



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

# 6

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

1/27

Department Name: Planning and Development  
Department No.: 053  
For Agenda Of: January 6, 2009  
Placement: Administrative  
Estimated Tme: N/A, 15 minutes on 1/27  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

TO: Board of Supervisors  
FROM: Department John Baker, 568-2085  
Director(s) [Signature]  
Contact Info: Steve Mason, 568-2070 Planning and Development  
SUBJECT: Set hearing for Land Development Fee Resolution

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Select\_Other

As to form: Select\_Concurrence

Recommended Actions: The Board of Supervisors set a public hearing on January 27, 2009 to consider amendments to the Land Development Fee Resolution for Planning and Development.

On January 27, 2009, the Board of Supervisors actions should include:

- A. Adopt Resolution to amend Land Development Fees effective on May 1, 2009 (Attachment B).
- B. Approve Notice of Exemption for Planning and Development Land Development Fee Resolution.

Summary:

Planning and Development proposes to increase fees for land development permits by 13.5%. The 13.5% increase is driven by increased retirement contribution costs (5.9%) and a new surcharge to recover costs for Long Range Planning work related to development (7.6%). Fee categories and language have been modified to reflect current business practices and cost recovery needs. These fees do not include mitigation impact fees (Quimby and development impact (AB1600) fees).

Background:

Planning and Development land development permit process activities are funded by fees charged for services. In accordance with the Board's fee policy, dated January 5, 1994 (Attachment A), Planning

and Development annually reviews costs and fees related to land development permit activities to ensure appropriate cost recovery.

Last year our analysis showed that County cost for required employee retirement contributions were not being funded by current fees. On April 15, 2008 Planning and Development brought forward a request to your Board to adjust fees to recover increased retirement costs, and institute a surcharge on development permits to recover costs associated with work the Long Range Planning Division provides in support of land development that are not currently supported by permit revenues. The Board denied that request to raise fees. The attached resolution reflects an increase of fees to recover costs associated with increased retirement contribution costs and a General Plan surcharge.

The Land Development Fee Resolution in Attachment B reflects the following: 1) an increase to the hourly rate; 2) reduction in the number of permit categories, format changes and fee changes reflecting changed business practices; 3) conversion of 12 permit categories from fixed cost to actual cost; 4) a surcharge on development permits to recover costs associated with work performed by the Long Range Planning Division, and 5) increasing the appeal filing cost by \$200. The cost for entering into or modifying an Agricultural Preserve contract remains at no cost.

Costs for County Counsel litigation allocated to the department in the Cost Allocation Plan are not included in the overhead calculation for Planning and Development's hourly rates. Inclusion of the litigation costs in the overhead rate is inequitable, since only a small number of permits incur these costs. Planning and Development's hourly rate does not fully recover the overhead allocated to the department through the Cost Allocation Plan. These overhead costs are partially offset by building and energy permit revenue.

The proposed fee resolution contains the following:

- 1) Planning Permit Hourly Rate is proposed to be increased from \$134.42 to \$152.55. This increase is largely due to increased costs for employee retirement contributions and the proposed General Plan surcharge, as detailed below.

Planning Permit Hourly Rate	Hourly Rate	FY 09/10 Net Increase in Revenue	% Increase
Planning hourly rate (effective 7/08) including previously approved technology fee (2.61 /hr)	\$134.42		
Increase to offset retirement charges	7.94	175,000	5.9%
General plan consistency review services for proposed development	10.19	224,000	7.6%
Proposed hourly rate	\$152.55	\$399,000	13.5%

- 2) Reduction in the number of permit categories to simplify the schedule of fees. In December 2007, P&D met with customers and other county representatives to review the structure of the

Land Development Fee Schedule. There was strong support from this group to streamline the fee schedule. From this process we proposed to simplify the schedule of fees by reducing the number of fee categories and combining categories where possible. Further, the organization of the fees has been changed to better match how applicants use the fee schedule rather than follow the structure of the zoning ordinance. Attachment D provides a list of all changes.

- 3) Conversion of 12 fixed fee permit categories to actual cost recovery. Analysis of all 75 fixed fee permit categories showed there were 12 that had such a wide distribution of costs in a single permit category that the fixed fee was inappropriate. This is often due to specific site characteristics and public interest in the project which increases the cost of permit review. In these situations the cost to process a complex permit can often exceed the fee collected or over charge an applicant with a less complex project.
- 4) General Plan surcharge to recover the cost for providing the following mandatory services related to maintenance of the General Plan: General Plan consistency review, General Plan annual report to the legislature, LAFCO annexation review, responsible agency review, regional planning and interagency coordination.
- 5) The appeal filing fee is increased from \$443 to \$643, which includes \$103 for County Counsel and \$40 for the Clerk of the Board if the appeal is heard by the Board.

