



# City of Santa Barbara

## PLANNING DIVISION FEES

### EXCERPT FROM RESOLUTION NO. 18-041

**\*\*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 July 1, 2018 to June 30, 2019**

**\*\*For site development, activity areas, or combination of structures and/or site changes, the fee per square footage is not limited to the building area, but may involve the site area, as determined by Planning Staff.**

#### **APPEALS**

Filing fee for each appeal of each decision by the below review bodies shall be as follows:

*Appeals filed and paid at the City Clerk's Office at City Hall (735 Anacapa Street) are listed below:*

1.	Architectural Board of Review to City Council	545.00
2.	Historic Landmarks Commission to City Council	545.00
3.	Planning Commission to City Council	545.00
4.	Single Family Design Board to City Council	545.00

*Appeals filed and paid at the Community Development Counter at 630 Garden Street are listed below:*

5.	Sign Committee to ABR or HLC	270.00
6.	Staff Hearing Officer to Planning Commission	545.00
7.	Community Development Director to Planning Commission	545.00

\*No appeal fee charged for Coastal Development Permits

#### **ANNEXATION**

o	Less than one (1) acre without additional development potential	2,535.00
o	Less than one (1) acre with development potential	3,785.00
o	One (1) acre and over	15,645.00

*(Separate fees are NOT required for rezoning, General Plan, and Specific Plan Amendments)*

#### **ARCHITECTURAL BOARD OF REVIEW, HISTORIC LANDMARKS COMMISSION, AND SINGLE FAMILY DESIGN BOARD**

o	Administrative Staff Review:*	
	Level One ( <i>Minor; no staff research required</i> )	85.00
	Level Two ( <i>Multiple minor changes; staff research may be required</i> )	175.00
	*fee waived for designated historic properties	

- o Consent Review:
  - Minor/miscellaneous changes and review after final changes 210.00  
*(Re-roofs, window/door changes, small one-story detached accessory structures, garages, carports, fencing, walls, building color changes or roof equipment)*
  - Other Items *(This includes but is not limited to projects that require noticing. Mailed notice fee is separate.)* 335.00

**\*\*PROJECTS INVOLVING ADDITIONS AND ALTERATIONS**

Fee 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.

**\*\*PROJECTS INVOLVING MULTIPLE MAIN BUILDINGS**

Larger projects involving multiple buildings or phased improvements may require separate fees for review of each building.

- o Full Board Review:\*\*

<u>Single Family Residential:</u>	<u>Additions</u>	<u>New</u>
Less than 1,001 Sq. Ft.	660.00	890.00
1,001-2,500 Sq. Ft.	865.00	1,075.00
2,501-3,500 Sq. Ft.	955.00	1,385.00
3,501-4,000 Sq. Ft.	1,195.00	1,700.00
Over 4,000 Sq. Ft.	1,365.00	1,935.00
Over 85% of the maximum <u>required</u> FAR <i>(Fee does not apply to FAR guideline projects.)</i>		Add 265.00
Minor Alterations		395.00
Major Alterations		675.00
 <u>Multi-Family Residential:</u>	 <u>Alterations</u>	 <u>Additions</u>
1-4 Units	450.00	1,915.00
5-10 Units	570.00	2,485.00
11-20 Units	865.00	4,575.00
21-30 Units	1,220.00	5,545.00
31-50 Units	1,890.00	6,895.00
51-80 Units	2,350.00	8,225.00
81+ Units	2,665.00	8,655.00
 <u>Non-Residential:</u>	 <u>Alterations</u>	 <u>Additions</u>
Less than 1,000 Sq. Ft.	905.00	1,210.00
1,001-2,500 Sq. Ft.	1,435.00	1,720.00
2,501-3,500 Sq. Ft.	1,945.00	3,130.00
3,501-10,000 Sq. Ft.	2,450.00	4,835.00
10,001-20,000 Sq. Ft.	4,000.00	6,385.00
20,001-50,000 Sq. Ft.	5,195.00	7,575.00
50,001-100,000 Sq. Ft.	6,390.00	9,955.00
Over 100,000 Sq. Ft. +	7,815.00	10,685.00

