



**COUNTY OF PLACER**  
**Community Development Resource Agency**

John Marin, Agency Director

**ADMINISTRATION**

**MEMORANDUM**

**TO:** Honorable Board of Supervisors  
**FROM:** John Marin, Director  
Community Development Resource Agency  
**DATE:** November 7, 2006  
**SUBJECT:** Land Development Fee Schedule

**ACTION REQUESTED:**

The Community Development Resource Agency (CDRA) respectfully requests your Board's consideration and approval of the attached proposed fee schedule revisions for land development applications including:

- 1) An ordinance amending sections of County Code Articles 2.18, 16.08, 16.16 and 16.20 increasing Engineering and Surveying fees and taking other related actions;
- 2) An ordinance adding County Code Section 17.58.015 regarding Mandatory Predevelopment meetings on certain Planning applications; and
- 3) A resolution approving fee increases and confirming other fees associated with Planning applications.

**BACKGROUND:**

On April 4, 2006, the Board of Supervisors approved the Phase III Organization and Process Improvement for the Community Development Resource Agency (CDRA). The Agency was established to improve the processes and functions related to land development in Placer County. During the Phase III Organizational and Process Improvements, it was discussed that a revision of the fee schedule would be necessary to implement many of the process improvements outlined in the Board memorandum.

The land development fee schedule has not been modified or reviewed by the Board of Supervisors since 1989. The fees have been adjusted for cost of living increases on an annual basis but a thorough evaluation of actual cost accounting by application, type, labor cost, field review and public noticing has not been performed until now. A thorough study of all seventeen (17) fees is on file with the Clerk of the Board of Supervisors.

279

Following are the fees proposed to increase:

- |   |  |
|---|--|
| 1. Conditional Use Permit – Type A        | 10. Improvement Plans – Minor Subdivisions               |
| 2. Conditional Use Permit – Type C        | 11. Major Environmental Questionnaire                    |
| 3. Design Review Commercial Remodel       | 12. Mandatory Predevelopment Meetings                    |
| 4. Design Review Single Family Dwelling   | 13. Minor Environmental Questionnaire /<br>Modifications |
| 5. Design Review Type B                   | 14. Minor Use Permit – Type C                            |
| 6. Final Map                              | 15. Record of Survey                                     |
| 7. Final Parcel Map                       | 16. Tentative Parcel Map                                 |
| 8. Improvement Plans – Commercial         | 17. Variances  |
| 9. Improvement Plans – Major Subdivisions |  |

The proposed fee schedule outlines a seventy percent (70%) average cost recovery proposal. Currently, Placer County receives less than fifty percent (50%) cost recovery on many of our applications in the land development process. We are proposing a seventy percent (70%) cost recovery at this time as we implement a complete cost accounting program by application. As specific cost accounting information is collected, the proposed fees herein will be further reviewed to better determine the exact cost of each application.

The proposed land development fee schedule has been reviewed with several stakeholder organizations including the Building Industry Association (B.I.A.), the Contractors Association of Truckee Tahoe (C.A.T.T.) and Placer Architects, Geologists, Engineers, and Surveyors (P.A.G.E.S.) A commitment was made to each organization to review direct cost accounting numbers with them after six months of implementation of the new fee schedule. Each organization was interested in reviewing actual cost accounting by department per application to better define accountability and process improvements. The Agency is committed to providing accountability for performance by reviewing process improvements, turn-around times and customer service satisfaction. Adoption of the proposed fee schedule is the first step toward providing accountability in processing for the seventeen (17) fees outlined in the attached resolution and ordinances.

Example: An Engineer's Estimate of three hundred thousand dollars (\$300,000.00), the Fee will be:  $\$11,500.00 + (0.03 \times \$50,000) = \$13,000$ . An Initial Payment of forty (40) percent (\$5,200.00 in this example) would be due at the initial submittal. The Subsequent Payment of sixty (60) percent (\$7,800.00 in this example) would be due prior to plan approval, if no change in the Engineer's Estimate occurs during the plan check process.

#### **PROCESS IMPROVEMENTS:**

Mandatory Predevelopment Meetings were implemented on January 1, 2006 for all Conditional Use Permits, Subdivisions (over four lots), General Plan Amendments, Specific Plans and Rezoning to assist in early communication and identification of issues and a completed checklist of submittal requirements for the applicant to provide when making the Environmental Questionnaire (EQ) application. Currently, there is no fee involved with the Mandatory Predevelopment Meeting, however, we are requesting approval of a one thousand dollar (\$1,000.00) fee which will be applied to submittal of the Environmental Questionnaire application if submitted within one year of the meeting.

Initial Final Map and Final Parcel Map are now audited at submittal to ensure completeness. If not complete, the surveyor and owner will be notified of the deficiency and the submittal package will be returned so the missing items can be included and a complete package resubmitted. In addition, 'significant issues' meetings may be held to resolve issues before resubmitted thus reducing the number of submittals and processing time.

All improvement plans are undergoing mandatory pre-submittal audits, continuing standardization of review, pro-active meetings with applicants to discuss/resolve issues and public forums to discuss technical standards and recommendation for improvements.

**FISCAL IMPACT:**

A review of applications from January 1, 2006 to July 1, 2006 indicates the proposed fees would amount to two hundred seventy five thousand dollars (\$275,000.00) in increased fee revenues, therefore we expect that the proposed fee revenues will increase by approximately five hundred fifty thousand dollars (\$550,000.00) annually.

