



IMPERIAL COUNTY

PLANNING & DEVELOPMENT SERVICES

Planning Land Use Fee Schedule

Effective October 1, 2023

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Imperial County Planning and Development Services Planning fees are based on a *Cost of Services User Fee Study* conducted by Wohlford Consulting. Fees were approved by the Board of Supervisors on June 14, 2022 and are effective October 1, 2023. Fees include annual CPI adjustment.

Disclaimer

This handout is designed to provide the user with an overview of the new Planning & Development Services Department processing fees.

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

Planning Land Use Fee Schedule
Effective 10/01/2023

§ 90901.03 GENERAL PLANNING (Footnotes refer to definitions & explanations at the end of this section)						
APPLICATION/PROCESS TYPE:	C.E.Q.A.	General Fee		General Plan		Fee
		Flat Rate P/B	Deposit (T/M2)	Flat Rate (3%)**	Deposit (T/M1)	
Administrative Permitting/Hearing			\$ 1,000.00		\$ 250.00	\$ 1,250.00
Appeal		\$ 970.00		\$ 30.00		\$ 1,000.00
Development Agreement*		\$ 2,000.00				\$ 2,000.00
ZONING						
ABC License		\$ 242.50		\$ 7.50		\$ 250.00
Address Verification		\$ 145.50		\$ 4.50		\$ 150.00
Zoning Information Letter (per parcel)		\$ 242.50		\$ 7.50		\$ 250.00
Zoning Review- Building Permit		\$ 242.50		\$ 7.50		\$ 250.00
TIME EXTENSIONS						
CUP Extension by Dir. (Every three years)		\$ 582.00		\$ 18.00		\$ 600.00
CUP Extension by Dir. (Every Five years)		\$ 970.00		\$ 30.00		\$ 1,000.00
CUP Extension by PC B/S (Fifteen year re-entitlement)-Minor CUP		\$ 1,164.00		\$ 36.00		\$ 1,200.00
CUP Extension by PC B/S (Fifteen year re-entitlement)- Intermediate CUP		\$ 1,940.00		\$ 60.00		\$ 2,000.00
CUP Extension by PC B/S (Fifteen year re-entitlement)- Major CUP		\$ 2,910.00		\$ 90.00		\$ 3,000.00
CUP Extension by PC B/S (Thirty year re-entitlement)- Major CUP		\$ 4,850.00		\$ 150.00		\$ 5,000.00
PM/TR Extension by Dir- (Yearly)- Minor		\$ 582.00		\$ 18.00		\$ 600.00
PM/TR Extension by PC B/S-(Yearly)- Major		\$ 1,164.00		\$ 36.00		\$ 1,200.00
DESIGN REVIEW (Per Parcel)						
Design Review - Residential - base (1 unit)		\$ 582.00		\$ 18.00		\$ 600.00
Design Review- Residential Subdivision 4 or less		\$ 485.00		\$ 15.00		\$ 500.00
Design Review- Residential Subdivision 5 or more		\$ 970.00		\$ 30.00		\$ 1,000.00
Design Review- Residential Multi-Family 2-4 Units		\$ 485.00		\$ 15.00		\$ 500.00
Design Review- Residential Multi Family 5-29 Units		\$ 727.50		\$ 22.50		\$ 750.00
Design Review- Residential Multi Family 30+ Units		\$ 970.00		\$ 30.00		\$ 1,000.00
Design Review – Commercial <20K sq. ft. (Includes all non-residential uses)		\$ 1,455.00		\$ 45.00		\$ 1,500.00
Design Review – Commercial >20K sq. ft. (Includes all non-residential uses)		\$ 1,940.00		\$ 60.00		\$ 2,000.00
SPECIFIC PLANNING						
CEQA Review Only (Major)	T/M2		\$ 7,000.00		\$ 500.00	\$ 7,500.00
CEQA Review Only (Minor)		\$ 3,395.00		\$ 105.00		\$ 3,500.00
General Plan Amendment	T/M2		\$ 12,000.00		\$ 3,000.00	\$ 15,000.00
Notice of Exemption		\$ 727.50		\$ 22.50		\$ 750.00
Specific Plan Review / Amendment	T/M2		\$ 12,000.00		\$ 3,000.00	\$ 15,000.00
Variance - Commercial/Industrial		\$ 2,910.00		\$ 90.00		\$ 3,000.00
Variance- Residential		\$ 1,455.00		\$ 45.00		\$ 1,500.00
Zone Change	T/M2		\$ 12,000.00		\$ 3,000.00	\$ 15,000.00
SUBDIVISIONS						
Minor Subdivision Administrative (SB9 Urban Lot Split) Not more than 2 Lots		\$ 2,910.00		\$ 90.00		\$ 3,000.00
Minor Subdivision (Up to 4 lots) Parcel Map	T/M2		\$ 6,500.00		\$ 1,000.00	\$ 7,500.00
Major Subdivision (5 lots or more) Tract Map	T/M2		\$ 12,000.00		\$ 3,000.00	\$ 15,000.00
Lot Line Adjustment (Up to 4 lots)		\$ 4,365.00		\$ 135.00		\$ 4,500.00
Lot Merger (4 or less lots)		\$ 4,365.00		\$ 135.00		\$ 4,500.00
Lot Merger (5 or more lots)		\$ 5,335.00		\$ 165.00		\$ 5,500.00
Reversion to Acreage	T/M2		\$ 7,000.00		\$ 500.00	\$ 7,500.00
Certificate of Compliance		\$ 1,697.50		\$ 52.50		\$ 1,750.00
CONDITIONAL USE PERMITS						
CUP (2nd dwelling 1200 s.f or greater)		\$ 1,940.00		\$ 60.00		\$ 2,000.00
CUP (Minor)		\$ 4,365.00		\$ 135.00		\$ 4,500.00
CUP (Intermediate)	T/M2		\$ 7,000.00		\$ 500.00	\$ 7,500.00
CUP (Major)	T/M2		\$ 12,000.00		\$ 3,000.00	\$ 15,000.00
MINING/RECLAMATION						
Mining (CUP)	T/M2		\$ 7,000.00		\$ 500.00	\$ 7,500.00
Mining (Exploratory)	T/M2		\$ 7,000.00		\$ 500.00	\$ 7,500.00
Reclamation Plan	T/M2		\$ 7,000.00		\$ 500.00	\$ 7,500.00
GEOHERMAL						
Intermediate Exploration (6 Wells or less)	T/M2		\$ 7,000.00		\$ 500.00	\$ 7,500.00
Major Exploration (More than 6 wells)	T/M2		\$ 12,000.00		\$ 3,000.00	\$ 15,000.00
Intermediate Production(up to 50 Megawatts)	T/M2		\$ 7,000.00		\$ 500.00	\$ 7,500.00
Major Production (Greater than 50 Megawatts)	T/M2		\$ 12,000.00		\$ 3,000.00	\$ 15,000.00
Test Facility (existing well not to exceed 24 mths)	T/M2		\$ 5,000.00		\$ 500.00	\$ 5,500.00
Intermediate Mineral Extraction-(Not to exceed 25,000 metric tons annually)	T/M2		\$ 7,000.00		\$ 500.00	\$ 7,500.00
Major Mineral Extraction- (More than 25,000 metric tons annually)	T/M2		\$ 12,000.00		\$ 3,000.00	\$ 15,000.00

