

City of Thousand Oaks Community Development Department 2009 Entitlement Application Filing Fee Summary

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Effective 4/9/2010

Entitlement Type	Filing Fee/Description
Administrative Action (P-44a)	\$ 1,225 except mobile businesses
Administrative Action—Mobile Businesses (P-44b)	\$ 150
Administrative Action Time Extension (P-44c)	\$ 675
Alter Existing Homes—No PPD Required (P-27c)	\$ 120
Annexation or Detachment Processing ^① (P-6)	\$ 3,575 first 3 acres PLUS additional per acre fee \$ 40 per acre over 3 to a maximum of \$4,200
Appeal of Administrative Decision (P-53)	\$ 1,115
Appeal of Planning Commission Decision (P-54)	\$ 1,210
Cellular/Wireless Communication Sites (P-63)	\$ 1,000 deposit ^③ for wireless consultant PLUS application fee
Certificate of Compliance (P-47)	\$ 1,505
Covenants, Conditions & Restrictions Review (P-61)	\$ 1,500 PLUS time & materials for City Attorney review
Design Review-Existing Com'l/Ind. Proj's (P-60)	\$ 300 when entitlement not required
Development Agreement and Amendment (P-42)	\$ 6,000 deposit ^②
Development Permit – PC (P-21)	\$ 15,000 deposit ^②
Development Permit – Admin (P-22)	\$ 5,890 for 0-2 acres PLUS \$ 1,135 per acre for 3-10 acres PLUS \$ 755 per acre for 11-30 acres (maximum)
Emergency Dwelling Permit (P-62)	No Fee
Environmental Documents (P-3)	\$ 8,640 deposit ^② – EIR \$ 3,600 deposit ^② – ND/MND
Farm Animal Permit (P-8)	\$ 35
Film Permit (P-51)	\$ 160 per day for still photography \$ 310 per day for motion pictures
General Plan Amendment (P-7)	\$ 7,740
Grading Design Review (P-30)	\$ 6,300
Hearing Continuance Req – Admin Hearing (P-41b)	\$ 145
Hearing Continuance Req – PC/CC (P-41a)	\$ 355
Home Occupation (P-10)	\$ 30
Land Division – Admin (P-17a)	\$ 4,800
Land Division – PC (P-17b)	\$ 12,310
Land Division – Major Mod (P-19)	\$ 2,950 for existing SFD \$ 7,140 for all other major mods
Land Division – Minor Mod (P-20)	\$ 1,145 for existing SFD \$ 2,590 for all other minor mods
Land Division – Time Ext (P-18)	\$ 1,835