**COMMUNITY DEVELOPMENT RESOURCE AGENCY**

**Fee Study**

As of July 2006

Service Area	Current Fee	Estimated Cost With Process Improvements 100% Cost Recovery	Tentative New Recommended Fee	% Cost Recovery Based on New Recommended Fee	Average of Respondents' Recommended Fee in Same Community
1 Conditional Use Permit - Type A (Large/Primarily Industrial)	\$ 3,305	4,871	\$ 3,500	59%	3,500
2 Conditional Use Permit - Type C (Multi-Residential/Small Commercial)	\$ 1,540	1,888	\$ 2,500	60%	2,500
3 Design Review Commercial Remodel	\$ 175	1,128	\$ 1,000	81%	1,000
4 Design Review Single Family Dwelling	\$ 55	500	\$ 200	36%	200
5 Design Review Type B (Medium-Commercial/Industrial)	\$ 2,660	4,243	\$ 3,500	82%	3,500
6 Final Map	\$1,770 + \$20/Lot	15,458	\$2,500 + \$20/lot	20%	2,500
7 Final Parcel Map	\$600 + \$25/Parcel	1,038	\$1,400 + \$25/Parcel	71%	1,400
8 Improvement Plans-Commercial	\$ 5,000	12,604	9% to 2.1%	71%	5,000
9 Improvement Plans-Major Sub	\$ 10,500	20,071	9% to 2.1%	63%	10,500
10 Improvement Plans-Minor Sub	\$ 650	1,307	9% to 2.1%	22%	650
11 Major Environmental Questionnaire	\$ 1,025	11,124	\$ 6,000	54%	6,000
12 Mandatory Predevelopment Meetings *	\$	2,370	\$ 1,000	43%	1,000
13 Minor Environmental Questionnaire / Modifications	\$ 420	1,904	\$ 3,000	61%	3,000
14 Minor Use Permit - Type C (Small Commercial/Temporary Uses)	\$ 570	4,212	\$ 1,750	79%	1,750
15 Record of Survey	\$ 100	1,005	\$ 200	17%	200
16 Tentative Parcel Map	\$ 620	1,263	\$ 1,200	94%	1,200
17 Variance	\$ 830	1,916	\$ 1,200	60%	1,200
*Mandatory predevelopment meeting fee to be credited towards future environmental application fees if submitted within one year of meeting.					

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF PLACER, STATE OF CALIFORNIA**

**In the matter of:**  
A Resolution Adopting Certain Fee Increases And  
A New Predevelopment Meeting Fee and Confirming  
Fee Schedule for Land Development Applications.

Resolution No. \_\_\_\_\_

The following **Resolution** was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held, November 7, 2006, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Supervisors

Attest:  
Clerk of the Board

\_\_\_\_\_

---

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY RESOLVE THAT:

**WHEREAS**, the Planning Department allocates staff time and other costs for providing various services for processing and review of certain land development applications; and

**WHEREAS**, the Board has previously determined that the costs associated with such processing and review is to be supported, in part, by project applicants; and

**WHEREAS**, the Board has adopted a fee schedule to insure cost recovery consistent

*283*

with the Board's direction and authorized the Planning Department to annually update the fee schedule based upon the Consumer Price Index-California For All Urban Consumers; and

**WHEREAS**, state law requires that where a local entity imposes a new fee or increases an existing fee for processing and review of land development applications, then it must prepare a study documenting that the amount of the fee does not exceed the estimated reasonable cost of providing the services; and

**WHEREAS**, a fee study to document the estimated costs of the proposed increases and an new fee for predevelopment meetings has been prepared and filed with the Clerk of the Board and all notices as required by state law have been given and a public hearing has been held;

**NOW, THEREFORE**, it is hereby resolved that the Board of Supervisors of Placer County adopts the amended Planning Department Fee Schedule as set out in the attached Exhibit A.

