

**MONTEREY COUNTY**  
**HOUSING AND COMMUNITY DEVELOPMENT**  
Erik Lundquist, AICP, Director



HOUSING, PLANNING, BUILDING, ENGINEERING, ENVIRONMENTAL SERVICES

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**MEMORANDUM**

**Date:** June 21, 2021

**To:** Monterey County Board of Supervisors

**From:** Melanie Beretti, Housing and Special Programs Services Manager, HCD *MB*

**Subject:** Errata Memo regarding the June 22, 2021 Agenda Item No. 19

**cc:** Erik V. Lundquist, AICP, Director, HCD

By way of this memo, please note the following minor corrections to be made to Fee Article IX -Land Use that is included in Attachment A, Attachment B and Attachment C of the 2021 Land Use Fee Update, Board of Supervisors' June 22, 2021 Agenda Item No. 19.

Fee items in Tier 2, specifically *Appeal of Fee Determination, Director's Interpretation, and Director's Interpretation - Appeal* appearing in *Attachment A - Draft Resolution*, pages 8 & 9, *Attachment B - Current Fee Articles* pages 3 & 4, and *Attachment C - Proposed Fee Articles*, pages 3 & 4 erroneously indicate the fee to be "\$1,000 no GPUI" and should be updated to align with the proposed fee structure. The corrected fee items should read as follows:

Appeal of Fee Determination (\$1,500 no GPUI fee)  
Director's Interpretation (\$1,500 no GPUI fee)  
Director's Interpretation - Appeal (\$1,500 no GPUI fee)

Enclosed:  
Attachment A - Draft Resolution

# Attachment A

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- a. **Article IX** represents land use fees for Planning Services, which is a functional unit of the Housing and Community Development Department. This Article includes fees for services related to land-use entitlements and was last comprehensively updated in 2019 (Resolution 19-318). Proposed changes include minor adjustments to fees. This Fee article will be renamed to HCD-Land Use.
  - b. **Article X** represents fees for Public Works. In 2019, Public Works fees were incorporated into a combined Article IX for RMA-Land Use, and Article X was rescinded and reserved (Resolution 19-318). The Resource Management Agency was split into two departments in 2020, creating the Housing and Community Development department and Public Works, Facilities and Parks department. Public Works is now a functional unit of Public Works, Facilities and Parks. This Article includes Public Works' fees for services related to land use entitlements and Public Works services. Public Works fees were last updated in 2015 (Resolution 15-075). Proposed changes include restoring the fees for land use related services performed by Public Works that were removed from Article IX (RMA-Land Use).
  - c. **Article XIX** represents fees for Building Services, which is a functional unit of the Housing and Community Development department. This Article includes fees relating to building permit and inspection services and was last comprehensively updated in 2016 (Resolution 16-100). Proposed changes include corrections, minor adjustments, and annual updates.
7. These fees are not a "tax" and are exempt from voter approval under section 1(e) (1)-(3), (5) and (6) of Article XIII C of the California Constitution (Proposition 26, excepting from the definition of "tax" charges imposed for specific benefit conferred/privilege/service or product, and/or reasonable regulatory costs to local government for issuing permits and the administrative enforcement thereof, fines and penalties and charges for violation of law, and property development charges). These fees are imposed for a specific government service provided directly to the applicant that is not provided to those not charged, are imposed for the reasonable regulatory costs to the County for issuing permits for property development and the administrative enforcement thereof, and do not exceed the reasonable costs to the County of providing these services.
  8. This action to modify land use fees is not a project under the California Environmental Quality Act (CEQA) because it is a governmental funding mechanism which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines section 15378(b)(4).)
  9. Said amendments to the land-use fees shall take effect no sooner than 60 days following adoption of the amendment.
  10. A notice of this matter was provided by publication of notice in a newspaper of general circulation in the County and distribution of notice to interested persons, and all testimony from staff and the public has been heard and considered.

**NOW, THEREFORE, BE IT RESOLVED THAT the Monterey County Board of Supervisors does hereby:**

1. Certify that the foregoing recitals are true and correct.
2. Amend the Monterey County Fee Resolution, to take effect August 21, 2021, relating to fees for processing applications for land-use permits and entitlements, as follows:
  - a. Amend Article IX - RMA-Land Use to re-title to Article IX--Land Use and to make minor adjustments to fees;
  - b. Amend Article XIX -Building Services to make minor adjustments;
  - c. Adopt Article X -Public Works to update fees and align with revisions to Article IX.

