

**City of Isleton
Nexus Fee Study
Planning Department User Fees
September 23, 2024**

Background: User fee services are those services performed by a governmental agency on behalf of a private citizen or group. The assumption underlying most fee recommendations is that costs of services benefiting individuals, and not society as a whole, should be borne by the individual receiving the benefit. Setting user fees, therefore, is equivalent to establishing prices for services. Making a profit is not an objective for local government in providing services to the general public. It is commonly felt that fees should be established at a level that will recover the cost of providing each service, no more, and no less.

Overall, the law in California (constitutional and statutory – reference Prop.4, Prop. 224.47 and AG Opinion 92-506) prohibits local government from charging more for a service than the actual cost of providing the service. Otherwise, a “user fee” becomes a tax and requires voter approval.

Policy: Recognizing that Isleton is a very small local government that has very limited resources and is obligated under state and local laws to perform certain tasks based on planning applications submitted, the City has determined that most costs associated with planning applications need to be defrayed by the applicants requesting these services. User fees, therefore need to be submitted as part of the planning application review process to defray the cost of performing these tasks.

Methodology: This study identifies typical project/applications that the City is responsible for performing under various regulations and policies, such as the Zoning Code and General Plan. Hourly rates, that include benefits, have been established based on an assessment by the Finance Department and from these hourly rates, applications are evaluated for typical processing. Since each planning application takes on its own life in terms of complexity and various ranges of review, it is impossible to determine the exact number of hours it takes to process each type of application. However, to gain a general understanding of what a typical application costs to process, the following analyzed each application type, the requires steps to process the application, and the typical hourly effort it takes for staff to process an application. This study also becomes the nexus study required under Government Code Section 66000.

Fees are assessed based on an average level of effort for various planning applications as summarized by each application type and further evaluated in the next section of this report. Since planning work can vary greatly depending on the level of complexity of a particular project, fees are determined as an initial deposit. If additional work is required, additional deposits will be required to carry the project over the finish line.

**City Hourly Costs for
Various Employees;
includes salary and
benefits plus 20%
overhead except as
noted for private
contractors.**

Attorney ¹	299.00
Planner ²	66.19
City Manager	66.19
City Engineer ²	66.19
Deputy City Clerk	61.34
Building Official	66.19
Fire Chief	66.19
Sewer	51.67
Public Works	51.50
Grant Management	47.03

Source: City of Isleton Finance Department, 2024

¹ Hourly rate for contract attorney plus 20 percent for overhead

²Based on average cost of City Engineer, Building Inspector, and City Planner in California, hourly rates vary between \$80 and \$200 per hour. However, recognizing that these costs can impact the City's desire to enhance economic development, these fees have been reduced to \$66.19/hour, consistent with the City Manager's rate.

Planning Applications: City processing of planning applicants involves a diverse level of work that can be both complex and time consuming due to statutory requirements and local regulatory provisions. For example, to comply with the California Environmental Quality Act, many applications require preparation and public circulation of environmental documents that can also evolve into required technical studies, such as traffic impact reports. Other local requirements may require two public hearings by the Planning Commission and City Council which require staff preparation of reports, public noticing, and coordination's with applicants. To summarize the level of work that goes into various applications ranging from Design Review to Tentative Map reviews the following roughly summarizes level of staff effort to base a minimum application fee deposit to defray the City's cost of processing.

Each application type has been referenced below and the level of staff effort to process applications based on anticipated hours of effort and then equated according to hourly staff rates according to position. Hourly staff rates were taken from the Finance Department based on salary and benefits. An additional 20% was added to address public hearing noticing, additional maintenance of City facilities and other overhead costs.

Explanation:

- 1. General Plan Zoning Text Amendment**
 - Rezoning Applications (Map Amendments)**
 - General Plan Amendments (Map and Text Amendments)**
 - Planned Development Rezonings**

Subject to Planning Commission/City Council review (requires at least two public hearings for each review).

- a. 10-day hearing notice in newspaper and local posting.
- b. Noticing of affected property owners by mailing notice.
- c. Local posting of hearing notice.

