



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
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MEMORANDUM

DATE: APRIL 25, 2023

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PLANNING AND BUILDING SERVICES

RE: PBS DEPARTMENT FEE UPDATE

The Planning and Building Services Fee Schedule was last updated in December of 2021 and included both the Planning Division and Building Division Fees. To recover staff time from the recent salary and cost of living increases, PBS has reviewed the time studies for planning applications and building permit processes and adjusted fees accordingly. At this time, no increase to building permit fees is suggested.

Proposed Planning Division Fees (Attachment A):

Overall, Planning fees are proposed to be increased, however several fees have been reduced, some fees are not proposed to increase and several are no longer necessary and can be deleted. The three fees proposed to be deleted are: 1.) the Flood Hazard Development permit, which has been moved to the Building Division fees and is no longer necessary on the Planning fee schedule; 2.) MHRB Demo or Addition, which is now contained in the MHRB Intermediate fees, and 3.) the Event/Gathering Add On fee has been incorporated into a new type of Administrative Permit for Events and larger gatherings and is not needed as an add on. The department is also proposing the addition of three new fees, which includes the Agricultural Preserve Cancellation or Partial Non-Renewal, the SMARA Interim-management Plan and the Administrative Permit for Festivals/Events or Gatherings.

Planning Division Fee Increases that will NOT Increase:

- MHRB Fees
- Home Occupation Business License
- Deposit for an EIR
- Less than 3 Acre Conversion Review

Attachments:

1. Attachment A- PBS Planning Division Proposed Fee Schedule

Fee Name	Current Fee	Salary Adjustment	Justification
Division of Land Project (**Add on/per parcel fees may apply)		Add \$90 where indicated	
Boundary Line Adjustment, per parcel fees apply	\$1373.00 + \$90/hr	\$1,439	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Certificate of Compliance, per parcel fees apply	\$1200.00 + \$90/hr	\$1,257	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Major/Parcel Subdivision* (cost recovery and per parcel fees apply)	\$9660.00 + \$90/hr	\$11,555	Govt. Code 66014(a) Reso. # 11-072, Reso. #16-150, Reso #18-122, Reso. #19-170
Subdivision Modification, per parcel fees apply	\$3604.00 + \$90/hr	\$4,700	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Subdivision Extension of Time	\$441.00 + \$90/hr	\$451	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Minor Subdivision, per parcel and add-on fees apply	\$4765.00 + \$90/hr	\$5,796	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Subdivision Vesting of Tentative Map, per parcel and add-on fees apply	\$3598.00 + \$90/hr	\$4,699	Govt. Code 66014(a), Reso #18-122, Reso. #19-170
Subdivision Revised Map, per parcel and add-on fees apply	\$2619.00 + \$90/hr	\$2,858	Govt. Code 66014(a), Reso #18-122, Reso. #19-170
Subdivision Exception to County Code	\$2373.00 + \$90/hr	\$2,083	Govt. Code 66014(a), Reso #18-122, Reso. #19-170
General Plan Project (**Add on fees may apply)			
General Plan/Coastal Plan Amendment* (cost recovery applies)	\$7529.00 + \$90/hr	\$9,241	Govt. Code 66014(a) Reso. # 11-072, Reso. #16-150, Reso #18-122, Reso. #19-170
Ordinance Amendment* (cost recovery applies)	\$8589.00 + \$90/hr	\$10,408	Govt. Code 66014(a) Reso. # 11-072, Reso. #16-150, Reso #18-122, Reso. #19-170
Rezone* (cost recovery applies)	\$5428.00 + \$90/hr	\$6,672	Govt. Code 66014(a) Reso. # 11-072, Reso. #16-150, Reso #18-122, Reso. #19-170
Development Agreement	\$6758.00 + \$90/hr	\$8,091	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Development Agreement Modification	\$5944.00 + \$90/hr	\$7,275	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Coastal Project (**Add on fees may apply)			
Categorical Exclusion	\$368.00 + \$90/hr	\$425	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Coastal Development Permit (CDP) Admin/Standard Minor	\$2134 + \$90/hr	\$2,276	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
CDP Admin.	\$4018 + \$90/hr	\$4,857	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
CDP Admin. Renewal/Modification	\$907 + \$90/hr	\$1,090	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
CDP Standard	\$5999 + \$90/hr	\$5,852	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
CDP Standard Renewal	\$1281 + \$90/hr	\$1,239	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
CDP Standard Modification	\$3912 + \$90/hr	\$3,968	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
CDP where Coastal Commission retains Authority	\$2400 + \$90/hr	\$2,477	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Ministerial CDP for Accessory Dwelling Units	\$368.00 + \$90/hr	\$425	Cost recovery applies at \$90 per hour if needed
Emergency Permit	\$2278 + \$90/hr	\$1,916	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Mendocino Historical Review Board (MHRB) Major	\$1498.00 + \$90/hr	\$1,498	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Mendocino Historical Review Board (MHRB) Intermediate	\$1086 + \$90/hr	\$1,086	Govt. Code 66014(a), Reso #18-122, Reso. #19-170
Mendocino Historical Review Board (MHRB) Minor	\$615 + \$90/hr	\$615	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
MHRB SIGN COPY CHANGE OR SINGLE BUSINESS SIGN	\$250.00	no increase	
Zoning Project (**Add on fees may apply)			
Use Permit- Minor	\$2829 + \$90/hr	\$3,040	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Use Permit-Minor Renewal/Modification	\$2819 + \$90/hr	\$2,975	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Use Permit-Major* (cost recovery applies)	\$6038 + \$90/hr	\$6,033	Govt. Code 66014(a) Reso. # 11-072, Reso. #16-150, Reso #18-122, Reso. #19-170
Use Permit-Major Renewal/Modification	\$3931 + \$90/hr	\$4,216	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Use Permit- Cottage Industry	\$ 2738 + \$90/hr.	\$2,650	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Airport Land Use Commission Review	\$2160 + \$90/hr	\$1,930	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Airport Land Use Comm. Review-City Project	\$1067 + \$90/hr	\$960	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Ag. Preserve Contract	\$4154 + \$90/hr	\$3,733	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Ag. Preserve Rescind and Re-enter	\$2744 + \$90/hr	\$2,885	Govt. Code 66014(a), Reso #18-122, Reso. #19-170
Ag. Preserve Cancellation or Partial Non-Renewal		\$1,728	Govt. Code 66014(a), Reso #18-122, Reso. #19-170
HOME OCCUPATION BUSINESS LICENSE	\$180.00	no increase	
Business License Review (zoning & occupancy)	\$424 + \$90/hr	\$357	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Development Review* (cost recovery applies)	\$2954 + \$90/hr	\$3,284	Govt. Code 66014(a) Reso. # 11-072, Reso. #16-150, Reso #18-122, Reso. #19-170
Flood Hazard Development Permit	\$465.00 + \$90/hr	\$581	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Preapplication Conference	\$700 + \$90/hr	\$840	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Surface Mining & Reclamation (SMARA)	\$8900 + \$90/hr	\$8,680	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
SMARA Renewal or Modification-Use Major Use Permit Renewal/Modification	\$4765 + \$90/hr	\$4,967	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
SMARA Interim-Management Plan		\$1,037	
Variance	\$2229 + \$90/hr	\$2,149	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Administrative Project and Other Project			
Administrative Permit	\$1031.00 + \$90/hr	\$1,141	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170

