

RESOLUTION NO. 2009-153

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE REVISING THE PLANNING APPLICATION FEE SCHEDULE AND THE PUBLIC WORKS FEE SCHEDULE; ADOPTING A DEPOSIT REPLENISHMENT POLICY; AND ADOPTING AN OVERHEAD RATE POLICY

WHEREAS, on June 10, 2009, the City Council of the City of Elk Grove adopted the Fiscal Year 2009-10 budget; and

WHEREAS, the budget assumes various actions to lower Development Services department costs and increase revenues to reduce the need for a General Fund subsidy; and

WHEREAS, section 22.20.015 of the Elk Grove Municipal Code allows for the adoption of a fee schedule to provide for the processing of development applications; and

WHEREAS, revising the City's current Planning and Public Works Fee Schedules to include deposits will allow for full cost recovery for processing development applications; and

WHEREAS, creating a Deposit Replenishment Policy will ensure that the City is not processing applications for private development projects at its own cost; and

WHEREAS, creating an Overhead Rate Policy will ensure the City's ability to collect for all other costs associated with processing applications for private development projects.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove hereby approves the revised Planning Application Fee and Deposit Schedule included as Exhibit A and the Public Works Fee and Deposit Schedule included as Exhibit B.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Elk Grove hereby adopts the Planning and Public Works Deposit Replenishment Policy included as Exhibit C.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Elk Grove hereby adopts the Overhead Rate Policy included as Exhibit D.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 22nd day of July 2009.



PATRICK HUME, MAYOR of the
CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, ASSISTANT CITY CLERK

APPROVED AS TO FORM:



SUSAN COCHRAN, CITY ATTORNEY

Exhibit A

City of Elk Grove

Planning Application Fee and Deposit Schedule

The City will recover actual costs for providing Planning services. Deposits or fixed fees will be collected at the time of application unless otherwise noted. Every effort will be made to minimize the staff costs; however, changes to the project, public opposition, or other factors can necessitate additional City staff time/expenses. Should an applicant withdraw the application, the applicant shall be entitled to a refund of the deposit paid, less actual costs (including staff cost/consultant charges) incurred by the City on the applicant's behalf, or shall be billed for all costs over the initial deposit. Applications seeking multiple entitlements/approvals will be required to pay the applicable deposit for each action sought.

Deposit Schedule

Application Type	Approving Body ¹	Deposit ²
Plan Amendments and Rezones		
General Plan Amendment	CC	\$12,371
Residential to Commercial/Industrial		2,058
Agricultural to Urban		3,548
Community Plan Amendment		8,579
Community Plan Amendment and Rezone		10,576
Rezone		10,176
Specific Plan Initiation		3,443
Special Planning Area Initiation		6,085
Zoning Ordinance Amendment		6,085
Zoning Agreement Amendment		5,105
Zoning Interpretation		1,111
Development Plan Review		
Design Review (contact the Planning Department for deposit rates in the Old Town area)	PD	\$2,356
	PC	4,037
	CC	4,620
Design Review Amendment	PD	1,194
	PC	2,237
	CC	2,578
Design Review - Single Family	PD	1268
Each additional Lot		438
Development Agreements		
Development Agreement	CC	\$6,194
Development Agreement Amendment		2,081
Development Agreement Annual Review		1,407
Use Permits		
Conditional Use Permit	ZA	\$3,233
	PC	\$5,223
	CC	6,544
	PC	3,083
Conditional Use Permit Amendment		

¹ CC = City Council, PC = Planning Commission, PD = Planning Director, ZA = Zoning Administrator
² Excludes Environmental Document (See Environmental)

Planning Application Fee & Deposit Schedule

	CC	3,591
	CC	6,696
Application Type	Approving Body	Deposit
Other Permits		
Use Permit—Condo Conversion	PC	6,125
Use Permit/Fence	ZA	\$504
Temporary Use Permit	PD	132
Temporary Concession	PD	792
Temporary Mobile Home	PD	612
Temporary Subdivision Sign	PD	792
Special Development Permit	PC	\$5,281
	CC	5,956
If added to another entitlement		1,584
Special Development Permit <i>Amendment</i>	PC	2,940
	CC	3,360
Parcel Maps		
Tentative Parcel Map	PC	\$4,584
	CC	4,930
Tentative Parcel Map Extension	PC	2,879
	CC	3,273
Tentative Parcel Map Resubmission	PC	2,842
	CC	3,236
Tentative Parcel Map Waiver—Condo	PC	1,296
Tentative Parcel Map <i>Amendment</i>	PC	2,566
	CC	2,780
Subdivision Maps		
Tentative Subdivision Map (1-25 lots)	PC	\$6,485
	CC	7,065
Additional deposit for 26-100 lots		732
Additional deposit for each 100 over first 100		445
Tentative Subdivision Map (1-25 lots) <i>Amendment</i>	PC	3,562
	CC	3,872
Tentative Subdivision Map Extension of Time	PC	3,849
	CC	4,466
Tentative Subdivision Map Resubmission (1-25 lots)	PC	3,924
	CC	4,541
Additional deposit for 26-100 lots		732
Additional deposit for each 100 over first 100		445
Tentative Subdivision Resubmission (1-25 lots) <i>Amendment</i>	PC	2,290
	CC	2,619
Tentative Subdivision Vesting Map (1-25 lots)	CC	7,533
Additional deposit for 26-100 lots		732
Additional deposit for each 100 over first 100		445
Tentative Subdivision Vesting Map (1-25 lots) <i>Amendment</i>	CC	4,303
Tentative Vesting Subdivision Map Extension	CC	4,892
Tentative Vesting Subdivision Map Resubmission (1-25 lots)	CC	5,209
Additional deposit for 26-100 lots		732
Additional deposit for each 100 over first 100		445
Tentative Vesting Subdivision Map Resubmission (1-25 lots) <i>Amendment</i>	CC	3,140
Williamson Act		
Williamson Act Application	CC	\$3,182