*Planning Fees – Excerpt from Resolution No. 18-041*

o	Tenant Improvement (TI) Storefronts ( <i>Alterations Only on Consent or Full Board</i> ):		
	Minor TI ( <i>Alterations</i> ) to Front Façade Elevation Only		755.00
	Major TI ( <i>Alterations</i> ) to Multiple Elevations		1,740.00
o	Pre-Application Consultation: ( <i>Allows one consultation with limited plans presented. Noticing and associated fees may also be required.</i> )		
	Minor Project ( <i>Minor design consultation or inquiry</i> )		325.00
	Major Project ( <i>Focused review and comments on design issues for multi-residential, mixed-use, or non-residential</i> )		565.00
o	Supplemental Review Fee ( <i>This does not include items heard on Consent</i> ):		
	Fifth and subsequent full board review meeting for all projects		280.00/mtg
o	Postponement/Rescheduling fee ( <i>Full Board</i> )		210.00
o	Temporary Uses and Minor Alterations ( <i>e.g., Umbrellas, outdoor furniture, lighting, building colors and equipment</i> )		190.00
o	Development Plan Review ( <i>Non-DART only</i> )		1,530.00
o	Antennae/Wireless Facilities:		
	Minor Change(s) to Existing Facility		165.00
	Substantial Change(s) to Existing Facility		500.00
	New Antennae/Wireless Facility		1,235.00
	New Microcell/Small Cell Sites ( <i>per site</i> )		390.00
o	Site work, retaining walls, tree removals, and landscaping alterations:		
	Consent Calendar		190.00
	Full Board		555.00
o	“As Built” Changes ( <i>Unpermitted work/use</i> )		Twice the current fee
o	“As Built” Demolition or Alterations to Designated or Listed Historic Structures ( <i>Unpermitted work/use</i> )		Triple the current fee
o	Surface Parking Lots:	<u>Alterations</u>	<u>New</u>
	1-20 Spaces	475.00	1,380.00
	21+ Spaces	870.00	1,645.00
o	Vegetation Removal or Grading (only) Permits		870.00
o	Minor Tree Removal Permit (1-3 trees)		35.00 each tree
o	Time Extension		265.00

- o Review after Final changes at Full Board:  
*(more significant changes may require a different fee)*
  - Residential 215.00
  - Non-Residential 310.00
  
- o Revised Project *(i.e., projects requiring new Zoning Review)* ½ of current fee

**COASTAL PLAN REVIEW**

- o Coastal Exclusions and Exemptions 475.00
- o Recommendation to the California Coastal Commission (CCC) 475.00  
*(No Planning Commission or Staff Hearing Officer review required.)*
- o Consent or Minor Coastal Development Permit (CDP) Items 2,925.00
- o Minor Coastal Development Permit (CDP) Items without a Public Hearing 1,170.00
- o Coastal Development Permits:
  - Residential:
    - 1-4 Units 6,015.00
    - 5-10 Units 7,750.00
    - Over 10 Units 8,380.00
  - Non-residential:
    - 0-1,000 Sq. Ft. 6,015.00
    - 1,001-3,000 Sq. Ft. 7,790.00
    - Over 3,000 Sq. Ft. 12,005.00
- o LCP Amendments 21,090.00

**COMMUNITY BENEFIT PROJECT DESIGNATION (COMMUNITY PRIORITY AND ECONOMIC DEVELOPMENT)**

- o City Council (CC) Review *(includes one CC Hearing)* 1,190.00
- o Additional Hearings by CC 1,025.00

**CONDITIONAL USE PERMIT**

- o Minor and Amendments 5,190.00
- o Residential Uses (Permanent or Temporary) 6,935.00
- o Non-residential Uses (Permanent or Temporary, including Mobile Food Vendors) 13,850.00
- o Development that requires a Conditional Use Permit per a specific zone (e.g. Overlay Zones, Specific Plans) 8,420.00

**CONVERSION PERMIT**

*(Commercial condominium conversion projects must pay a tentative subdivision map fee but not a Condominium 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 Only*) 11,455.00
- o Hotel/Motel Conversion 11,455.00

**DEVELOPMENT AGREEMENTS**

In accordance with Council Resolution No. 89-120 pertaining to the establishment of procedures for Development Agreements the following deposit and hour rates apply.