## PLACER COUNTY PLANNING DEPARTMENT - FEE SCHEDULE

### Effective – January 7, 2007

Type of Application				Current Application Fee	Revised Fee
Additional Building Site				\$585	
Admin. Approval of Antenna (Section 17.56.060F)				\$530	
Admin. Approval (Section 17.60.105)				\$115	
Admin. Review Permit				\$530	
SFD/Small Collection/Recycling Facility/Private Kennel/Cattery				\$55	
Ag. Preserve (New)				\$840	
Ag. Preserve (Split)				\$1040	
Amend. Map/Certificate of Correction					
Subdivision				\$1,230	
Parcel Map				\$660	
Appeals				\$465	
Avalanche Appeals				\$380	
Certificate of Compliance				\$660	
Conditional Use Permit (See "Definitions")					
Major A <sup>2</sup>	1/3 fee = \$1,155	2/3 fee = \$2,310	40% = \$1400 EOT	\$3,305 minimum fee/deposit	\$3,500 min. fee/deposit
Major B <sup>2</sup>	1/3 fee = \$870	2/3 fee = \$1,740	40% = \$1044 EOT	\$2,610 minimum fee/deposit	
Major C <sup>2</sup>	1/3 fee = \$825	2/3 fee = 1,650	40% = \$1000 EOT	\$1,540 minimum fee/deposit	\$2,500 min. fee/deposit
Design Review (See "Design Review Application Fees")					
Type A <sup>2</sup>	1/3 fee = \$1,172	2/3 fee = \$2,344	40% = \$1406 EOT	\$3,515 minimum fee/deposit	
Type B	1/3 fee = \$1,155	2/3 fee = \$2,310	40% = \$1400 EOT	\$2,660	\$3,500
Type C	1/3 fee = \$552	2/3 fee = \$1,105	40% = \$662 EOT	\$1,655	
Type D	1/3 fee = \$219	2/3 fee = \$438	40% = \$262 EOT	\$655	
Single Family Dwelling				\$ 55	\$200
Commercial Remodel				\$175	\$1,000
Conceptual Review				20% of current base fee	
Development Agreement <sup>2</sup>				\$3,145 minimum fee/deposit	
Environmental Questionnaire <sup>2</sup> (Fee required prior to Notice of Preparation submittal)				\$1025 minimum fee/deposit	\$6,000
EQ Minor/Modification (See "Definitions")				\$420	\$3,000
Environmental Impact Report <sup>2</sup>				\$7,640 minimum fee/deposit	
Addendum EIR <sup>2</sup>				\$4,135 minimum fee/deposit	
Minor Addendum EIR (See "Definitions")				\$2,050	
Reprocessed EIR <sup>2</sup>				\$5,195 minimum fee/deposit	
Exemption Verification				\$25	
Extension of Time				40% of current base fee	
Fish and Game Fees: Negative Declaration				\$1,280	
EIR				\$880	
General Plan Amendment <sup>2</sup>				\$3,145 minimum fee/deposit	
GPA Combined with Rezoning <sup>2</sup>				\$3,570 minimum fee/deposit	
Minor Boundary Line Adjustment				\$765 per adjustment	
Minor Land Division		40% = \$480 EOT (don't include # of lots)		\$620 per resulting lot	\$1,200 per resulting lot
Revised Tentative Map/Modification				\$195	
Minor Use Permit (See "Definitions")					
Type A	1/3 base fee = \$877	2/3 base fee = \$1,754	40% = \$1052 EOT	\$2,630	
Type B	1/3 base fee = \$596	2/3 base fee = \$1,191	40% = \$714 EOT	\$1,785	
Type C	N/A	2/3 base fee = \$1155	40% = \$700 EOT	\$570	\$1,750
Notice of Preparation (EIAQ fee required prior to NOP submittal)				\$725	
Outdoor Event Permit - Temporary				\$380	
Park Fees* Single Family Dwelling				\$3,625	
(SEE DEFINITIONS) Multi-Family/Second Dwelling/Mobile Home				\$2,640	
Age-Restricted				\$2,385	
Subdivision				\$580 per lot	
Rafting Permit				\$7,065	
Pre-Development Meeting* (SEE DEFINITIONS)				n/a	\$1,000

<sup>2</sup> Major Projects will be processed at cost. See definition two on Page 2.

225

Reapplication within one year of permit expiration		1/3 of current base fee		
Rezoning/Zoning Text Amendment <sup>2</sup>		\$2,680 minimum fee/deposit		
Sign Permit		\$90		
Specific Plan <sup>2</sup>		\$50,000 minimum fee/deposit		
Specific Plan Modification <sup>2</sup>		\$50,000 minimum fee/deposit		
Subdivision Tentative Map				
Sewer (including resubdivision) <sup>2</sup>	40% = \$464 (EOT)	\$1,210 + \$100 per lot /deposit		
Septic (including resubdivision) <sup>2</sup>	40% = \$464 (EOT)	\$1,210 + \$200 per lot/deposit		
Modification <sup>2</sup>		\$1,230 minimum fee/deposit		
Subpoena fee - deposit (See "Definitions")		\$175		
Tree Permit (Minor)		\$25		
Variance				
Setback, fencing, other	2/3 fee = \$792 (Modif) 40% = \$488 (EOT)	\$740 - \$910	\$1,200	
Voluntary Merger		\$110		

## DEFINITIONS

- **PCTPA and FALUC fees:** Review fee for projects within Airport Overflight Zones. These fees are processed as a separate check made payable to the appropriate entity. *The Placer County Transportation Planning Agency (PCTPA) handles the Auburn, Lincoln, and Blue Canyon Airports. The Foothill Airport Land Use Commission (FALUC) handles the Truckee Airport.*
- A **Major Project** is defined as a residential project of 50 or more units, or a commercial/industrial/recreational project of 10 acres or more or any project undergoing an EIR. A minimum fee is required equal to the base fee for the necessary entitlements. Additional costs determined by actual hours spent reviewing the project. Charges are initiated upon filing of the first environmental document and conclude upon recording of a final map or obtaining a building permit.
- A **Minor Addendum EIR** is an Addendum EIR done on a residential project of less than 50 units, or a commercial or industrial project on less than 10 acres.
- The **Subpoena fee** is a deposit pursuant to Cal. Gov. Code §68096.1, the actual amount may vary, depending on the length of time the County employee is required to prepare for and attend the proceeding.
- **Combined Applications** may be entitled to special fees (see "Combining Application Fees").
- A **Minor Modification** is a proposed modification determined by the Planning Director to not be a substantial change in the proposed project or conditions (e.g., a second residential unit (adding square footage), and possibly changing a condition on an approved project.
- **Parks Fee** may be reduced based on credit for previously paid fees - contact the Planning Department for specific information.
- **Pre-Development Meeting fee** to be credited towards future environmental processing for same project if submitted within one year of meeting.

