



Planning Division Fee Schedule

County of Ventura • Resource Management Agency • Planning Division
800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2488 • <http://www.ventura.org/rma/planning>

Originally Adopted: December 19, 1995
Revised: June 14, 2011

Attachment 1
Schedule B
Effective: August 15, 2011

CHARGING MECHANISMS

The County's cost recovery program requires that applicable fee(s) or fee deposits be stated in a schedule such as this one. These cost recovery mechanisms are described below:

"Nonrefundable" Fee - A nonrefundable "fixed-fee" is intended to cover the average cost of processing the subject permit or service. Once paid, this fee cannot be refunded if and when the subject application is withdrawn. No additional charges will be billed by the County should the cost of processing exceed the specified amount of this fee.

"Deposit" – means a lump sum cash deposit which is then billed against by the County based on actual County staff time expended, with no billing limit. County billings against the deposit are based upon the work hours expended multiplied by the current Contract Hourly Rate established by the Board of Supervisors. If final County costs do not exceed the deposit amount, the unused portion of the deposit shall be refunded to the applicant. If final County costs exceed the deposit amount, the applicant shall be billed for the balance due pursuant to the fee reimbursement agreement accompanying said deposit.

BILLING POLICIES AND PROCEDURES

Calculating Fees for Service

Whenever a deposit is required for County Planning services, the charge for services shall be based on the applicable contract hourly rate multiplied by the total time spent on the project. Charges for Non-refundable "Fixed-fee" services are calculated based on average time spent to provide such services multiplied by the current Contract Hourly Rate, or the annual staff costs for a program divided by the average annual number of applications processed.

Cost Recovery

The Board of Supervisors' adopted the FY 2011-12 Budget Development Manual that, in part, provides for the recommendation of fees on a full cost recovery basis.

Contract Hourly Rate

The Board of Supervisors annually approves contract hourly rates. The contract hourly rate for the Planning Division is calculated to recover direct and indirect costs for chargeable activities, chiefly permit processing. The current contract hourly rate also includes: (1) a surcharge of \$10.50/hour to partially offset the cost of creating and maintaining digital information, the Planning Division Website,

and Accela System for electronic permit filing and tracking; (2) a surcharge of \$12.75/hr to offset the cost of maintaining the County's General Plan, (3) a surcharge of \$2.00/hr to partially offset the cost of the Permit Intake Coordinator. In total the current Contract Hourly Rate for services provided by RMA Planners is \$155.77. The Contract Hourly Rate for services provided by RMA Technicians is \$139.87. These rates include the base hourly rate and the surcharges described above.

Credit for Youth-Serving Non-profits

Applications pertaining to uses sponsored by nonprofit organizations, such as Scouts, 4-H Clubs, and Little Leagues, which are solely youth-oriented shall be credited \$1500 towards the processing of the subject land use entitlement request.

Billings on Permits for Illegal Uses/Structures

Notwithstanding any provisions in this Planning Division Fee Schedule/Charging Mechanism, there shall be no billing limit on any deposits or fees for application requests processed to legalize or correct violations of County land use ordinances.

Equivalent Fees for Services Not Listed

Where a proposed land use, application or service is not identified in this Schedule, the Planning Director shall review the work characteristics of the proposed use or requested service, in relation to the subject Planning matter, and determine which of the items listed in this Schedule is equivalent in type and processing time to that proposed. The fee or deposit for said use or application shall then be applied to the application requested. (See Item No. 18)

Fees for Deferred Decisions

The Planning Director may defer certain decisions to the Planning Commission in accordance with the Zoning Ordinance. If a decision deferral occurs, no new application fee or deposit is required.

Agencies Reviewing and Billing Against Entitlement Applications

The following agencies, departments and districts are normally involved in the review of land development entitlement requests: Public Works Agency, Environmental Health Division, Air Pollution Control District, Fire Protection District, Sheriff's Department, Agricultural Commissioner's Office and Planning Division. For discretionary land use permits, the Planning Division shall charge and collect a single deposit from the project applicant at the time of application submittal, and all affected agencies will charge against that deposit. For all other permits, these County agencies and departments may independently assess their own regulatory fees.

Required Fees at Application Submittal

The Ventura County Ordinance Code requires that land use applications cannot be accepted for processing unless they are accompanied by the fees/deposits specified in this schedule and the applicable Fee Reimbursement Agreements.

