



FEES FISCAL YEAR 2024–2025 PLANNING DIVISION

QUESTIONS?

Additional information regarding the planning process can be obtained at the Planning Counter at 630 Garden Street (805) 564-5578, PlanningCounter@SantaBarbaraCA.gov



EFFECTIVE DATES: SEPTEMBER 1, 2024 – AUGUST 31, 2025

The Santa Barbara City Council adopts an operating and capital budget each year, including an adopted City Fee Schedule. This informational packet includes a summary of the adopted fee schedule for the Planning Division. Please refer to the other city departments directly regarding their fees.

These fees are to be used as estimates only and are not intended to determine actual fees for a project. The Community Development Director, or staff designee, will make the final calculation and determination of required fees specific to each project. Do not fill-in the amount on checks prior to application acceptance.

GENERAL INFORMATION

Some services are charged based on hourly rates with a required deposit. For site development, activities areas, or combination of structures or site changes, the fee per square footage is not limited to the building area and may involve the site area as determined by staff.

- Fees for projects involving alterations and additions are calculated by determining the alteration fee and addition fee based on square footage totals and applying the higher fee.
- Projects involving multiple main buildings or phased improvements may require separate fees for review of each building.
- For new mixed-use projects, calculate fees for both residential and non-residential elements and charge both fees; for alterations/additions to mixed-use projects, charge the greater of either the residential or non-residential fee.

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING, AND BUILDING AND SAFETY FEES**

The increased fees and charges, set forth in Sections 1, 2 and 3 hereof, shall become effective not less than sixty (60) days after final adoption of the resolution approving such fees and charges.

The City's Community Development Department provides important services to the public in the areas of construction safety, planning, housing, and land use. The department has four divisions: Planning, Building and Safety, Housing and Human Services, and Administration, as well as numerous boards and committees.

The Community Development Director, or staff designee, will make the final calculation and determination of required fees specific to each project. Some services are charged based on hourly rates with a required deposit. For site development, activities areas, or combination of structures and/or site changes, the fee per square footage is not limited to the building area, and may involve the site area as determined by staff.

In addition to the base fee amounts listed below, there are additional fees that are applied. A Cashier Services fee is applied to transactions of more than \$200, a Records Management fee is applied to most fees listed in Section 1 (Planning Division Fees) and Section 2 (Building and Safety Fees), a Technology Fee is applied to building permit fees, and a Growth Management fee is applied to building projects that create new square footage or the demolition and rebuilding of existing square footage. The current fee amounts for these items can be found in Section 3 (Other Fees).

SECTION 1. PLANNING DIVISION FEES

GENERAL INFORMATION

- Fees for projects involving alterations and additions are calculated by determining the alteration fee and addition fee based on square footage totals and applying the higher fee.
- Projects involving multiple main buildings or phased improvements may require separate fees for review of each building.
- For new mixed-use projects, calculate fees for both residential and non-residential elements and charge both fees; for alterations/additions to mixed-use projects, charge the greater of either the residential or non-residential fee.
- All other services not specifically identified in the fee schedule will be charged at the applicable hourly rate.

APPEALS

The filing fee for an appeal of a decision by the following review bodies is below. Note that appeals to City Council must be filed with the City Clerk's Office; all other appeals must be filed with the Planning Division.

1. Historic Landmarks Commission to City Council	\$1,095
2. Architectural Board of Review to City Council	\$1,095
3. Single Family Design Board to Planning Commission	\$1,095
4. Planning Commission to City Council*	\$1,095
5. Sign Committee to ABR or HLC	\$434
6. Staff Hearing Officer to Planning Commission*	\$1,095
7. Community Development Director to Planning Commission	\$1,095

* No Appeal fee charged for projects involving only a Coastal Development Permit

DESIGN REVIEW

(Architectural Board of Review, Historic Landmarks Commission, Single Family Design Board)

- **Administrative Review*:**
 - Level one (minor; no staff research required) \$93
 - Level two (multiple minor changes; staff research may be required) \$341
 - Level three (multiple changes; staff research, site visit, or supervisor input required) \$727