Performance Measure: N/A

Fiscal and Facilities Impacts: If approved, fees will become effective May 1, 2009. Revenue from this increase is estimated to be \$67,000. The increase will be included in the FY 09/10 budget. There are no facilities impacts.

Fiscal Analysis: . The increase in fees is estimated to generate \$399,000 of additional permit revenue and will be incorporated into the FY 09/10 budget.

Staffing Impacts: N/A

Special Instructions: The Clerk of the Board ensures that noticing of the hearing for the proposed fee adjustment is completed in two general circulation publications 5 and 10 days prior to the hearing, in accordance with Government Code §66016.

Planning and Development shall post Notice of Exemption for Adoption of Land Development Fee Resolution a least six days prior to consideration of the activity of the Board of Supervisors to comply with the County CEQA guidelines.

A copy of the Notice of Exemption will be filed with the Clerk of the Board after approval to begin the 35 day statute of limitations on legal challenges.

Attachments:

- A. Board Fee Policy
- B. Planning and Development Land Development Fee Resolution
- C. Notice of Exemption
- D. List of fee changes

Authored by: Steve Mason, Administration Deputy Director -805-568-2070

C:  
John Baker, Assistant CEO/Planning Director  
Dianne Black, Development Services Director  
John McInnes, Long Range Planning Director  
Betsy Blaine, Business Manager

**County of Santa Barbara**  
**On-line Policies & Procedures Manual**  
**Fees**

Activated - 1/5/94

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Policy

Where allowed or mandated, the County will charge a fee for services provided at a level consistent with the criteria listed below. Departments are responsible for insuring that all legally allowed fees and charges are presented to the Board for adoption and for reviewing/adjusting as appropriate. Fees should be reviewed at least annually by departments to determine that fee levels are consistent with current cost basis and/or established current criteria.

Procedures

A. Level of Fees - user fees, licenses, permits, and other charges for service will be determined consistent with:

- public purpose served by the fee;
- costs incurred by the County to provide the service;
- restrictions of law; and
- prevailing rates charged by comparable or neighboring jurisdictions

B. Fees based on actual cost should be increased by an appropriate annual adjustment factor (e.g., cost of salary increases or other more relevant inflation factors) each year so that expensive cost analyses are required only periodically and so that massive fee increases are avoided, if possible.

Departments are responsible for periodically working with the Auditor-Controller to conduct cost analyses of services to determine their actual costs.

C. Departments are responsible for insuring that all legally allowed user fees and charges are presented to the Board for adoption.

D. Waiver/Reduction of Fees - Wherever allowed by law the Board of Supervisors may waive or reduce user fees for a specific service. All such waivers and reductions must be reaffirmed annually when the fees are adjusted.

E. New Fees - When a new fee is proposed, the Auditor-Controller's Office should be involved at the outset to assist in determining costs and charging methods.

F. Fee amendments may be accomplished by resolution; the institution of a new fee, however, may require an ordinance. Both resolutions and ordinances require approval "as to form" by County Counsel and review by the Auditor-Controller.

The following outline should generally be used when preparing Board letters requesting routine increases in departmental user fees:

A. Cover Letter

- Describe the general reason for adjusting user fees;
- Indicate any new fees or changes in the method of charging the fee;
- Indicate any major increases;
- Indicate the total revenue collected from the fees and the approximate increased revenue to be generated. Also note whether the increased revenue has been anticipated in the County budget;
- Indicate that fee determination has been reviewed by the Auditor-Controller.

B. Attachments (listing of individual fees)

- Give the title of the fee and a brief description of the service for which the fee is charged;
- List the current fee and the proposed level;
- Note the basis for calculating the fee (i.e., actual cost, legal maximum, etc.) and the reason for increasing the fee (cost-of-living, change in cost, etc.).

Authority: County Administrator Memo 82-18

Board Minute Order 11/10/81

Board Minute Order 03/08/82

RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE  
COUNTY OF SANTA BARBARA,  
STATE OF CALIFORNIA

IN THE MATTER OF ADOPTING ) RESOLUTION NO.  
THE LAND DEVELOPMENT FEES FOR )  
PLANNING AND DEVELOPMENT )  
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WHEREAS:

1. The Board of Supervisors finds that the fees set forth in the attached schedule of fees are exempt from California Environmental Quality Act (CEQA) review pursuant to 14 CCR 15273 and Public Resources Code §21080, subd. (b)(8)(A) and (B) in that the fees will be used for operating expenses and for the purchase of supplies, equipment and materials in connection with processing the land development applications subject to this resolution; and

2. The County has authority to adopt and has adopted land development fees pursuant to the Mitigation Fee Act, Government Code section 66000 et seq.,

IT IS HEREBY RESOLVED THAT:

1. The Land Development Fee Schedule shall be set forth in Exhibit A, which is attached and incorporated by reference. This change to the Land Development Fees shall become effective May 1, 2009.