## CONDITIONAL USE PERMIT DEFINITIONS

### CUP TYPE "A" (\$3,500)

Airfields and landing strip Electric generating plant Hotels and motel Machinery manufacturing Mining operation Outdoor commercial recreation Plastics and rubber products Recycling/scrap/wrecking yard Slaughterhouses and rendering Truck stop Weapons manufacturing	Chemical products Explosives manufacture/storage Industrial subdivision Metal manufacturing industry Motor vehicles & transportation equipment Paper products Printing and publishing School: College and university, Elementary, Secondary, Specialized education	Correctional institution Food products Lumber and wood products Metal products fabrication Oil and gas well Petroleum refining/related industry Reclamation plan Shopping center (10+ acres) Sport facility & outdoor public assembly Waste disposal site Vehicle and freight terminal
---	---	--

### CUP TYPE "B" (\$2,610)

Animal sales yard, feed lot, stockyard Broadcasting studio Cemetery, columbarium, mortuary Combining -UP use Fertilizer plant Library and museum Membership organization facility Office Planned development Public utility facility Recycling facility Retail stores, general merchandise Service station Shopping center (5-10 acres) Theater and meeting hall	Auto, mobile home, vehicle & parts sales Building materials store Chicken, turkey, or hog farm Community center Furniture, furnishings & equipment store Mail order and vending Mobile home park Outdoor retail sales (see MUP Type A, C) Plant nursery in CPD zone district Recreation and fitness center Repair/maintenance-consumer products Secondhand store (Adult) Sex oriented entrtmrnt. Business Ski facility and ski runs Timeshare (Section 17.56.310)	Bank and financial service Business support service Church Fast-food restaurant Grocery and liquor store Medical services-hospital/extended care Multi-family residence (21+ units) Park, playground, golf course Public safety facility Recreational vehicle park Restaurant and bar Senior housing project Shopping center (up to 5 acres) Storage, mini-storage facility Transit station and terminals
--	---	---

### CUP TYPE "C" (\$2,500)

Child daycare, family care home	Drive-in and drive-thru sales	Drive-in and drive-thru service
---------------------------------	-------------------------------	---------------------------------

286

Heliport  
Multi-family residential (20 or less units)  
Repair and maintenance - acc. to sales  
Vehicle storage

Medical services - vet clinic and hospital  
Non-conforming sign (Sec. 17.54.200)  
Subdivision within -SF zone district  
Water extraction and storage

Medical services - clinic and laboratory  
Personal services  
Temporary uses (Sec. 17.56.300)

## MINOR USE PERMIT DEFINITIONS

### MUP TYPE "A" (\$2,630)

Auto, mobile home, vehicle & parts sales  
House of Worship  
Elec./electronic equipment, instruments  
Furniture and fixture manufacturing  
Hotel and motel  
Medical services - hospital/extended care  
Office  
Paper products  
Plastic and rubber products  
  
School:  
Elementary  
Secondary  
Specialized education & training  
  
Wholesale and distribution

Campground  
Clothing products  
Fast food restaurant  
Glass products  
Lumber and wood products  
Metal products fabrication  
Outdoor commercial recreation  
Park, playground, golf course  
Printing and publishing  
Service station  
Shopping center (5-10 acres)  
Storage yard and sales lot  
Structural clay and pottery products  
Transit station and terminals

Child daycare center  
Concrete, gypsum, plaster products  
Food products  
Harbor facility and marina  
Machinery manufacturing  
Multi-family dwellings (21 or more)  
Outdoor retail sales (see MUP Type C)  
Paving materials  
Retail store, general merchandise  
Shopping center (up to 5 acres)  
Stone and cut stone products  
Storage, mini-storage facility  
Textile and leather products  
Warehouse

### MUP TYPE "B" (\$1,785)

Agriculture processing  
Bed and breakfast lodging  
Commercial kennel and animal boarding  
Drive-in and drive-thru sales  
Fuel and ice dealer  
Laundry and dry cleaning plant  
Medical services - vet clinic, hospital  
Personal services  
Public safety facility  
Repair/maintenance - consumer products  
Rural recreation  
Vehicle storage

Antennas, communication facility  
Broadcasting studio  
Community center  
Drive-in and drive-thru services  
Furniture, furnishings, equipment store  
Library and museum  
Membership organization facility  
Plant nursery - retail  
Public utility facility  
Residential care home (7 or more)  
Small-scale manufacturing

Bank and financial service  
Business support service  
Construction contractor  
Farm equipment and supply sales  
Golf driving range  
Medical services - clinic and laboratory  
Multi-family dwellings (20 or less units)  
Plant production plus (accessory sales)  
Recreation and fitness center  
Restaurant and bar  
Temporary event

### MUP TYPE "C" (\$1,750)

Accessory bldg and uses (Sec. 17.56.020)  
Commercial vehicle storage - 1 vehicle  
Hardship mobile home (Sec. 17.56.290)  
Off-premise comm'l/ind. sign (17.54.190)  
Outdoor eating (Sec. 17.56.190)  
Plant production (over 5 acres)  
Repair & maintenance accessory to sales  
Residential accessory uses  
Temporary dwelling (Sec. 17.56.280)

Animal raising and keeping uses  
Equestrian facility  
Home occup. - fire arms (17.56.120B1)  
Outdoor retail sales when occupying an area no more than 10% of the floor area of a commercial bldg on the same site  
Roadside stand for agric. products  
Storage of petroleum products (onsite use)  
Temporary off-site subdivision sign (Sec. 17.54.170)