* Fee waived for designated Historic Resources

- **Consent Calendar Review**

Temporary uses and minor alterations (e.g., umbrellas, outdoor furniture, lighting, building colors, and equipment) \$374

All Other Consent Projects \$727

- **Full Board / Commission Review** (unless the subject of a more specific fee, below):

<u>Single Unit Residential</u>	<u>Additions</u>	<u>New</u>
On lots up to 15,000 sq. ft.	\$2,160	\$2,926
On lots over 15,000 sq. ft.	\$1,664	\$2,391
Major Alterations		\$1,934
Minor Alterations		\$1,482
Upper story addition to an existing single unit residence (on any lot size)		<u>Add:</u> \$380
Over 85% of the maximum allowed FAR (does not apply to guideline FARs)		<u>Add:</u> \$269

Accessory Dwelling Unit and Junior Accessory Dwelling Unit (J/ADU; review for projects that do not meet ministerial architectural design criteria)

J/ADU with Single-Unit Residential	\$1,521
J/ADU with Two-Unit, Multi-Unit, or Mixed-Use	\$2,077

Multi-Unit Residential (Includes Objective Design & Development Standards)

1-4 New Units	\$3,384
5-20 New Units	\$5,997
More than 20 New Units	\$9,398
Addition	\$2,816
Major Alterations	\$2,816
Minor Alterations	\$2,160

Non-Residential

	<u>Alterations</u>	<u>Additions</u>	<u>New</u>
Less than 1,000 sq. ft.	\$1,256	\$3,505	\$3,555
1,000 - 3,000 sq. ft.	\$1,256	\$3,505	\$4,740
Over 3,000 - 10,000 sq. ft.	\$1,256	\$3,781	\$5,853
Over 10,000 sq. ft.	\$1,256	\$3,781	\$6,289

● Pre-Approved ADU Program (covers one design review hearing, per review body, for ADU pre-approval applications submitted under AB-1332; additional fees for noticing or subsequent reviews may also be required)		\$539
● Telecommunications (Wireless) Facilities and Antennae:		
Minor Change to Existing Facility (i.e., Eligible Facilities Request)		\$485
Substantial Change to Existing Facility		\$919
New Telecommunications Facility (per site)		\$2,705
New Small Wireless Facility (per site)		\$859
● Procedural Fees (for Design Review hearings):		
Time Extension		\$88
Supplemental Hearing (fifth and each subsequent Full Board or Consent review)	<i>per mtg</i>	\$330
Supplemental Completeness Review (third and each subsequent submittal to staff for review of application completeness)		1/4 of current application fee
Postponement (rescheduling requested by the applicant; may require re-noticing fee)		\$220
Revised Projects (substantially revised by the applicant after project is determined to be complete) Revised projects that include additional applications are subject to fees for additional applications.		1/2 of current application fee
● Review After Final (minor changes only; significant changes may require a different fee):		
Administrative Review		\$93
Consent Calendar		\$198
Full Board / Commission		\$280
● Minor Tree Removal Permit (1 to 3 trees, reviewed Administratively or on Consent)		\$534

COASTAL ZONE REVIEW

- **Coastal Exclusions and Exemptions:**

Coastal Exemption - No Documentation Required	\$98
Coastal Exemption – Temporary Events	\$1,195
All other Exclusions or Exemptions	\$600

- **Coastal Development Permits:**

Residential:

Accessory Dwelling Unit on a bluff-top lot	\$17,573
Accessory Dwelling Unit on all other lots	\$6,057
Other Single Unit development on a bluff-top lot	\$27,237
Other Single Unit development on all other lots	\$14,149
2-5 New Units	\$14,149
Over 5 New Units	\$24,601

Non-Residential:

0 - 3,000 sq. ft.	\$16,449
Over 3,000 - 10,000 sq. ft.	\$20,947
Over 10,000 sq. ft.	\$26,095

Other:

Outdoor Dining on Private Property	\$5,811
Parklets in Right of Way	\$5,811
Consent or Minor Coastal Development Permit	\$11,774
Change of Use	\$11,774
Emergency Coastal Development Permit (credited toward subsequent Coastal Development Permit)	\$1,212
Recommendation to California Coastal Commission (No Planning Commission or Staff Hearing Officer review required)	\$600

ENVIRONMENTAL REVIEW / SPECIAL STUDIES

The fee for projects subject to environmental review, or for review of any technical reports or special studies as otherwise required for a project is listed below.