- o Deposit 7,145.00
- o Hourly Rates:
  - Planning Division 155.00
  - City Attorney 260.00

**DEVELOPMENT AND SITE PLAN REVIEW**

*(This applies to Planning Commission only. Please refer to the Staff Hearing Officer section and Design Review section for Architectural Board of Review and Historic Landmarks Commission Development Plan Review fees.)*

- o Residential 8,420.00
- o Non-residential:
  - 1,001-3,000 Sq. Ft. 9,565.00
  - 3,001-10,000 Sq. Ft. 12,275.00
  - 10,001-20,000 Sq. Ft. 19,035.00
  - 20,001-50,000 Sq. Ft. 24,480.00
  - 50,001-100,000 Sq. Ft. 29,910.00
  - Over 100,000 Sq. Ft. 31,120.00 + \$35.00  
for each 1,000 s.f.  
over 100,000 s.f.
- o Master Plan 3,160.00
- o Other Development Plans required in Specific Zones (*i.e. C-P, C-X, P-D, R-H*) 8,420.00

**ENVIRONMENTAL ASSESSMENT**

- o CEQA Exemption:
  - ABR/HLC/SFDB/MOD (Non-DART) projects with one study (HSSR not included) 295.00
  - ABR/HLC/SFDB/MOD (Non-DART) projects with more than one study (HSSR not included) 595.00
  - DART: No studies 870.00
  - DART: With studies 2,305.00

*Planning Fees – Excerpt from Resolution No. 18-041*

o	Development Along Mission Creek pursuant to SBMC§30.140.050.G (if not associated with a project subject to PRT or DART review)	1,375.00
o	Historic Structures Reports	
	Historic Structures Reports reviewed by HLC or staff	295.00
	Revised or Addendum Historic Structures Reports	155.00 each
o	Initial Study Preparation:	
	Prepared by Staff	11,050.00
	Contract Management ( <i>If Initial Study prepared by consultant; applicant pays full contract amount and 15% contract management fee to the City</i> )	15% of contract amt
o	Negative Declaration (ND):	
	Prepared by Staff	1,225.00
	ND Contract Management ( <i>If ND prepared by consultant; applicant pays full contract amount and 15% contract management fee to the City</i> )	15% of contract amt
o	Staff Determination of Adequacy of Prior Environmental Document ( <i>A \$2,000.00 deposit is required</i> )	155.00/hr
o	Staff Preparation of Addendum to EIR/ND ( <i>An \$2,000.00 deposit is required</i> )	155.00/hr
o	Staff Preparation of Supplement to EIR/ND ( <i>An \$8,000.00 deposit is required</i> )	155.00/hr
o	Environmental Impact Report (EIR) Fees for Staff time:	
	Focused EIR ( <i>Prepared by Staff</i> ) ( <i>An \$8,000.00 deposit is required</i> )	155.00/hr
	Full EIR ( <i>Prepared by Staff</i> ) ( <i>An \$8,000.00 deposit is required</i> )	155.00/hr
	EIR Contract Management ( <i>If EIR prepared by consultant; applicant pays full contract amount and 15% contract management fee to the City</i> )	15% of contract amt
o	Master Environmental Assessment (MEA) Report per parcel ( <i>If requested by the public</i> )	20.00

**GENERAL PLAN AMENDMENTS**

o	General Plan Map Amendment	16,000.00
o	General Plan Text Amendment	28,625.00

**MAILING LIST SERVICE**

o	Preparation of Map, Mailing List, Labels, and <b><u>one</u></b> On-Site Posting Sign	255.00 per noticed hearing
o	Each Additional On-Site Posting Sign ( <i>if required, lost, or damaged</i> )	25.00

**MILLS ACT**

o	Application Fee	60.00
o	Mills Act Contract Processing Fee	525.00
o	Mills Act Request for Valuation Exception	525.00

**MINOR ZONING EXCEPTION**

- o Errors in Zoning Information Reports No fee
- o All other Minor Zoning Exceptions (except those reviewed by the Public Works Director) 175.00
- o “As-Built” Changes Twice the current fee

**MIXED-USE PROJECTS**

- o For New Buildings, calculate the fees for both residential and non-residential project elements and charge both fees.
- o For Additions/Alterations, calculate the fees for both residential and non-residential project elements and charge the greater fee.