Caretaker and employee housing  
Farm labor housing  
Hunting and fishing cabin  
Office - temporary (Sec. 17.56.300)  
Outdoor retail sales (Sec. 17.56.160)  
Reconstruct non-conforming use (fire, etc)  
Repair & maintenance - vehicle  
Storage, accessory - resid. (Sec. 17.56.250)

The following uses may be processed as a **Minor Environmental Questionnaire**:

- Outdoor sales - dining (existing restaurant)
- Commercial or industrial establishment (existing developed area - Master Plan already approved)
- Modif. of previously approved entitlement (e.g. tentative map, CUP)
- Down-zone to Open Space
- Grading permit when not categorically exempt from CEQA
- EIAQ resubmittal (where previous application was withdrawn within previous one year)
- Parcel maps when not categorically exempt from CEQA
- Variance to number of signs permitted

27

- Conversion to timeshare (existing building)
- Variance to sign size and height

## DESIGN REVIEW APPLICATION FEES

The following definitions apply to Design Review projects:

**Type A:** Commercial building - 35,000 s.f.+  
**\$3,515** Industrial building, multi-family residential,  
 institutional uses - 100,000 s.f.

**Type B:** Commercial building - 10,000 to 34,999 s.f.  
**\$3,500** Industrial building, multi-family residential,  
 institutional uses - 20,000 to 99,999 s.f.

**Type C:** Commercial building - 2,500 to 9,999 s.f.  
**\$1,655** Industrial building, multi-family residential,  
 institutional uses - 5,000 to 19,999 s.f.  
 Commercial and industrial uses without buildings  
 which occupy 40,000 s.f.+

**Type D:** Commercial building - 0 to 2,499 s.f.  
**\$655** Industrial building, multi-family residential,  
 institutional uses - 0 to 4,999 s.f.

**Single-Family Residence:**  
**\$200.00**

**Commercial Remodel:** Total work costs of less than 50% of the  
**\$1,000** value of the existing structures.

### MODIFICATIONS:

**Minor Modification = 1/3 of current base fee**  
 A Minor Modification is a proposed modification determined by the  
 Planning Director to not be a substantial change in the proposed project or  
 conditions.

**Major Modification = 2/3 of current base fee**

---

## COMBINING APPLICATION FEES

### TYPE OF APPLICATION:

<b>(ARP)</b> Administrative Review Permit	<b>(REA)</b> Rezoning	<b>(SUB)</b> Major subdivision
<b>(GPA)</b> General Plan Amendment	<b>(REC)</b> Reclamation Plan	<b>(UP)</b> Use Permits
<b>(MLD)</b> Minor Land Division	<b>(RPA)</b> Rafting Permit	<b>(VAA)</b> Variance

### Typical Combinations

GPA, REA  
 SUB, GPA, REA  
 SUB, GPA, REA, CUP and/or VAA  
 SUB, REA  
 SUB, REA, CUP and/or VAA  
 SUB, CUP (usually a Planned Development)  
 SUB, VAA  
 MLD, REA  
 REA, UP  
 UP, VAA  
 UP (new) and modification of Master CUP  
 CUP, RPA  
 MLD - Any two processes  
 ARP, VAA

### Application Fee

GPA/REA combined fee  
 SUB & GPA/REA combined fee  
 SUB & GPA/REA combined fee  
 SUB & REA fee  
 SUB & REA, *or* SUB & CUP, whichever is greater  
 SUB & CUP  
 SUB  
 MLD & REA  
 REA *or* UP, whichever is greater  
 UP *or* VAA, whichever is greater  
 One fee, whichever is greater  
 RPA  
 One fee, whichever is greater  
 VAA *or* ARP, whichever is greater

**Note:** Where multiple applications for the same type of permit are requested on two or more adjoining parcels, or where the same use is proposed on multiple parcels which are not in close proximity (e.g. setback variance applications on three adjacent parcels where the circumstances are identical or cellular antennae installations at several different locations throughout the County), the Planning Director is provided by this section with the authority to determine an appropriate combination of application filing fees rather than a separate filing fee for each application.

**Before the Board of Supervisors  
County of Placer, State of California**

**In the matter of: AN ORDINANCE AMENDING  
ARTICLE 2.18.040 OF CHAPTER 2 AND  
ARTICLE 16.08.170, 16.16.020, 16.20.080  
OF CHAPTER 16 TO UPDATE ENGINEERING  
AND SURVEYING FEES.**

Ord. No. \_\_\_\_\_  
First Reading: \_\_\_\_\_

The following ORDINANCE was duly passed by the Board of Supervisors  
of the County of Placer at a regular meeting held \_\_\_\_\_, by the  
following

vote on roll call:

**Ayes:**

**Noes:**

**Absent:**

**Signed and approved by me after its passage.**

**Attest:  
Clerk of said Board**

**Chairman, Board of Supervisors**

---

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF  
CALIFORNIA, DOES HEREBY ORDAIN as follows:**

**Section 1:** That Article 2.18, Section 2.18.040 of Chapter 2 of the Placer County Code  
is hereby amended and shall read as follows:

**Article 2.18 COMMUNITY DEVELOPMENT/ RESOURCE AGENCY**

289

**2.18.040 Fees for review of record of survey maps.**

The community development/resource agency shall charge a fee of one hundred dollars (~~\$100.00~~) per map for reviewing and approving of survey maps of two hundred dollars (\$200) per map for the first two sheets and one hundred dollars (\$100) per sheet for each sheet thereafter due at the time of map submittal.