Planning Application Fee & Deposit Schedule

Williamson Act Withdrawal	CC	5,449
Williamson Act Nonrenewal	PD	528
Application Type	Approving Body	Deposit
Transportation System Plans		
Transportation System Plan/Residential Plan	PD	\$528
Transportation System Plan/Residential Plan Amendment	PD	264
Transportation System Plan	PD	1,480
	PC	2,114
	CC	2,431
TSM Plan Annual Report	PD	740
Transportation System Plan Amendment/Renewal	PD	\$740
	PC	1,129
	CC	1,314
Special Review of Parking		
Special Review of Parking	PD	\$1,296
	PC	3,609
Exceptions		
Exception	PD	\$1,303
	PC	1,520
	CC	1,837
Variances		
Variance	PC	\$3,228
	CC	3,879
Miscellaneous		
Boundary Line Adjustment	PD	\$1,304
	Staff	776
Certificate of Nonconforming Use	PD	528
Lot Reduction Permit (For CC: this deposit will be required upon determination that a conveyance document is necessary and must be paid prior to hearings)	PC	1,800
	CC	2,240
Reclamation Plan	PD	4,316
Street Dedication	PC	2,978
Environmental		
Initial Study Deposit (Due at time of application submittal)		\$2,000
Negative Declaration/Environmental Impact Report		Billed on time and materials basis. Preparation may require separate consultant contracts.
Environmental Review for Abandonments	staff	\$240
Appeals		
Appeal of PD decision to PC	PC	\$912
Appeal of PC decision to CC	CC	2,088
Historic Preservation		
Certificate of Appropriateness		\$1,000
Demolition/Relocation Certificate		\$2,000
Rescission		\$2,000

Planning Application Fee & Deposit Schedule

Various charges not shown on this list may be required depending on your application type. Please contact the Planning Department to discuss these charges in more detail prior to submitting an application.

Fee Schedule

Application Type	Approving Body	Fee
Specific Plan Preparation - Reimbursement		
East Elk Grove Specific Plan (fee-adjusts annually each July 1 st)		\$984.90 per acre +3% adm for FY 2008/09
East Franklin Specific Plan		\$927.52 per acre +3% adm

Exhibit B

City of Elk Grove

Public Works Department Fee & Deposit Schedule

The City will recover actual cost for providing Public Works services. Deposits or fixed fees will be collected at the time of application unless otherwise noted. Every effort will be made to minimize the staff costs, however, changes to the project, public opposition, or other factors can necessitate additional City staff time/expenses. Should an applicant withdraw their application, the applicant shall be entitled to a refund of the deposit paid, less actual costs (including staff cost/consultant charges) incurred by the City on the applicant's behalf, or shall be billed for all costs over the initial deposit. Applications seeking multiple entitlements/approvals will be required to pay the applicable deposit for each action sought.

Private Development / Engineering Services	Deposit	Fee / Payment
Improvement Plan	\$750	
Landscape Plan	\$750 (if applicable)	
Grading Plan	\$750 (if applicable)	
Abandonments (Note: Environmental Review Costs will be Collected by Planning, if required)	\$850	
Parcel Map	\$300	
Final Map	\$500	
Street Frontage Improvement		
<ul style="list-style-type: none"> • In-Lieu Payment (Please call Public Works Department for further information at (916) 478-3638)		(to be determined by formula)
CD-Improvement Standards and Standard Construction Specifications		\$20