Level of Work (see Table 1):

Title of Service/Application			
General Plan Zoning Text Amendment			
Rezoning Applications (Map Amendments)			
General Plan Amendments (Map and Text Amendments)			
Planned Development Rezonings			
	Hours	Rate	Total
City Engineer	1	\$ 66.19	\$ 66.19
City Planner	46	\$ 66.19	\$ 3,044.74
City Manager	6	\$ 66.19	\$ 397.14
City Attorney	2	\$ 299.00	\$ 598.00
Building Official	1	\$ 66.19	\$ 66.19
Fire Chief	1	\$ 66.19	\$ 66.19
Materials			150
Overhead			858
Total			\$ 5,246.45

2. Development Agreements

Subject to Planning Commission/City Council review (requires at least two public hearings for each review).

- a. 10-day hearing notice in newspaper and local posting.
- b. Noticing of affected property owners by mailing notice.
- c. Local posting of hearing notice.

Level of Work(see Table 1):

Title of Service/Application			
Development Agreements			
	Hours	Rate	Total
City Engineer	1	\$ 66.19	\$ 66.19
City Planner	60	\$ 66.19	\$ 3,971.40
City Manager	25	\$ 66.19	\$ 1,654.75
City Attorney	7	\$ 299.00	\$ 2,093.00
Building Official	1	\$ 66.19	\$ 66.19
Fire Chief	1	\$ 66.19	\$ 66.19
Materials			200
Overhead			1624
Total			\$ 9,741.72

Amendments require a \$5,000 deposit and billed at hourly staff time.

Change in Ownership requires a \$2,000 deposit and billed at hourly staff time.

3. Administrative Use Permit and Minor Design Review Applications:

Subject to Planning Director review, no public hearing or notice required unless prescribed by project conditions of approval for a different planning application.

Level of Work(see Table 1):

Title of Service/Application			
Administrative Use Permit and Minor Design Review			
	Hours	Rate	Total
City Engineer	1	\$ 66.19	\$ 66.19
City Planner	4	\$ 66.19	\$ 264.76
City Manager	1	\$ 66.19	\$ 66.19
City Attorney		\$ 299.00	
Building Official	1	\$ 66.19	\$ 66.19
Fire Chief	1	\$ 66.19	\$ 66.19
Overhead			\$ 106.00
Materials			
Total			\$ 635.52

4. Major Design Review Applications:

Subject to Planning Commission/City Council review (requires at least one public hearing for each review).

- a. 10-day hearing notice in newspaper and local posting.
- b. Noticing of affected property owners by mailing notice.
- c. Local posting of hearing notice

Level of Work (see Table 1):

Title of Service/Application			
Major Design Review			
	Hours	Rate	Total
City Engineer	3	\$ 66.19	\$ 198.57
City Planner	23	\$ 66.19	\$ 1,522.37
City Manager	2	\$ 66.19	\$ 132.38
City Attorney		\$ 299.00	
Building Official	1	\$ 66.19	\$ 66.19
Fire Chief	1	\$ 66.19	\$ 66.19
Overhead			\$ 417.00
Materials			100
Total			\$ 2,502.70

5. Conditional Use Permit Applications:

Subject to Planning Commission/City Council review (requires at least one public hearings for each review).

- a. 10-day hearing notice in newspaper and local posting.
- b. Noticing of affected property owners by mailing notice.
- c. Local posting of hearing notice.

Level of Work (see Table 1):

Title of Service/Application			
Conditional Use Permits			
	Hours	Rate	Total
City Engineer	2	\$ 66.19	\$ 132.38
City Planner	24	\$ 66.19	\$ 1,588.56
City Manager	3	\$ 66.19	\$ 198.57
City Attorney		\$ 299.00	
Building Official	2	\$ 66.19	\$ 132.38
Fire Chief	2	\$ 66.19	\$ 132.38
Overhead			467
Total			\$ 2,801.27

6. Variance Applications:

Subject to Planning Commission/City Council approval and at least one public hearing:

- a. 10-day hearing notice in newspaper and local posting.
- b. Noticing of affected property owners by mailing notice.
- c. Local posting of hearing notice.

