

CITY OF DEL MAR PLANNING AND LAND USE APPLICATION
SCHEDULE OF FEES AND CHARGES

The fees listed below are charged as a flat fee rate (versus being charged as a deposit against a time-and-materials cost-recovery basis).

Application Type	Fee
ADMINISTRATIVE DESIGN REVIEW PERMIT (ADR) / DESIGN REVIEW BOARD PERMITS (DRB)	
Non-contested ADR Projects	
Administrative Design Review – Minor	\$ 240
Administrative Design Review – Major	\$ 405
Contested ADR Projects - Where an ADR application is formally contested pursuant to DMMC §23.08.035(D), <u>additional</u> fees shall be charged to cover the anticipated average administrative costs of preparation for and attendance at one Design Review Board (DRB) hearing as follows:	
Administrative Design Review – Minor (additional fee)	\$ 720
Administrative Design Review – Major (additional fee)	\$ 1,215
Design Review – Miscellaneous*	\$ 2,123
Design Review <500 square feet*	\$ 2,793
Design Review >500 square feet*	\$ 5,123
Citizens' Participation Program	\$ 1,620*
*This fee does not include public noticing.	
*This application fee covers the administrative costs of preparation for and attendance at one Design Review Board (DRB) hearing. Where an application necessitates review at more than one DRB hearing, additional fees shall be charged as follows:	
<ul style="list-style-type: none"> • Preparation for and attendance at a second DRB hearing • Preparation for and attendance at a third or subsequent DRB hearing(s) 	\$ 900 \$ 500 (per hearing)
APPEALS – Filed with the City Clerk	
Appeal of decision by Planning Director or lower decision-making body to City Council - request for Initial Consideration and de novo hearing by City Council	\$ 500 <i>(\$250 is refunded if an appeal is not set for a de novo hearing)</i>
CONDITIONAL USE PERMITS (CUP) / VARIANCES (V)	
CUP	\$ 8,513
CUP modification of use (no new structures or additional floor area)	\$ 7,223
Variance	\$ 5,370
COASTAL DEVELOPMENT PERMITS (CDP)	
Coastal Development Permit – With hearing by a discretionary body	\$ 940
Coastal Development Permit – Review and/or hearing at staff level	\$ 770
DETERMINATION OF SUBSTANTIAL CONFORMANCE (DSC)	
Determination of Substantial Conformance	\$ 270
DOCUMENTATION REPRODUCTION FEE	
Document Reproduction Fee (applies to application material)	.25¢/pg up to 11x17; \$2/pg plan sheet
ENCROACHMENT PERMITS (EP)	
Encroachment Permit – Short term	\$ 370
Encroachment Permit – Long-term/Minor	\$ 695
Encroachment Permit – Long-term/Major (with City Council review)	\$ 1,000
FLOODPLAIN DEVELOPMENT PERMITS (FDP)	
Floodplain Development Permit	\$ 1,640
Floodplain Development Permit – With request for hardship relief from regulations	\$ 5,380
HORIZONTAL ZONING REQUEST (HZ)	
Request to City Council for relief from Horizontal Zoning regulations	\$ 1,020
LAND CONSERVATION PERMITS (LC)	
Land Conservation Permit	\$ 2,115
Administrative Land Conservation Permit	\$ 990
MISCELLANEOUS	
Accessory Dwelling Unit	\$ 865



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(Amended: 3/28/2011 Ord 856; 7/15/2013 Reso 2013-46; 1/6/2014 Ord. 889; 5/19/2014 Ord 897)