Note: this fee is subject to cost adjustment each July 1st as specified in Ordinance No. 2826 enacted August 19, 1980.. (Prior code § 19.205)

\* \* \* \* \*

**Section 2:** That Article 16.08, Section 16.08.170, 16.08.200 of Chapter 16 of the Placer County Code is hereby amended and shall read as follows:

**Article 16.08 DESIGN STANDARDS AND IMPROVEMENTS**

\* \* \* \* \*

**16.08.170 Plan check and inspection fee.**

A. The plan check and inspection fee (**Fee**) for plans, works and materials shall be fixed based upon the criteria contained in this section.

B. The ~~plan check and inspection f~~**Fee** shall be based upon the final an Engineer's Estimate plus ten (10) percent for contingencies as estimated by an applicant's engineer using the county's latest standard unit costs and as approved by the county engineer. A preliminary Engineer's Estimate submitted with the initial submittal will be used to determine the Preliminary Fee. A final Engineer's Estimate will be used to determine the Final Fee. The ~~plan check and inspection f~~**Fee** shall be charged as described in subsection D of this section, subject to the inflationary adjustments contained in subsection ~~F G~~ of this section

C. ~~Thirty (30)~~ **Forty (40)** percent of the ~~plan check and inspection~~**Preliminary f****Fee**, or a minimum of ~~three hundred and sixty five dollars (\$365.00)~~ **one thousand dollars (\$1,000)** ("Initial p**P**ayment"), shall accompany the first submission of improvement plans, specifications and estimate. **Forty (40) percent of the Final Fee, or a minimum of one thousand dollars (\$1,000), less the Initial Payment previously made, plus** the remaining ~~seventy (70)~~ **sixty (60)** percent of the ~~plan check and inspection~~ **Final f****Fee**, or a minimum of **one thousand five hundred dollars (\$1,500.00)**, with adjustments for changes in the estimate during the ~~plan check process~~ ("s**S**ubsequent p**P**ayment"), shall be paid by the applicant to the county prior to signing of the improvement plans by the agency director or designee. If any portion of the work has been done at the time

290

of the ~~s~~Subsequent ~~p~~Payment, the applicant shall also pay to the county an additional fifteen (15) percent of the ~~s~~Subsequent ~~p~~Payment for the inspection and testing required to verify the quantity and quality of the work done. The initial ~~p~~Payment shall be nonrefundable, whether or not construction is commenced. If construction does not commence within three ~~(3)~~ years from the date of approval of the improvement plans, the plan approval shall be considered void, unless extended in writing by the agency director. In the event the plan approval is void, the remaining ~~s~~Subsequent ~~p~~Payment, or the unused portion thereof, may be refunded to the applicant upon written request.

D. The following criteria shall be used effective ~~September 10, 2004~~ January 7, 2007 to determine the plan check and inspection ~~f~~ Fee:

1. If the project Engineer's Estimate is less than thirty-five thousand seven hundred fourteen dollars (~~\$35,714.00~~) fifty thousand dollars (\$50,000) or less the plan check and inspection ~~f~~ Fee shall be the minimum fee of one thousand two hundred fifty dollars (~~\$1,250.00~~) (~~"base fee number one"~~) two thousand five hundred dollars (\$2,500).
2. If the project Engineer's Estimate is at least thirty-five thousand seven hundred fourteen dollars (~~\$35,714.00~~) greater than fifty thousand dollars (\$50,000.00), but less than not greater than one hundred fifty thousand dollars (~~\$150,000.00~~), the applicant will pay ~~one thousand two hundred fifty dollars (\$1,250.00)~~ Fee shall be two thousand five hundred dollars (\$2,500.00) (~~"base fee number two"~~) plus three and one-half five (5) percent of the amount over ~~thirty-five thousand seven hundred fourteen dollars (\$35,714.00)~~ fifty thousand dollars (\$50,000.00).
3. If the project Engineer's Estimate is at least one hundred fifty thousand dollars (~~\$150,000.00~~) greater than one hundred fifty thousand dollars (\$150,000.00), but less than not greater than two hundred fifty thousand dollars (~~\$250,000.00~~), the applicant will pay ~~five thousand two hundred fifty dollars (\$5,250.00)~~ Fee shall be seven thousand five hundred dollars (\$7,500.00) (~~"base fee number three"~~) plus three four (4) percent of the amount over one hundred fifty thousand dollars (~~\$150,000.00~~).
4. If the project Engineer's Estimate is greater than two hundred fifty thousand dollars (~~\$250,000.00~~) or greater, but not greater than five hundred thousand dollars (\$500,000.00), the applicant will pay ~~eight thousand two hundred fifty dollars (\$8,250.00)~~ Fee shall be eleven thousand five hundred dollars (\$11,500.00) (~~"base fee number four"~~) plus two and one-half three (3) percent of the amount over two hundred fifty thousand dollars (~~\$250,000.00~~).

291

5. For example, for an engineer's estimate of two hundred sixty-two thousand one hundred fifty-six dollars (\$262,156.00), the plan check and inspection fee initially will be:  $((\$262,156.00 - \$250,000.00) \times 0.025) + \$8,250.00 = \$8,554.00$ . The initial payment of thirty (30) percent of the eight thousand five hundred fifty-four dollars (\$8,554.00), or two thousand five hundred sixty-six dollars (\$2,566.00) will be due at the initial submittal. The subsequent payment of seventy (70) percent of eight thousand five hundred fifty-four dollars (\$8,554.00), or five thousand nine hundred eighty-eight dollars (\$5,988.00) will be due prior to plan approval, if no change in the estimate occurs during the plan check process.