2. All other fees of Planning and Development, not referenced in Exhibit A, shall remain in full force and effect.

3. Upon a showing of good cause, the Board of Supervisors may, by minute order or resolution, adjust or waive the fees set forth in Exhibit A.





4. The fees set forth in the attached schedule of fees are exempt from California Environmental Quality Act review pursuant to 14 CCR 15273 and Public Resources Code §21080. sub. (b) (8) (A) and (B) in that the fees will be used for operating expenses and for the purchase of supplies, equipment and materials in connection with processing land development applications.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this \_\_\_\_\_ day of January, 2009, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

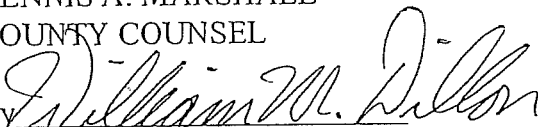
\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:  
MICHAEL F. BROWN  
CLERK OF THE BOARD

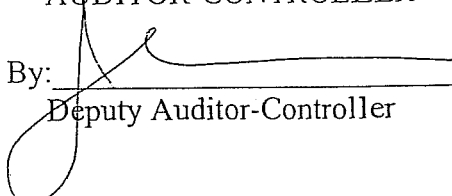
By \_\_\_\_\_  
Deputy

APPROVED AS TO FORM

DENNIS A. MARSHALL  
COUNTY COUNSEL

By   
Deputy County Counsel

ROBERT GEIS  
AUDITOR-CONTROLLER

By:   
Deputy Auditor-Controller



## PLANNING AND DEVELOPMENT

### *Land Development Fee Schedule*

The County of Santa Barbara requires payment for all processing costs associated with the review of applications for permits for development and other uses of property as required by the County Zoning Ordinances. Planning and Development (P&D) reviews each application and determines what permits or other approvals are required and how the California Environmental Quality Act and other state and local regulations apply. P&D uses the criteria outlined below to determine whether a FIXED FEE or COST REIMBURSEMENT shall be required. The Director or designee shall determine the appropriate fee based on similarity of processing requirements with other cases if a project does not fall within any of the permit categories listed in the land development fee categories listed in Exhibit A. Upon submittal of an application the applicant will be required to submit a signed Agreement for Payment of Processing Fees and applicable fixed fees or a security deposit.

#### **I. FIXED FEE**

P&D collects a non-refundable FIXED FEE when a project requires only a ministerial or minor discretionary permit or other approval with a consistently predictable level of staff review for that application type. These fees are computed using the following formula: average number of hours multiplied by the Standard Salary Cost plus Non-Salary Costs. If a FIXED FEE is collected for the application, applicants will not be billed for any additional costs unless the case is converted to a SECURITY DEPOSIT as described below.

CONVERSION OF FIXED FEES TO A SECURITY DEPOSIT: P&D carefully assesses a case during the review of the application and may reconsider the appropriateness of submitted fixed fees if the case has unique characteristics or raises complex issues which would make the case much more expensive to process than the typical case upon which the FIXED FEE was established, or if the applicant submits substantial revisions later in the review process, or if unforeseen circumstances arise. Factors that may warrant conversion from a FIXED FEE to a SECURITY DEPOSIT include: development on constrained lots, projects that are not CEQA exempt, a zoning violation onsite, coastal frontage, special site characteristics, or changes to the scope of the project by the applicant. For such cases, the P&D Director or designee may require the case be converted to full cost recovery. Any unused portion of the FIXED FEE will be credited to the project account. The applicant will be required to submit a security deposit before case processing is resumed. Staff will inform applicants in writing when this situation arises.

#### COORDINATION WITH OTHER DEPARTMENT FEE COLLECTIONS

P&D is also charged with collecting fees, as authorized by separate Board of Supervisors resolutions, for other County departments involved in the review of land use developments. In the interest of improved public service it is the intent of the Board that P&D serve as the lead department in the review of development applications and collect all initial county land development processing fees based on a single integrated schedule. P&D is authorized to determine which fees, including those identified in separate resolutions of the Board for other County departments, are inappropriate to be collected for specific development proposals. P&D may also require additional fees for the Air Pollution Control District for any project that requires extraordinary review by the District. The information in this resolution refers to P&D fees only. Please see *County of Santa Barbara Land Development Fees* (available at P&D Zoning Counter) for information on other department fees.

## II. SECURITY DEPOSIT FOR COST REIMBURSEMENT

A SECURITY DEPOSIT is collected when a project requires higher level review, preparation of an environmental document or a public hearing for approval. For such cases, the level of staff effort required varies significantly based on complexity, specific site characteristics and the extent of public interest rather than on permit type. A SECURITY DEPOSIT, equivalent to approximately two months costs for a typical project of the same type will be required and will be held on account to ensure cost reimbursement.

