

Development Services

Fee/Deposit Schedules for Development & Policy Approvals/Permits

INFORMATION BULLETIN

503

July 2025

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This information bulletin (IB) lists fees and deposits for discretionary and policy approvals. Fees related to discretionary actions for Wireless Communication Facilities are contained in [IB-536, Submittal Requirements and Procedures for Wireless Communication Facilities](#). For project submittal requirements, see [Land Development Manual Project Submittal Requirements, Sections 4, 5 and 6](#).

Plan Review – Flat Fees

Table 503A/Flat Fee Worksheet identifies the discretionary permit applications that require a flat fee for the public noticing, plan review, Environmental Initial Study, and public hearing process (except appeals). When the discretionary action includes other approval types that require a deposit account for plan review, the entire project will be reviewed using a deposit account ([see below](#)). Note: If the project and/or the environmental determination of a flat fee project are appealed, a \$2,000 deposit will be required to continue processing the project to a final decision.

- **What Does My Flat Fee Cover?** Flat fees are intended to accommodate three review cycles, any staff time required to process a decision and/or go to a public hearing, a reasonable number of meetings, and any costs associated with the above. Reviews/meetings after the third review cycle and excessive meetings during the first three review cycles will incur an additional fee of \$82.32 for the first half hour and \$16.51 for every six minutes thereafter for each staff member involved, with a minimum half-hour charge.
- **Environmental Initial Study Flat Fee Exception.** If the Environmental Initial Study is extended due to staff requirements for additional information, the extended Initial Study fee will be required at the time of resubmittal. If the Initial Study or the extended Initial Study results in any environmental determination other than an exemption (e.g., Negative Declaration, Mitigated Negative Declaration), a \$2,000 deposit account will be required to continue processing the project.
- **Planning Department Review.** If the flat fee project requires a review by the City Planning Department, an hourly charge will be required at the following amount per hour:

Public Spaces	\$196.75
An hourly plan check fee will be applied for the calculation and assessment of Development Impact Fees, which are fees imposed on projects to cover all or part of the cost of new public facilities related to new development.	
Community Planning	\$198.16
An hourly plan check fee will be applied to larger and complex proposed development projects that require a decision on consistency with the General Plan and Community Plans. These fees support the evaluation of projects to ensure alignment with the City's General Plan and any applicable Community Plan.	
Heritage Preservation	\$177.66
An hourly plan check fee will be applied for Designated Historical Resource Review or Potential Historical Resource Review. A minimum of one hour is collected at the time of initial submittal. Additional hours may be charged during the review process, with supplemental invoices issued as necessary.	
Biodiverse SD	\$201.66
An hourly plan check fee will be applied to discretionary projects within and adjacent to the Multi-Habitat Planning Area (MHPA) for the review and assessment of Biodiverse SD compliance, including compliance with the Multiple Species Conservation Program and Vernal Pool Habitat Conservation Program. These fees support the evaluation of projects to ensure alignment with the conservation goals of Biodiverse SD, including the preservation of biological resources, natural vegetation communities, and habitats for covered species	

Plan Review – Deposit Accounts

Table 503B/Deposit Account Worksheet identifies the discretionary applications that require a deposit for the public noticing, plan review, California Environmental Quality Act (CEQA) review, and public hearing process. Where multiple permits/approvals are requested (e.g., Coastal Development Permit with a Site Development Permit), the deposit amounts for each permit/approval type are added together, and that amount is required at the time of submittal for completeness review. The minimum required balance will be the highest minimum of all required permits.

A Trust Fund account is established with an initial deposit which is drawn against to pay for the review of your project. The Financially Responsible Party (as identified on the [Deposit Account/Financially Responsible Party Form - DS-324](#)) will receive a monthly deposit statement reflecting the charges made against the account. The Financially Responsible Party may receive invoices for additional deposits for subsequent project reviews to maintain the subsequent minimum balance. The payment of this invoice will be required to continue processing your project. At the end of the project, any remaining funds will be returned to the Financially Responsible Party. **The online permitting system will automatically invoice accounts that fall below the minimum required balance for the difference owed and lock any project with a negative account balance until the account is made positive.** Staff cannot work on locked projects.

Please note that the initial deposit requirements frequently do not cover all the processing costs and that applicants are responsible for all the costs associated with the processing of their discretionary approval. Please see the "Time and Costs Associated with Discretionary Approval Process" portion at the end of this bulletin for further information regarding the time and costs associated with the discretionary approval process. In addition, most fees change annually in July; make sure you have the correct version of this bulletin.

Administrative Fees

The following fees apply to all projects and shall be paid at the time plans are submitted to the Development Services Department (DSD) for review, unless otherwise indicated below. These fees are added to the review fee/deposit required for the processing of the project.

- **Mapping Fee**
This fee is charged at submittal when there are plans, drawings, maps or other geographical documents utilized for project review.

Mapping Fee	\$11.34
Discretionary Project Close-Out Fee	\$1,179.00

Optional Instructions

- **Affordable, Infill Housing & Sustainable Building Expedite Program**
This program provides expedited Development Permit & Policy Approval processing for all eligible affordable, in-fill housing and sustainable building projects. [Information Bulletin 538, Expedite Program for Affordable, In-Fill Housing and Sustainable Buildings](#), describes this program's minimum submittal requirements and procedures. All fees are in addition to standard applicable fees/deposits.