**5. If the Engineer's Estimate is greater than five hundred thousand dollars (\$500,000.00), the Fee shall be nineteen thousand dollars (\$19,000.00), plus two (2) percent of the amount over five hundred thousand dollars (\$500,000.00).**

**6. For projects that are sewer extensions only (e.g. not associated with any entitled land division or any discretionary permit), the minimum Fees specified in subsection 1 of this section shall be 50% of the specified minimum Fees.**

E. Utility encroachment permits and projects of extraordinary magnitude or complexity will be subject to fees charged on a fully reimbursable basis to cover actual county staff time, and/or the costs of consultant(s) appointed by the county.

**F. Projects of extraordinary magnitude or complexity, defined generally as those projects with Engineer's Estimates in excess of one million dollars (\$1,000,000.00), will be subject to a Subsequent Payment assessed on a fully reimbursable basis to cover actual county staff time, testing services, and/or costs of consultant(s) appointed by the county. These fees additional costs will be above and beyond the fees Subsequent Payment paid per the schedule in subsection D of this section. For the purposes of this section, "projects of extraordinary magnitude or complexity" means those projects with estimated construction costs in excess of one million dollars (\$1,000,000.00). Unexpended funds of Subsequent Payments paid on projects of extraordinary magnitude may be refunded to the applicant upon written request.**

F. G. Base fee number one, base fee number two, base fee number three, and base fee number four, **The county's standard unit costs used to determine the Fee, and the minimum Fee**, as described in subsections **B and D** of this section, shall be adjusted annually in accordance with subsection 1 of this subsection.

1. No later than April 15th of each year, the agency director shall determine a proposed annual adjustment for the prior April **February** to April **February** period. The agency director shall use the Construction

292

Cost Index published in the Engineering News Record as the basis of the agency director's determination. The agency director shall review the reasonable relationship between the proposed adjusted fees and the costs of the services provided. The agency director shall notify the board at a public meeting of the proposed fee adjustment. No fee adjustment shall be effective until approved by the board. Any fee adjustment approved by the board shall be effective on July 1st of the year in which the action is taken, or at such other time as is provided by law.

2. The agency director shall maintain the current fee schedule and the county's current standard unit costs. The director shall make the current fee schedule current and standard unit costs available for public review upon request. (Ord. 5373-B (part), 2005; Ord. 5112-B § 1, 2001)

\* \* \* \* \*

**16.08.200 Acceptance of work.**

A. When all improvement work required by the Subdivision Agreement (reference County Code Section 16.16.050) ~~improvement plans, or a complete unit thereof,~~ is complete to the satisfaction of the agency director or designee, he or she shall issue a certificate to the board of supervisors stating that such ~~a portion of the~~ work has been satisfactorily completed and recommending the acceptance by the board of supervisors of ~~the completed portion of the~~ work.

B. Upon satisfactory completion of all work required by the Subdivision Agreement ~~to meet the requirements of this chapter,~~ and its acceptance by the board of supervisors, the board of supervisors shall file a notice of completion as to the required improvements in the office of the county recorder.

~~C. Any unexpended cash deposits not required for completion of the work shall be refunded.~~

~~D. C. In subdivisions in which the county has required that noncounty improvements be completed to county standards, upon certification by the agency director or designee that such noncounty improvements have been completed to county standards, the board of supervisors may release that portion of the performance bonds covering noncounty improvements.~~

~~E. D. A subdivider may find it desirable to post separate bonds for county and noncounty improvements. (Ord. 5373-B (part), 2005; prior code § 19-275)~~

**Section 3:** That Article 16.16, Section 16.16.020 of Chapter 16 of the Placer County Code is hereby amended and shall read as follows:

293

Article 16.16 FINAL MAPS

\* \* \* \* \*

**16.16.020 Final maps--Filing fee.**

A. At the time of filing submitting a proposed final subdivision map, the subdivider shall pay to the Placer County surveyor the following fee for the surveyor's services in checking reviewing such the proposed final map: A fee of nine hundred seventy twenty five hundred dollars (~~\$970.00~~ 2,500.00) plus twenty dollars (\$20.00) per subdivision lot or unit.

~~B. All fees hereunder shall be fully paid prior to the time final map is set for hearing before the board of supervisors.~~

~~C.~~ B. The fees are subject to cost adjustment each July 1st as specified in Ordinance No. 2826 enacted August 19, 1980. (Prior code § 19.205).

**Section 4:** That Article 16.20, Section 16.20.080 of Chapter 16 of the Placer County Code is hereby amended and shall read as follows:

Article 16.20 MINOR SUBDIVISIONS

\* \* \* \* \*

**16.20.080 Fees.**

A. Tentative Map and Application Fees.

1. A filing fee for applications of one hundred dollars (\$100.00) for each additional resulting parcel shall accompany the application at the time of filing.

