

**BOARD OF SUPERVISORS
COUNTY OF SANTA BARBARA, CALIFORNIA**

ORDINANCE NO. _____

**An Ordinance Adopting a Schedule of Fees for Services
Provided
by the Department of Public Works, County
Transportation Division in Connection with the Review
and Approval of Subdivision and Land Development
Related Documents and Maps within the jurisdiction of
Santa Barbara County**

SECTION 1. Purpose and Findings.

The purpose of this Ordinance is to establish updated fees for various services provided by the County Public Works Department, Transportation Division. The fee amounts set forth and adopted in this Ordinance are based upon the results of a fee study by the Public Works Department, and reflect the current cost of providing the services and enforcing the related regulations and Government Code statutes governing land use with the exception of those governed or prohibited by law. This Ordinance is promulgated with reference to the Mitigation Fee Act, California Government Code sections 66000, *et seq.*

Pursuant to Government Code Section 54985, the Board of Supervisors has determined the fee rate reasonably necessary to recover the cost of providing the services set forth above is based on fee studies of the cost required to provide each service. The fee amounts set forth and adopted in this Ordinance are based upon the results of a fee study reviewed by the County Auditor-Controller to reflect the current cost of providing the services and enforcing the related regulations and statutes governing County Transportation services.

In adopting this Ordinance, the Board finds that the fees charged by this Ordinance are set in an amount equal to or less than reasonably necessary to recover the County's average actual cost of providing the services and ensuring compliance with State Law and regulations and County Ordinances and regulations for which the Department of Public Works, County Transportation Division charges.

The setting of these fees is exempt from the California Environmental Quality Act (CEQA) pursuant to 14 CCR 15273(a)(1), 14 CCR 15378(b)(4) and (b)(5), and

California Public Resources Code section 21080(b)(8)(A), as these are administrative activities approving charges that are for the purpose of meeting operating expenses, which will not result in direct or indirect physical changes in the environment.

SECTION 2. Ordinance Recital

The Board of Supervisors of the County of Santa Barbara, State of California, ordains as follows:

- a) County Resolution 06-354 adopted for the collection of fees for Subdivision Map and other Document Review by the County Department of Public Works, Transportation Division is hereby rescinded for projects submitted after the effective date of this Ordinance. Fees for projects submitted prior to the effective date of this Ordinance shall remain under the jurisdiction of County Resolution 06-354;
- b) The Subdivision Map and Document Review Fee Schedule shall be set forth in Exhibit A, which is attached hereto and incorporated by reference;
- c) Fees and procedures outlined in Exhibit A shall be controlling of and shall supersede fees collected by Planning and Development for Public Works pursuant to resolutions or ordinances enacted to control Planning & Development fees;
- d) The Department of Public Works shall reimburse County Counsel from the fees collected by them at the appropriate hourly rate as determined by the Auditor-Controller for services provided in connection with those contained within this Ordinance;
- e) All other fees of Public Works, including those for the County Transportation Division, not referenced in Exhibit A, shall remain in full force and effect;
- f) Upon a showing of good cause, the Board of Supervisors may, by minute order or Ordinance, adjust or waive the fees set forth in Exhibit A;
- g) That the fees set in the attached schedule of fees are exempt from review under the California Environment Quality Act (CEQA) review pursuant to 14 C.C.R section 15273(a)(1), 14 CCR 15378(b)(4) and (b)(5), and Public Resources Code Section 21080(b)(8)(A), as these are administrative activities approving charges that are for the purpose of meeting operating expenses, which will not result in direct or indirect physical changes in the environment.

SECTION 3. Effective Date

This Ordinance and the fees set forth herein shall take effect and be in force sixty (60) days from the date of its adoption. Before the expiration of fifteen (15) days after its passage, it, or a summary of it, shall be published once, with the names of the members of the Board of Supervisors voting for and against the same in the Santa Barbara Independent, Lompoc Record, and Santa Maria Times, newspapers of general circulation published in the County of Santa Barbara.

PASSED, APPROVED, AND ADOPTED, this _____ day of _____, 2025 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

COUNTY OF SANTA BARBARA:

Laura Capps, Chair
Board of Supervisors

By: _____

Deputy Clerk

By: _____

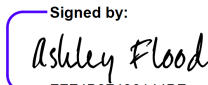
RECOMMENDED FOR APPROVAL:

Chris Sneddon, Director
Santa Barbara County Public Works

APPROVED AS TO FORM:

Rachel Van Mullem
County Counsel

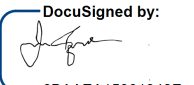
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By: 
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Deputy County Counsel

**APPROVED AS TO ACCOUNTING
FORM:**

Betsy M. Schaffer, CPA
Auditor-Controller

By: 
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Deputy

EXHIBIT "A"

PUBLIC WORKS/TRANSPORTATION

Subdivision Map and Document Review Fee Schedule

The County of Santa Barbara Transportation Division of Public Works requires payment for service costs associated with development review and plan check review for the unincorporated areas of Santa Barbara County. The County Transportation Division reviews each document for compliance with State Law and local Ordinances before submitting final documents to applicable parties. The Public Works Department uses the criteria outlined below to determine whether a FIXED FEE or DEPOSIT shall be required. The Public Works Land Use Review Fees are listed in this Exhibit below.