**MODIFICATIONS**

- o Non-DART Process 1,150.00
- o Pre-Application Fee 155.00
- o DART Process 2,670.00
- o Each additional modification request:
  - o By Non-DART Process 610.00
  - o By DART Process 1,355.00
- o “As-Built” Changes (*Unpermitted work/use*) Twice the current fee

**OFF-SITE HAZARDOUS WASTE MANAGEMENT FACILITY**

- o Notice of Intent 1,460.00
- o Local Assessment Committee
  - o Initiation 4,370.00
  - o Coordination of Committee based on estimate of staff hours 155.00/hr

**PERFORMANCE STANDARD PERMITS (PSP)**

- o Accessory Uses and Buildings (e.g., bathroom in accessory building) 675.00
- o Large Family Day Care / Community Care Facility 1,060.00
- o Mobile Food Vendors 2,700.00
- o Storefront Collective Dispensary Permit 155.00/hr  
(A 30-hour deposit is required for full cost recovery)
- o Storefront Collective Dispensary Permit Annual Review 1,025.00
- o Storefront Collective Dispensary Permit Annual Financial Audit 170.00/hr  
(A 20-hour deposit is required for full cost recovery)
- o Temporary Uses Requiring a PSP 2,700.00
- o Other PSPs 5,400.00

**PLANNING COMMISSION**

o	Planning Commission Hearing for AUD Rental Projects subject to SBMC§30.150.060 or §28.20.080 ( <i>This fee also includes a PRT review.</i> )	4,705.00
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 ( <i>The hearing can be one or a combination of more than one of these</i> )	3,715.00
o	Community Benefit Height Approval Findings	1,865.00
o	Each subsequent Planning Commission Hearing	1,865.00
o	Planning Commission Consultation ( <i>Request for a determination on similar uses as allowed in the Zoning Ordinance</i> )	185.00
o	Revised application for review by the Planning Commission ( <i>Revised by the applicant after completion of legal notice. Projects with additional applications require full fees.</i> )	½ of the original filing fee(s) for each application.
o	Release of covenant or amendments to conditions, and minor amendments to previously approved project.	4,225.00
o	Substantial Conformance: If it is determined that the next level is necessary, the fee may be credited. ( <i>Levels of review are based on the Planning Commission Guidelines</i> ):	
	Level one ( <i>Memo to File</i> )	185.00
	Level two ( <i>Letter to Applicant</i> )	1,240.00
	Level three ( <i>Lunch Meeting</i> )	2,635.00
	Level four ( <i>Public Hearing</i> )	4,225.00
o	Third and subsequent DART Re-submittals	¼ of the highest fee paid for project
o	Re-notice Fee for Planning Commission continuance	605.00
o	Time Extension	300.00
o	Time Extension with Hearing	590.00

**PRE-APPLICATION REVIEW TEAM (PRT)**

o	Subdivisions ( <i>residential &amp; non-residential</i> ):	
	1-4 Units/lots	2,765.00
	5-10 Units/lots	3,465.00
	Over 10 Units/lots	3,760.00
o	Development Plan and other required applications:	
	0-1,000 Sq. Ft.	2,765.00
	1,001-3,000 Sq. Ft.	3,465.00
	3,001-10,000 Sq. Ft.	4,810.00
	Over 10,000 Sq. Ft.	5,315.00
o	Lot Line Adjustments	2,765.00



- o Voluntary review 2,765.00  
*(Includes one PRT review only. Half of this fee will be considered a deposit for your next application fee, if you proceed)*
- o Planner Consultation 465.00

**PROPERTY PROFILES**

- o Property Profile *(3-hour minimum charge)* 155.00/hr

**RECORDED AGREEMENTS**

- o Processing agreements or other recorded documents for Non-DART projects *(e.g. off-site parking agreements, ADU covenants, lot tie agreements, etc.)* 155.00/hr  
*(2-hour minimum charge)*

**SIGN REVIEW**

*(Note: A Building Permit is to be obtained, and inspection fees are required to be paid after approval.)*