Bingo Permit	\$ 50
Demolition Permit	\$ 150
NEWS RACK PERMIT (NRP)	
News Rack Permit	\$25 (Each location requires a separate permit)
PARKING PERMITS (P)	
Off-site Parking Permit	\$ 1,020
Shared Parking Permit	\$ 1,020
PLANNING FINAL CONSISTENCY REVIEW / INSPECTION(S)	
Plan Check & Inspection – Non-residential <5,000 sq. ft.	\$ 2,000
Plan Check & Inspection – Non-residential >5,000 sq. ft.	\$ 7,000
Plan Check & Inspection – Multi-Family and Duplex	\$ 6,345
Plan Check & Inspection – Single-Family	\$ 2,155
Plan Check & Inspection – Add >100 sq. ft.	\$ 980
Plan Check & Inspection – Add <100 sq. ft.	\$ 880
Plan Check & Inspection – Miscellaneous	\$ 300
PUBLIC NOTICE	
Public Notice	\$100 service fee / 0.50¢ parcel
REDEVELOPMENT PERMIT (R)	
Redevelopment Permit	\$ 5,665
RESEARCH	
Staff will provide the first half-hour worth of research without charge. Thereafter, the research charge will be applied.	\$75 per hour
SIDEWALK CAFÉ PERMIT (SCP)	
Sidewalk Café Permit	\$ 2,760
SHORELINE PROTECTION PERMITS	
Shoreline Protection Permit (SPP)	\$ 5,765
Setback Seawall Permit (SSP)	\$ 5,765
Emergency Beach Barrier (IB)	\$ 2,270
SIGN PERMITS	
Administrative Sign Review Permit (ASR)	\$ 340
DRB Sign Permit (DRB-S)	\$ 1,550
STREET VACATION (SV)	
Street Vacation	\$ 9,000
SUBDIVISIONS	
Boundary Adjustment (BA) with Certificate of Compliance	\$ 2,840
Certificate of Compliance (COC) Only	\$ 1,135
Tentative Parcel Map (TPM) – Four (4) or fewer new lots	\$ 8,255
Tentative Parcel Map (TPM) – Condo Conversion	\$ 5,000
Revised Parcel Map	\$ 6,340
Final Parcel Map	\$ 5,240
Tentative Tract Map – Five (5) or more new lots	\$ 9,800
Tentative Tract Map – Condo Conversion of five (5) or more units	\$ 7,000
Final Tract Map	\$ 6,250
TEMPORARY USE PERMIT (TUP)	
Minor Temporary Use Permit	\$ 370
Major Temporary Use Permit	\$ 1,000
TREES, SCENIC VIEW, SUNLIGHT (TSVS) APPLICATION	
Trees, Scenic View and Sunlight	\$ 3,790
TREE PERMITS	
Tree Removal Permit (TRP)	\$ 250
Notice of Intent (NOI) to remove a protected tree	\$ 50
ZONING CODE DETERMINATION / INTERPRETATION	
Determination of allowable use (D)	\$ 3,000
Interpretation of Zoning Code (I)	\$ 3,000



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The rates below are charged as a deposit against a time-and-materials cost-recovery basis.

Application Type	Initial Deposit Required
COMMUNITY (GENERAL PLAN) PLAN AMENDMENT, ZONING AMENDMENT, SPECIFIC PLAN OR SPECIFIC PLAN AMENDMENT	
General Plan Amendment – Text Change	\$10,000
General Plan Amendment – Map Change	\$10,000
Local Coastal Plan Amendment	\$10,000
Zoning Code Amendment – Change of Text	\$10,000
Rezone – Change of designation on Zoning Map	\$10,000
Specific Plan	\$25,000
Specific Plan Amendment	\$ 5,000
Development Agreement	\$ 10,000
Development Agreement Amendment	\$ 5,000
ENVIRONMENTAL REVIEW	
Environmental Assessment / Initial Study	\$ 1,000
EIR	\$ 6,000
EIR Addendum / Supplemental	\$ 2,500
Environmental Monitoring	\$ 2,500

All of the application types listed above are processed by the City on a time-and-materials basis. At the time of submittal, an initial deposit is required in the amount listed.

During the course of review, City staff will track the time-and-materials expenses incurred against the submitted deposit. When the amount incurred reaches 80% of the submitted deposit amount, an additional deposit shall be required. Failure to submit any additional required deposit amounts will result in a cessation of staff work on the application.

Additional charges, taxes and fees are noted on the following page, including:

- Community (General) Plan/Zoning Code Update Charge (10% charge)
- Construction License Tax
- Regional Transportation Congestion Improvement Program
- In-Lieu Housing Mitigation Fee
- Housing Reduction Mitigation Fee
- In-Lieu Parking Fee



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COMMUNITY (GENERAL) PLAN/ZONING CODE UPDATE CHARGE (10% CHARGE)

This charge was established by the City Council to create a reserve of funds to support the periodic updates to the City's Community Plan mandated by state law. The charge is also intended to support associated updates to the City's Zoning Code. The charges that are collected are placed in a reserve account dedicated to funding Community Plan and Zoning Code Updates.