Applicants will receive a monthly invoice for all charges incurred in the previous four weeks and any unpaid balance due. Applicants will be required to pay the invoice within 25 days. Non-payment of an invoice will result in staff stopping work and possible denial of the project in the event that processing cannot be completed due to inability of P & D to adequately assess the case and prepare necessary documentation for decision-maker hearing.

During the first 30 days of review, staff will provide the applicant with a Project Cost Estimate Worksheet. The Project Cost Estimate Worksheet provides applicants with the estimated processing costs of the project based on current information. If changes to the project description or other factors are encountered that will change the scope or length of processing, staff will provide the applicant with an updated Project Cost Estimate Worksheet

If an Environmental Impact Report (EIR) is required, a separate payment for the EIR consultant costs may be required prior to approval of the contract or notice to proceed.

After the final decision all unexpended funds will be refunded to the applicant.

## III. STANDARD COSTS

SALARY COST: P&D's standard salary cost (the hourly rate at which planner's time is billed) is approved by the Auditor-Controller's office annually. It is calculated using the average hourly cost including salary and benefits for planners and indirect salary costs attributable to the case processing function, e.g. supervision, clerical support, and planner case processing functions. The billing rate for trainees is 75% of standard salary cost. A technology fee charge is applied to the hourly rate to support and maintain computer hardware and software that supports the permit process. A fee is also applied to the hourly rate to support general plan activities.

The Director of Planning and Development ("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-Anaheim-Riverside, and shall use the percent change of that index from January to December of each year. Each County department that provides services for fees shall provide to the Director by March 10th of each year the proposed Schedule of Fees for his or her department that includes the appropriate CPI increase. The Director will review such proposed increases to ensure these accurately reflect the appropriate CPI adjustment and, if satisfied with the accuracy of the fee adjustment, shall increase fees and provide appropriate notice to the public of the increase on or before May 1 of each year. Adjustments to fees shall be effective the first day of the pay period that includes July 1st. Each County department will review annually revenues and expenditures to ensure that fees are charged fairly and reflect the cost of the services provided. 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 County to recover fees necessary to cover the cost of the services provided.

**CONTRACT CASE PROCESSING COSTS:** If an applicant elects to utilize outside contractors to expedite permit processing, consultant costs plus indirect overhead and the technology and general plan fees will be charged on an hourly basis, as agreed upon in writing between the applicant and the County.

**NON-SALARY COSTS:** P&D has developed standard charges to recover non-salary costs associated with processing cases. The charges recover costs ranging from office supplies to public hearing costs. A charge will be made against the fee or deposit for each non-salary cost category which applies to that case.

<b>NON-SALARY COSTS for SECURITY DEPOSIT CASES</b>	
<b>HEARING RELATED CHARGES</b>	
<b>Consent Agenda (Zoning Administrator or Planning Commission)</b>	<b>\$280</b>
<b>Planning Commission Hearing (not consent)</b>	<b>\$1,250</b>
<b>Zoning Administrator Hearing (not consent) Montecito Planning Commission</b>	<b>\$375</b>
<b>Continuance (Applicant Requested) BAR Final/Revised</b>	<b>\$185</b>
<b>Environmental Review Hearing</b>	<b>\$565</b>
<b>Hearing Stenographer</b>	<b>Actual Cost</b>
<b>Special Planning Commission Hearing</b>	<b>Actual Cost</b>
<b>Director Decision</b>	<b>280</b>
<b>OTHER NON-SALARY CHARGES</b>	
<b>Any Case Not Falling Into Any Other Category Of Non-Salary Charges &amp; Ministerial Permit Noticing</b>	<b>\$70</b>
<b>Required Special Noticing</b>	<b>\$280</b>
<b>Environmental Review Noticing for Negative Declaration without Hearing</b>	<b>\$280</b>
<b>2nd Residential Unit In Coastal Zone</b>	<b>\$280</b>
<b>Case Withdrawal prior to Completion</b>	<b>\$185</b>
<b>Display Advertisement in Newspaper</b>	<b>Actual Cost</b>

#### **IV. MULTIPLE PERMIT APPLICATIONS**

P&D recognizes that the cost for review of cases requiring multiple permits may not equal the costs of the permits taken separately. The department's policy is to process these cases in a concurrent fashion which minimizes overall time and cost requirements. For multiple ministerial cases with fixed fees P & D will collect the highest ministerial fee and \$150 for each additional fixed fee permit type; for discretionary cases with fixed fees the entire fixed fee will be collected for each discretionary case type; and for any security deposit case the highest security deposit will be collected. Grading and design review fees will be collected in full.