- o Conforming Review *(Total sign area of all signs on one site):*
  - One sign ≤ 10 sq. ft. 185.00
  - Total signage 10+ ≤ 30 sq. ft. 290.00
  - Face or color changes on existing sign(s) 250.00
  - Changes to existing sign program 250.00
  - Review after Final *(Minor miscellaneous changes and review)* 115.00
- o Consent or Full Board Review *(Total sign area of all signs on one site):*
  - 10 ≤ 30 Sq. Ft. 290.00
  - 31 ≤ 60 Sq. Ft. 490.00
  - 61 ≤ 90 Sq. Ft. 795.00
  - 90+ or more Sq. Ft. 1,040.00
- o Exception *(Charged in addition to the base fee, per exception requested.)*
  - 1<sup>st</sup> Exception 610.00
  - 2+ Exception(s) 320.00
- o Concept Review *(Includes only **one** hearing.)*
  - One Concept Review Hearing 125.00
  - One Concept Review Hearing with Exception(s) 200.00
- o “As-Built” Changes *(Unpermitted work/use)* Twice the current fee
- o Harbor Signs 300.00
- o Outdoor Vending Machine Review:
  - Machine panel signage and one to two machines 255.00
  - Three to four machines 355.00

*Planning Fees – Excerpt from Resolution No. 18-041*

o	Postponement/Rescheduling Fee	105.00
o	Sign Programs ( <i>Individual signs have a separate review and fee.</i> )	
	Changes to existing sign program	300.00
	New sign program	
	1-3 Tenants	365.00
	4-10 Tenants	555.00
	11-15 Tenants	795.00
	16+ Tenants	1,040.00
o	Temporary Sign(s)	80.00
o	Vending Machine Exception Request	355.00
o	Vending Machine License Agreement	220.00

**SPECIFIC PLANS**

o	Specific Plans ( <i>Instead of Zone Change</i> )	44,670.00
o	Specific Plan Amendment	15,655.00

**STAFF HEARING OFFICER (SHO)**

o	Substantial Conformance:	
	Level one ( <i>Staff level</i> )	185.00
	Level two ( <i>Public hearing at Staff Hearing Officer</i> )	675.00
o	Third and subsequent DART Re-submittals	¼ of the highest fee paid for project
o	Re-notice Fee for Staff Hearing Officer continuance	460.00
o	Revised Project ( <i>Revised by the applicant after completion of legal notice. Projects with additional applications require full fees.</i> )	½ of the current fee
o	Amendments to Conditions of Approval	1,540.00
o	Development Plan Approval	1,730.00
o	Time Extension of Prior Approvals	300.00
o	Time Extension of Prior Approvals with Hearing	590.00

**STAFF HOURLY RATE**

o	Staff Hourly Rate	155.00/hr
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**SUBDIVISION AND TENTATIVE MAP\*#**

o Residential or Non-Residential Subdivisions, or Residential Condominiums:		
1-4 Lots/Units		10,060.00
5-10 Lots/Units		12,920.00
11-20 Lots/Units		20,470.00
21-50 Lots/Units		32,765.00
Over 50 Lots/Units		41,015.00
o Non-residential Condominiums ( <i>Total Non-Residential Floor Area</i> ):		
0-1,000 Sq. Ft.		5,040.00
1,001-3,000 Sq. Ft.		6,465.00
3,001-10,000 Sq. Ft.		13,170.00
Over 10,000 Sq. Ft.		13,170.00 + \$40 for each 1,000 sq. ft. over 10,000 sq. ft.
o Re-Process revised maps		½ of the current fee
o Lot Line Adjustments		10,060.00

*\*Each unit on a Condominium development shall be considered a "Lot" for the purpose of determining filing fee.*

*#Commercial condominium conversion projects only require a tentative subdivision map fee, not a Condominium Conversion Permit fee.*

**TRANSFER OF EXISTING DEVELOPMENT RIGHTS (TEDR)**

*(Note: Includes all sites involved in the transfer proposal.)*

o ≤ 1,000 sq. ft. (≤ 4 hotel rooms)		1,710.00
o > 1,000 sq. ft. (≥ 5 hotel rooms)		5,950.00