Article IX- -Land Use, Article XIX-Building Services, and Article X-Public Works, all as amended herein, are attached hereto and incorporated herein by reference.

**PASSED AND ADOPTED** upon motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_ and carried this 22nd day of June 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original resolution of said Board of Supervisors duly made and entered in the minutes thereof Minute Book \_\_\_\_\_ for the meeting on June 22, 2021.

Dated: \_\_\_\_\_  
File Number: \_\_\_\_\_

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California

By \_\_\_\_\_  
Deputy

**ARTICLE IX – Land Use**

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**ARTICLE IX – Land Use  
Housing & Community Development Fee Schedule**

(Per Resolution No. 19-\_, adopted June 22, 2021 by the Monterey County Board of Supervisors)

These regulatory and user fees are based on the estimated reasonable cost of providing these services or performing these activities. This fee schedule has been comprehensively revised for land use related activities in response to requests for services (permit applications). This fee schedule combines Planning fees (formerly the sole subject of Article IX), Development Services (formerly Fee Article X) and Environmental Services (formerly Fee Article XX) as these services are performed under the Housing & Community Development Department (HCD). Work done without a permit, where a permit would have been required, is subject to code enforcement and subsequently charged double the permit fee. Fees are based on the estimated reasonable cost for processing various land use permits established in: Monterey County Code, Title 20 (Coastal Implementation Plan) and Title 21 (Non-coastal Zoning Ordinance), and related planning services (Government Code §§ 65104, 65909.5, 66014); Title 19, Monterey County Code (Subdivisions); Public Resources Code sections 2761 - 2764 (Surface Mining and Reclamation Act) and Chapter 16.04, Monterey County Code (Surface Mining and Reclamation); California Environmental Quality Act (Public Resources Code §21000 et seq.); Monterey County Code Chapters 1.20, 1.22, 20.90, and 21.84 (code enforcement activities and process).

<b>2021 HCD Land Use Tiered Fee Schedule</b> <sup>1,2</sup>	
General Plan Update & Implementation Fee (GPUI) Included Unless Noted Otherwise	
<b>No Fee</b>	Address Assignment (first address assignment, each additional address \$90)
	Appeal - Coastal Permit <sup>3</sup>
	Design Approval limited in scope, no hearing required, no other departmental review required, minor change to existing structure, no addition
	Flood Zone Inquiry Report or Flood Zone Inquiry Cover Page
	Hazard Tree Removal <sup>8</sup>
	Hazardous Vegetation/Fuel Management Plan Review <sup>8</sup>
	Special Event Processing (other permits may be required; fees captured through other permits)
<b>TIER 1</b>	<b>Tier 1 · \$550</b>
	Application Request (\$500 no GPUI fee) <sup>7</sup>
	Design Approval – Over the Counter, limited in scope, no hearing required
	Landscape Management Plan Review
	Tree Removal (Director's Approval or Waiver)
	Road Abandonment
<b>TIER 2</b>	<b>TIER 2 · \$1,650</b>
	Airport Land Use Commission Application Review
	Appeal of Fee Determination (\$1,500 no GPUI fee) <sup>3,7</sup>
	Certificate of Correction – Map modification (except change of scenic easement)
	Change of Commercial or Industrial Use
	Design Approval - Administrative, review & approval required, no hearing required

Director's Interpretation (\$1,500 no GPUI fee <sup>7</sup> )
Director's Interpretation - Appeal (\$1,500 no GPUI fee <sup>3,7,13</sup> )
Letter of Public Convenience and Necessity
Oak Woodland Guidelines Consistency Certification
Specific Plan Conformance Determination, Director's Approval, no hearing
Voluntary Merger
Mills Act Contract Selected Contract Processing

<b>TIER 3</b>	<b>TIER 3 · \$3,300</b>
	Big Sur Viewshed Acquisition (Transfer of Development Right)
	Certificate of Compliance Unconditional (up to 2 lots, each additional lot \$1,000) <sup>12</sup>
	Design Approval, public hearing required
	Development Review Conference <sup>5,6</sup>
	Lot Line Adjustment Amendment, Revision, or Extension
	Mills Act Contract Application
	Minor & Trivial Amendment or Minor Amendment, no hearing required
	Parcel Legality Determination <sup>12</sup>
	Road Name
	Scenic Easement Amendment
	Transfer of Development Credit
Appeal (\$3,000 no GPUI fee) (Inland-see footnote 7)	

