

**IMPERIAL COUNTY PLANNING
&
DEVELOPMENT SERVICES
DEPARTMENT**

**PLANNING LAND USE
FEE SCHEDULE
HANDOUT**

Disclaimer

This handout is designed to provide the user with an overview of the new Planning/Building Department development and processing fees.

Please refer to the Imperial County Codified Ordinance Title 9, Division 9, Sections 90901.00 through 90904.05 for complete details.

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**LAND USE PROCESS FEE SCHEDULE
PLANNING/BUILDING DEPARTMENT
COUNTY OF IMPERIAL
Effective March 31, 2005**

§ 90901.03 GENERAL PLANNING (Footnotes refer to DEFINITIONS & EXPLANATIONS at end of this section)									
APPLICATION/PROCESS TYPE:	C.E.Q.A.		GENERAL FEE			GEN. PLAN		TOTAL	
	P.W.	P/B	Flat Rate P.W.	P/B	LGL	Deposit (T/M2)	Flat Rate (2.35%) (*.1)		Deposit (T/M1)
Appeal (Dir. to P.C.)	-	-	-	\$634.73	-	-	\$15.28	-	\$650
Time Extension by Dir.	-	-	-	\$390.60	-	-	\$9.40	-	\$400
Time Extension by PC B/S	-	-	-	\$781.20	-	-	\$18.80	-	\$800
Zoning Review –Building Pmt	-	-	-	\$146.48	-	-	\$3.52	-	\$150
Zoning Information Letter (per parcel)	-	-	-	\$146.48	-	-	\$3.52	-	\$150
Compliance Monitoring (See Defin. Below)	-	-	-	Hourly	-	-	-	-	****
Projects Not Specified	-	-	-	Hourly	-	-	-	-	\$81.00/Hr.
<i>Document Charges</i>									
<i>Xerox (Color 8 1/2 " x 11")</i>			<i>\$2.00/page 1 + \$.25/page after first page</i>						
<i>Xerox (8 1/2" x 11")</i>			<i>\$2.00/Page 1 + \$.10/page after first page</i>						
<i>Xerox (large)</i>			<i>\$1.50/square foot</i>						
<i>Printed Documents</i>			<i>Cost + 25%</i>						
Administrative Permitting/Hearing	-	-	-	-	-	\$2,050	-	\$200	\$2,250
Design Review - Residential - base (1 unit)	-	-	-	\$585.90	-	-	\$14.10	-	\$600
Design Review - Residential - each additional unit	-	-	-	\$341.78	-	-	\$8.23	-	\$350
Design Review – Commercial <10K sq. ft. (Includes all non-residential uses)	-	-	-	\$976.50	-	-	\$23.50	-	\$1,000
Design Review – Commercial >10K sq. ft. (Includes all non-residential uses)	-	-	-	\$1464.75	-	-	\$35.25	-	\$1,500
§ 90901.04 SPECIFIC PLANNING									
General Plan Amendment	T/M2	T/M2	-	-	-	\$10,000	-	\$2,000	\$12,000
Zone Change	T/M2	T/M2	-	-	-	\$10,000	-	\$1,500	\$11,500
Specific Plan Review	T/M2	T/M2	-	-	-	\$10,000	-	\$3,500	\$13,500
Variance	-	-	-	\$976.50	-	-	\$23.50	-	\$1,000
CEQA Review Only (Minor)	\$250	-	-	\$2,148.30	\$50	-	\$51.70	-	\$2,500
CEQA Review Only (Major)	T/M2	T/M2	-	-	-	\$5,000	-	\$200	\$5,200
Notice of Exemption	-	\$488.25	-	-	\$50	-	\$11.75	-	\$550
§ 90901.05 SUBDIVISIONS									
Minor Subdivision (<4 lots)	T/M2	T/M2	-	-	\$50	\$4,950	-	\$700	\$5,700
Major Subdivision (>5 lots)	T/M2	T/M2	-	-	-	\$10,000	-	\$2,000	\$12,000
Lot Line Adjustment (<4 lots)	-	-	\$350	\$2929.50	-	-	\$70.50	-	\$3,350
Lot Merger (<4 lots)	-	-	\$350	\$2929.50	-	-	\$70.50	-	\$3,350
Reversion to Acreage	T/M2	T/M2	-	-	-	\$5,000	-	\$200	\$5,200
Certificate of Compliance	-	-	\$100	\$1,464.75	-	-	\$35.35	-	\$1,600
§ 90901.06 CONDITIONAL USE PERMITS									
CUP (2 nd Dwelling – Admin.)	-	-	-	\$1,464.75	-	-	\$35.25	-	\$1,500
CUP (2 nd Dwelling – PC)	-	-	-	\$1,953.00	-	-	\$47.00	-	\$2,000
CUP (Minor)	\$250	-	-	\$2,929.50	\$50	-	\$70.50	-	\$3,300
CUP (Intermediate)	T/M2	T/M2	-	-	-	\$5,000	-	\$500	\$5,500
CUP (Major)	T/M2	T/M2	-	-	-	\$10,000	-	\$1,000	\$11,000

