



**CITY OF DEL MAR  
PLANNING FEE SCHEDULE**

<b>PLANNING AND LAND USE APPLICATIONS</b>	
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).	
<b>Application Type</b>	<b>Fee</b>
<b>ACCESSORY DWELLING UNIT (ADU)</b>	
Accessory Dwelling Unit	\$ 1,066
<b>ADMINISTRATIVE DESIGN REVIEW PERMIT (ADR) / DESIGN REVIEW BOARD PERMITS (DRB)*</b>	
Non-contested ADR Projects	
Administrative Design Review – Minor	\$ 660
Administrative Design Review – Major	\$ 1,141
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)	\$ 1,938
Administrative Design Review – Major (additional fee)	\$ 3,139
Design Review – Miscellaneous	\$ 2,682
Design Review <500 square feet	\$ 3,246
Design Review >500 square feet	\$ 5,499
Design Review Board - Residential: 1 - 2 New Dwelling Units	\$ 8,173
Design Review Board - Residential: 3 or more New Dwelling Units	\$ 10,727
Design Review Board - Commercial: Remodel <1,000 sf	\$ 5,018
Design Review Board - Commercial: Remodel >1,000 sf	\$ 8,474
Design Review Board - Commercial: New Construction	\$ 10,727
Design Review Board - Modification	\$ 2,314
Citizens' Participation Program	\$ 4,267 (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:	(per hearing)
• Preparation for and attendance at a second DRB hearing	\$ 1,714
• Preparation for and attendance at a third or subsequent DRB hearing(s)	\$ 1,112
<b>APPEALS – FILED WITH THE CITY CLERK</b>	
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	\$ 1,502 ( <i>\$250 is refunded if an appeal is not set for a de novo hearing</i> )
<b>CONDITIONAL USE PERMITS (CUP) / VARIANCES (V)</b>	
CUP	\$ 2,448
CUP modification of use (no new structures or additional floor area)	\$ 2,448
Variance	\$ 3,124
<b>COASTAL DEVELOPMENT PERMITS (CDP)</b>	
Coastal Development Permit – With hearing by a discretionary body	\$ 3,005
Coastal Development Permit – Review and/or hearing at staff level	\$ 301
<b>DETERMINATION OF SUBSTANTIAL CONFORMANCE (DSC)</b>	
Determination of Substantial Conformance	\$ 338

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Effective 7/1/2021

<b>DOCUMENTATION REPRODUCTION FEE</b>	
Document Reproduction Fee (applies to application material)	.25¢/pg up to 11x17; \$2/pg plan sheet
<b>ENCROACHMENT PERMITS (EP)</b>	
Encroachment Permit – Short term	\$ 449
Encroachment Permit – Long-term/Minor	\$ 600
Encroachment Permit – Long-term/Major (with City Council review)	\$ 1,770
<b>FLOODPLAIN DEVELOPMENT PERMITS (FDP)</b>	
Floodplain Development Permit	\$ 3,005
Floodplain Development Permit – With request for hardship relief from regulations	\$ 3,204
<b>HORIZONTAL ZONING REQUEST (HZ)</b>	
Request to City Council for relief from Horizontal Zoning regulations	\$ 2,103
<b>LAND CONSERVATION PERMITS (LC)</b>	
Land Conservation Permit	\$ 3,005
Administrative Land Conservation Permit	\$ 976
<b>MISCELLANEOUS</b>	
Bingo Permit	\$ 75
Demolition Permit	\$ 363
Address Change	\$ 226
<b>NEWS RACK PERMIT (NRP)</b>	
News Rack Permit	\$ 153 <small>(Each location requires a separate permit)</small>
<b>PARKING PERMITS (P)</b>	
Off-site Parking Permit	\$ 1,502
Shared Parking Permit	\$ 2,704
<b>PLANNING FINAL CONSISTENCY REVIEW / INSPECTIONS</b>	
Plan Check & Inspection – Residential: 1-2 New Dwelling Units	\$ 2,625
Plan Check & Inspection – Residential: 3 or more New Dwelling Units	\$ 6,563
Plan Check & Inspection – Residential: Remodel <500 sf	\$ 875
Plan Check & Inspection – Residential: Remodel >500 sf	\$ 1,313
Plan Check & Inspection – Add <100 sf	\$ 1,052
Plan Check & Inspection – Add >100 sf	\$ 1,202
Plan Check & Inspection – Non-residential <5,000 sf	\$ 4,506
Plan Check & Inspection – Non-residential >5,000 sf	\$ 6,760
Plan Check & Inspection – Miscellaneous	\$ 600
<b>PLAZA REVIEW</b>	
Plaza Tenant Improvement Review (PTI)	\$ 375
Plaza Sign Review	\$ 226
<b>PUBLIC NOTICE</b>	
Public Notice	\$149 service fee / 0.50¢ parcel
<b>REDEVELOPMENT PERMIT (R)</b>	
Redevelopment Permit	\$ 5,258
<b>RESEARCH</b>	
Staff will provide the first half-hour worth of research without charge. Thereafter, the research charge will be applied.	\$133 per hour
<b>SIDEWALK CAFÉ PERMIT (SCP)</b>	
Sidewalk Café Permit	\$ 3,364
<b>SITE SPECIFIC PARKING PLAN</b>	
Site Specific Parking Plan	\$ 2,809
<b>SHORELINE PROTECTION PERMITS</b>	
Shoreline Protection Permit (SPP)	\$ 3,950
Setback Seawall Permit (SSP)	\$ 6,354
Emergency Beach Barrier (IB)	\$ 2,763