Billing Process

Reviewing agencies and departments are required to maintain time-keeping records during the processing of entitlements. The Operations Division of the Resource Management Agency (RMA) monitors project charges and sends out

statements/bills on a monthly basis. The original deposit will be applied to the current charges and the bill may show a credit or debit balance. Until the charges exceed the deposit no payment is due. Any bill thereafter will show the current charge and be due and payable upon receipt. When the case is closed a final bill will be sent out to the responsible party listing the balance due. This balance due must be paid promptly in order to avoid accruing late fees and generating possible sanctions against one's entitlement. If the project is denied, or the application is withdrawn or closed out prior to a final decision, the case is closed and total processing costs are calculated by RMA Operations. If costs exceed the deposit, RMA Operations will bill the applicant for these costs up to the billing limit, if applicable.

If total costs are less than the deposit, a refund will be issued, unless there are outstanding costs owed the County by the same party. In such cases any balance will be applied to the amount owed.

If, in the course of processing an application, the applicable billed fees and charges have not been paid within 45 days, the County may suspend processing the application, or after a hearing, DENY such application based on the applicant's failure to pay said fees and charges.

Late Fees (for Late Payment)

Charges are due and payable within 30 days of billing. Invoices unpaid after thirty (30) days will incur a 2% late fee, compounded monthly.

Standing Accounts

Persons or entities who frequently file applications with the Division (such as for film permits) may deposit, in trust, a sum of money against which County processing fees can be billed. The amount of this type of deposit or standing account and the billing terms shall be established by the Planning Director in consultation with the requesting person or entity.

Deposits and Billings for Projects with Multiple Entitlements

Where a project requires the filing of multiple land use entitlements, a single deposit fee with no billing limit may be assessed and collected. This single deposit fee shall be the highest of the required filing fees or deposits associated with the multiple land use entitlements and there shall be no billing limit. This calculation of a single deposit fee shall be in addition to and separate from the calculation and payment of a Late Filing Fee.

Treatment of Parties with Past Delinquent Accounts

All fees, charges, and deposits submitted or paid by parties an applicant or party owing RMA Planning Division money will be applied first to unpaid bills of more than 30 days and thereafter to the current application request. The deposit for an application shall be increased by 50% where it is determined the party signing the Reimbursement Agreement has had past bills outstanding for more than 90 days.

MISCELLANEOUS ENTITLEMENTS OR SERVICES

Zoning Clearance

**Please see Addendum on last page of Fee Schedule for additional fees that may apply.*

New Construction Clearance	\$260	Plus \$50 per additional lot/unit/structure (nonrefundable)
New Residential Units/Construction, Ojai Valley and Coastal Zone Clearances	\$350	Plus \$50 per additional lot/unit/structure (nonrefundable)
Carports, decks, spas, fences, fireplaces and the like; demolition	\$155	Plus \$35 per additional lot/unit/structure (nonrefundable)
Change of Use	\$330	Deposit
Home Occupation	\$75	(Nonrefundable)
Re-review of any clearances or related plot plans	\$80	Plus \$35 per additional lot/unit (nonrefundable)
Requiring Special Review	\$315	(Nonrefundable)
Requiring Field Inspections	\$330	Deposit
Second Dwelling Units	\$545	(Nonrefundable)
Residential Ground Mounted Solar Energy Systems (Does not apply to ground mounted equipment that exceeds ministerial standards, such as solar systems in coastal zones not exempt from obtaining a coastal development permit or site plan adjustment.)	\$0	No Charge
Use Inauguration Related to a Permit	\$315	(Nonrefundable)
Waiver, Standard	\$155	(Nonrefundable)
Waiver, Custom	\$315	(Nonrefundable)
Tree Permit Review		
Ministerial		
Not requiring field inspection	\$110	(Nonrefundable)
Requiring field inspection and/or supplemental consultant evaluation	\$315	(Nonrefundable)
Discretionary (This tree permit review fee may be waived by the County and services covered by the fee shall then be subsumed under other County fees required and paid for the processing of a related discretionary permit which is proposing the alteration of protected trees as defined in the Zoning Ordinance.)	\$750	Deposit