Level of Work (see Table 1):

Title of Service/Application			
Variance			
	Hours	Rate	Total
City Engineer	2	\$ 66.19	\$ 132.38
City Planner	15	\$ 66.19	\$ 992.85
City Manager	3	\$ 66.19	\$ 198.57
City Attorney		\$ 299.00	
Building Official	1	\$ 66.19	\$ 66.19
Fire Chief	1	\$ 66.19	\$ 66.19
Materials			50
Overhead			301
Total			\$ 1,807.18

7. Tentative Maps:

Subject to Planning Commission/City Council approval and at least one public hearing:

- a. 10-day hearing notice in newspaper and local posting.
- b. Noticing of affected property owners by mailing notice.
- c. Local posting of hearing notice.

Level of Work (see Table 1):

Title of Service/Application			
Tentative Maps			
	Hours	Rate	Total
City Engineer	10	\$ 66.19	\$ 661.90
City Planner	40	\$ 66.19	\$ 2,647.60
City Manager	3	\$ 66.19	\$ 198.57
City Attorney		\$ 299.00	
Building Official	2	\$ 66.19	\$ (132.38)
Fire Chief	2	\$ 66.19	\$ 132.38
Materials			300
Overhead			762
Total			\$ 4,570.07

8. Vesting Tentative Maps:

Subject to Planning Commission/City Council approval and at least one public hearing:

- a. 10-day hearing notice in newspaper and local posting.
- b. Noticing of affected property owners by mailing notice.
- c. Local posting of hearing notice.

Level of Work (see Table 1):

Title of Service/Application			
Vesting Tentative Maps			
	Hours	Rate	Total
City Engineer	17	\$ 66.19	\$ 1,125.23
City Planner	125	\$ 66.19	\$ 8,273.75
City Manager	5	\$ 66.19	\$ 330.95
City Attorney		\$ 299.00	
Building Official	2	\$ 66.19	\$ 132.38
Fire Chief	2	\$ 66.19	\$ 132.38
Materials			300
Overhead			2058
Total			\$ 12,352.69

9. Parcel Maps:

Subject to Planning Commission/City Council approval and at least one public hearing:

- a. 10-day hearing notice in newspaper and local posting.
- b. Noticing of affected property owners by mailing notice.
- c. Local posting of hearing notice.

Level of Work (see Table 1):

Title of Service/Application			
Parcel Maps			
	Hours	Rate	Total
City Engineer	10	\$ 66.19	\$ 661.90
City Planner	25	\$ 66.19	\$ 1,654.75
City Manager	5	\$ 66.19	\$ 330.95
City Attorney		\$ 299.00	
Building Official	1	\$ 66.19	\$ 66.19
Fire Chief	1	\$ 66.19	\$ 66.19
Materials			200
Overhead			596
Total			\$ 3,575.98

10. Final Map:

Subject to City Engineer and City Planner coordinated review and meeting with City Council. If improvement agreement is requested additional work will be required by the City Engineer and City Attorney.

Level of Work (see Table 1):

Title of Service/Application			
Final Maps			
	Hours	Rate	Total
City Engineer	31	\$ 66.19	\$ 2,051.89
City Planner	15	\$ 66.19	\$ 992.85
City Manager	3	\$ 66.19	\$ 198.57
City Attorney	5	\$ 299.00	\$ 1,495.00
Building Official		\$ 66.19	
Fire Chief		\$ 66.19	
Overhead			\$ 988.00
Materials			200
Total			\$ 5,926.31

11. Lot Line Adjustment Applications:

Subject to Staff review and approval. No public notice required.

Level of Work (see Table 1):

Title of Service/Application			
Lot Line Adjustments			
	Hours	Rate	Total
City Engineer	15	\$ 66.19	\$ 992.85
City Planner	3	\$ 66.19	\$ 198.57
City Manager	2	\$ 66.19	\$ 132.38
City Attorney		\$ 299.00	
Building Official		\$ 66.19	
Fire Chief		\$ 66.19	
Overhead			\$ 265.00
Materials			
Total			\$ 1,588.80

12. Sign Permit Applications:

Subject to Design Review and issuance of a permit.