<b>TIER 4</b>	<b>TIER 4 · \$5,500</b>
	Administrative Permit or Coastal Administrative Permit (General)
	Emergency Permit
	Environmental Review - Addendum (tiered from earlier Environmental Impact Report; EIR fees are additive to permit fees)
	Franchise Agreement, Extension or Amendment
	Permit Amendment, Renewal, or Revision (not otherwise specified)
	Permit Extension
	Restoration Plan – Administrative
	Specific Plan Conformance Determination, hearing required
	Surface Mine Annual Inspection (disturbed area < 20 acres)
	Use Permit – General
	Williamson Act - Farmland Security Zone Contract or Williamson Act Contract Amendment
Lot Line Adjustment (General)	

<b>TIER 5</b>	<b>TIER 5 · \$7,700</b>
	Certificate of Compliance Conditional (up to 2 lots, each additional lot \$1,000) <sub>12</sub>
	Franchise Agreement
	Lot Line Adjustment (Williamson Act)
	Variance
<b>TIER 6</b>	<b>TIER 6 · \$11,000</b>
	Coastal Development Permit
	Combined Development Permit
	Environmental Review - Initial Study (ND/MND; EIR fees are additive to permit fees)
	General Development Plan
	Restoration Plan, hearing required
	Surface Mine Annual Inspection (disturbed area > 20 acres)
<b>TIER 7</b>	<b>TIER 7 · \$22,000 Deposit</b> <sub>2,13</sub>
	Coastal Implementation Plan Amendment
	Development Agreement
	Environmental Review – Environmental Impact Report (Extraordinary Development Application) <sub>4</sub>
	Extraordinary Development Application <sub>4</sub>
	General Plan / Land Use Plan Amendment
	Specific Plan
	Specific Plan Amendment
	Subdivision – Minor or Standard - Tentative / Vesting Tentative Map Application - Tentative / Vesting Tentative Map Amendment - Tentative / Vesting Tentative Map Extension - Extension / Subdivision Improvement Agreement Extension
	Surface Mine Reclamation Plan
	Use Permit - Oil & Gas
	Vested Rights Determination
	Zone Change / Code Amendment
	<b>Each</b>
\$3,000	Appeal of Incomplete or Completeness Determination
\$185	Commercial Cannabis Business Permit - Initial

\$92.50	Commercial Cannabis Business Permit - Renewal
\$182	Monterey Peninsula Water Management District Allocation Tracking
\$170	Personal Cannabis Permit
\$100	Record of Survey (Each Additional Sheet)
\$300	Record of Survey (First Sheet)
15%	Contract Administration (New contracts and amendments)
	<b><u>Hourly Rates:</u></b>
\$180	Code Enforcement Investigations and Compliance Support <sup>14</sup>
\$164	Environmental Services
\$175	Planning
\$186	Development Services
\$175	Public Works
\$165	Housing Division
\$90	Front Counter Processing
<b>HOURLY</b>	<b><u>Activities / Services Provided Billed on Hourly Rates:</u></b>
	Code Enforcement Activities
	Condition Compliance / Mitigation Monitoring with 1-10 Conditions (Deposit Required \$2,000) <sup>9,10,13</sup>
	Condition Compliance / Mitigation Monitoring with 11-20 Conditions (Deposit Required \$4,000) <sup>9,10,13</sup>
	Condition Compliance / Mitigation Monitoring with 20+ Conditions (Deposit Required \$6,000) <sup>9,10,13</sup>
	Deed Restriction Processing (ministerial permits)
	Research
	Site Visit
	Subdivision - Minor or Standard – Amend Final Map (Deposit Required \$6,000)
	<b><u>Additional Fees</u></b>
2.25%	Credit Card Convenience Fee (subject to adjustments)
10%	General Plan Update and Implementation Fee (Included in Tier Pricing Schedule unless noted otherwise <sup>7</sup> )
1.93%	Storage and Electronic Conversion of Files Fee (File Storage Fee)
7.04%	Technology Fee