#### **V. APPEALS**

The appellant must submit FIXED FEES for Planning and Development, County Counsel and Clerk of the Board. Appeals for energy or industrial projects being processed by the Energy Division will be billed for all direct and indirect costs on a monthly basis.

Appeals on projects located within the Coastal Zone of the County of Santa Barbara which qualify under the State of California Public Resources Code §30603 are exempt from the appeal fees stated above.

#### **VI. ZONING VIOLATIONS**

All zoning violation cases (those cases where an actual violation is determined to exist) will be billed for actual staff time spent investigating and correcting the violation at the STANDARD SALARY COST and applicable NON-SALARY COSTS. The fee applies to cases where either the property owner elects to abate or discontinue the violation and therefore no permit is issued or cases where the property owner elects to obtain the permits required to legalize the violation. Where the applicant elects to obtain permits to legalize a violation, standard permit fees described in this fee schedule apply. A penalty equal to all applicable permit fees, but not to exceed \$2,000 is also required.

#### **VII. NON-PAYMENT OF FEES OR DEPOSITS**

P&D will not issue land development permits or building permits until all P&D case processing costs and/or zoning violation costs have been paid. The Building Official may defer the collection of zoning violation costs as a condition to issuance of the building permit if the official determines it is necessary to issue the building permit immediately to protect the health and safety of the public. Deferred zoning violation fees, plus charges for past due amounts, are still due to P&D.

If the owner or applicant owes an amount due on any other land use development case with the County, any past due amount must be paid by the applicant before P&D will accept a subsequent application from the applicant, unless waived by the Director of the department.

**VIII. MISCELLANEOUS COSTS**

Documents and other types of miscellaneous costs not detailed below will be sold at cost of reproduction plus 20% surcharge to cover handling costs, plus tax and shipping (if applicable).

<b>MISCELLANEOUS COSTS</b>	
<b>Color Maps:</b>	
8.5 x 11	\$3.00 + shipping
11 x 17	\$6.00 + shipping
Custom	Actual cost + shipping
<b>Photocopies</b>	\$ .25/page
<b>Assessor Parcel Maps w/ Zoning Information</b>	\$ 1.50/page
<b>Microfiche Copies</b>	\$ 1.00/page
<b>Electronic Parcel Information (disk/print-out)</b>	\$50.00 flat fee + \$ .07/parcel
<b>Hearing Tape Copies (Cassette or Video)</b>	Cost of tape + \$10.00/hr. reproduction time
<b>Returned Check for Insufficient Funds</b>	\$40.00/each
<b>Maps (Zoning, Comprehensive Planning and Coastal)</b>	\$ 1.50 taxable + \$5.00 map handling svcs charge + shipping

**IX. ENERGY OR INDUSTRIAL PROJECTS**

Energy and/or industrial projects are processed by the Energy Division and the Building & Safety Division of Planning and Development (P&D). Developers will be billed on a monthly basis for all direct and indirect costs (including technology and general plan fees) related to permit processing, including appeals, permit compliance, and engineering plan review. Direct costs are actual labor and office expenses, and indirect costs, based on the developer's pro-rated share of each month's direct expenses, including reimbursement for County and department overhead costs, which are calculated annually. A signed agreement for payment and an initial fee deposit must be submitted to the Energy Division prior to permit processing, compliance, activity, or engineering plan review.

After an application has been accepted as "complete", P&D will review average monthly costs for the first two months of case processing activity for the project and may request an additional deposit. It is P&D's intention to have on deposit a balance that would cover four months of project processing and compliance costs.

The direct and indirect costs associated with permit processing, on-going permit compliance and engineering plan review for staff of County Counsel and Air Pollution Control District may also be billed through P&D on a monthly basis. Any permits required by other departments will be billed separately by those departments.

Energy Division initial deposits include an amount for Building & Safety staff costs associated with engineering plan review. An additional deposit may be required by Building & Safety to cover costs associated with consultant plan review.

Deposits and fees for processing applications for change of owner, operator, or guarantor under Chapter 25B of the County code fall into four categories, as shown in the following table. In the simplest cases (25B-9.3 and 9.4), a flat fee will be charged for application processing. In the case of mergers and changes of business organization (25B-9.2), existing deposits for case processing or compliance can normally be utilized, and no additional deposit is required (unless special circumstances preclude drawing against the existing deposits). For changes of owner, guarantor, or operator (25B-9.1, 9.5, 9.6, and 10.1), deposits are required. However, the requirement for such a deposit may be waived in these cases, if existing deposits are available and considered sufficient.



