

GUIDELINES FOR PERMITS REQUIRING A DEPOSIT

The City Council of the City of San Juan Bautista has periodically established fees and charges pertinent to land use permit applications. Resolution 2007-52 updated fees and charges and were amended by Resolution 2009-18 (effective June 2009). The purpose of these fees is intended to assure full recovery of processing land use permit applications. The permits subjected to deposits are included on the flip side of this page.

Our policy and procedures for recovering processing costs are as follows:

Deposit Amount

The initial deposit amount is derived from the attached list (Reso. 2009-18). This deposit must be included with the application when it is submitted to the City. If a project requires multiple entitlements and any one of those entitlements is subject to cost recovery, and the entitlements are being processed concurrently, then the entire processing of the project will be subject to cost recovery. A copy of the receipt, application cover page, and Finance Department project information sheet will be submitted to the Finance Department to assist in keeping track of income and expenditures associated with the application.

Monthly Statements

For projects anticipated to be active for a period of at least three months, the City Planner will prepare and submit a consolidated statement to the Applicant on a monthly basis.

The Statement will include the following:

1. The number of hours and related charges by each Department
2. Balance of deposit remaining
3. Account summary for deposit

Additional Deposits

The Applicant will not be solicited for additional deposits unless the account summary for the deposit, or projected account balance, indicates that costs will exceed the original deposit amount. At no time will City Staff allow the fund to be drawn down to a zero or minus balance. The applicant will be legally responsible for payment of all fees. City staff will call and/or write to the applicant thereby conveying what the budget situation is and request additional funds be deposited as a condition for City staff to continue work. The processing of the application/project shall cease until the requested funds are deposited with the City and any delay in payment may subject the application processing to delay or postponement. Furthermore, other land use applications may be prioritized if their budgets are in order. It is the intent of City Staff to assure continuity in the process.

Refunds

The Applicant will be reimbursed the balance of the deposit, if after the project is approved, all City Departments have been reimbursed for their costs.

Conditional Use Permit/new major	\$2,500.00
Conditional Use Permit/new minor	\$1,000.00
Conditional Use Permit – Amend	\$1,000.00
Initial Study	\$5,000.00
Environmental Impact Report	\$5,500.00
Notice of Exemption	\$200.00 (flat fee)
Special Use Permit – New	\$2,500.00
Special Use Permit – Amend	\$1,000.00
Temporary Use Permit – New	\$2,500.00
Temporary Use Permit – Amend	\$1,000.00
Variance	\$1,500.00
Banners and Flags–Temporary Signs	\$25.00 (flat feet)
Sign permit – minor	\$300.00 (flat fee)
Sign permit – major	\$500.00
Sign Permit – Portable/Freestanding	\$300.00 (flat fee)
Historic Design Review <1000 sq.ft.	\$500.00
Repaint	\$50.00 (flat fee)
Re-roof	\$250.00 (flat fee)
Historic Design Review >1000sq.ft.	\$1,000
Conceptual Review	\$750.00
PUD Permit	\$5,000.00
PUD Permit – Amend	\$1,500.00
Planning Commission Interpretation	\$500.00
Parcel Map(4 or fewer lots)	\$5,000 plus City Engr rate, T&M
Final Map(5 or more lots)	\$8,000 plus City Engr rate, T&M
Lot Line Adjustment	\$5,000 plus City Engr rate, T&M
Annexation	\$5,000 plus City Engr rate, T&M
Annexation Fiscal Analysis	\$350.00/acre, minimum charge is 1 acre
Rezoning	\$2,500.00
General Plan Amendment	\$2,500.00
Home Occupation Permit	\$2,200.00
Home Occupation Appeal	\$1,000.00
Appeal to City Council	\$250.00 plus staff time
Tree Removal Permit	\$150.00
Lighting Plan - Minor	\$300.00 (flat feet)
Lighting Plan - Major	\$500.00

Unless other wise noted with “Flat Fee”, the amounts listed are “deposits” for services to be rendered by the City Staff and so represent a “draw down account”.