Transactions involving the use of a credit card are subject to a Credit Card Convenience Fee. The Credit Card Convenience Fee of 2.25% is based on a current fee established by the County's contracted merchant bank and is subject to adjustments. The File Storage Fee of 1.93% is based on the costs incurred by HCD to file and store information related to land use applications and services provided. The Technology fee of 7.04%, was determined based on the Adopted Budget for Fiscal Year 2019/20 for

Information Technology systems and related support costs directly related to permit processing including, but not limited to, Accela (permit tracking tool) which allows the department (HCD) to function efficiently and directly communicate with customers via online portal. Information technology allows the department to cut costs by communicating directly with customers and other agencies. The annual maintenance costs and associated costs are required to maintain status quo. The costs to maintain the Accela system and associated information technology support are required to provide existing levels of service. The technology fee applies to all fees, unless otherwise specified.

The General Plan Update and implementation regulatory requirement is an ongoing operational mission-critical requirement. The General Plan Update and implementation (GPUI) fee of 10%, is based on the workload (distributed across an annual basis) and associated annual budget required to implement and update the General Plan as necessary. The GPUI fee has been incorporated into the tiered fee structure unless otherwise specified. Consistent and timely updates are required. The average annual cost of evaluating individual permits and activities has incremental impacts when taken cumulatively, creates an unnecessary burden on the General Fund. The GPUI fee is not applied to Application Requests, Appeals, Appeals of Director's Interpretation, and Appeals of Fee Determinations.

The applicant for a land use application, permit approval or any procedure that requires processing through HCD and includes recording/filing of a document with the Monterey County Recorder shall, in addition to the payment of any and all other County and/or HCD fee, be required to pay any and all applicable standard recording/filing fees no later than the time of the recording/filing of that document. The payment of the applicable recording/filing fee shall be required whether the document is processed on behalf of the applicant, by an employee of the County of Monterey (e.g., HCD staff) or Clerk of the Board or by the applicant. Failure to ensure full payment of such recording/filing fee by the time of the recording/filing shall be grounds for rejection of the recording/filing of that document with no liability to the County.

## **Footnotes**

1) Unless a "deposit" is indicated, the fee is a flat fee based on the estimated reasonable cost, averaged across all applications, for processing the permit/entitlement/activity. In cases where the scope of an application is modified and/or exceeds the scope originally used to assign the fee tier (and other associated fees), the HCD reserves the right to re-assess the application to the appropriate fee tier (and collect associated fees).

2) For certain applications, a "deposit" is indicated because the cost of processing varies widely depending on the application. Where a "deposit" is indicated, the fee will be based on actual hours, measured by actual time spent on an application in quarter-hour (.25) increments. Applicant is required to pay the deposit, which is initially established based on an estimated minimum set of hours multiplied by the applicable billable rates. If during the processing of applications County staff determines that the deposit is insufficient to cover actual processing time, the applicant will be asked to increase the deposit amount based on a revised estimate provided by the County. The revised estimate will be calculated based on the established billable rate(s) multiplied by actual hours expended. Should the instance arise where the deposit is insufficient to cover the actual cost of the actual processing time, the applicant will be billed to cover the outstanding amount. All outstanding amounts must be paid prior to the County finalizing the application. On deposit applications, the applicant and Director of Housing and Community Development may elect, on a case-by-case basis, to agree to a different deposit amount based on the estimated cost of processing a specific application. Invoices shall be provided to the applicant on a frequency dependent upon the application's progress. The fee will be calculated based on the number of hours expended by County staff multiplied by the applicable billable rate noted in the fee article. Consultants and other

expenses shall be reimbursed based on actual costs incurred.

3) In the coastal zone, the appeal fee applies only to appeals of permits that are not appealable to the California Coastal Commission such as Administrative Permits, Design Approvals, Variances, and Tree Removal Permits in certain coastal areas. The appeal fee applicable to such permits would be subject to the same appeal fee listed in the appeal item for inland projects. The appeal fee does not apply to appeals of Coastal Development Permits that are appealable to the Coastal Commission. No fee is charged for postage & handling.

4) "Extraordinary development applications" are those applications that require staff time well beyond a typical application, as determined by the Director of Housing and Community Development or Chief of Planning. These applications may include, by way of example and without limitation, applications for large-scale development involving multiple discretionary entitlements, significant technical review by other land use agencies, and/or an anticipated lengthy time frame for processing because of scope and complexity. Consistent with these criteria, any project requiring the preparation of an Environmental Impact Report shall qualify as an extraordinary development application. The applicant shall be responsible for paying the associated staff hours multiplied by the applicable billable rate noted in the fee article, as well as any other costs incurred, including consultant costs.