§ 90901.07 MINING/RECLAMATION									
APPLICATION/PROCESS TYPE:	C.E.Q.A.		GENERAL FEE				GEN. PLAN		TOTAL
	P.W.	P/B	Flat Rate			Deposit	Flat Rate	Deposit	
			P.W.	P/B	LGL	(T/M2)	(2.35%)	(T/M1)	
							(*1)		
Mining	T/M2	T/M2	-	-	-	\$5,000	-	\$500	\$5,500
Mining (Exploratory)	T/M2	T/M2	-	-	-	\$3,000	-	\$500	\$3,500
Reclamation (Minor)	T/M2	T/M2	-	-	-	\$5,000	-	\$300	\$5,300
Reclamation (Major)	T/M2	T/M2	-	-	-	\$5,000	-	\$1,500	\$6,500
§ 90901.08 GEOTHERMAL									
Minor Exp. Permit (in G)	-	-	-	-	-	\$3,000	-	\$500	\$3,500
Minor Exp. Permit (out G)	-	-	-	-	-	\$3,000	-	\$500	\$3,500
Minor Prod. Permit (in G)	T/M2	T/M2	-	-	-	\$3,000	-	\$700	\$3,700
Minor Prod. Permit (out G)	T/M2	T/M2	-	-	-	\$3,000	-	\$1,000	\$4,000
Intermediate Prod. Permit	T/M2	T/M2	-	-	-	\$5,000	-	\$1,500	\$6,500
Major Exploration	T/M2	T/M2	-	-	-	\$5,000	-	\$3,000	\$8,000
Major Production	T/M2	T/M2	-	-	-	\$10,000	-	\$1,000	\$10,000 + \$1,000/M
Test Facility	\$125	\$465	-	-	-	\$5,000	-	\$500	\$5,500

PUBLIC WORKS SURVEY REVIEW	GENERAL FEE	
APPLICATION/PROCESS TYPE:	Flat Rate	Deposit (T/M1)
Legal Descriptions (Review)		
1. Lot Line Adjustment/ Lot Merger/ Certificate of Compliance	\$300	-
2. Road Right of Way (Only)	\$400	-
Reversion to Acreage	\$400	-
Annexation Map Review (LAFCO)	-	\$500
Environmental Constraint Sheet	\$350	-
Amending Certificate	\$200	-
Amending Map	\$400	-
Corner Record Card	\$7	-
Record of Survey	-	\$500

A. VALUATION

1. The Valuation of a project shall be the ultimate (built out) value of the proposed project and shall include cost of land plus cost of improvements, as determined by the Director.
2. Projects that can not be clearly shown as having a "build-out" value, (for example, a new landfill, a new mining operation) will be valued for purpose of computation of specific fees other than T & M by the Director. The Director's determination may be appealed to the Planning Commission but not the Board of Supervisors.