The amount of the Community Plan/Zoning Code Update Charge is determined as follows:

- The payment of the Community Plan/Zoning Code Update Charge applies only to applications that involve review by one of the City's discretionary review bodies (City Council, Planning Commission, and Design Review Board).
- For applications that require payment of a flat fee, the Community Plan/Zoning Code Update Charge shall be 10% of the amount of the flat fee for the application, as listed in this Schedule.
- For applications that require submittal of a time and materials deposit, the Community Plan/Zoning Code Update Charge shall be a figure of either: 10% of the required Initial Deposit, as listed in this schedule, or \$1,000, whichever is less.
- Where multiple applications are submitted concurrently for a project, only one Community Plan/Zoning Code Update Charge shall be required, based on 10% of the amount of the highest of the fees or deposits required for the submitted applications.

The charges listed below are not required at the time of application submittal but, as applicable under the Del Mar Municipal Code, may be required as a condition(s) of approval of an approved permit:

Construction License Tax:	0.35¢ per square foot <i>(applies to all new floor area and/or replacement floor area)</i>
Regional Transportation Congestion Improvement Program (RTCIP):	\$2,583.82 per new (versus replacement) residential unit <i>(applies to a net increase of residential units on a parcel, e.g., new residence on a vacant parcel; new additional residential units on an existing developed parcel, etc.)</i>
Housing Reduction Mitigation Fee:	\$25,007.32 per unit <i>(as required pursuant to the City's Affordable Housing Programs)</i>
In-Lieu Housing Mitigation Fees:	Subdivisions: \$25,007.32 per lot created <i>(per DMMC 24.21)</i>
	New Condominium Construction or Conversion: \$31.91 per square foot of habitable area <i>(per DMMC 24.21)</i>
In-Lieu Parking Fee	\$33,664.97 per stall (one-time fee); or \$1,188.51 per stall (recurring annual fee for participation in the program) <i>(fee is not available for residential or hotel/motel uses; the in-lieu program has a cap of 50 spaces)</i>



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Other Notes applicable to this Schedule of Fees and Charges:

1. The figures listed for Flat Fees in this Schedule of Fees and Charges shall be adjusted on July 1 of each year in accordance with the Consumer Price Index - U.S. City Average, as published by the Bureau of Labor Statistics.
2. Work started prior to authorization of proper required permits shall be subject to payment of double the amount of the fees/charges otherwise applicable to the required permit application(s).
3. If a proposed development requires receipt of multiple permits, the applicant shall pay 100% of all required application fees and/or deposits, as identified in this Schedule of Fees and Charges.
4. Application fees and charges collected pursuant to this schedule are non-refundable. However, at the discretion of the Director of Planning and Community Development, a portion of a submitted fee may be refunded if an application is withdrawn. The withdrawal of the application and the request for refund shall be made in writing. The Director of Planning and Community Development shall determine the amount of the refund based on the administrative costs expended on the project as of the date the application is withdrawn. Refunds will be paid to the party named on the application Fee/Charge payment receipt. No refunds will be issued for applications deemed inactive for more than 6 months.
5. The Director of Planning and Community Development may waive all, or a portion of, planning fees for projects that include affordable housing units, as those units are defined in the Del Mar Housing Element.
6. Upon written request, the City Manager may waive all or a portion of, planning fees or charges when unique circumstances exist that warrant the request. Examples of such unique circumstances include but are not limited to, requests from non-profit organizations or in cases of demonstrated financial hardship.
7. When a request for a planning service is submitted that is not listed in the Schedule of Fees and Charges, the Director of Planning and Community Development shall determine which of the items that is listed on the Schedule would most closely match the expected staff workload required to review and administer the application/request. That fee or charge shall be applied to the unlisted request.
8. Where an application is re-submitted for a project that was previously approved but not implemented, the Director of Planning and Community Development shall have the discretion to reduce the amount of the required fees or deposit charges for the re-submitted permit applications by a factor of not more than 50%. Such reduction shall be granted only upon a determination by the Director that there have not been changed circumstances which would necessitate additional staff analysis to prepare staff reports and other related documents for processing the new application.
9. Any interest accrued from a deposit submitted in accordance with this Schedule of Fees and Charges shall be used to off-set the City's administrative costs to maintain said deposits. Accrued interest shall not be reimbursed to the applicant.
10. As part of the application process, the applicant is required to indemnify and hold the City harmless for any costs on any challenge to the City's action on the application/permit.
11. This fee schedule is **not inclusive** of fees imposed by other jurisdictions or agencies (State or Federal).