<b>ENERGY DIVISION INITIAL DEPOSITS</b>	
<b>PRE-APPLICATION</b>	
Production and Processing	\$ 5,000
Transportation Facilities	\$ 5,000
Supply Base	\$ 5,000
Exploratory Drilling	\$ 2,500
Mine or Power Generation	\$ 5,000
Other Energy Projects	\$ 5,000
Other Industrial Projects	\$ 5,000
<b>CASE PROCESSING: ONGOING</b> (General Plan Amendment, Rezone, Conditional Use Permit, Development Plan, Production Plan)	
Total Capital Costs less than \$5,000,000	\$12,500
Total Capital Costs between \$5,000,000 and \$30,000,000	\$25,000
Total Capital Costs greater than \$30,000,000	\$50,000
Certificate of Financial Responsibility	\$ 5,000
Certificate of Financial Responsibility (certificate for reliance upon owner of facility and shipper of oil)	\$ 2,500
<b>PERMIT COMPLIANCE: ONGOING</b>	
Total Assessed Value less than \$5,000,000	\$12,500
Total Assessed Value between \$5,000,000 and \$30,000,000	\$25,000
Total Assessed Value greater than \$30,000,000	\$50,000
<b>PERMIT COMPLIANCE: MINOR</b>	
Review of Minor Projects	\$ 5,000
<b>CHANGE OWNER, OPERATOR, OR GUARANTOR</b>	
Existing partner becomes managing partner Change of non-managing partner of owner	\$300 (flat fee)
Merger or change of form of business organization of owner or operator	use existing deposit
Change of owner Change of guarantor	\$5,000
Change of operator Temporary operator	\$12,500

**Ministerial Permits - Coastal Development & Land Use Permits**

Agricultural Structures:	Existing		Proposed	Type <sup>1</sup>	Fee Building	
	Existing	Proposed			Existing	Proposed
Addition to Agricultural Structure	205/461*	299	299	F	78	63
Greenhouses < 300 sq ft	326	375	375	F		
Greenhouses 300 - 9,999 sq ft	864	985	985	F	26	125
Greenhouses 10,000 - 19,999 sq ft	1,402	1,596	1,596	F	26	125
New Agricultural Structure	326/931*	375	375	F	26	63

**Commercial/Industrial Structures:**

Commercial/Industrial Minor Alterations	461	528	528	F		
Commercial/Industrial New/Addition to existing structure	461/1133*	528	528	F	26	125

**Residential Structures:**

Accessory Structures	528	604	604	F		
Addition to Residential Structures	595	604	604	F	78	63
Fences, Walls, Pools, Spas, Etc	259/326*	375	375	F		
Guest houses/Pool houses/Artist studios	662	756	756	F		
New Residential Structure or Residential 2nd Unit	461/1133*	680	680	F		
Residential Development with Special Constraints or Zoning Clearance	1,500	1,500	1,500	D		

**Other Review:**

Carnival and Other Temporary Uses	461	299	299	F	26	125
Change of Use	461	528	528	F	78	63
Demolition	259/662*	299	299	F		
Emergency Permit - Coastal Zone	1,402	1,596	1,596	F	78	250
Energy/Public Works Facilities	461/595*	680	680	F		
Exemption from Coastal Development Permit/Land Use Permit	259	299	299	F		
Exemption - Simple Permit - minimal research less than 1 hr.	124	146	146	F		
Home Occupation	259	299	299	F	26	0
Development with Special Constraints or Zoning Clearance	1,500	1,500	1,500	D		
Revision - Coastal Development Permit/Land Use Permit	259	299	299	F		
Time Extension - Coastal Development Permit/Land Use Permit	259	299	299	F		
Trailers	596	680	680	F		
Tree/Brush Removal	730	833	833	F		

**Grading Plan Review & Permit:**

Grading < 500 cubic yards	595	680	680	F	78	63
Grading 500 - 1,499 cubic yards	864	833	833	F	78	125
Grading 1,500-4,999 cubic yards	1,133	985	985	F	78	125
Grading > 5,000 yards	2,613	1,500	1,500	F to D	78	188

\*Restructure of fee schedule combines Coastal and Inland fees. Both existing fees are listed.