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Entitlement Type	Filing Fee/Description
Landscape Plan Check (P-35)	\$ 1,120 PLUS deposit \$ 600 deposit ³
Lot Line Adjustments (P-39)	\$ 1,205
Major Mod – PC (P-31) (for case types DP, SUP Type A, RPD, TPD, HPD)	\$ 5,000 deposit ² (except exist SFD) \$ 2,775 for existing SFD \$ 1,475 for existing SFD-processed with TTM or LD
Major Mod – SUP Type B (P-31b)	\$ 5,000 deposit ²
Minor Mod – except SFDs (P-32) (for case types DP, SUP Type A, RPD, TPD, HPD)	\$ 3,565 \$ 2,560 if processed with TTM or LD
Minor Mod – Existing Home Alteration (P-32d)	\$ 840 \$ 595 if processed with other entitlement
Minor Mod – New Custom Home (P-32c)	\$ 1,950 \$ 1,085 if processed with other entitlement
Minor Mod – SUP Type C (P-32b)	\$ 2,375 \$ 1,715 if processed with other entitlement \$ 800 for use associated with SFD \$ 810 freestanding ham radio tower & c-band satellite dish
Minor Mod – Outdoor Dining up to 5 tables (P-32 a)	\$ 865 \$ 430 if processed with other entitlement
Minor Mod – SFD Production Subdivision (P-32e)	\$ 6,565 \$ 3,935 if processed with other entitlement
Minor Mod – SFD Alteration Time Ext (P-32f)	\$ 420 \$ 295 if processed with other entitlement
Municipal Code Amendment (P-5a)	\$ 3,600 (fee refunded if Council declines to initiate request)
Oak Tree/Landmark Tree	
• Type A – Dead/Hazardous Tree (P-11a)	No Fee
• Type B – Simple Encroachment	\$ 180
• Type C – Admin (P-11a) (Prune or encroach any number of oak or landmark trees. Remove trees – 1-3 oaks or 1-5 landmarks – not designated historic tree.)	\$ 185 for existing SFD \$ 775 for all others \$ 460 for all others - if processed with other entitlement \$ 180 DEPOSIT ³ for landscape architecture consultant
• Type D – PC (P-11b) (Remove 4+ oaks, 6+ landmarks, and any designated historic tree(s).)	\$ 4,000 \$ 2,000 if processed with other entitlement \$ 180 DEPOSIT ³ for landscape architecture consultant
• Type E – Owner Planted Oak Tree Verification	No Fee
Oak/Landmark Tree Permit – Major Mod (P-11d)	\$ 215 for existing SFD \$ 3,110 for all others \$ 1,550 for all others - if processed with other entitlement \$ 180 DEPOSIT ³ for landscape architecture consultant
Oak/Landmark Tree Permit – Minor Mod (P-11c)	\$ 185 for existing SFD \$ 605 for all others \$ 360 for all others - if processed with other entitlement \$ 180 DEPOSIT ³ for landscape architecture consultant
Outdoor Dining Smoking Permit	\$ 200
Parcel Map Waiver (P-12)	\$ 1,985 merge lots into 1-4 parcels without a parcel map

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Entitlement Type	Filing Fee/Description
Pre-Application Review (P-36)	\$ 4,755
Precise Plan of Design – New Custom Homes (P-27a)	\$ 1,950
Precise Plan of Design – Exist. Homes (P-27b)	\$ 545 Admin processing \$ 1,015 PC Review
Precise Plan of Design – Time Ext (P-48)	\$ 285
Re-Application (P-45)	Varied (Contact Community Development)
Residential/Hillside/Trailer Planned Development (RPD/HPD/TPD) (P-24)	\$ 16,680 PLUS per unit fee \$ 7,745 if processed with TTM or LD, PLUS per unit fee \$ 120 per dwelling unit/mobile home space
Req. Letter of Public Convenience & Necessity (P-40)	\$ 490
Sign Seal Permits – On-Building Signs (P-38)	\$ 120 if existing uniform sign program \$ 240 without existing uniform sign prog.
Sign Seal Permits – Monument Signs (P-38)	\$ 120 face change only \$ 300 other than face change
Special Events Appl – One + day event (P-4)	\$ 100 PLUS time & material of City staff required to work
Special Events Appl – Block party (P-4)	\$ 40 PLUS time & material of City staff required to work
Special Use Permit Type A (P-23a) (New Construction of Major Projects-PC Review Required)	\$ 15,000 deposit ²
Special Use Permit Type B (P-23b) (No new site impr. or substantial mods-PC Review Req'd)	\$ 11,380 for all applications except the following: \$ 4,740 tenant impr, freestanding signs, alcohol sales near res.)
Special Use Permit Type C (P-23c) (Not qualifying as Type A or Type B)	\$ 3,100 for all applications except the following: \$ 1,000 for use associated with SFD, or \$ 890 freestanding ham radio tower & c-band satellite dish
Special Use Permit Type C Time Ext (P-26b)	\$ 805 \$ 480 if processed with other entitlement
Specific Plan (P-1)	\$ 8,885 deposit ²
Specific Plan Amendment (P-2)	\$ 6,045 deposit ² \$ 2,880 deposit ² if processed with GPA
Subdivision Signs (P-9)	\$ 360 PLUS security deposit \$ 300 refundable security deposit
Tentative Tract Map (P-13)	\$ 15,990 PLUS per lot fee \$ 130 per lot
Tentative Tract Map – Major Mod (P-15)	\$ 2,845 for existing SFD \$ 12,220 for all other major mods
Tentative Tract Map – Minor Mod (P-16)	\$ 1,395 for existing SFD \$ 3,195 for all other minor mods
Tentative Tract Map – Time Ext (P-14)	\$ 2,380
Temporary Use Permit Type A (P-52)	\$ 360 new vehicle storage
Temporary Use Permit Type B (P-52)	\$ 220 for all others
Time Extension (P-26a) (for case types DP, SUP Type A & B, RPD, TPD, HPD)	\$ 2,345 \$ 1,410 if processed with other entitlement