Permits	Deposit	Fee / Payment
Encroachment Permits		
<ul style="list-style-type: none"> • Annual 		\$47
<ul style="list-style-type: none"> • Billable Accounts Deposit (General Permit) 	\$250	
Trench Cut Fees (see following page for Fee Calculation)		(to be determined by formula)
Transportation Permits		
<ul style="list-style-type: none"> • Single 		\$16
<ul style="list-style-type: none"> • Annual 		\$47
<ul style="list-style-type: none"> • Duplicate 		
5 or less		\$7
6 or more		\$5
House/Building Moves (Note: Supervision will be billed at actual time)		\$16
Street Use Permit		\$20

Public Works Fee & Deposit Schedule

Trench Cut Fees Less than 4 Feet Deep		Fee Calculation
Major Streets or all streets within 5 years of construction or structural overlay	PCI Between 100 and 70	\$3.90 per S.F. Longitudinal \$7.80 per S.F. Transverse
Major	PCI Between 69 and 26	\$2.20 per S.F. Longitudinal \$4.40 per S.F. Transverse
Major	PCI Between 25 and 0	No Fee
Other	PCI Between 100 and 70	\$2.41 per S.F. Longitudinal \$4.82 per S.F. Transverse
Other	PCI Between 69 and 26	\$1.18 per S.F. Longitudinal \$2.36 per S.F. Transverse
Other	PCI Between 25 and 0	No Fee
Trench Cut Fees 4 Feet Deep or Greater		Fee Calculation
Major Streets or all streets within 5 years of construction or structural overlay	PCI Between 100 and 70	\$5.91 per S.F. Longitudinal \$11.82 per S.F. Transverse
Major	PCI Between 69 and 26	\$3.34 per S.F. Longitudinal \$6.68 per S.F. Transverse
Major	PCI Between 25 and 0	No Fee
Other	PCI Between 100 and 70	\$3.66 per S.F. Longitudinal \$7.32 per S.F. Transverse
Other	PCI Between 69 and 26	\$1.80 per S.F. Longitudinal \$3.60 per S.F. Transverse
Other	PCI Between 25 and 0	No Fee

Major = thoroughfare and arterial roads as defined by the County Improvement Standards

PCI = Pavement Condition Index

Fees do not apply to area outside of the vertical projection of the trench in a "T" cut restoration

Longitudinal = Trench mostly parallel to the centerline of the ramp

Transverse = Trench mostly perpendicular to the centerline of the road

Exhibit C
City of Elk Grove
Planning & Public Works Deposit Replenishment Policy

Upon submittal of a development application for Planning or Public Works services, the City of Elk Grove shall collect the appropriate deposit(s) for all entitlements and/or reviews required pursuant to the Planning Application Fee & Deposit Schedule or the Public Works Fee & Deposit Schedule.

Within 30 days of application submittal, City staff will provide an estimated total budget and timeline for the project.

When the cost of work performed on any given application is such that only **25%** of the initial deposit amount remains, the City will send notice to the applicant requesting a Deposit Replenishment equal to at least 50% of the original deposit amount.

If the deposit balance reaches **15%** of the original deposit amount and a Deposit Replenishment has not been received, the City shall stop work on the project and notify the applicant that work will resume when the Deposit Replenishment is received.

If work on the project is near completion, the Project Manager, with Department Head approval, may elect to continue work on the project if he/she feels the remaining amount is sufficient to complete the project.

If a Deposit Replenishment is requested by the City and the applicant feels the remaining deposit amount is sufficient to complete the project, the applicant may request continuance of work by submitting a written request to the appropriate Department Manager detailing the expected cost to complete the project based upon the number of hours required. The Department Manager will review the request and provide a written response either approving the request or identifying the level of Deposit Replenishment required to continue work (not to exceed 50% of the original deposit amount).

Any and all outstanding balances must be paid before any development project/application will be set for Planning Commission or City Council hearing/action.

When a project has been completed and all necessary approvals received, any remaining unused deposit amount shall be returned to the applicant.

Exhibit D
City of Elk Grove
Development Services Overhead Rate Policy

Upon submittal of a development application for Planning or Public Works services, the City of Elk Grove shall collect the appropriate deposit(s) for all entitlements and/or reviews required pursuant to the Planning Application Fee & Deposit Schedule or the Public Works Fee & Deposit Schedule.

Work performed on any given project shall be billed against the deposit amount based upon one of the following:

- 1) The hourly rate charged by the applicable Development Services contractor; or
- 2) The hourly rate for the appropriate City staff members based upon the City's current Labor Rate Schedule.

Each of the above rates shall include a **49% overhead rate** surcharge to cover the cost of general services overhead including administration, technology, facilities, insurance, etc.

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2009-153

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) ss
CITY OF ELK GROVE)


I, Jason Lindgren, Assistant City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on July 22, 2009 by the following vote:

AYES : **COUNCILMEMBERS:** *Hume, Scherman, Cooper, Davis, Detrick*

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN : **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *None*



Jason Lindgren, Assistant City Clerk
City of Elk Grove, California