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ENVIRONMENTAL IMPACT REPORT (EIR)						
Administrative Processing Fee (10% total contract) (max of \$20,000)						10%
COMMERCIAL CANNABIS ACTIVITY- CCA						
First Application- Each (Plus CUP fee if required)						\$ 4,000.00
Each additional application						\$ 1,000.00
Security Plan Review- Each						\$ 1,000.00
Annual License						\$ 1,500.00
Additional or Extraordinary work (after 30 hours of billed staff time)						T/M2
DOCUMENT CHARGES						
Xerox (Color 8 1/2 " x 11')						\$2.00/page 1 + \$.25/page after first page
Xerox (8 1/2" x 11')						\$2.00/Page 1 + \$.10/page after first page
Xerox (large)						\$1.50/square foot
Printed Documents						Cost + 25%
MISCELLANEOUS						
Notary Fee - Each Signature						\$ 15.00
Expert Witness	T/M2					\$ 1,000.00 \$ 1,000.00
Airport Land Use Commission (Add-on to Projects that involve ALUC)	T/M2					\$ 2,500.00 \$ 2,500.00
Home Occupancy Permit- Actual Time at Staff hourly Rates (2 hours)						\$ 250.00 \$ 250.00
Similarity of Use	T/M2	\$ 1,164.00		\$ 36.00		\$ 1,200.00
Compliance Monitoring (CUP Minor & Intermediate)	T/M2					
Compliance Monitoring (CUP Major)	T/M2					\$ 5,000.00 \$ 5,000.00
Projects Not Specified <i>Hourly</i>		\$ 148.00				\$ 148.00