1. FIXED FEE

A FIXED FEE is collected when a project has a consistently predictable level of staff review for that document type. If a fixed fee is collected at application submittal, applicants will not be billed for additional costs unless the project raises complex issues causing the project to be more expensive to process than is typical for cases which the fixed fee was based. In such cases, the Director of Public Works, or designee, may convert the fixed fee project to a full cost recovery billing. Staff will notify the Financially Responsible Party in writing before the project is converted to a cost recovery billing process. An Agreement for Payment of Processing Fees form, identifying the Financially Responsible Party in case of conversion to a full cost recovery project, shall be collected at project submittal for land development projects.

CONVERSION OF FIXED FEES: The County Transportation Division assesses a case during the review of the application and may reconsider the appropriateness of submitted fixed fees. This may happen if the case has unique characteristics which would make the case much more expensive to process than the typical case upon which the FIXED FEE was established, if the applicant submits substantial revisions later in the review process, or if unforeseen circumstances arise. For such cases, the Public Works Director, or designee, may require the case to be converted to a DEPOSIT (full cost recovery). Any unused portion of the FIXED FEE will be credited to the project account. The applicant will be required to submit an AGREEMENT for Payment of Processing Fees and may be required to submit an additional deposit before case processing is resumed. Staff will inform applicants in writing when this situation arises.

2. DEPOSIT FOR COST REIMBURSEMENT

A DEPOSIT is collected when a project requires a higher level of review, has a significant chance that it will deviate substantially from the average project of its type or is otherwise converted from a FIXED FEE to a DEPOSIT as outlined above. A DEPOSIT is required to ensure cost reimbursement. Initial fees will take the form of a PREDETERMINED DEPOSIT due upon application submittal which is generally the average cost of reviewing that particular type of document. Additional fees will be requested when the project balance has been determined to be less than the remaining estimate of work to be performed before closure of the project. The DEPOSIT amount will be applied to direct costs of staff review at established STANDARD SALARY COST and NON-SALARY COSTS. After the documents are reviewed and approved and all project related costs have been charged, the applicant will receive a refund of any remaining balance. In no case will the project be finalized without sufficient funds on deposit with the Public Works Department without approval from the Board of Supervisors.

STANDARD SALARY COSTS: The Public Works standard salary (the hourly rate at which staff's time is billed) is approved by the Auditor-Controller's office. It is calculated using the average hourly cost of staff, including salary and benefits, and indirect salary costs attributable to the function, though not to a specific project, e.g. supervision, clerical and support services, public information, equipment, and training.

NON-SALARY COSTS: The Public Works Department recovers non-salary costs associated with the processing of projects. These charges recover costs ranging from office supplies and equipment to expedited mailings. A charge will be made against the DEPOSIT for each non-salary cost category that applies to that project.

3. EXPEDITED PROCESSING

EXPEDITED PROCESSING is a voluntary process whereby the applicant can request that a project be reviewed by a qualified County contractor, as selected by the County Transportation Division, or regular county employee on overtime. This request must be made in writing. The County Transportation Division will approve or deny the request contingent upon the availability of staff to work overtime and/or contractor availability.

EXPEDITED PROCESSING COST: Any project that is subject to this section will require 1 ½ (one and one-half) times the initial fee for FIXED FEE projects or will be processed at 1 ½ (one and one-half) times the normal hourly approved billing rate of county staff processing the project for DEPOSIT based projects. All indirect costs will also be paid (overnight mail, etc.) by the applicant.

4. IN PROGRESS PROJECT FEES

All projects submitted prior to the effective date of this Ordinance are not subject to it and all fees will be paid in accordance with the previously adopted Resolution until project completion. Projects submitted on or after the effective date of this Ordinance shall be subject to this Ordinance.

5. CPI ADJUSTMENT

The Director of Public Works ("Director") shall annually increase all fees adopted pursuant to the Mitigation Fee Act, Government Code section 66000 et seq., by the Consumer Price Index, All Urban Consumers, Los Angeles-Long Beach-Anaheim, CA. Adjustments to the fees shall be rounded to the nearest dollar and become effective no earlier than July 1 of each year. Appropriate notice shall be provided to the public 60 days prior to the adjustment effective date. The Director will review such proposed increases to ensure these accurately reflect the appropriate CPI adjustment. Nothing herein shall be construed as limiting the authority of the Board to consider and adopt other adjustments to land development fees where such actions are appropriate for the County to recover fees necessary to cover the cost of the services provided.