Level of Work (see Table 1):

Title of Service/Application			
Sign Permit Review			
	Hours	Rate	Total
City Engineer		\$ 66.19	
City Planner	1	\$ 66.19	\$ 66.19
City Manager		\$ 66.19	
City Attorney		\$ 299.00	
Building Official	2	\$ 66.19	\$ 132.38
Fire Chief		\$ 66.19	
Materials			
Overhead			40
Total			\$ 238.57

13. Home Occupation Permits:

Subject to City Planner review and issuance of a Home Occupation Permit and Business License.

Level of Work (see Table 1):

Title of Service/Application			
Home Occupations			
	Hours	Rate	Total
City Engineer		\$ 66.19	
City Planner	1	\$ 66.19	\$ 66.19
City Manager		\$ 66.19	
City Attorney		\$ 299.00	
Building Official		\$ 66.19	
Fire Chief		\$ 66.19	
Materials			
Overhead			13
Total			\$ 79.19

14. Zoning Code Interpretations: by Staff or the Planning Commission/City Council: No public hearing or notice required

Level of Work (see Table 1):

Title of Service/Application			
Appeals of Staff to Planning Commission/City Council			
	Hours	Rate	Total
City Engineer		\$ 66.19	
City Planner	12	\$ 66.19	\$ 794.28
City Manager	4	\$ 66.19	\$ 264.76
City Attorney		\$ 299.00	
Building Official		\$ 66.19	
Fire Chief		\$ 66.19	
Materials			50
Overhead			221
Total			\$ 1,330.04

15. Environmental Review Applications: Subject to public review requirements as provided under the most recent provisions of the California Environmental Quality Act. Project circulation may be required to local public agencies, the California State Clearinghouse, and others, and may require circulation of an environmental document and noticing

A. Mitigated Negative Declaration

Subject to public review requirements as provided under the most recent provisions of the California Environmental Quality Act. Project circulation may be required to local public agencies, the California State Clearinghouse, and others, and may require circulation of an environmental document and noticing involving the following:

- a. Several 10-day hearing notice in newspaper and local posting.

- b. Noticing of affected property owners by mailing notice

Level of Work (see Table 1):

Title of Service/Application			
Mitigated Negative Declaration			
	Hours	Rate	Total
City Engineer	5	\$ 66.19	\$ 330.95
City Planner	80	\$ 66.19	\$ 5,295.20
City Manager	25	\$ 66.19	\$ 1,654.75
City Attorney	2	\$ 299.00	\$ 598.00
Building Official	2	\$ 66.19	\$ 132.38
Fire Chief	1	\$ 66.19	\$ 66.19
Overhead			\$ 1,655.00
Materials			200
Total			\$ 9,932.47

B. Environmental Impact Reports:

Subject to public review requirements as provided under the most recent provisions of the California Environmental Quality Act. Project circulation may be required to local public agencies, the California State Clearinghouse, and others, and may require circulation of an environmental document and noticing involving the following:

- a. Several 10-day hearing notice in newspaper and local posting.
- b. Noticing of affected property owners by mailing notice

Level of Work:

Title of Service/Application			
Environmental Impact Report			
	Hours	Rate	Total
City Engineer	8	\$ 66.19	\$ 529.52
City Planner	173	\$ 66.19	\$ 11,450.87
City Manager	23	\$ 66.19	\$ 1,522.37
City Attorney	27	\$ 299.00	\$ 8,073.00
Building Official	8	\$ 66.19	\$ 529.52
Fire Chief	8	\$ 66.19	\$ 529.52
Materials			400
Overhead			4607
Total			\$ 27,641.80

Assumptions:

1. One City Planner hour includes a ¼ hour addition of and administrative assistant.
2. Multiple Applications - If a proposed project includes several different applications, one of which is a deposit-based application, the City shall process all the applications as a deposit type account. The applicant shall submit a fee for the two largest applications as the initial Deposit. The applicant shall be responsible for maintaining a minimum balance of \$1,000 during the processing of the project for project application fees that exceed \$2,000.