Mitigation Charges	--	Based on the calculated value of the loss.
Tree Trimmer Certification	\$70	(Nonrefundable)
Legal Lot Determination		
Lot status request	\$275	Per Assessor's Parcel Number (nonrefundable) or for multiple parcel numbers, a deposit determined by the Planning Director based on estimated time to complete the project.
Preliminary Legal lot determination application	\$315	Per Assessor's Parcel Number (nonrefundable), or for multiple parcel numbers, a deposit determined by the Planning Director based on estimated time to complete the project.
Request for Hearing before the Land Division Advisory Agency for a C of C	\$1,500	Deposit per Assessor's Parcel Number
Variance		
Variance	\$2,000	Deposit
Administrative Variance		
Administrative Variance	\$1,000	Deposit
Emergency Use Authorization/Emergency Coastal Development		
Emergency Use Authorization/Emergency Coastal Development Permit	\$1,000	Deposit
Time Extensions & Temporary Uses		
Continuation of Nonconformity	\$1,000	Deposit
Expansion of Nonconforming Use	\$1,000	Deposit
Temporary dwelling/ office during construction	\$155	(Nonrefundable) plus surety deposit as determined by the Planning Director
Temporary keeping of animals (per Section 8113-4 NCZO)	\$300	Deposit
Land Conservation Act (LCA) Contract		
Application for LCA Contract	\$1,000	Deposit

Tentative Cancellation, Special Area Contract, LCA for Non-LCA Exchanges	\$1,500	Deposit
Change of ownership, and boundary revision documentation for reconfigured contracts, Non-Renewal Notice for Entire Contract, other LCA related research and other LCA services not listed.	\$750	Deposit
Mobile Home Park Rent Increase Application		
Section 8 Request	\$585	Plus \$9 per space (Nonrefundable)
Accountant review of Section 8 requests	\$505	(Nonrefundable)
<p>Program Administration Cost</p> <p>This fee is set through annual accounting of the cost of the services provided to mobile home park owners and residents by Planning staff. The fee is proportionate to the services rendered to owners and residents by Planning staff during the prior three years. For the 2010-2013 time period, the percentages shall be as follows: residents 27%; owners 73%.</p>	\$17.48	Per space per year (nonrefundable)
Mobile Home Park Closure Permit		
Mobile Home Park Closure Permit	\$1,500	Deposit
Duplicating Services		
Copying per general Public Records Act requests	--	Fees as established by Board-adopted Ordinance No. 4339, and as amended.
Certified/Subpoena Documents	\$0.10 + \$24.00	\$0.10 per page plus \$24 per hour (to the nearest quarter hour).
Copying recorded audio tapes	\$15	Per tape/CD (includes tape/CD)
Transcribing and reviewing recordings of meetings	\$300	Deposit
Research & Report Preparation		
Computerized Legal Notice Mailing Labels (when available)	\$155	(Nonrefundable), plus \$15 for each additional set of labels
Digital GIS Information	\$115	Per layer; \$1,500 annual subscription to all RMA GIS layers of information

General research and report preparation	\$315	(Nonrefundable) or a deposit determined by the Planning Director based on estimated time to complete the project
“Rebuild Letter”	\$115	(Nonrefundable)
Vicinity Map/Aerials for Application Submittals	\$15	Per sheet
Pre-Submittal Review		
Pre-Submittal Review	\$400	Deposit
Street Name Change		
Street Name Change	\$1,000	Deposit
Condition Compliance Review		
Periodic on-going condition compliance reviews/inspections and CEQA Mitigation Monitoring and Reporting (Cortese) for the life of the permit.	\$500	Deposit, unless a greater amount is specified in permit conditions
Film Permit (Ministerial Zoning Clearance)		
Occasional Filming Activities	\$515	(Nonrefundable) For 1 st site/location, \$155 for each additional site/location
Occasional Filming Activities Requiring a Waiver	\$655	(Nonrefundable) For 1 st site/location, \$155 for each additional site/location
Permit Amendment	\$255	(Nonrefundable) For minor changes to a film permit that has already been issued that do not require a waiver (e.g. extending film days, shifting production schedules, adding film locations, etc.).
Film Permit, High Frequency, Contracted Areas	\$400	Per each day of filming, \$200 per each “prep” day under permit (nonrefundable)
Equivalency Determination		
Equivalency Determination	\$500	Deposit
Equivalent Fee for Services Not Listed		
Services Not Listed	--	Amount determined by Planning Director