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*Effective 7/1/2021*

<b>SIGN PERMITS</b>	
Administrative Sign Review Permit (ASR)	\$ 234
DRB Sign Permit (DRB-S)	\$ 2,254
<b>STREET VACATION (SV)</b>	
Street Vacation	\$ 6,894
<b>SUBDIVISIONS</b>	
Boundary Adjustment (BA) with Certificate of Compliance	\$ 3,350
Certificate of Compliance (COC) Only	\$ 1,211
Tentative Parcel Map (TPM) – Four (4) or fewer new lots	\$ 8,709
Tentative Parcel Map (TPM) – Condo Conversion	\$ 3,182
Revised Parcel Map	\$ 6,186
Final Parcel Map	\$ 3,299
Tentative Tract Map (TTM) – Five (5) or more new lots	\$ 9,604
Tentative Tract Map (TTM) – Condo Conversion of 5 or more units	\$ 4,051
Final Tract Map	\$ 4,051
<b>TEMPORARY USE PERMIT (TUP)</b>	
Minor Temporary Use Permit	\$ 600
Major Temporary Use Permit	\$ 3,005
<b>TREES, SCENIC VIEW, SUNLIGHT (TSVS) APPLICATION</b>	
Trees, Scenic View and Sunlight Determination	\$ 3,005
Trees, Scenic View and Sunlight Remediation	\$ 3,005
Trees, Scenic View and Sunlight Inspection	\$ 600
<b>TREE PERMITS</b>	
Tree Removal Permit (TRP)	\$ 519
Notice of Intent (NOI) to remove a protected tree	\$ 295
<b>WATER EFFICIENT LANDSCAPE – WELO</b>	
Water Efficient Landscape (WELO)	\$ 737
<b>ZONING CODE DETERMINATION / INTERPRETATION</b>	
Determination of Allowable Use (D)	\$ 2,591
Interpretation of Zoning Code (I)	\$ 2,591

# City of Del Mar Planning Fee Schedule

*Effective 7/1/2021*

Application Type	Initial Deposit Required
<b>COMMUNITY (GENERAL PLAN) PLAN AMENDMENT, ZONING AMENDMENT, SPECIFIC PLAN OR SPECIFIC PLAN AMENDMENT</b>	
General Plan Amendment – Text Change	\$ 10,300
General Plan Amendment – Map Change	\$ 10,300
Local Coastal Plan Amendment	\$ 10,300
Zoning Code Amendment – Change of Text	\$ 10,300
Rezone – Change of designation on Zoning Map	\$ 10,300
Specific Plan	\$ 25,750
Specific Plan Amendment	\$ 5,150
Development Agreement	\$ 10,300
Development Agreement Amendment	\$ 5,150
<b>ENVIRONMENTAL REVIEW</b>	
Environmental Assessment / Initial Study	\$ 1,030
EIR	\$ 6,180
EIR Addendum / Supplemental	\$ 2,575
Environmental Monitoring	\$ 2,575
<p>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.</p> <p>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.</p>	

# City of Del Mar Planning Fee Schedule

Effective 7/1/2021

## **Additional charges, taxes and fees are noted below, 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

## **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:

<b>Construction License Tax:</b>	0.35¢ per square foot <i>(applies to all new floor area and/or replacement floor area)</i>
<b>Regional Transportation Congestion Improvement Program (RTCIP):</b>	\$2,635.50 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>
<b>Housing Reduction Mitigation Fee:</b>	\$25,036.49 per unit <i>(as required pursuant to the City's Affordable Housing Programs)</i>
<b>In-Lieu Housing Mitigation Fees:</b>	<b>Subdivisions:</b> \$25,036.49 per lot created <i>(per DMMC 24.21)</i>
	<b>New Condominium Construction or Conversion:</b> \$31.95 per square foot of habitable area <i>(per DMMC 24.21)</i>
<b>In-Lieu Parking Fee</b>	\$34,674.92 per stall (one-time fee); or \$1,224.17 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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Effective 7/1/2021

## **Other Notes applicable to the Planning Fee Schedule:**

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 reduce 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 and on very rare occasions, the City Manager may reduce all or a portion of, planning fees or charges when unique circumstances exist that warrant the request.
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).

### City Council History:

1. Resolution 2020-39 adopted July 6, 2021 (Comprehensive User Fee Schedule)
2. Resolution 2021-29 adopted June 21, 2021 (3% CPI Increase)