B. CONDITIONAL USE PERMITS

1. Second Dwelling Only – Process to allow one additional dwelling to be placed on a parcel with an existing dwelling.
2. Minor-This classification shall include and be limited to the following uses.
 - a. Domestic water well
 - b. Home occupation
 - c. Day care or nursery school
 - d. Schools
 - e. Temporary construction offices at project site for project duration
 - f. Temporary real estate offices within housing tract.

C. Intermediate- Any Conditional Use Permit with a project value of less than \$1,000,000 and not classified as minor.

- D. Major - Any Conditional Use Permit with a project value greater than \$1,000,000 and/or not considered an intermediate.
1. The "category" of the CUP type (minor, intermediate, major) shall be as determined by the Department. There shall be no appeal from this decision.
 2. T/M - TIME & MATERIAL BILLING
All projects shown to have a "T/M" billing rate shall deposit the amount specified within this Division at the time of application and shall be billed by the Department on a monthly basis. At any time the billing exceeds the deposit, or the Department has not received payment within 20 days of billing, the Department shall cease processing the application until the funds are provided to maintain initial deposit limit.
The T/M deposit schedule is as follows:
 - T/M¹ - General Plan Charge will be 2.35% of total project cost
 - T/M² - Initial deposit as shown in each category
 3. T & M - TIME & MATERIALS
Under this billing system, the County Planning/Building Department, as well as any County Department that has a function in the permit review process and an adopted Ordinance Schedule of fees, is authorized to charge for all salary and benefit costs and actual expenses, including but not limited to office and field cost; mileage; County overhead; and, special consultants. All billing however shall be by and through the Planning/Building Department only. Any Department that does not provide a billing statement to Planning/Building Department by the 8th of the month shall not be entitled to collect.
 4. HOURLY RATE
The maximum hourly rate for Planning/Building Department cost shall be set at actual salary rate as calculated by *MAXMUS Fee Study* as the "fully burdened" rate which includes overhead and benefits, except that this shall not exceed \$191/hour. This rate includes labor and County overhead but does not include materials or other direct expenses.

HOURLY RATES

Hourly – Director	\$191
Hourly – Assistant Director	\$144
Hourly – Planner IV	\$98
Hourly – Permit Specialist	\$85
Hourly – Office Assistant III	\$50
Hourly – GIS/CAED Technician	\$73
Hourly – Accountant	\$75
Hourly – Planning Office Supervisor	\$77
Project Not Specified – Departmental Hourly	\$81

5. AUDITING / ACCOUNT
Any Applicant has the opportunity to review the accounting of any Department related to his/her project. If Applicant feels the accounting is in error he/she may file a written request for a review with the Director. In the event Applicant and Director cannot reach agreement, this matter shall be brought to the Planning Commission for arbitration, for any Planning Department bills, and to the Board of Supervisors for all other Departments.
6. FEE FOR LOT LINE ADJUSTMENT
The fee for a Lot Line Adjustment applies when there are less than four (4) parcels and the Lot Line Adjustment starts and ends with the same amount of parcels. No other Lot Line Adjustments are allowed.
7. BILLING PROTOCOL
When billing, the department shall calculate all staff time at the fully burdened rate. The department shall then add the total cost of all materials, including advertising, for a subtotal amount. The department shall add a 15% charge to the subtotal amount to offset the cost of the following: permit tracking system; monitoring program; file storage costs; and, office space/maintenance costs.

[*-1] PLEASE NOTE THAT THIS FEE IS NOT USED AS PART OF ANY T & M BILLING. IF YOU HAVE PAID THIS FEE ALONG WITH A DEPOSIT FOR A SPECIAL APPLICATION, ONLY THE DEPOSIT AMOUNT IS USED AS A CREDIT AGAINST WHICH COSTS ARE APPLIED.