GENERAL PLAN AMENDMENTS & ZONE CHANGES

General Plan Amendments	\$3,000	Deposit
Ordinance Amendments	\$3,000	Deposit
Zone Change	\$1,000	Deposit

SUBDIVISIONS

Tentative Tract Map

Tentative Tract Map	\$2,500	Deposit
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Parcel Map

Tentative Parcel Map	\$2,000	Deposit
Exemption Request	\$500	Deposit

Parcel Map Waiver

Conservation Subdivision	\$2,000	Deposit
Large Lot Subdivision	\$2,000	Deposit
Lot Elimination Subdivision	\$500	Deposit
Lot Line Adjustments	\$500	Deposit
Mergers	\$500	Deposit

Conditional Certificate of Compliance

Conditional Certificate of Compliance	\$1,000	Deposit
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Reversion to Acreage

Reversion to Acreage	\$500	Deposit
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DEVELOPMENT PERMITS/ENTITLEMENTS

Planned Development Permits

Agriculture & accessory uses thereto	\$1,500	Deposit
Commercial/Industrial, Institutional and/or other uses	\$2,000	Deposit
Residential	\$1,500	Deposit
Residential SRP Overlay Zone	\$1,500	Deposit
Waste Processing & Recycling facilities and centers	\$4,000	Deposit

Conditional Use Permits		
Agricultural and accessory uses thereto	\$1,500	Deposit
Commercial/Industrial, Institutional, Public Uses, and other (Coastal: Includes non-County initiated public works projects, parking lots and non County initiated recreational uses)	\$2,000	Deposit
Mobile home park	\$1,500	Deposit
Natural resource development including renewable energy, mining, borrow areas or gravel quarries and accessory processes	\$4,000	Deposit
Oil and gas exploration/ production (includes pipelines and trans-mission lines in Coastal Zone only)	\$2,500	Deposit
Recreational vehicle park, camps, and campgrounds	\$1,500	Deposit
Residential and accessory uses thereto	\$1,500	Deposit
SRP Overlay Zone	\$1,500	Deposit
Waste treatment and disposal & recycling	\$4,000	Deposit
Wireless Communication Facilities	\$6,000	Deposit

MODIFICATION, REVOCATIONS & APPEALS TO ENTITLEMENTS

Modification Application

Major	--	Equivalent to deposit fee for type of entitlement
Minor	\$750	Deposit
Wireless Communication Facilities	\$3,000	Deposit
Permit Adjustment and Coastal Site Plan		
Standard	\$500	Deposit
Minor (as determined by the Planning Director)	\$315	(Nonrefundable)

Modification, Suspension or Revocation Application

Modification, Suspension or Revocation Application	--	Equivalent to deposit fee for type of entitlement
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Appeals		
Appeals related to entitlements or Planning Director and Planning Commission determinations	\$2,000	Deposit/billing limit (staff processing time, mailings and public notice costs). No billing limit where the appeal is of a violation. If the appeal is filed by the applicant or applicant's representative, the applicant will be required to pay actual staff time and costs in excess of the \$2,000 appeal fee. If the appeal fee is filed by another party, the applicant will be required to pay actual staff time and costs in excess of the appeal fee up to a maximum of \$2,000
If any appeal is fully upheld, all fees paid by the appellant shall be refunded. If the appeal is upheld in part, the decision-making body hearing the appeal shall determine at the time the decision is rendered what portion of the appeal charges should be refunded to the appellant.		
Coastal Appeals		
Coastal Appeals	\$0.00 or up to \$2,000	No fee if project is appealable to the Coastal Commission, unless the Coastal Commission approves an ordinance amendment authorizing a fee. Said fee would be a \$2,000 deposit/billing limit. No billing limit where the appeal is of a violation.
ENFORCEMENT OR COMPLIANCE RELATED ACTIONS		
Late Filing Fees		
Late Filing Fees	Up to \$1,000	An amount equal to the specified fee for each of the required entitlements but not to individually exceed \$1,000 (nonrefundable). See applicable Zoning Ordinance Sections. This fee will be collected by the Planning Division and forwarded to the appropriate division.
Abatement Releases		
Releases from Notice of Non-Compliance, Liens, and other recorded documents	\$200	(Nonrefundable) per document
Informal Office Hearing		
Informal Office Hearing	\$500	Deposit
Bond/Surety		
Compliance Review and Release	\$500	Deposit
Substitution/Transfer	\$200	Per financial instrument (nonrefundable)

