 1,000 sq. ft.) \$420
 - Addition/Alteration/New (involving 1,001-3,000 sq. ft.) \$585
 - Addition/Alteration/New (involving more than 3,000 sq. ft.) \$675
- o Agricultural Uses (e.g., verification of allowed use/new water meter) \$505
- o Vegetation Removal or Landscaping Permits \$170
- o Minor Zoning Review (over the Counter) \$60
- o Preliminary Plan Review (optional review prior to application submittal) ½ of the base plan check fee

Planning Fees – Excerpt from FY2021 Adopted Resolution

- Plan Check for Public Works projects (e.g., Certificate of Compliance, cellular towers in right-of-way)
Actual costs charged at the fully allocated hourly rate of all personnel involved plus any outside costs

- Third and each subsequent Plan Check review
 - Minor \$80
 - Major \$170

- Plan Check Revision
 - Minor \$170
 - Major \$335

- Plan Check Enforcement (in addition to standard plan check fee)
 - Minor \$170
 - Major \$335

- Plan Check involving non-conforming development (in addition to standard plan check fee)
 - Minor \$170
 - Major \$335

- Plan Check involving Design Review condition compliance (in addition to standard plan check fee)
 - Minor \$125
 - Major Non-Residential \$250
 - Major Residential \$335

- Plan Check involving Staff Hearing Officer condition compliance (in addition to standard plan check fee)
 - Minor \$80
 - Major \$250

- Plan Check involving Planning Commission condition compliance (in addition to standard plan check fee)
 - Minor \$335
 - Major \$675

LEGISLATIVE ACTIONS

ANNEXATION

- \$15,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

DEVELOPMENT AGREEMENT

- \$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

GENERAL PLAN AMENDMENT

- \$15,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

LOCAL COASTAL PROGRAM AMENDMENT

- \$20,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

SPECIFIC PLAN

- Specific Plan (rather than a Zone Change)
 \$20,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- Specific Plan Amendment
 \$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

SPHERE OF INFLUENCE CHANGE

- \$5,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

ZONE CHANGE

- \$15,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

OTHER FEES

DUPLICATION FEES

- Refer to the General Copy Fees contained in the Finance Administrative Fees section of the Fee Resolution
- In conjunction with requests for compact disc (CD) copies, to defray the direct cost of the disc and duplication \$5

LAND DEVELOPMENT TEAM RECOVERY FEE

- A fee will be added at the time of building permit application to projects that went through the Development Application Review Team process prior to August 18, 2019

MAILING LIST (PUBLIC NOTICE) SERVICE

- Preparation of Map, Mailing List, Labels and On-site Posting Sign \$175
- Each Additional On-Site Posting Sign (If required, lost, or damaged) \$5

MILLS ACT PROGRAM

- Application Fee \$290
- Contract Processing Fee \$420
- Request for Property Valuation Exception \$1,095

RECORDED AGREEMENTS

- Processing agreements or other recorded documents for Non-DART projects (e.g., off-site parking agreement, ADU covenant, lot tie agreement) \$410 per application plus recording costs

Planning Fees – Excerpt from FY2021 Adopted Resolution

- o Release of prior recorded agreements (e.g., ADU covenant, Zoning Compliance Declaration)

In accordance with
Government Code
§27361.4

RESPONSE TO SUBPOENA

- o Costs as allowed in Evidence Code §1563(b) or Government Code §68096.1, as applicable

STAFF HOURLY RATE

- o Actual costs charged at the fully allocated hourly rates of all personnel involved

HOUSING DOCUMENT FEE

- o Preparation and review of documents to accommodate the refinance or assumption of loans on affordable housing units, and the City Housing Rehabilitation Loan Program loans:

Subordination Agreement by City

\$125

Assumption Agreement by City

\$125

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