Fee Type	Fee
Residential Projects	\$853.82 per unit
Non-Residential Projects:	\$1,507.74 per 1,000 square feet

This fee is capped so it will not exceed 40% of the actual staff hourly billing as determined at project closeout.

The maximum fee is \$64,391.02.

- **Substantial Conformance Review**
Substantial Conformance Review (SCR) is generally a voluntary service available to customers who are proposing to modify their project after a discretionary permit has been approved by the City. This service is offered to allow customers to provide only the information needed to make a conformance determination without having to go to the expense of preparing complete construction documents. The process does not include a review for conformance with other City regulations, typically performed when an application for a construction permit approval, such as a building, grading or public improvement permit, is made. [Information Bulletin 500, Substantial Conformance Review](#), describes this service's minimum submittal requirements, fees, and procedures.

- **Preliminary Review**
This service helps obtain the answers that you need to determine the feasibility of your development project and to be successful in submitting the project for review. You can obtain general information on the regulations with which your project must comply, find out which permits you must obtain, the review process that applies to your development, and obtain interpretations on how the City will apply code provisions to specific situations. [Information Bulletin 513, Preliminary Review](#), describes the minimum submittal requirements, fees and procedures associated with this service.

- **Mills Act**
Please see Information Bulletins [580](#) and [581](#) for information on the historic designation of individual properties and all components of the Mills Act Program. You may also contact the City Planning Department via the [Historic Preservation Planning webpage](#) for more information.

Table 503A / Flat Fee Worksheet

ADMINISTRATIVE FEES ¹			
Discretionary Project Closeout	\$1,179.00	\$1,179.00	
Mapping	\$11.34	\$11.34	
			SUBTOTAL - ADMINISTRATIVE FEES
			\$1,190.34
APPROVAL TYPE (CHOOSE ONE)			
Emergency Coastal Development Permit and/or Site Development Permit	\$16,305.96		
Coastal Development Permit-Single Dwelling Unit/Companion Units (Process 2 Decisions Only)	\$28,824.38		
Coastal Development Permit/Map Waiver—Condominium Creation	\$21,248.17		
Coastal Development Permit/Map Waiver—Condominium Conversion	\$17,953.29		
Easement Vacation (Process 2)	\$12,023.40		
Extension of Time—Development Permits and/or Tentative Maps	\$19,929.99		
Map Waiver—Condominium Conversion	\$17,624.14		
Map Waiver—Condominium Creation	\$19,271.47		
Map Waiver—Stand Alone	\$9,552.91		
Neighborhood Development Permit	\$13,835.36		
Neighborhood Use Permit (not Sidewalk Café)	\$10,212.45		
Neighborhood Use Permit for Sidewalk Café	\$18,612.94		
Staff Time - Hourly ²	\$82.32 for the first half hour and \$16.51 for every six minutes thereafter, with a minimum half-hour charge.		
Surface Mining & Reclamation Act Compliance (SMARA)	\$4,117.93		
Tentative Map Exemption	\$9,552.91		
Tentative Map/Vesting Tentative Map—Stand Alone	\$17,130.24		
Variance	\$18,942.20		
<i>This fee is capped so it will not exceed 40% of the actual staff hourly billing as determined at project closeout.</i>			
<i>The maximum fee is \$64,391.02.</i>			
			SUBTOTAL - PLAN CHECK FEE
			\$

ENVIRONMENTAL EXEMPTION

Environmental Initial Study/Exemption	\$1,317.05
Environmental Initial Study Extended/Exemption (collected if Initial Study is extended)	\$25,201.47

SUBTOTAL - ENVIRONMENTAL EXEMPTION FEE

\$

TOTAL FEES DUE AT PROJECT SUBMITTAL

\$

1Most Development Services fees change annually in July, including those not in this table. Please make sure you have the current version of this Information Bulletin.

2Review meetings after the third review cycle, and any meetings that may exceed what staff deems reasonable during the first three reviews, will incur fees.

Table 503B / Deposit Account Worksheet

ADMINISTRATIVE FEES ¹			
Discretionary Project Closeout	\$1,179.00	\$1,179.00	
Mapping	\$11.34	\$11.34	
			SUBTOTAL - ADMINISTRATIVE FEES
			\$1,190.34
APPROVAL TYPE (CHOOSE ONE)			
Emergency Coastal Development Permit and/or Site Development Permit	\$16,305.96		
Coastal Development Permit-Single Dwelling Unit/Companion Units (Process 2 Decisions Only)	\$28,824.38		
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			\$

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SUBTOTAL - ENVIRONMENTAL EXEMPTION FEE

\$

TOTAL FEES DUE AT PROJECT SUBMITTAL

\$

1Most Development Services fees listed in this bulletin went into effect October 1, 2016. They do not require a deposit account but instead remain a flat fee and will be billed monthly to the applicant.

2If the applicant fails to respond to the deposit account statement for additional funds in a timely manner (9