



# Development Services Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 264-5011

[www.cityofsacramento.org/dsd](http://www.cityofsacramento.org/dsd)



## Planning Director Fees

### General Fee Information – Applies to All Types of Applications:

Double Fees – Entitlements requested after a project has been started or as a result of a City enforcement action shall be charged double fees.

Additional Charges – Applications requiring more staff time than has been allocated by the fees charged per this schedule will be assessed for the additional staff time at \$140 per staff hours.

### Planning Commission Projects:

Hearing Fees are included in the Entitlement/Review/Processing Fee. They are: Subdivision Review Committee – \$85; Planning Commission – \$150; City Council – \$800.

City Council Multiple Entitlements – A “Multiple Legislative Entitlement” discount of 25% will be granted for applications submitted which requires two or more legislative entitlements (Rezone, General Plan Amendment or Community Plan Amendment) which require approval by the City Council. The entitlement with the highest planning fee will be subject to the full fee amount; any additional legislative entitlement planning entitlement will be at 75% of the listed fee for that entitlement. The discount does not apply to Environmental fees; fees charged by other division, departments, or agencies; or for entitlements requiring only Planning Commission approval (e.g., Tentative Maps, Special Permits, Variances, etc). The 25% discount does not apply when an hourly rate is applied.

Multiple Requests for the Same Entitlement – For multiple requests of the same entitlements (e.g. two or more special permits) only a single fee shall be charged for this class of entitlement; the fee shall be the highest of the applicable fees in the same class.

Multiple Entitlements Special Permit and Plan Review – For multiple entitlements heard by the Planning Commission specifically for a special permit and plan review – the fee shall be applied only to the special permit, with no additional fees for the plan review.

Infill Development – Applicants submitting projects, which qualify as an infill development, are entitled to request in writing for a 25% reduction in the total Planning Entitlement fees which will be assessed to the project. The 25% reduction of fees does not apply to miscellaneous and environmental fees.

Hourly Charges for Reviews – If the city determines that the fees calculated using the schedules will not reflect the projected cost to perform the review, the project cost may be based on actual review cost using the hearing fees, review hours multiplied by the hourly rate, and any other associated costs.

### Environmental Review Fees:

Environmental Issues Study – If the review of an application requires an environmental issue study, consultant services costs and an hourly charge of \$140 for staff time will be charged in addition to the category fee.

Environmental Impact Report preparation and follow-up costs will be based on full cost recovery, which includes staff costs at \$140 per hour, consultant services and other related costs. Advance payment will be required based on an estimate of the total costs.

### Traffic Engineering Review Fees:

Entitlement Review – Traffic Engineering Division fees shall be based on full cost recovery. The money collected using the fee schedules will be an initial deposit. Follow up payment shall be required based on actual review cost using the hourly rate of each reviewer and any other associated costs.

Traffic Studies – If the review of an application requires a traffic analysis, traffic analysis cost and follow up will be based on full cost recovery, which includes staff costs, consultant services, and other related costs. Advance payment will be required based on an estimate of the total costs.

### Refund Policy:

1. Requests for refunds must be in writing.
2. A full refund will be provided if an application is taken in or permit issued in error.
3. Withdrawn items – The cost to process the application until the time of withdrawal plus a \$30.00 refund processing fee will be deducted from the amount paid for the application. There is a processing fee of \$50 for building applications.
4. EIR's and Major Projects – A final accounting will be performed after project completion and any unused payment will be refunded to the applicant.

## Planning Director Fees

<b>(A) Entitlements</b>	
<b>Special Permits</b>	
Special Permit	\$3,500
Special Permit- Major Modification	\$1,400
Special Permit- Minor Modification	\$500
<b>Planning Director's Urban Permit</b>	
Urban Permit or Modification (Railyards Only)	\$25,000
<b>Planning Director's Plan Review</b>	
Planning Director's Plan Review	\$3,750
Planning Director's Plan Review- Major Modification	\$1,400
Planning Director's Plan Review- Minor Modification	\$500
<b>Design Review</b>	
Design Review is required if plan review for multi-family is located in a design review district (separate design review application is not required).	\$500
Design Review Modification: Design Review is required if plan review for multi-family is located in a design review district (separate design review application is not required).	\$350
Entitlement Subtotal	

<b>(B) Environmental Review</b>	
Exemption	\$140
Negative Declaration	\$1,600
Environmental Subtotal	
<b>(C) Planning Technology Fee</b>	
$(A+B) \times 0.08 = \text{Planning Tech Fee Total}$	
<b>(D) Development Engineering</b>	
Entitlement Review	\$250
Development Engineering Sub Total	
<b>(E) Appeals</b>	
Appeal to Planning Commission	\$179
Appeals Sub Total	

<b>Totals for Fee Estimate</b>	
(A) Entitlement Subtotal	
(B) Environmental Subtotal	
(C) Planning Technology Fee	
(D) Development Engineering Subtotal	
(E) Appeal Subtotal	
Estimate Total	

Prepared By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Address: \_\_\_\_\_