**VARIANCE**

o Variance		15,205.00
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**ZONE CHANGE**

o Zone Change		19,410.00
o Zoning Ordinance Amendments		17,685.00

**ZONING CLEARANCE**

o Mobile Food Vendors		465.00
o All Others (e.g., Temporary Uses)		310.00

**ZONING INFORMATION REPORT (ZIR)**

o Type	No On-site Inspection	On-site Inspection
Condominium	250.00	335.00
One Dwelling Unit ( <i>except condos</i> )	355.00	475.00
1-3 Additional Dwelling Units	50.00 each	65.00 each
5-15 Total Units	610.00	815.00
>= 16 Total Units	715.00	955.00
o Expedited ZIR Fee <i>(When ZIR is required within a two-week time period, and escrow was commenced prior to the two-week period.)</i>		Twice the current fee
o One-year Extension Fee <i>(Must apply prior to expiration date of current ZIR. A re-inspection is required prior to expiration date of the current ZIR.)</i>		½ of the current fee
o Re-inspection Fee <i>(Required for a missed on-site inspection appointment, without prior notice, or inability to inspect entire property. This fee may be charged in-lieu of a time extension fee provided that the re-inspection finds no changes or new violations.)</i>		190.00

**ZONING LETTERS**

o Zoning Letter ( <i>2-hour minimum charge</i> )	155.00/hr
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**ZONING PLAN CHECK**

*(Non-refundable partial payment is required upon application submittal.)*

o Single Family Residential ( <i>Includes Demo/Rebuild</i> ):	
Minor Alteration ( <i>No new floor area</i> )	155.00
Small Addition ( <i>Less than 500 Sq. Ft.</i> )/Major Alteration	225.00
Addition ( <i>500 – 1,000 Sq. Ft.</i> )	450.00
Addition ( <i>Greater than 1,000 Sq. Ft.</i> )	600.00
New Residence ( <i>0-2,000 Sq. Ft.</i> )	600.00
New Residence ( <i>2,001 to 4,000 Sq. Ft.</i> )	900.00
New Residence ( <i>Greater than 4,000 Sq. Ft.</i> )	1,140.00
o Multi-Family Residential ( <i>Includes Demo/Rebuild</i> ):	
Minor Alteration ( <i>No new floor area</i> )	225.00
Small Addition ( <i>Less than 500 Sq. Ft.</i> )/Major Alteration	450.00
Addition ( <i>500 – 1,000 Sq. Ft.</i> )	600.00
Addition ( <i>Greater than 1,000 Sq. Ft.</i> )	765.00
New Residential Units ( <i>1-4 Units</i> )	765.00 per unit
New Residential Units ( <i>Over 4 Units</i> )	3,715.00 + 125.00 per unit over 5 units

*Planning Fees – Excerpt from Resolution No. 18-041*

- o Non-Residential (*Includes Demo/Rebuild*):
  - Minor Alteration (*No new floor area*) 225.00
  - Addition/Alteration/New (*Less than 500 Sq. Ft.*) 450.00
  - Addition/Alteration/New (*500 – 1,000 Sq. Ft.*) 600.00
  - Addition/Alteration/New (*1,001 – 3,000 Sq. Ft.*) 765.00
  - Addition/Alteration/New (*3,001 – 10,000 Sq. Ft.*) 1,155.00
  - Addition/Alteration/New (*Greater than 10,000 Sq. Ft.*) 1,985.00
- o Agricultural Uses (*e.g. verification of allowed use/new water meter*) 570.00
- o Land Development Team Recovery Fee 30% of all  
(*A fee will also be charged to Development Application Review Team projects when they apply for a Building Permit. The fee will be calculated by Planning Staff.*) Planning Fees
- o Minor Zoning Review (*Over-the-counter permits*) 85.00
- o Plan Check for Public Works project (*1-hour minimum charge - Certificate of Compliance projects in creeks, cell towers in right of way, etc.*) 155.00/hr
- o Preliminary Plan Review (optional review prior to application submittal) ½ of plan  
check fee
- o Supplemental Review Fee ¼ of current  
(*The Zoning Plan Check fee above covers two reviews by the Zoning Plans Examiner. A fee shall be charged for each review after the second review.*) fee
- o Vegetation Removal or Landscaping Permits 150.00

**PHOTOCOPYING FEE**

- o See the General Copy Fee section under Finance Administrative Fees
- o In conjunction with requests for **compact disk (cd)** copies, a per disk fee to defray the direct costs of disk and duplication, including any photocopy fees will be charged 5.00 per disk

**RESPONSE TO SUBPOENA**

- o Costs as allowed per Evidence Code section 1563(b) or Government Code Section 68096.1, as applicable