5) Fees collected for application appointments and Development Review Conferences shall be credited against any subsequent discretionary permit, except design approval, provided the discretionary permit application is made within 12 months of the application appointment.

6) This fee shall not apply to an application for the first Building Permit following approval of a discretionary planning entitlement, except Design Approvals.

7) General Plan Update and Implementation fee of 10% is applied to the total permit fee assessed toward an application and is required for all permits covered under this article except for: Application Requests; Appeals; Appeals of Director's Interpretation; and Appeals of Fee Determinations.

8) Hazard Tree Removal - *No Fee* applies when a tree is deemed hazardous by a professional licensed arborist or tree trimmer/remover.

9) Applications approved after the effective date of this article with mitigation measures shall be subject to the mitigation monitoring fees set forth in this Article. Projects approved prior to the effective date of this article with mitigation measures shall be subject to the mitigation monitoring fees set forth in the Monterey County Fee Resolution that was in effect on the application approval date.

10) Applications with conditions of approval that do not include mitigation measures, applications approved after the effective date of this Article shall be subject to the condition compliance fees set forth in this Article, and applications approved prior to the effective date of this Article shall be subject to the condition compliance fees set forth in the Monterey County Fee Resolution that was in effect on the application approval date.

11) Work performed without a permit where a permit is required is subject to Code Enforcement Investigation and Compliance Support based on hourly rates, plus double the permit fee.

12) A portion of the fee (50%, \$1,650) collected for a parcel legality determination may be credited toward a request for Certificate of Compliance (Conditional \$7,700 or Unconditional \$3,300) for the same lot that was the subject of the parcel legality determination.

13) An appeal fee applies to appeals of the HCD Director's Interpretations of the zoning or subdivision ordinance, regardless of planning area.

## **Article XIX – Building Services**



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**Article XIX – Building Services**  
**Housing & Community Development Department Fee Schedule**  
**(Per Resolution No. 21-\_\_\_, adopted June 22, 2021 by the Monterey County Board of Supervisors)**

<b><u>Permit Fees - Mechanical, Plumbing, Electrical, sub-trade, Grading &amp; Building</u></b>		
<b>Building Permit</b>		
\$0 to \$5,000	\$390	Base Fee
\$5,001 and Up	Local Multiplier x ICC Valuation = Total Building Permit Fee (0.0380) x (ICC Valuation) = Total Building Permit Fee	
<b>Grading Permit</b>		
Grading Estimate provided by qualified Licensed Professional (eg. PE, Geotechnical Engineer, Contractor)	Local Multiplier x ICC Valuation + Grading Estimate provided by qualified Licensed Professional = Total Building Permit Fee (0.0380) x (ICC Valuation) = Total Building Permit Fee	
<b>Remodeling Building Permit (Based on Extent of Alteration percentage of ICC Valuation)</b>		
<b>Extent of Remodeling &amp; Corresponding % of ICC Valuation = Permit Fee</b>	<b>Definition</b>	
20%	Minor - Cosmetic work, refinishing walls, ceilings, floors; minor mechanical, electrical, plumbing; no structural work.	
40%	Medium - Addition or removal of some walls or extensive construction of partitions; projects with more involved mechanical, electrical, plumbing work, such as residential additions or renovations of bathrooms and kitchens, commercial replacement of major HVAC components or of ceiling grids; refinishing of many existing walls, ceilings, floors; replacement of substantial portions of the glazing systems if a major portion of the project; moderate projects may include minor changes to the exterior envelope or structural systems.	
60%	Major - Addition or demolition of many walls; installation of new glazing systems in conjunction with major remodeling; upgrade of structural systems in some portions to receive increased loads in limited areas or structural repair of significant elements in limited area. Significant upgrades to mechanical, electrical, and plumbing systems in conjunction with significant refinishing of surfaces.	
80%	Extensive - Demolition of all non-structural portions leaving a structural shell; installation of new or substantial replacement of electrical, mechanical systems in conjunction with significant changes in room configuration; significant structural upgrading to meet seismic requirements, or other substantial structural renovation, extensive structural repair.	