- **Determining the Level of Environmental Review:**

No Master Environmental Assessment Required	\$66
Master Environmental Assessment Required	\$456

- **Special Studies** (not applicable to Historic Structures/Sites or Archaeological Reports) *per study* Add: \$777

- **Staff Review of Contracts for Monitoring** (such as resource monitoring, tree monitoring, bio monitoring) \$336

- **Peer Review of Technical Reports** Actual Cost

- **Historic Structures/Sites Reports (HSSR) or Archaeological Reports**
 - HSSR or Phase 1, 2, or 3 Archaeological Resources Reports (reviewed by HLC) \$611
 - Letter Reports, or Revised or Addendum Reports \$336
 - Historic Resources Evaluation by the Architectural Historian \$247

- **Filing Public Notices**
 - Actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

- **Initial Study Preparation:**
 - Prepared by Staff \$15,484
 - Contract Management (actual contract cost plus staff time charged at the fully allocated hourly rate of all personnel involved)

- **Negative Declaration (ND)**
 - Prepared by Staff \$5,197
 - Contract Management (actual contract cost plus staff time charged at the fully allocated hourly rate of all personnel involved)

- **Staff Determination of Adequacy of Prior Environmental Document**
 - \$2,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

- **Staff Preparation of Addendum to EIR/ND**
 - \$2,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

- **Staff Preparation of Supplement to EIR/ND**
 - \$5,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

- **Environmental Impact Report (EIR)**
 - \$8,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

LAND USE / DEVELOPMENT REVIEW

- **Conditional Use Permit**
 - Minor Conditional Use Permit and Amendments \$15,666
 - Residential Uses (permanent or temporary) \$17,407
 - Non-residential Uses (permanent or temporary) \$20,830
 - Development that requires a Conditional Use Permit per a specific zone (e.g., Overlay Zones, Specific Plans) \$17,132

- **Conversion Permit**
 - (Commercial conversions pay the Tentative Subdivision Map fee; not the Conversion Permit fee. Hotel/Motel Conversions pay the greater of either the Conversion Permit fee or the Development and Site Plan Review fee)

 - Condominium Conversion (Residential portion) \$9,641
 - Hotel/Motel Conversion \$10,628

<ul style="list-style-type: none"> ● Development Plan Review 	Add:	\$1,355
Development Plan Review by the Staff Hearing Officer, ABR or HLC		
<u>Development Plan Review by the Planning Commission:</u>		
Multi-Unit Residential:		\$15,164
<u>Non-Residential:</u>		
1,001 - 3,000 sq. ft.		\$4,194
Over 3,000 - 10,000 sq. ft.		\$17,435
Over 10,000 - 50,000 sq. ft.		\$21,602
Over 50,000 sq. ft.		\$24,056
Development that requires a Development Plan per a specific zone (e.g., Overlay Zones, Specific Plans)		\$17,132
<ul style="list-style-type: none"> ● Modification 		
First Modification request		\$4,520
Each additional Modification request:		\$1,465
<ul style="list-style-type: none"> ● Off-Site Hazardous Waste Management Facility 		
\$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs		
<ul style="list-style-type: none"> ● Performance Standard Permit (PSP) 		
Community Care Facility		\$3,731
Storefront Collective Dispensary Permit		
\$5,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs		
Storefront Collective Dispensary Permit Annual Review		\$953
Accessory Uses and Buildings (e.g., bathroom in detached accessory building)		\$3,423
<u>Temporary Use Permit (TUP) Requiring a PSP:</u>		
Mobile Food Vendors		\$3,670
Temporary Use Requiring a PSP		\$3,621
All Other PSPs		\$3,621
<ul style="list-style-type: none"> ● Procedural Fees 		
(Applicable to Planning Commission and Staff Hearing Officer hearings)		
<u>Time Extensions:</u>		
With Public Hearing (e.g., subdivisions and lot line adjustments)		\$1,228
Without Public Hearing		\$605
<u>Supplemental Hearing</u> (second and each subsequent hearing):		
Planning Commission Hearing		\$2,331
Staff Hearing Officer Hearing		\$1,482

