



PLANNING FEES HANDOUT

Note:

1. All fees are subject to a 9% City Administrative Overhead fee.
2. “+TM” means “plus time and materials in excess of the base fee” (see Note below).

Application Type	Adopted Fee without Overhead fee	Adopted Fee with 9% Overhead fee
Fixed Fee	Fixed Fee:	
Address Change	\$237	\$258.33
Categorical Exemption	\$396	\$431.64
Fence Permit	\$135	\$147.15
Heritage/Landmark Tree Designation	No Charge	No Charge
Home Occupation Permit	\$135	\$147.15
Sign Permit	\$135	\$147.15
Street Name Change	\$237	\$258.33
Telecommunication Registration Fee	\$908	\$989.72
Telecommunication Removal Agreement	\$9,132	\$9,953.88
Zoning Permit (Temporary Use Permit)	\$316	\$344.44
Short Term Vacation Rental	\$378	\$412.02
Short Term Vacation Rental Renewal	\$135	\$147.15
Cost Recovery (deposit plus time and materials):	Deposit Amounts:	
Addition/Remodel in City-Approved Historic District	\$1,343 + TM	\$1,463.87 + TM
Annexation	\$8,214 + 3,000 Deposit for Engineering Tech Review, +TM	\$8,953.26 + 3,270 Deposit for Engineering Tech Review, +TM
Appeal	\$269 +TM (See Note below ^a)	\$293.21 +TM (See Note below ^a)
Building Permit	See Building Permit Fee Schedule	
Certificate of Compliance	\$4,739 +TM	\$5,165.51 +TM
Conditional Use Permit – Major	\$5,925 +TM	\$6,458.25 +TM
Conditional Use Permit – Minor	\$2,256 +TM	\$2,459.04 +TM
Determination of Public Convenience & Necessity	\$3,949 +TM	\$4,304.11 +TM
Environmental Impact Report	Consultant Fee plus 25% administrative overhead and the actual cost of staff time and materials	
Exception	\$1,500 +TM	\$1,635 +TM
Extension of Time	\$467 +TM	\$509.03 +TM
Final Map Amendment	\$7,899 +TM	\$8,609.91 +TM
Final Parcel Map (4 or fewer lots)	\$3,080 + \$5,000 Deposit for Engineering Tech Review, +TM	\$3,357.20 + \$5,450 Deposit for Engineering Tech Review
Final Subdivision Map (5 or more lots)	\$4,030 + \$5,000 Deposit for Engineering Tech Review, +TM	\$4,392.70 + \$5,450 Deposit for Engineering Tech Review, +TM
Flood Determination	\$159 +TM	\$173.31 +TM
General Plan Map Amendment	\$6,950 +TM	\$7,575.50 +TM
General Plan Text Amendment	\$6,793 +TM	\$7,404.37 +TM

Application Type	Adopted Fee without Overhead fee	Adopted Fee with 9% Overhead fee
Initial Study	\$6,964 +TM	\$7,590.76 +TM
Merger Lot Line Adjustment	\$3,475 + \$750 Flat Fee for Engineering Tech Review, +TM \$3,475 + \$1,600 Deposit for Engineering Tech Review for LLA, +TM	\$3,787.75 + \$817.50 Flat Fee for Engineering Tech Review, +TM \$3,787.75 + \$1,744 Deposit for Engineering Tech Review for LLA, +TM
Mitigation Monitoring (Post Approval)	See Note below ^b	
Outside Sewer/Water	\$790 +TM	\$861.10 +TM
Preliminary Review – Staff	\$3,633 +TM	\$3,959.97 +TM
Public Improvement/Public Construction & Inspection	<ul style="list-style-type: none"> • ≤\$500,000: 6% of engineers estimate or \$2,188 (\$2,384.92 with overhead fee); whichever is greater, plus staff time and materials. • >\$500,000 but ≤\$1,000,000: 4% of estimated cost, plus staff time and materials. • >\$1,000,000: 2% of estimated cost, plus staff time and materials. 	
Reimbursement Agreement	\$1,580 +TM	\$1,722.20 +TM
Right of Way Abandonment	\$1,580 +TM	\$1,722.20 +TM
SPAR Review – Major	\$7,267 +TM	\$7,921.03 +TM
SPAR Review – Minor	\$2,256 +TM	\$2,459.04 +TM
Specific Plan	\$10,586 +TM	\$11,538.74 +TM
Specific Plan Amendment	\$10,586 +TM	\$11,538.74 +TM
Subdivision Ordinance Amendment	\$6,240 +TM	\$6,801.60 +TM
Tentative Map Amendment	\$7,899 +TM	\$8,609.91 +TM
Tentative Parcel Map	\$4,109 +TM	\$4,478.81 +TM
Tentative Subdivision Map	\$10,189 +TM	\$11,106.01 +TM
Variance	\$5,134 +TM	\$5,596.06 +TM
Zoning Amendment – Map	\$7,505 +TM	\$8,180.45 +TM
Zoning Amendment – Text	\$7,030 +TM	\$7,662.70 +TM
Zoning Amendment - Minor Revision – PUD/PCD/SPPUD	\$1,343 +TM	\$1,463.87 +TM
Zoning Code Compliance Code Review for Business License	\$35 +TM	\$38.15 +TM

Note: All applications identified by “Deposit + Staff Time & Materials” mean that applicants will be billed for the full cost of processing the application based on staff time and materials over and above the amount of the deposit. Staff hourly rates shall be determined by annual regular work order rates established by the City of Petaluma Finance Department for the given fiscal year(s) in which the application is processed. For applications requesting multiple entitlements, the deposit shall be the sum of the individual application fees and/or deposits.

^a If an applicant files for the Appeal, the \$269.23 appeal fee (including administrative overhead costs) shall be a deposit and the applicant shall be billed for any additional costs of processing the appeal on a staff time and materials basis. If a member of the public files an appeal, the appeal fee shall be \$269.23 (including administrative overhead costs) and any additional costs of processing the appeal shall be billed to the applicant on a time and materials basis.

^b “Mitigation Monitoring” fees shall be based on full cost recovery (deposit plus staff time and materials) and required as a condition of approval of every application requiring mitigation monitoring. The Planning Manager shall determine the amount of the initial deposit based on the nature and scope of the mitigations.

City of Petaluma Planning Division

11 English Street, Petaluma, CA 94952
Counter Hours: 10 am – 2 pm
Monday through Thursday. Closed Fridays.

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