



# City of Isleton

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## PLANNING APPLICATION FEES

1. All fee deposits are initial payments toward the total cost of processing and will be assessed to cover the cost of processing requests (project costs). Project costs are defined as staff time plus materials. Staff charge-out rates are listed below and include personnel costs plus a percentage of the City's administrative overhead costs. Materials include, but are not limited to, charges for advertisement of hearings, petition reviews, meetings, contract staff, attorneys and consultants as needed, as well as fees charged for project reviews by affected agencies. Noted that City Engineer, Building Inspector, and Planner fees hourly rates are charged out at less than actual City costs since these are from private contracts. If significant costs are incurred in processing applications by these contract employees beyond normal processing, additional deposits will be charged at the full costs of the consultants. All applicants will be required to sign an agreement to pay an indemnification form and pay all required fee deposits and other agency costs prior to the City processing a proposal.
2. A fee deposit will be charged at the time applications are received and applications will not be deemed filed without the signed "Agreement to Pay" form and payment of the fee deposit as outlined below:

*\*Subject to Annual Update*

Zone Change \$5,250

General Plan Amendment \$5,250

Planned Development \$5250

Development Agreement \$9,740

*Amendments to Development Agreement – Hourly Staff Rates*

*Change in Ownership to Development Agreement- Hourly Staff Rates*

Conditional Use Permit \$2,800

*Minor Amendments to Conditional Use Permits – Hourly Staff Rates*

Administrative Use Permit \$635

Variance \$1,800

Design Review-Major \$2,500

Design Review-Minor \$635

Lot Line Adjustment \$1,590

Parcel Map \$2,380

Tentative Subdivision Map \$4,570

Vesting Tentative Maps \$12,350

Final Map \$9,630

Home Occupation Permit \$50

Sign Permit \$ 200

Zoning Code Interpretations \$1,330

*CEQA*

Initial Study and Mitigated Negative Declaration \$9,930 - *Does not include technical reports*

EIR Preparation \$27,600- *Does not include technical reports*

Notice of Exemption \$200

Special Meetings with Planning Commission/City Council: \$500

Copies (staff reports, minutes, Public Records) actual cost = currently \$.50/page each

Agenda Subscription \$50.00 per year

Staff Research and Studies Actual Project Cost

Administrative fee deposits for consultants shall be ten percent (10%) of the final contract amount. In addition, activity fee deposits for required staff or specialized consultant review of any study required of an applicant shall be twenty percent (20%) of the final contract amount.

3. \*Fee Schedule shall be automatically updated annually starting January 1 of each year to add the Consumer Price Index for the Sacramento Area. These cost increases reflect the cost increases from contract staff and the City's discounted rates that are charged in the fee schedule.
4. City Council currently handles all Planning Commission approvals. If Planning Commission is resurrected, fees will be increased by 1/3 for those entitlements that require both Planning Commission and City Council approval due to increased review and public hearings.
5. Sacramento County, Environmental Review, State Controller's Office and the Department of Fish Wildlife fees (if applicable) will be paid by the applicant. Recording, engineering and surveying fees will be the responsibility of the applicant. Applicants are responsible for paying the costs of mailing labels of property owners within 300 feet of the proposed project boundaries.
6. The Council, upon a finding that such action would be in the public's interest and/or necessary for health and safety reasons, may waive fees partially or in total. Requests for fee waivers must be submitted in writing to the Council noting such compelling reasons for a fee waiver. Staff shall not waive fees.
7. Staff time will be monitored against the deposit on file with the City; if the cost of processing an application begins to exceed the deposited amount, additional deposits will be required.
8. If extensive staff assistance is required prior to receipt of an application, a deposit will be required at the time the work is requested.
9. All final bills shall be paid by the applicant prior to setting a matter for hearing or at other times during the development entitlement process as deemed appropriate by the Council.
10. Fee deposits with the City, which exceed the cost of processing the application by \$25 or will be refunded after the City completes the project in its entirety.
11. The City will also charge its pre-application staff time spent reviewing environmental and other documents and participating in the process as the lead or responsible agency, as part

of its processing costs.

12. If a City application is withdrawn any time prior to its completion, the unused portion of the initial fee deposit (s) received by the City (deposit less any expended staff time and project expenses) will be returned to the persons paying the initial fee deposit upon receipt of a letter of application withdrawal.
13. Applications that are inactive for more than 90 days, whereby the applicant has not shown written interest in further pursuing the application (s) will automatically be withdrawn by the City and no further review or action will be taken.

**City of Isleton**  
**Agreement to Pay for Time and Materials and Indemnification Form**

**Charges and Deposits**

City charges are based upon actual staff time and other expenses attributable to processing applications, reviewing project proposals and researching matters as requested. Such charges may be incurred prior to or without the filing of an application with the City if "extensive staff assistance is required prior to receipt of an application". Individuals and agencies who request services, research, or review must provide a deposit toward project expenses, as listed on the attached current fee schedule, along with a signed copy of this agreement. All deposits are subject to increase, should the City Planner determine that the magnitude of the project justifies the increase. The amount of staff time necessary to process any individual application cannot be easily predicted in advance. Therefore, applicants should be aware that City charges may exceed the applicable deposit (Unexpended deposits will be refunded.)

**Staff Assignments**

The City shall assign staff members to projects as appropriate. Should the scope of a project require outside consulting or other needed services be obtained, applicants will be responsible for the entire cost of recruitment, source selection, and payment for such outside services. Applicants are responsible for paying actual costs for any services obtained through contract, even if such costs exceed the charge-out rate of a regular staff member providing similar services.

**Billing Procedure**

City invoices will detail tasks, hours, staff charge-out rates, staff members responsible for work, and/or costs of contracted services. Invoices will also reflect the remaining balance of the initial deposit. Should the deposit be depleted, all staff work will cease until the deposit on file has been replenished. Projects with delinquent balances will not be scheduled for hearing, and the Council will consider applicants to have waived any and all statutory deadlines.

This form must be signed by the person responsible for payment and must be filed with the City along with the applicable deposit when an application is filed or a request for staff services is submitted.

**Agreement**

I certify that I have reviewed the above information, the attached City fee schedule and the application instructions. I agree, as project applicant or authorized representative, to pay the City for all staff services, materials, and other charges attributable to my application or request for services. I understand that services may be required before the City receives a formal application if extensive staff assistance is required prior to receipt of an application, and I agree to pay for such services whenever incurred and regardless of whether a formal application is submitted to the City. I also understand and agree that City's charges are payable regardless of whether the application is withdrawn, denied, or otherwise terminated prior to completion. I understand that if the cost of services exceeds the deposit on file, staff work on my project will cease, and my project will not be scheduled for hearing until additional funds are provided.

**Indemnity**

Applicant agrees to indemnify, save harmless, defend, and reimburse City for all reasonable expenses and attorney fees in connection with the defense of City and for any damages, penalties, fines or other costs imposed upon or incurred by the City should the City be named as a party in any litigation or administrative proceeding in connection with his/her/its application. Applicant agrees that the City shall have the right to appoint its own counsel to defend it and conduct its own defense in the manner it deems in its best interest, and that the City taking such actions shall not limit Applicant's obligations to indemnify and reimburse defense costs or relieve Applicant of such obligations.

Applicant may request modification of the terms of this agreement in writing, with supporting reasons. Such modification can be approved only by the full Council.

IN WITNESS WHEREOF, by their signature below, Owner and Applicant hereby acknowledge that they have read, understand, and agree to perform the obligations under this Indemnification.

Applicant:

\_\_\_\_\_  
Signature

Owner (if different than Applicant):

\_\_\_\_\_  
Signature