95%	Full - Demolition of all interior partition walls (structural and non-structural); Demolition of a majority of exterior walls and entire roof structure; Installation of new electrical, mechanical systems in conjunction with significant changes in room configuration.	
<b>PhotoVoltaic Solar Permit</b>		
Residential Roof Mounted solar system	\$390 + \$15/kW over 15kW	
Residential Ground Mounted solar system	\$780 + \$15/kW over 15kW	
Commercial Roof Mounted solar system	\$1170 + \$7/kW over 50 kW	
Commercial Ground Mounted solar system	\$2340 + \$7/kW over 250 kW	
<b>Mechanical, Plumbing, Electrical - Simple Permits</b>		
Simple Permit - Demolition	Based on Minimum # of inspections for project	
Simple Permit - Re-Roof	Based on Minimum # of inspections for project	
Simple Permit - Sub Trade	Based on Minimum # of inspections for project	
Plan Review for projects not Otherwise Specified	\$195	Hourly
Express Plan Review - After Hours (Available Upon Approval by Director or Building Official)	\$293	Hourly
Express Plan Review - Holidays (Available Upon Approval by Director or Building Official)	\$390	Hourly
Additional Technical Review Expertise or Specialty Review	Cost + Admin Fee	Calculated at time of Service
<b>Special Events</b>		
Special Event Construction Permit Submitted < 30 Days Prior to Event <sup>5</sup>	Double Plan Review Fee	
Special Event Construction Permit Submitted < 60 Days Prior to Event <sup>6</sup>	1.5 x Plan Review Fee	
<b>Encroachment Permits</b>		
<b>Additional fees may be required if scope of project includes services provided by Public Works. See Article X.</b>		
General Encroachment Permit - Minor	\$390	
	-Minor Driveway (residential or commercial)	
	-Tree removal/trimming/landscaping/fences (fences may require separate design approval)	

	-Minor road closure/usage (minor construction or minor special event*/filming-photography)	
	-Directional signs (except temporary arrows)	
	-Underground Utility Trenching (50-750 feet = + \$2.00 per linear foot, over 750 feet=+\$1.50 per linear foot)	
	-Utility Poles (1-6 Poles, additional poles = + \$50 per pole)	
	-Boring (1-2 bell holes, additional bell holes = + \$100 each bell hole)	
	-New Sidewalk, curb or gutter = + \$2.00 per linear foot	
*minor special event = fifty (50) to one-hundred-ninety-nine (199) daily participants or road closure less than one (1) day		
General Encroachment Permit - Major	\$1,072.50	
	-Major road closure/usage (major construction or major special event*/filming-photography)	
	-Gates/walls (e.g. concrete or masonry wall/column)	
	-Traffic striping, marking or signal improvements	
	-Street Improvements (additional \$0.05 per square foot)	
*major special event = two-hundred (200) or more daily participants or road closure more than one (1) day		
Encroachment - Administrative Fee	\$355	
Encroachment – Late Issuance Fee	Double Permit Fee	
Blanket Encroachment Permit for Utility Companies	\$3,005	
<b>Fees not otherwise specified</b>		
Inspection Fee for projects not Otherwise Specified	\$195	Hourly (One Hour Minimum)
Inspection - After Working Hours (Based on Time 1/2)	\$293	Hourly (4 Hour Minimum)
Inspection - Holidays (Based on Double Time)	\$390	Hourly (4 Hour Minimum)
Re-Inspection	\$195	Hourly (One Hour Minimum)
Environmental Services ASBS Inspection	\$164	Hourly (1/2 Hour Minimum)
Environmental Services Plan Review	\$164	Hourly (One Hour Minimum)