Other:

Supplemental Completeness Review (third and each subsequent submittal to staff for review of application completeness)	1/4 of current application fee
Postponement (rescheduling requested by the applicant; may require re-noticing fee)	\$236
Revised Projects (substantially revised by the applicant after project is determined to be complete. Revised projects that include additional applications are subject to fees for additional applications)	1/2 of current application fee
Amendment to conditions of project approval, release of covenant, or minor amendments to a previously approved project	\$5,892

● **Subdivision and Maps**

All Subdivisions (except condominiums):

1 - 4 Lots	\$20,616
5 - 10 Lots	\$29,679
Over 10 Lots	\$34,562

Residential Condominiums:

1 - 4 Units	\$17,116
5 - 20 Units	\$26,002
Over 20 Units	\$30,279

Non-Residential Condominiums

\$13,289

Lot Line Adjustments:

Minor (2 Lots)	\$10,451
Major (3-4 Lots)	\$13,125

Other:

Revised Maps	1/2 of current application fee
Public Street Waiver	\$3,219

● **Substantial Conformance Request**

Level One (PC or SHO)	\$424
Level Two (PC or SHO [consultation with the SHO at a public hearing])	\$1,455
Level Three (PC)	\$2,359
Level Four (PC)	\$6,360

● **Transfer of Existing Development Rights (TEDR)**

(Includes all sites involved in the transfer proposal)

1,000 sq. ft. or less, or up to 4 hotel rooms	\$1,972
> 1,000 sq. ft., or 5 or more hotel rooms	\$2,926

● **Variance**

\$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

PRE-APPLICATION SERVICES

The fee for pre-application services is listed below. Pre-application fees include an initial deposit of the estimated average review time. If the scope of the pre-application request exceeds that estimated review time, actual costs will be charged at the hourly rates of all personnel involved, plus any outside costs.

<ul style="list-style-type: none"> ● Community Benefit Projects 	
City Council Designation as a Community Benefit Project	\$2,094
Community Benefit Height Findings by Planning Commission	\$2,541
<ul style="list-style-type: none"> ● Concept Review - City Council or Planning Commission 	
Planning Commission Hearing for AUD Projects subject to SBMC §30.150.060	\$6,113
Planning Commission or City Council Hearing for Concept Review, Master Plan Review, or Initiation of an Annexation, General Plan Amendment, LCP Amendment, Specific Plan Amendment, or Zone Change	\$5,539
Planning Commission Consultation (Request for a determination consistent with the intent of the zone)	\$727
<ul style="list-style-type: none"> ● Design Review Pre-Application Consultation (one consultation hearing with limited plans presented; noticing and associated fees may also be required) 	\$539
<ul style="list-style-type: none"> ● Planner Consultation 	\$539
<ul style="list-style-type: none"> ● Preliminary Zoning Plan Check (one review of project for compliance with zoning standards prior to application submittal) 	\$539
<ul style="list-style-type: none"> ● Preliminary Housing Development Pre-Application 	\$231
<ul style="list-style-type: none"> ● Slope Calculation (requests to determine average slope per SBMC §30.15.030 / 28.15.080) 	\$198
<ul style="list-style-type: none"> ● Zoning Letter 	
Minor Zoning Letter / Use Verification (20 minutes)	\$66
Single Unit and Two-Unit Residential	\$539
Multi-Unit, Nonresidential, and Mixed-Use	\$831
<ul style="list-style-type: none"> ● Pre-Application Review Team (PRT) Review 	
Average Unit-size Density (AUD) Incentive Program Projects (subject to SBMC §30.150.060) (fee does not include design review or Planning Commission concept review)	\$7,353
Optional Pre-Application Review Team (PRT) Review (If a project does not otherwise require a PRT review. Includes one PRT review)	\$3,423
<u>Development Plan and other required applications:</u>	
0 - 1,000 sq. ft.	\$4,393
Over 1,000 - 3,000 sq. ft.	\$5,650
Over 3,000 - 10,000 sq. ft.	\$7,193
Over 10,000 sq. ft.	\$7,314