67. APPEALS

If an applicant wishes to appeal a decision made by the County Transportation Division in accordance with Chapter 21 of the County Code, then the appellant must submit a FIXED FEE of \$2,000, which consists of FIXED FEES for County Counsel of \$250, the Clerk of the Board of \$250, and the Public Works Department of \$1,500. Upon completion of processing the appeal, no remaining balance will be refunded to the applicant should there be any. No costs will be charged beyond the initial FIXED FEE amount if there are overages.

87. NON-PAYMENT OF FEES OR DEPOSITS

The County Transportation Division will not finalize or record any project until all project processing costs have been paid. This includes those FEES collected by the County Transportation Division for County Counsel. For DEPOSIT applications, work will be held in abeyance until the DEPOSIT amount estimated by staff has been paid. Failure to pay initial deposit within ten (10) calendar days and/or additional deposits within thirty (30) calendar days of billing date shall be grounds for suspension of processing of the project. If the owner or applicant owes an amount due on any other subdivision map or document review project with the County Transportation Division, any past due amount must be paid by the applicant before the County Transportation Division will accept a subsequent application from the applicant. Further, the applicant will be required to submit full estimated costs of processing plus 50% at the time the deposit for the subsequent application is due.

PUBLIC WORKS TRANSPORTATION DIVISION – DEVELOPMENT REVIEW

Subdivision Map and Document Review Fee Schedule

Effective _____

County Ordinance No. 25- _____

Fee #	Application Review - Ministerial Permits Land Use and Coastal Development Permits (LUPs and CDPs)	Fee Type	New Fee
1	Addition to Agricultural Structure	Fixed	\$ 631
2	New Agricultural Structures	Fixed	\$ 1,290
3	Commercial/Industrial New/Addition to Existing Structure	Fixed	\$ 2,047
4	Addition to Residential Structures	Fixed	\$ 708
5	Fences, Walls, Gates, Landscaping and New Driveways proposed adjacent to or within the County Right of Way	Fixed	\$ 466
6	New Residential Structure or Residential 2nd Unit	Fixed	\$ 941
7	Residential Development with Special Constraints or Zoning Clearance	Fixed	\$ 2,318
8	Revision - Coastal Development Permit/Land Use Permit	Fixed	\$ 631
9	Change of Use	Fixed	\$ 902
	Application Review - Discretionary Permits		
10	Coastal Development Permit with Hearing	Fixed	\$ 2,454
11	Conditional Certificate of Compliance	Fixed	\$ 825
12	Conditional Use Permit Amendment - Director Review	Fixed	\$ 1,290
13	Conditional Use Permit- Major (New or Revised)	Fixed	\$ 4,472
14	Conditional Use Permit - Minor	Fixed	\$ 3,211
15	Conditional Use Permit- Minor for Residential 2nd Unit in Ag Zone	Fixed	\$ 902
16	Development Plan Amendment - Director Review	Fixed	\$ 1,969
17	Development Plan – Director (New or Revised)	Fixed	\$ 2,338
18	Development Plan - Planning Commission (New or Revised)	Fixed	\$ 4,743
19	Development Plan - Zoning Administrator (New or Revised)	Fixed	\$ 3,114
20	Development with Special Constraints or Zoning Clearance	Fixed	\$ 3,094
21	General Plan Amendment	Fixed	\$ 1,601
22	Mining Reclamation Plans	Fixed	\$ 3,308
23	Modification of Condition of approval	Fixed	\$ 2,454
24	Recorded Map Modification – Planning Commission	Fixed	\$ 1,969
25	Recorded Map Modification - Zoning Administrator	Fixed	\$ 1,775
26	Rezone	Fixed	\$ 902
27	Tentative Lot Line Adjustment – Planning Commission	Fixed	\$ 2,551
28	Tentative Lot Line Adjustment – Zoning Administrator	Fixed	\$ 1,872
29	Tentative Parcel Map Planning Commission (less than 5 lots)	Fixed	\$ 2,920
30	Tentative Parcel Map Zoning Administrator (less than 5 lots)	Fixed	\$ 2,338
31	Tract Map (5-49 lots)- Transportation requires deposit	Deposit	\$ 4,937
32	Tract Map (50+ lots) - Transportation requires deposit	Deposit	\$ 8,022
33	Oil & Gas Production/Exploration Plans	Fixed	\$ 2,920
	Plan Check Deposit		
34	Plan Check Projects	Deposit	Per Public Works Permit Fee Schedule
	Staff Hourly Rates	Hourly	
35	County Traffic Engineer	Hourly	\$ 213

36	Engineering Tech I/II	Hourly	\$ 83
37	Engineering Tech Specialist	Hourly	\$ 128
38	Transportation Planner I/II	Hourly	\$ 142
39	Transportation Planning Supervisor	Hourly	\$ 194
40	Office Professional I/II	Hourly	\$ 95
	Other Services/Permits		
41	Consultation (Assumes 1 Traffic Engineer, 1 Supervising Planner, 1 Engineering Tech in attendance for 1 hr)	Hourly	\$ 490

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