Table 1
City of Isleton Nexus Study
Planning Fees
Note: Work Assessment in Hours:

1. Rezoning Applications (Map Amendments)
General Plan Amendments (Map and Text Amendments)
Planned Development Rezoning (Text Amendment):

Tasks	*City Planner	City Man.	City Eng.	Build Off	Fire Chief	City Att	Materials
1. Scoping meeting applicant	1	1	.5	.5	.5		
2. Set Up Application Files	1						File material and storage
3. Review project application for completeness	3						Transmittal copies
4. Conduct initial development review (Staff)	2						Transmittal copies
5. Environmental Review Initial Study and/or EIR (See Environmental Review Application)							
6. Coordinate Project with Applicant	8						Transmittal copies
7. Prepare Graphic Materials	1						Exhibits
8. Prepare Public Hearing Notices (Planning Commission/ City Council) 2	3						50 copies and mailings
9. Prepare Staff Reports) 3	20	3				2	50 copies
10. Conduct Public Meetings.	3	2					Exhibits
11. Prepare Follow-Up Materials.	2						15 copies
12. Revise Zoning Text	1						20 copies
13. Publish	1						
Total:	46	6	1	1	1	2	\$150 materials

Development Agreements

Tasks	*City Planner	City Man.	City Eng.	Build Off	Fire Chief	City Att	Materials
1. Scoping meeting applicant	1	1	.5	.5	.5		
2. Set Up Application Files	1						File material and storage
3. Review project application for completeness	3						Transmittal copies
4. Conduct initial review (Staff)	2						Transmittal copies
5. Environmental Review Initial Study and/or EIR (See Environmental Review Application)							
6. Coordinate Project with Applicant	12	3					Transmittal copies
7. Prepare Graphic Materials	1						Exhibits
8. Prepare Public Hearing Notices (Planning Commission/ City Council) 2	3						50 copies and mailings
9. Prepare Staff Reports) 3	30	10				5	50 copies
10. Conduct Public Meetings.	4	2					Exhibits
11. Prepare Follow-Up Materials.	2					2	15 copies
12. Publish	1						
Total:	60	25	1	1	1	7	\$150 materials

Administrative Use Permit Minor Design Review

Tasks	City Planner	City Man.	City Eng.	Build Off	Fire Chief	City Att	Materials
1. Scoping meeting applicant	1	1	1	1	1		
2. Set Up Application Files	1						File material and storage
3. Review project application for completeness	2						Transmittal copies
4. Conduct initial	1		1	1	1	1	Transmittal

development review (Staff)							copies
5. Environmental Review Initial Study and/or EIR (See Environmental Review Application)							
6. Coordinate Project with Applicant	5		1				Transmittal copies
7. Prepare Graphic Materials	1						20 copies
8. Prepare Public Hearing Notices (Planning Commission/ City Council)	1						40 copies and mailings
9. Prepare Staff Reports)	8						10 copies
10. Conduct Public Meetings	2						10 copies
11. Prepare Follow-Up Materials	1						10 copies
Total:	23	2	3	1	1		\$100

Major Design Review

Tasks	City Planner	City Adm	City Eng.	Build Off	Fire Chief	City Att	Materials
1. Scoping meeting applicant	1	1	1	1	1	1	
2. Set Up Application Files	1						File material and storage
3. Review project application for completeness	2						Transmittal copies
4. Conduct initial development review (Staff)	1	1	1	1	1	1	Transmittal copies
5. Environmental Review Initial Study and/or EIR (See Environmental Review Application)							
6. Coordinate Project with Applicant	5		1				Transmittal copies
7. Prepare Graphic Materials	1						20 copies
8. Prepare Public	1	1					40 copies and

Hearing Notices (Planning Commission/ City Council)							mailings
9. Prepare Staff Reports)	8						10 copies
10. Conduct Public Meetings	2						10 copies
11. Prepare Follow-Up Materials	1						10 copies
Total:	23	3	3				\$100