Subdivisions (requiring Planning Commission review)

1 - 4 Units/Lots	\$10,952
5 - 10 Units/Lots	\$12,220
Over 10 Units/Lots	\$13,262

SIGN REVIEW

● Conforming Review:		
One sign 10 sq. ft. or less		\$236
Total signage of 10-30 sq. ft.		\$280
Face or color changes on existing sign(s)		\$236
Review after Final		\$236
● Full Board Review (total sign area of all signs on one site):		
10 - 30 sq. ft.		\$429
Over 30 - 90 sq. ft.		\$567
Over 90 sq. ft.		\$793
● Concept Review (any size sign)		\$253
● Exception Requests (per sign application)	<u>Add:</u>	\$225
● Outdoor Vending Machine Signage		\$324
● Sign Programs (individual signs require separate review and fee):		
<u>Changes to Existing Sign Program:</u>		
Minor		\$418
Major		\$611
<u>New Program:</u>		
1 - 3 tenants		\$760
4 - 10 tenants		\$804
11 - 15 tenants		\$948
Over 15 tenants		\$1,102
● Temporary Signs		\$98
● Procedural Fees (for Sign Committee meetings)		
Time Extension		\$88
Supplemental Hearing (third and each subsequent hearing)		\$236
Postponement (rescheduling requested by the applicant)		\$59

ZONING REVIEW

● Minor Zoning Exception / Administrative Exception / Waiver		\$473
● Density Bonus Review		
Review for compliance with CA Government Code Section 65915 - 65918 or City Density Bonus Ordinance	<u>Add:</u>	\$1,730

• Development Along Mission Creek (request for exception from development limitation area per SBMC §30.140.050 / 28.87.250)	\$2,381
• Zoning Clearance (review of uses or structures when no building permit is required)	
Vegetation Removal or Landscaping Permits	\$203
Agricultural Use Permit (e.g., verification of allowed use/new water meter)	\$600
Temporary Use Permit (e.g., Mobile Food Vendors, Seasonal Sales, Special Events)	\$600
All Other Uses – No Building Permit Required (e.g., short-term rental)	\$1,195
Time Extension (for Zoning Clearance)	\$192
• Zoning Plan Check	
(zoning clearance on a building permit application; projects may be subject to Supplemental Plan Check fees, listed afterward)	
Minor Zoning Review (Expedited/Over-the-Counter)	\$76
<u>Single-Unit Residential</u> (includes Demo/Rebuild):	
Minor Alteration (no new floor area)	\$297
Major Alteration (no new floor area)	\$402
Addition	\$500
New Residence on a vacant lot	\$799
New Residence on all other lots	\$897
Two-Unit Residential / Urban Lot Split (SBMC §30.185.440; Chapters 28.80 and 27.60)	\$1,300
<u>Accessory Dwelling Unit and Junior Accessory Dwelling Unit (J/ADU):</u>	
Conversion Only or Junior ADU (no other work)	\$600
ADU with Single-Unit Residential	\$799
ADU with Two-Unit, Multi-Unit, or Mixed-Use	\$997
<u>Multi-Unit Residential</u> (includes Demo/Rebuild):	
Minor Alteration (no new floor area)	\$297
Addition/Major Alteration	\$600
New Residential Units (1-4 Units)	\$997
New Residential Units (5-10 Units)	\$1,201
New Residential Units (11-20 Units)	\$1,598
New Residential Units (over 20 Units)	\$2,000
<u>Non-Residential</u> (includes Demo/Rebuild):	
Minor Alteration (no new floor area)	\$297
Major Alteration	\$402
Change of Use	\$500
Addition / New Building (involving less than 1,000 sq. ft.)	\$600
Addition / New Building (involving 1,001-3,000 sq. ft.)	\$799
Addition / New Building (involving more than 3,000 sq. ft.)	\$1,201
• Supplemental Review Fees (one or more supplemental review fees may be required in addition to the standard plan check fee)	
<u>Enforcement</u> (review of sites with active ENF records)	
Minor (1 hours or less)	<u>Add:</u> \$198
Major	<u>Add:</u> \$402