**2. A division of one parcel into two parcels creates one additional resulting parcel; a division into three parcels creates two additional parcels, etc.**

~~2. All fees are subject to cost adjustment each July 1st as specified in Ordinance 2826 enacted August 19, 1980. 3. A division of one parcel into two parcels creates one additional resulting parcel; a division into three parcels creates two additional parcels, etc.~~

B. Parcel Map Checking/Waiver Documentation Preparation Fees. A checking fee of ~~three hundred fifty~~ **fourteen hundred** dollars (~~\$350.00~~ 1,400.00) plus twenty-five dollars (\$25.00) per parcel **for each parcel shown on the Parcel Map is due**

~~at the time of map submittal. lot or unit. (four hundred ten dollars (\$410.00) plus twenty-five dollars (\$25.00) per lot or unit if improvements to be inspected) shall be required. In addition to the foregoing fee, a fee of thirty dollars (\$30.00) shall accompany the payment of these fees to cover the cost of processing by the land development division.~~

C. Segregation of Bond Fees.

1. A fee of ninety-five dollars (\$95.00) per new assessor parcel created together with an application for segregation of bonds shall be submitted to department of facility services-special districts for divisions of property included in 1915 Act Assessment Districts.

~~2. This fee is subject to a cost adjustment each July 1st, beginning in 1983, as specified in Ordinance 2826-B enacted August 19, 1980.~~

D. Amended Parcel Map. At the time of making application for an amended parcel map, the applicant shall pay a nonrefundable fee of eighty dollars (\$80.00) per amended parcel map.

E. Separate Property Tax Valuation. The provisions of Section 2821 of the Revenue and Taxation Code shall be followed when the property sought to be separately valued has a 1915 Act Bond Lien against it. Specifically, Placer County required that an application for separate valuation of taxes will not be processed unless a request has been made to the county engineer for a division of land and bond. The division of bond requirements detailed in subsection C of this section, "~~Segregation~~ **Segregation** of Bonds Fees", shall be complied with prior to processing the separate valuation application.

F. Certificate of Correction. At the time of making application for a certificate of correction, the applicant shall pay a nonrefundable fee of forty dollars (\$40.00) per certificate of correction requested.

G. Reversion to Acreage. At the time of making application for a map reverting a parcel map to acreage, the applicant shall pay a nonrefundable fee of five hundred thirty dollars (\$530.00). (Ord. 5373-B (part), 2005; Prior code § 19.314)

**H. The fees are subject to cost adjustment each July 1st as specified in Ordinance No. 2826 enacted August 19, 1980. (Prior code § 19.205).**

# BEFORE THE BOARD OF SUPERVISORS COUNTY OF PLACER, STATE OF CALIFORNIA

In the matter of:  
An amendment to Chapter 17, Article 58 requiring a  
Mandatory Pre-Development Meeting for certain  
project applicants.

Ord. No. \_\_\_\_\_

First Reading \_\_\_\_\_

The following **Ordinance** was duly passed by the Board of Supervisors of the County of Placer  
at a regular meeting held, \_\_\_\_\_ by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Supervisors

Attest:  
Clerk of the Board

\_\_\_\_\_  
Ann Holman

\_\_\_\_\_  
THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF  
CALIFORNIA, DOES HEREBY ORDAIN THAT:

**WHEREAS**, the Board of Supervisors directed the Community Development Resources Agency  
to implement a process improvement work program; and

**WHEREAS**, the Planning Department has initiated a number of efforts to improve the overall  
processing of land development applications consistent with the Board's direction; and

**WHEREAS**, a new requirement for a mandatory pre-development meeting has been  
incorporated into the process improvement efforts of the Planning Department; and

**WHEREAS**, it is necessary to amend the Placer County Code, Chapter 17, to establish the  
requirements for a mandatory meeting and the information required for such meetings;

**NOW, THEREFORE**, the Board of Supervisors of the County of Placer does hereby ordain that  
Placer County Code, Chapter 17, Article 58, shall be amended by adding Section 17.58.015

296

entitled Predevelopment Meeting which shall read as follows:

**17.58.015 PRE-DEVELOPMENT MEETING**

In order to advise and inform applicants of the procedural and substantive requirements of obtaining discretionary permits for new development, the Placer County Development Review Committee shall conduct mandatory pre-development meetings with project applicants.

- A. **Applicability.** A pre-development meeting is required for any new development project subject to CEQA (reference Section 18.08.010 Environmental Review) that requires the following discretionary approvals: Conditional Use Permits, General Plan Amendments, Rezoning, Specific Plans, and Subdivisions in excess of 4 (four) parcels that result in recordation of a Final Map, and commercial/industrial/professional office Subdivisions in excess of 4 (four) parcels resulting in the recordation of a Parcel Map.
- B. **Purpose.** The purpose of the pre-development meeting is to advise and inform applicants of the procedural and substantive requirements of attaining a permit for a new development project. The applicant and/or project representative will meet with staff from various County departments to discuss the project. It is the applicant's responsibility to gather all required information discussed at the pre-development meeting to be submitted at the time of EQ filing.
- C. **Pre-development Meeting Process.** An applicant shall request a pre-development meeting at the Planning Department. Requests for pre-development meetings must be accompanied by a complete pre-development meeting package that consists of the following materials: Pre-development Meeting Request Form, One copy of an Assessor's Parcel page with the parcel identified and a conceptual site plan of the project meeting the Planning Department's requirements. Additional information may be required by the Planning Department depending on the type of application to be reviewed.
- D. **Fees.** A non-refundable fee is required for each pre-development meeting conducted for a project. The cost of the pre-development meeting will be applied toward the cost of the EQ filing fee if the application is made within one year of the pre-development meeting.