Conditional Use Permit Application:

Tasks	City Planner	City Man	City Eng.	Build Off	Fire Chief	City Attor	Materials
1. Scoping meeting applicant	1	1	1	1	1		
2. Set Up Application Files	1						File material and storage
3. Review project application for completeness	3						Transmittal copies
4. Conduct initial development review (Staff)	1	1	1	1	1	1	Transmittal copies
5. Environmental Review Initial Study and/or EIR (See Environmental Review Application)							
6. Coordinate Project with Applicant	5						Transmittal copies
7. Prepare Graphic Materials	1						Exhibits
8. Prepare Public Hearing Notice (Planning Commission/City Council)	1						Exhibits
9. Prepare Staff Report)	8	1					10 copies
10. Conduct Public Meetings	1						10 copies
11. Prepare Follow-Up Materials	2						10 copies
Total:	24	3	2	2	2		\$50

Variance Application:

Tasks	City Planner	City Man	City Eng.	Build Off	Fire Chief	City Att	Materials
1. Scoping meeting applicant	1	1	1	1	1		
2. Set Up Application Files	1						File material and storage
3. Review project application for completeness	1						Transmittal copies
4. Conduct initial development review (Staff)	1		1	1			Transmittal copies
5. Coordinate Project with Applicant	2						Transmittal copies
6. Prepare Graphic Materials	2						Exhibits
7. Prepare Public Hearing Notice (Planning Commission/ City Council)	1						50 copies
8. Prepare Staff Reports)	4	1					20 copies
9. Conduct Public Meetings	1	1					Exhibits
10. Prepare Follow-Up Materials	1						10 copies
Total:	15	3	2	2	2		\$200

Administrative Use Permit and Minor Design Review Applications (each):

Tasks	City Planner	City Adm	City Eng.	Build Off	Fire Chief	City Att.	Materials
1. Scoping meeting applicant	1	1	1	1	1	1	
2. Set Up Application Files	1						File material and storage
3. Review project application for completeness	1						Transmittal copies
4. Coordinate Project with Applicant	1						Transmittal copies
5. Prepare Public Hearing Notices (Planning Commission/	1						40 copies and mailings

City Council)							
6. Prepare Staff Reports)	1						5 copies
7. Conduct Public Meetings	1						
8. Prepare Follow-Up Materials	1						5 copies
Total:	8	1	1	1	1		\$50.00

Sign Permit:

Process of review and processing sign permit applications.

Tasks	City Planner	City Adm	*City Eng.	Build Off			Materials
1. Set Up Application Files				1			File material and storage
2. Coordinate Project with Applicant							
3. Review for Zoning compliance	1						
3. Prepare Follow-Up Materials/Permit				1			Sign Permit
Total:	1			3			\$10.00

* If the project involves a freestanding sign and/or sign within the public right of way the City Engineer needs to review for safe sight distance visibility and/or encroachment permit which involves 1 hour of City Engineer Time.

Subdivision Maps

Tentative Map

Vesting Tentative Map

Preliminary and Tentative Maps are processed in the same manner

Tasks	City Planner	City Man	City Eng.	Build Off	Fire Chief	City Att	Materials
1. Scoping meeting applicant	1 (2)	1(2)	1 (2)	1	1	1	
2. Set Up Application Files	1 (1)						File material and storage
3. Review project application for completeness	3 (6)						Transmittal copies
4. Conduct initial development review (Staff)	2 (4)	1 (1)	2 (4)	1	1	1	Transmittal copies
5. Environmental Review Initial Study and/or EIR (See Environmental Review							

Application)							
6. Coordinate Project with Applicant	10 (20)		2 (4)				Transmittal copies
7. Prepare Graphic Materials	2 (4)		1 (2)				Exhibits
8. Prepare Public Hearing Notice (Planning Commission/City Council)	1 (1)						Exhibits
9. Prepare Staff Report)	15 (20)	1 (2)	2 (2)				10 copies
10. Conduct Public Meeting	2 (4)		1 (2)				10 copies
11. Prepare Follow-Up Materials	3 (3)		1				10 copies
Total:	40 (125)	3 (5)	10 (17)	2	2	2	\$300