**Discretionary Permits - Hearing Required**

	Existing	Proposed	Fee Type <sup>1</sup>	Building Existing	Building Proposed
<b>Agricultural Preserves:</b>					
Assumption Contracts	0	0			
Agricultural Preserve Cancellation	2,344	1,500	F to D		
Contract Modification/Replacement	0	0			
Contract Non-renewal	1,133	1,290	F		
Farm Land Security Zone Contract	0	0			
New Agricultural Preserve Contract	0	0			
Rezone or Community Plan change	0	0			
<b>Coastal Development Permit with Hearing</b>	1,500	1,500	D		
<b>Conditional Certificate of Compliance</b>	3,676	4,189	F	78	0
<b>Conditional Use Permits:</b>					
Conditional Use Permit Amendment - Director	5,750	3,000	F to D		
Conditional Use Permit - Major (New or Revised)	5,000	5,000	D	130	63
Conditional Use Permit - Minor or Residential 2nd Unit in Ag Zone Dist	2,735	1,500	F to D	130	63
Conditional Use Permit Trailer Renewal	1,176	1,500	F		
Substantial Conformity Determination	1,500	1,500	D		
<b>Determination of Similar Use (Planning Commission)</b>	1,500	1,500	D		
<b>Development Plans:</b>					
Development Plan Amendment - Director Review	6,961	1,500	F to D		125
Development Plan - Director Review (New/Revised-Final after Prelim)	3,000	3,000	D	182	250
Development Plan - Planning Commission (New or Revised)	8,000	8,000	D	182	250
Development Plan - Zoning Administrator (New or Revised)	9,327	3,000	F to D	182	250
Substantial Conformity Determination	1,500	1,500	D		63
<b>General Plan Amendments</b>	8,000	8,000	D		
<b>General Plan Consistency (Sec 65402)</b>	1,500	1,500	D		
<b>General Plan Consistency (Sec 65402) - Non-Complex</b>	422	1,464	F		
<b>Hardship Determinations - Non-conforming use/structure</b>	1,604	2,129	F		
<b>Limited Exceptions Determination</b>	1,500	1,500	D		
<b>Maps</b>					
Lot Line Adjustment Planning Commission	3,000	3,000	D	130	63
Lot Line Adjustment Zoning Administrator	3,000	3,000	D	130	63
Lot Line Adjustment Modification Prerecordation	3,000	delete	D		63
Parcel Map Waiver	1,500	1,500	D		
Recorded Map Modification - Planning Commission	3,000	3,000	D	78	63
Recorded Map Modification - Zoning Administrator	3,000	1,500	D	78	63
Tentative Map Modification	3,000	delete	D	182	63
Tentative Parcel Map - Planning Commission	5,000	5,000	D	182	125
Tentative Parcel Map - Zoning Administrator	3,000	3,000	D	182	125
Tract Map	8,000	8,000	D	182	188
<b>Mining Reclamation Plans</b>	5,000	5,000	D	870	375
<b>Modifications of Conditions</b>	3,733	1,500	F to D		
<b>Oak Tree Tier 4 Permit</b>	1,500	1,500	D		
<b>Oil &amp; Gas Production/Exploration Plans</b>	5,000	5,000	D	182	250

	Existing	Proposed	Fee Type <sup>1</sup>	Building Existing	Building Proposed
Ordinance Amendments	5,000	5,000	D		
Overall Sign Plan	3,946	4,494	F		
Rezone	8,000	8,000	D		
Rezone, Consistency	2,522	1,500	F to D		
Road Naming - New or Rename - Director	986	1,195	F		
Road Naming - New or Rename - Zoning Administrator	986	1,290	F		
Site Investigation (Bldg)				78	125
Site Visit	461	528	F		
Specific Plan	8,000	8,000	D		
Substantial Conformity Determination	1,500	1,500	D		
Time Extensions Director	New	1,500	D		
Time Extensions Planning Commission	3,598	3,000	F to D		
Time Extensions Zoning Administrator	2,331	1,500	F to D		
Variance	1,500	1,500	D	78	63
Zoning Modifications	3,946	1,500	F to D		

**Discretionary Follow-up Permits:**

Coastal/Land Use /Zoning Clearance Following Planning Comm/Board	1,500	1,500	D		
Coastal/Land Use /Zoning Clearance Following Zoning Admin/ Director	730	833	F		
Parcel Map/Lot Line Adjustment Clearance - Conditions	1,402	1,500	F to D	78	63
Parcel Map/Lot Line Adjustment Clearance - No Conditions	461	680	F		63
Tract Map Clearance	3,000	3,000	D	78	63

**Other Ordinances & Regulations**

Alcoholic Beverage Control Affidavit	121	146	F		
Montecito Growth Mgmt Ordinance Exemption (Not Hardship)	192	223	F		
Montecito Growth Mgmt Ordinance Hardship Exemption	1,500	1,500	D		
Montecito Growth Mgmt Ordinance Points Allocation	864	680	F		
Permit Revocation	3,000	3,000	D		
Special Problems Area Intake Review	192	223	F		
Sign Certificate of Conformance	326	528	F		
Surface Mining Annual Inspection - Minor	326	375	F	182	0
Surface Mining Annual Inspection - Moderate	730	833	F	182	0
Surface Mining Annual Inspection - Extensive reclamation performed	1,500	1,500	D	182	125
Temporary Second Dwelling Agreement & Site Visit	595	680	F		125

**Miscellaneous**

**Appeals to Decision-Makers:**

Appeal to Board of Supervisors (Pay Clerk of Board)	300	500	F		
Appeal to Planning Commission	300	500	F		