* If additional or extraordinary work is required, agreement will become T/M2 and deposit will be required.

A. Valuation

- The Valuation of a project shall be the ultimate (build out) value of the proposed project and shall include cost of land plus cost of improvements, as determined by the Director.
- Projects that cannot be clearly shown as having a "build out" value, (for example: a new landfill, a new mining operation) will be valued for the 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

- Second Dwelling Only- Process to allow one additional dwelling to be placed on a parcel with an existing dwelling.
- Minor- This classification shall include and be limited to the following uses:
 - Domestic Water Well
 - Home Occupation
 - Day Care or Nursery
 - Schools
 - Temporary offices at project site for project duration
 - Temporary real estate offices within housing tract.

C. **Intermediate** - Any Conditional Use Permit with a project value of less than \$5,000,000 unless determined by the Director that the project requires a major CUP.

D. **Major** - Any Conditional Use Permit with a project value greater than \$5,000,000 and/or not considered an intermediate.

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

All projects shown to have a T/M2 billing rate shall deposit the amount specified within this Division at the time of the application and shall be billed by the department on a quarterly basis.

Deposit is to be maintained throughout the course of the project. If the Department has not received payment within 30 days of billing, the Department shall cease processing the application until the funds are provided to maintain the initial deposit limit.

The T/M deposit schedule is as follows:

T/M1** - General Plan Charge will be 3% of the total cost of the project - not to be refunded.

T/M2 - Initial Deposit as shown in each category. Please note this fee is not used as part of any T&M billing.

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 the Planning/Building Department by the 10th of the month shall not be entitled to collect.

The Department shall add 15 % to the total cost of all materials, including advertising, to offset the cost of the following: permit tracking system, monitoring program, file storage costs; and office space/maintenance costs.

4. Hourly Rate

The maximum hourly rate for Planning/Building Department cost shall be set at actual salary rate as calculated by Cost of Services User Fee Study as the "fully burdened" rate, which includes overhead, benefits and shall not exceed \$300/hour. This rate includes labor and County overhead, but does not include material or other direct expenses.

5. Auditing/Account

The Applicant has the opportunity to review the accounting of any Department related to the project. If the Applicant feels the accounting is in error, the applicant may file a written request for a review with the Director. In the event the Applicant and Director cannot reach an agreement, this matter shall be brought to the Planning Commission for arbitration, and to the Board of Supervisors for all other Departments.

Staff Rates Per Hour

Account Clerks	\$ 111.56
Accountant/ Accountant Auditor	\$ 125.81
Administrative Secretary	\$ 113.24
Asst Dir of Planning & Building	\$ 205.37
Auto CAED/GIS Tech	\$ 132.34
Dir of Planning & Building	\$ 266.10
Office Assistant III/ Office Tech	\$ 105.24
Office Supervisor II	\$ 132.31
Permit Specialist	\$ 141.08
Planner I	\$ 118.49
Planner II/III	\$ 138.52
Planner IV	\$ 170.54
Planning Division Manager	\$ 172.06