Parcel Map

Tasks	City Planner	City Man	City Eng.	Build Off	Fire Chief	City Att.	Materials
1. Scoping meeting applicant	1	1	1	1	1	1	
2. Set Up Application Files	1						File material and storage
3. Review project application for completeness	2						Transmittal copies
4. Conduct initial development review (Staff)	2	1	2	1	1	1	Transmittal copies
5. Environmental Review Initial Study and/or EIR (See Environmental Review Application)							
6. Coordinate Project with Applicant	8		2				Transmittal copies
7. Prepare Graphic Materials	2		1				Exhibits
8. Prepare Public Hearing Notice (Planning Commission)	1						Exhibits
9. Prepare Staff Report)	10	3	1				10 copies

10. Conduct Public Meeting	1		1				10 copies
11. Prepare Follow-Up Materials	2		2				10 copies
Total:	25	5	10	1	1	1	\$200

Final Map

Tasks	City Planner	City Man	City Eng.	Build Off	Fire Chief	City Att.	Materials
1. Set Up Application Files	1		1				File material and storage
2. Transmit map for review	1		1				Transmittal copies
3. Review map for consistency with preliminary or tentative map	2		2				Transmittal copies
*4. Prepare and Coordinate Improvement Agreements	2	1	10			5	Transmittal copies
5. Prepare notices and report and hold Planning Commission/City Council.	4		10				
6. Prepare notices and report and hold City Council Mtg.	3	2	1				
7. Coordinate Project with Applicant	2		4				Transmittal copies
8. Record Map			2				10 copies
*9. City Attorney							3 hours
Total:	15	3	31			5	\$200

*City Attorney will review all improvement agreements prior to map recordation.

Lot Line Adjustments/Parcel Mergers

Tasks	City Planner	City Adm	City Eng.	Build Off	Fire Dist	Police Chief	Materials
1. Set Up Application Files	1		1				File material and storage

2. Transmit map for review	1						Transmittal copies
3. Review LLA for consistency with Zoning Code and compliance with other codes.	1	2	10				Transmittal copies
4. Coordinate with County Surveyor			1				
*5. Coordinate Details and Recordation with the County Recorder's Office	1		2				Transmittal copies
6. Prepare follow up with applicant	1		1				Transmittal copies
Total:	5	2	15				\$25

Appeals of Staff to the Planning Commission/City Council

Tasks	City Planner	City Adm	City Eng.	Build Off	Fire Chief	Police Chief	Materials
1. Set Up Application Files	1	1					File material and storage
2. Review Appeal for clarity	1	1					Transmittal copies
3. Coordinate Appeal	2						Transmittal copies
4. Prepare public noticing	1						20 copies
4. Prepare Staff Reports)	5	2					10 copies
5. Conduct Public Meetings	1						10 copies
6. Prepare Follow-Up Materials	1						10 copies
Total:	12	4					\$50

Environmental Review-Exemption

Preparing a Notice of Exemption is optional for projects and not normally done for private development projects unless there is a concern for litigation. If applicant's need staff to prepare a Notice of Exemption, this takes about 1 hour of the planner's time, another hour for filing with the County Clerk's Office in Colusa. The County Clerk's Office charges an additional \$50 for filing the exemption notice.

Environmental Review-Negative Declaration and Mitigated Negative Declaration

Tasks	City Planner	City Adm	City Eng.	Build Off	Fire Chief	City Att.	Materials
1. Scoping meeting applicant	1	1	1	1	1		
2. Review project application for completeness	5	3					Transmittal copies
3. Prepare Initial Study	50	20	3		3		
4. Coordinate Initial Study with Applicant and other agencies	10						Transmittal copies
*5. Additional Studies							Transmittal copies
6. Develop Agreement to Mitigate and Execute with Applicant	2						Transmittal copies
7. Prepare Public Notices (County Clerk/State Clearinghouse) Transmit and Publish. Includes internal City Review	2	1	1	1	1	1	40 copies and mailings
8. Assemble Agency comments and revise Initial Study/Mit. Mea. As needed.	2						Transmittal copies
9. Further Coordination with Applicant on any changes to Mit. Mea.	5						Transmittal copies
10. Additional Material Preparation for Staff Report	2						Transmittal copies
**11. Prepare and file Notice of Determination	2						Transmittal copies
Total:	80	25	5	2	2	1	\$200