**Consultations/Other Review:**

Consultation 1.5 hours (+ hourly rate)	259	259	D		
Pre-Application	1,500	1,500	D		
Post Approval Review	New	223	F		

Design Review:	Existing	Proposed	Fee Type <sup>1</sup>	Building	Building
				Existing	Proposed
Board of Architectural Review - Conceptual Only	192	223	F		
Board Architectural Rev -Conceptual/Preliminary/Final-Toro,Summerla	954	1,081	F		
Board of Architectural Review-Conceptual/Preliminary/Final - Montecitc	1,006	876	F		
Board of Architectural Review -Conceptual/Preliminary/Final-Other Are	720	961	F		
Board of Architectural Review Field Inspection - Building & Safety				255	0
Board of Architectural Review Site Visit	1,470	1,672	F		
Community Design Guideline Review	259	299	F		

**Landscape Plan Review:**

Drainage Plan Review				78	250
Landscape Review Minor	326	528	F		
Other Landscape Review	730	833	F		
Performance Security & Administration	326	375	F		

**Permit Compliance:**

Permit Compliance - Major	1,500	1,500	D		
Permit Compliance - Minor	500	500	D		

\*Restructure of fee schedule combines Coastal and Inland fees. Both existing fees are listed.

<sup>1</sup>FeeType: F = Fixed Fee D = Security Deposit

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NOTICE OF EXEMPTION

TO: Santa Barbara County Clerk of the Board of Supervisors

FROM: Steve Mason, Planning & Development

The project or activity identified below is determined to be exempt from further environmental review requirements of the California Environmental Quality Act (CEQA) of 1970, as defined in the State and County Guidelines for the implementation of CEQA.

APN: N/A

Case No.: N/A

Location: County of Santa Barbara

Project Title: Adoption of Land Development Fee Resolution

Project Description: RESOLUTION ESTABLISHING FEES FOR Planning and Development, Development Review and Building & Safety Divisions for land use

Name of Public Agency Approving Project: County of Santa Barbara

Name of Person or Agency Carrying Out Project: Planning and Development

Exempt Status: (Check one)

- Ministerial
- Statutory Exemption
- Categorical Exemption
- Emergency Project
- Declared Emergency

Cite specific CEQA and/or CEQA Guideline Section: 14 CCR 15273 – PUBLIC RESOURCES CODE SECTION 21080(b)(8)(A) and (B)

Reasons to support exemption findings: FEES WILL BE USED TO MEET OPERATING EXPENSES AND FOR THE PURCHASE OF SUPPLIES AND MATERIALS RELATED TO LAND DEVELOPMENT PERMIT PROCESSING.

Lead Agency Contact Person: Dianne Black Phone #:568-2086

Department/Division Representative: Steve Mason Date: 12/1/08

Acceptance Date: January 13, 2009

Note: A copy of this form must be posted at P&D 6 days prior to a decision on the project. Upon project approval, this form must be filed with the County Clerk of the Board and posted by the Clerk of the Board for a period of 30 days to begin a 35 day statute of limitations on legal challenges.

distribution: Hearing Support Staff

Date Filed by County Clerk: \_\_\_\_\_.





## Changes to FY 08/09 Land Development Fee Schedule

- New fee categories:
  - Post Approval Review \$223
  - Time Extension Director \$1,500 (security deposit)
  - General Plan surcharge to hourly rate (\$10.19/hr.)
  - Non Salary Costs: revisions to noticing categories and descriptions
  - Miscellaneous cost category for color map printing
- Deleted two obsolete fees:
  - Lot Line Adjustment Modification Recordation
  - Tentative Map Modification.
- Converted 12 fixed fee permits to deposit permits
  - Parcel Map/LLA Clearance – Conditions
  - Grading >5,000 yards
  - Ag Preserve Cancellation
  - Conditional Use Permit Amendment Director
  - CUP Minor (for detached 2<sup>nd</sup> Unit Ag)
  - Development Plan Amendment Director
  - Development Plan Zoning Admin (New or Revised)
  - Time Extension Planning Commission
  - Time Extension Zoning Administrator
  - Zoning Modifications Zoning Administrator
  - Modification of Conditions Zoning Administrator
  - Rezone- Consistency
- Increased appeal filing fee from \$300 to \$500
- Revised fee schedule structure:
  - Removed distinction between Coastal and Community Plan categories.
  - Separated permits into Ministerial Coastal and Land Use Permits and Discretionary Permits.
  - Combined nine categories.
  - Organized permits in alphabetical order for ease of use.
  - Revised Road Naming categories
  - Revised BAR fees to include all costs (conceptual, preliminary, final, non-salary costs) reflecting Regional BAR requirements
  - Clarified resolution language regarding multiple permits, design review (BAR), start of CPI adjustment, Energy Division appeal process added to appeal section of resolution