<u>Non-Conforming</u> (review of sites with nonconforming development)			
Minor (1 hours or less)		<u>Add:</u>	\$198
Major		<u>Add:</u>	\$402
 <u>Design Review</u> (review for compliance with design review conditions)			
Minor (1 hours or less)		<u>Add:</u>	\$98
Major		<u>Add:</u>	\$297
 <u>Staff Hearing Officer</u> (review for compliance with SHO conditions)			
Minor (30 minutes or less)		<u>Add:</u>	\$98
Major		<u>Add:</u>	\$297
 <u>Planning Commission</u> (review for compliance with PC conditions)			
Minor (2 hours or less)		<u>Add:</u>	\$402
Major		<u>Add:</u>	\$799
 ● Public Works Permits (e.g., Certificate of Compliance, work in right-of-way, <u>Final/Parcel Maps</u>)			
Actual costs charged at the fully allocated hourly rate of all personnel involved plus any outside costs			
 ● Procedural Fees			
<u>Third and each subsequent Plan Check review</u>			
Minor (30 minutes or less)		<u>Add:</u>	\$98
Major		<u>Add:</u>	\$198
 ● Revisions			
Minor (1 hour or less)			\$198
Major			\$402

LEGISLATIVE ACTIONS

- **Annexation**
\$15,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- **Development Agreement**
\$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- **General Plan Amendment**
\$15,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- **Local Coastal Program Amendment**
\$20,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- **Specific Plan**
\$20,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- **Specific Plan Amendment**
\$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- **Sphere Of Influence Change**
\$5,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- **Zone Change**
\$15,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

OTHER FEES

- **Duplication Fees**

Refer to the General Copy Fees contained in the Finance Administrative Fees section of the Fee Resolution

In conjunction with requests for compact disc (CD) copies, to defray the direct cost of the disc and duplication \$5

- **Land Development Team (LDT) Recovery Fee**

A fee will be added at the time of building permit application to projects that went through the Development Application Review Team process prior to August 18, 2019 30% of all Planning fees

- **Mailing List (Public Notice) Service**

Preparation of Map, Mailing List, Labels and On-site Posting Sign \$208
 Each Additional On-Site Posting Sign (If required, lost, or damaged) \$5

- **Mills Act Program**

Application Fee \$495
 Contract Processing Fee (includes site inspection) \$848
 Request for Property Valuation Exception \$1,306

- **Recorded Agreements**

Processing agreements, except CC&Rs required by Planning Commission or Staff Hearing Officer (e.g., Off-Site Parking Agreement, ADU Covenant, Lot Tie Agreement) *per application plus recording costs* \$485

Release of prior recorded agreements (e.g., ADU Covenant, ZCD) Per Gov't Code §27361.3

- **Response to Subpoena**

Costs as allowed in Evidence Code §1563(b) or Government Code §68096.1, as applicable.

- **Staff Hourly Rate**

Planning Technician \$149
 Assistant/Associate/Project Planner \$199
 Senior Planner \$260
 Principal Planner \$296
 City Planner \$341

- **Housing Document Fee**

Preparation and review of documents to accommodate the refinance or assumption of loans on affordable housing units, and the City Housing Rehabilitation Loan Program loans:

Subordination Agreement by City \$148
 Assumption Agreement by City \$148