* Additional studies may be required to determine level of significance for a particular environmental category, such as a traffic study. In this case the City may need to contract out the study to a third party and coordinate the study preparation. The City Attorney, in this case, would need to review all contracts with the consultant and applicant for payment of the study.

**Pursuant to Fish and Game Code Section 713, as of September 26, 2006, the State of California (per Senate Bill 1535) imposed an increased fee on the filing of environmental documentation to fund programs for the State Department of Fish and Game and has eliminated the use of a fee exemption (known as a "Di Minimus Finding") that the City previously could issue. These fees affect all development projects (i.e. General Plan amendments, Annexations, Tentative Subdivision Maps, Zone Changes, Conditional Use Permits, etc.) that require

environmental review in accordance with the California Environmental Quality Act (CEQA). Fees increase annually. The filing fees for the next year is as follows:

CEQA Document	Fee Effective Jan. 1, 2024
Negative Declaration (ND)	\$2,916.75
Mitigated Negative Declaration (MND)	\$2,916.75
Environmental Impact Report	\$4,051.25
County Clerk Processing Fee (Required in addition for all projects above)	\$50
Categorical Exemption (Projects that qualify are spelled out in CEQA)	\$100
City Filing Fees for all	\$50

After the final approval of a project by the Planning Commission/City Council, a Notice of Determination (NOD) is filed with the County Clerk’s office to finalize the environmental determination (negative declaration, EIR, etc.) and to limit the time frame for the filing of CEQA lawsuits. This NOD must be filed within 5 days of the final approval or the approval is void.

Environmental Review-Environmental Impact Report

Tasks	City Planner	City Adm	City Eng.	Build Off	Fire Chief	City Att.	Materials
1. Scoping meeting applicant	20	2	1	1	1	1	
2. Review project application for completeness	10	1	1	1	1	1	Transmittal copies
3. Prepare Initial Study which provides details of what areas of focus will be required for preparing the EIR	50	10	5	1	1	10	20 copies
4. Coordinate Initial Study with Applicant and other agencies	5						Transmittal copies
5. EIR consultant selection and contract process	10	2	1				Transmittal copies
6.. EIR Consultant Management	15	3				5	
7. Scoping Process	4	1	1	1	1	1	
8. Prepare Notice of Preparation and Transmit	3					5	Transmittal copies

9. Review of Adm. Draft EIR.	5	2	2	2	2	2	Transmittal copies
10. Review of Draft EIR	2	1	1	1	1	1	Transmittal copies
12. Prepare Notice of Completion and Transmit EIR	4						Mailing
13. Assemble public and agency comments respond and coordinate with consultants and applicant	5	1	1	1	1	1	Copies and mailing
14. Coordinate preparation of Final EIR	5	1					
15. Staff Reports	12	3					
16. Public Presentation	2	2					
17. Applicant Coordination	8	2					
18. Consultant Coordination	10	2					
**19. Prepare and file Notice of Determination	2						Transmittal copies
Total:	173	23	8	8	8	27	\$400

NOTE: All costs associated with consultant preparation of the EIR are paid by the applicant. The City Applicant Contract for payment of the EIR consultant should include a 20% contingency provision to pay for any additional costs born by the City for coordinating the project beyond those costs listed in this table.

* The City Attorney is required to review all contracts between the applicant and the City for preparing the EIR by a third party. These contracts include arrangements with the consultant and payment provisions between the City, applicant and consultant. The City Attorney will also need to be involved in reviewing the draft and final EIRs for adequacy (in this case, a third party environmental attorney may be needed).

** Pursuant to Fish and Game Code