Administrative Permit - Wireless Communication	\$2483.00 + \$90/hr	\$2,761	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Administrative Permit Festival/Event or Gathering		\$1,522	
Administrative Permit Renewal	\$115.00 + \$90/hr	\$115	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Private Road Naming	\$1060 + \$90/hr	\$985	Govt. Code 66014(a), Reso. #16-150, Reso #18-122, Reso. #19-170
Misc. Project **Add On Fees:			
Document Imaging (applies to every project)	\$128.00	\$147	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
General Plan Maintenance (applies to every project)	\$175.00	\$200	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Environmental Review	\$2,400.00	\$1,840	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Coastal Zone Review (Does not apply to "Coastal Projects")	\$1,200.00	\$1,200	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
MHRB Demo or Addition	\$1,086.00	\$1,086	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
SMARA Annual Inspection/Report	\$2,575.00	\$3,270	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
SMARA Exemption Determination	\$681.00	\$836	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Vested Right Determination	\$4,455.00	\$4,882	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Environmental Impact Report (EIR)	Cost +15%	\$5,000 Deposit and Cost +15%	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Special Planning Commission Hearing	\$2,024.00	\$2,792	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Inclusionary Housing In-Lieu Fee	Per MCC Chapter 20.238	Per MCC Chapter 20.238	Govt. Code 66014(a) Ord. 4219, Reso #18-122
Cell Tower GIS Add On	\$109.00	\$125	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Violation	Permit Amount	2X Application Fee or 3X Application Fee-Commercial	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
GMAC Referral Fee	\$185.00	\$185	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Appeal to the Board of Supervisors	\$2,020.00	\$2,074	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Administrative Appeals	\$2,528.00	\$2,753	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Code Enforcement Appeal	\$1,710.00	\$2,613	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Application Update	\$545.00	\$600	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Major or Minor Subdivision Per Parcel Fee (also includes Resubdivisions, Boundary Line or Certificate of Compliance)	\$504.00	\$665	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Public Hearing Add On Fee- Re-Noticing Fee	\$1,420.00	\$793	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
SMARA Extraction-Multiple Sites	\$2,159.00	\$2,516	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Event/Gathering Add On to Admin Permits.	\$1,884.00	\$1,884	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
15% Fee Reduction to CDP Base Fee to construct SFR	-\$899.00 (CDP Standard)/-\$554.00 (CDP Admin)	877.00 (CDP Stand)/728.00 (CDP Admin)	Govt. Code 66014(a), Reso #18-122
Service Fees			
Audio Reproduction Fee for Public Hearings	\$10.00	\$10.00	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Zoning Letter	\$204.00	\$235.00	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
LESS THAN 3 ACRE CONVERSION DETERMINATION		\$200 + \$90/HR	
Map Reproduction/Misc. Fees			
Quadrangle-combine with GIS Maps	\$44.00	\$55	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
GIS Maps (10 Min. minimum) per hour	\$74.00	\$89	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
Population Information (per hour)	\$85.00	\$106	Govt. Code 66014(a), Reso. #16-150, Reso #18-122
* Subject to full cost recovery with time billed at \$90 per hour (Reso. # 11-072 and Reso. # 19-170)			