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Underground Utility Waiver (P-37)	\$ 1,740 not existing SFD \$ 1,310 not existing SFD if processed with other entitlement \$ 650 existing SFD \$ 585 existing SFD processed with other entitlement
Uniform Sign Prog Review or Mod of Exist Proj (P-38a)	\$ 480
Variance (P-29)	\$ 5,045 \$ 3,025 if processed with other entitlement
Variance – Major Mod (P-49)	\$ 2,800 \$ 1,680 if processed with other entitlement
Variance – Minor Mod (P-50)	\$ 1,305 \$ 785 if processed with other entitlement
Zone Change (P-5)	\$ 7,740 \$ 3,660 if processed with GPA
Zoning Compliance Letter (P-59)	\$ 175

All fees in this schedule are based on Resolution 2009-032 and are subject to change. For more details, refer to the City’s User Fee Manual or contact the Community Development Department at (805) 449-2323.

- ① **ANNEXATIONS:** At time annexation is filed, City will also collect a deposit to pay filing fees for LAFCO and State Board of Equalization, and to pay for preparation of the map and legal description of the annexation.

- ② **DEPOSIT FOR TIME AND MATERIAL BILLING:** Deposits are collected for projects that are billed at City costs on a time and material basis as detailed in this Summary. Invoices will be processed indicating the actual cost of City Staff time and materials. Periodic invoices will be prepared and will indicate either an amount due, or refund due. Invoices will be directed to the project’s applicant or authorized representative (City reserves the right to stop work on applicant’s projects if payment(s) become past due). Refunds will be directed to the person/entity that submitted the deposit.
 - **CITY STAFF HOURLY CHARGES.** City staff time will be billed at the following hourly rates. Additional hourly rates may apply as outlined in the City of Thousand Oaks 2009 User Fee Manual.

○ City Attorney	\$ 290.86	○ Associate Planner	\$ 109.58
○ Community Development Director	\$ 217.58	○ Engineer Associate	\$ 104.30
○ Dep. Community Dev Dir/City Planner	\$ 187.95	○ Assistant Planner	\$ 92.19
○ Assistant City Attorney	\$ 187.95	○ Community Development Tech II	\$ 84.03
○ Deputy City Attorney	\$ 154.63	○ Sr. Recording Secretary	\$ 78.06
○ Engineering Division Manager	\$ 170.48	○ Sr. Admin Secretary	\$ 74.30
○ Planning Division Manager	\$ 162.36	○ Record Secretary	\$ 74.30
○ Sr. Engineer	\$ 127.08	○ Admin Secretary	\$ 70.73
○ Sr. Planner	\$ 120.96	○ Admin Clerk II	\$ 61.02
○ Associate Engineer	\$ 115.13		

- ③ **DEPOSIT FOR CONSULTANT SERVICES:** Deposits are collected for Consultant review of project and are billed at City cost on a time and material basis.

- ④ **FILM PERMIT ADDITIONAL FEES:** Additional fees for use of City facilities, public streets and City parking structures apply, in addition to the cost of on-site personnel required due to filming (i.e., Police). Contact Code Enforcement at (805) 449-2300 for more details.