Alternate Methods of Construction / Code Modification Request	\$195	Hourly (One Hour Minimum)
Temporary Certificate of Occupancy	\$500	Flat Fee
Appeal	\$195	Hourly (4-Hour Minimum)
Permit Extension (includes Permit Card Replacement for Simple Permits)	\$195	Flat Fee
Permit Renewal Investigation	\$195	Hourly (One Hour Minimum)
Deed Restriction	\$195	Flat Fee
Inspection Card Replacement	\$90	Flat Fee
Change of Record on Permit	\$195	Flat Fee
Processing - Permit Front Counter Hourly Rate	\$90	Hourly
Document Management - Escrow Report / Filing / Etc.	\$90	Hourly
Extraordinary Development Applications	\$22,000	Deposit (Billed based on Actual Costs)
<b>Code Enforcement</b>		
Code Enforcement Investigations and Compliance Support	\$180	Hourly
Work without a Permit		Double the Permit Fee
<b>Surcharges</b>		
1. California Building Standards Commission		calculated/state regs
2. Strong Motion Instrumentation Program		calculated/state regs
3. Accessibility (CASP) - Applicable for Commercial Projects		calculated/state regs
4. Credit Card Surcharge	2.25%	(Current County Rate)
5. Storage & Electronic Conversion of Files	1.93%	
6. General Plan Update	10%	
7. Technology	7.04%	
8. Clerk Recorder Fee		(Current County Rate)
<b>Bonds</b>		
Bonds		Determined by ICC valuation, Approved by Building Official

<b>NOTES</b>
1.Hourly fees are charged in 0.25 hour increments
2.Express Plan Review availability based on Approval by Director or Building Official
3. "Extraordinary development applications" are those applications which will require staff time well beyond the typical application, as determined by the Chief of Planning or Building Official. These applications may include, by way of example and without limitation, applications for large scale development involving multiple discretionary entitlements, significant technical review by other land use agencies, and/or an anticipated lengthy time frame for processing because of their scope and complexity. Consistent with these criteria, any project requiring the preparation of an EIR shall qualify as an extraordinary development application. The amount paid to the County is for staff costs. The County may utilize a consultant, whose expenses shall be fully funded by the project applicant.
4. All applications require diagram of project attached to permit
5. Applicable to Special Events with temporary construction of tents over 400 sq ft
6. Construction valuation is determined from the current International Code Council Building Valuation Data to be updated annually with the first published valuation table of the calendar year.
7. ICC Standard Calculation of Local Multiplier = (Budget x Cost Recovery %) / Total Valuation (from previous Fiscal year)
8. Technical Expertise services required for projects including, but not limited to Water Resources Agency, shall be billed based on Cost Plus administrative fees for costs incurred to process such requests and shall be calculated at the time of service.

## **Article X – Public Works**

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**ARTICLE X  
PUBLIC WORKS DEPARTMENT FEES**

(Per Resolution No. 21-XXX, adopted June 22, 2021 by the Monterey County Board of Supervisors)

**Section 1. Land Use**

- A. Various land use permits as established in Title 20, Monterey County Code (Coastal Implementation Plan) and Title 21, Monterey County Code (Zoning).

<i>Description</i>		<i>Amount<sup>1</sup></i>	<i>Unit/Time</i>
1.	Extraordinary Development Applications <sup>2, 3</sup>	\$5,000.00	Deposit

- B. Various subdivisions activities as established in Title 19, Monterey County Code (Subdivisions).

<i>Description</i>		<i>Amount <sup>1</sup></i>	<i>Unit/Time</i>
1.	Conditional Certificate of Compliance (per lot)	700.00	Each
2.	Unconditional Certificate of Compliance (1-2 lots)	700.00	Each
3.	Certificate of Compliance (additional lots)	263.00	Per lot
4.	Lot Line Adjustment (General/Williamson Act)	700.00	Each
a.	Amendments, Extensions, and Revisions	175.00	Each
5.	Subdivision – Minor or Standard – Amend Final Map	\$5,000.00	Deposit
6.	Record of Survey (1 <sup>st</sup> sheet)	\$150.00	Each
	Record of Survey (each additional sheet)	\$50.00	Each
7.	Certificate of Correction (Single map correction)	\$132.00	Each
	Certificate of Correction (Map modification except change of scenic easement)	\$1,050.00	Each
8.	Corner Record <sup>4</sup>	\$24.00	Each
9.	Final Map Processing	\$525.00 + \$525.00/lot	Each + Per lot

**Section 2. Miscellaneous**

Various fees pursuant to Government Code Section 65104 for planning services provided by the Department.