Field Compliance Check and Probation Inspection		
Field Compliance Check and Probation Inspection	\$315	Per Inspection (nonrefundable)
Compliance/Settlement Agreement		
Agreement Preparation (basic agreement)	\$315	(Nonrefundable)
Agreement Preparation (complex agreement or addendum)	\$625	(Nonrefundable)
Compliance Agreement Amendment	\$100	(Nonrefundable) For non-county initiated amendments to an existing compliance agreement. Fee applies to each amendment.
Applicant Initiated Development Agreement		
Applicant Initiated Development Agreement	\$3,000	Deposit
SMARA Program		
SMARA Program Administration (Annual administrative/consultant services)	--	Deposit to be determined by Planning Director based on anticipated annual costs
Mine Inspections and Financial Assurance Review	—	Full cost recovery based on current approved hourly rate
Review of proposed Reclamation Plans prepared pursuant to SMARA	\$4,000	Deposit
Review of Major Reclamation Plan Amendment	\$2,000	Deposit
Review of Minor Reclamation Plan Amendment	\$750	Deposit
ENVIRONMENTAL DOCUMENTS		
Special Consultants Used in initial studies or preparation of MNDs, EIRs and Environmental Mitigation Monitoring	--	Total prepayment or posting of an acceptable bond for the consultant's estimated cost
Appeals Related to type of environmental documents	\$2,000	Deposit/billing limit
MISCELLANEOUS FEES		
Credit Card/ATM Card Processing Fee	--	Fee established by Board of Supervisors contract for said services

Witness Fees and Research (Depositions, court appearances, analysis of records where County is not a party to the action (Gov't. Code Sec. 68096.1))	\$150	Deposit for first scheduled day of testimony (plus, per State law, any expenses exceeding that amount, if applicable). This deposit is due prior to or upon acceptance of service of subpoena. For each subsequent scheduled day of testimony, plus applicable expenses per State law, witness fees shall be charged at the current County Contract hourly rates of the personnel testifying in the case.
Liquor License Review	\$625	(Nonrefundable)
Returned Check Charge	\$40	(Nonrefundable)
Publishing Legal Notices	--	Prevailing rate established by publisher
Cultural/ Historical Resource Sites		
Administrative Certificate of Appropriateness or Certificate of Review	\$80	(Nonrefundable)
Cultural Heritage Board Certificate of Appropriateness or Certificate of Review	\$235	(Nonrefundable)
Mills Act Contract	\$610	Deposit
Mills Act Contract Inspection	\$115	(Nonrefundable)
Recording Documents	--	Prevailing rate of the Recorder's Office
Development Review Committee	\$2,000	(Fixed fee)
Related Fees Established by State Agencies and not part of the Adopted County Fee Schedule (Provided For Information Only)		
California Department of Fish and Game Fees (January 1, 2010 through December 31, 2010) Payable to Ventura County Clerk		
EIR	\$2,792.25	(Nonrefundable)
ND/MND	\$2,010.25	(Nonrefundable)
Document Handling Fee to County Clerk and Recorder	\$50.00	(Nonrefundable)



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ADDENDUM

New Zoning Clearance Types and Fees Adopted as of August 27, 2011

On June 28, 2011, the Board of Supervisors adopted Non-Coastal Zoning Ordinance amendments pertaining to a new Residential High Density (RHD) zone and for provisions allowing Emergency Shelter in the CPD zone.

Along with these amendments, fees were also adopted that coincide with processing Zoning Clearances in conjunction with these provisions. The new fees became effective 60 days after adoption, on August 27, 2011. The new Zoning Clearance titles and associated fees are as follows:

MISCELLANEOUS ENTITLEMENTS OR SERVICES		
Zoning Clearance		
Residential High Density (RHD) Zoning Clearance	\$1,200	Deposit
Emergency Shelter Zoning Clearance	\$600	Deposit