<i>Description</i>		<i>Amount</i> <sup>1</sup>	<i>Unit/Time</i>
1.	Research	\$175.00	Hour
2.	Road Abandonment	\$5,600.00	Each
3.	Mitigation Monitoring and Condition Compliance <sup>5</sup>		
	a. 1 to 10 Conditions/Mitigation Measures	\$1,000.00	Deposit
	b. 11 to 20 Conditions/Mitigation Measures	\$2,000.00	Deposit
	c. Over 20 Conditions/Mitigation Measures	\$3,000.00	Deposit
4.	Public Service Easement Abandonment	\$4,200.00	Each

**Section 3. Environmental Review**

<i>Description</i>		<i>Amount</i> <sup>1</sup>	<i>Unit/Time</i>
1.	Initial Environmental Review	\$700.00	Deposit
	i. Addendums	\$175.00	Each
2.	Environmental Impact Report <sup>2, 3</sup>	Extraordinary Development Application Fee	Each

**Section 4. Encroachments<sup>6</sup>**

Tasks pursuant to Title 14, Monterey County Code.

<i>Description</i>		<i>Amount</i>	<i>Unit/Time</i>
1.	Hourly (estimated based on project specific need)	\$175.00	Hourly

**Notes:**

<sup>1</sup> Unless otherwise noted, Public Works fees are based on an hourly rate of \$175.00 (in FY 2019-20), representing a weighted blend of the fully burdened labor rate for the Director, Chief of Surveys, Senior Civil Engineer, and support staff. A flat fee is based on the estimated reasonable cost, averaged across all applications, of processing the

permit/entitlement for which the fee is charged. On matters for which a deposit is required, fees will be based on actual time multiplied by the hourly rate representing actual hours worked by Public Works staff. The applicant is required to pay the indicated deposit and will be billed subsequently if the deposit is insufficient to cover actual processing time. On deposit matters, applicant and Public Works may elect, on a case-by-case basis, to agree to a different deposit amount based on the estimated actual cost of processing a specific application.

- <sup>2</sup> “Extraordinary development applications” are those applications which will require staff time well beyond the typical application, as determined by the Director of Planning. These applications may include, by way of example and without limitation, applications for large scale development involving multiple discretionary entitlements, significant technical review by other land use agencies, and/or an anticipated lengthy time frame for processing because of their scope and complexity. Consistent with these criteria, any project requiring the preparation of an EIR shall qualify as an extraordinary development application. The amount paid to the County for staff costs. The County may utilize a consultant, whose expenses shall be fully funded by the project applicant as identified in the Funding Agreement between the County and the Applicant.
- <sup>3</sup> The deposit paid to the County for staff costs as identified in the Funding or Reimbursement Agreement between the County and the Applicant. Staff costs shall be reimbursed as part of an Extraordinary Development Application as noted in #3 above.
- <sup>4</sup> Per Section 8773.2 of the State of California Business and Professions Code, fees for Corner Records are based on recording fees of the County Recorder. Corner Record fees may be adjusted to reflect adjustments in Recorder’s fees and/or State code.
- <sup>5</sup> These fees shall apply only to projects where mitigation measures or conditions are required for project approval by the Public Works division of Public Works, Facilities and Parks Department.

These fees shall apply to any permit approved after the effective date of this article that incorporates mitigation measures, such as permits that required adoption of a Mitigated Negative Declaration, certification of an EIR, or carryover of mitigation measures from a previously adopted/certified environmental document. Projects approved after the effective date of this article with mitigation measures shall be subject to the mitigation monitoring fees set forth in this Article. Projects approved prior to the effective date of this article with mitigation measures shall be subject to the mitigation monitoring fees set forth in the County Fee Resolution that was in effect on the project approval date.

The condition compliance fee shall be collected after project approval and after all administrative appeals have been exhausted, based on the fee in effect at the time of collection, to cover the cost of staff time monitoring condition compliance. For projects requiring maps, map checking will be included with condition compliance. If the permit incorporates mitigation measures, such as permits that required adoption of a Mitigated Negative Declaration, certification of an EIR, or carryover of mitigation measures from a previously adopted/certified environmental document, the condition compliance fees are based on actual time spent on monitoring condition compliance and require a deposit. Additionally, project applications whose application fees were based on actual time, rather than flat fee, will continue to be subject to fees based on actual time for condition compliance, and the County may require an additional deposit for condition compliance. For

all other projects, the fee for condition compliance is as indicated in the fee schedule.

- 6 Public Works - Encroachment fees represent a weighted blend of the fully burdened labor rate for the Chief of Surveys, Senior Civil Engineer, and support staff. On matters for which a deposit is required, applicant and Public Works may elect, on a case-by-case basis, to agree to a deposit amount based on the estimated actual cost of processing a specific application.