



FEES FISCAL YEAR 2021-2022 PLANNING DIVISION

INFORMATIONAL PACKET

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 DATE: September 1, 2021

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 amounts 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.

APPEALS

The filing fee for an appeal of a decision by the below review bodies is as follows (fees for items #1 - #4 must be paid at the City Clerk's Office at 735 Anacapa Street, and fees for items #5 - #7 must be paid at the Planning Division Counter at 630 Garden Street):

1. Historic Landmarks Commission to City Council	\$765
2. Architectural Board of Review to City Council	\$765
3. Single Family Design Board to City Council	\$765
4. Planning Commission to City Council*	\$765
5. Sign Committee to ABR or HLC	\$375
6. Staff Hearing Officer to Planning Commission*	\$765
7. Community Development Director to Planning Commission	\$765

* 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)		\$80
Level two (multiple minor changes; staff research may be required)		\$295
* Fee waived for designated Historic Resources		
• Consent Review		\$630
• Full Board 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.	\$1,865	\$2,530
On lots over 15,000 sq. ft.	\$1,440	\$2,065
Major Alterations		\$1,670
Minor Alterations		\$1,280
Upper story addition to an existing single unit residence (on any lot size)	Add	\$330
Over 85% of the maximum allowed FAR (does not apply to guideline FARs)	Add	\$235
<u>Multi-Unit Residential</u>		
1-4 New Units		\$2,925
5-20 New Units		\$5,180
More than 20 New Units		\$8,120
Addition		\$2,435
Major Alterations		\$2,435
Minor Alterations		\$1,865

<u>Non-Residential</u>	<u>Alterations</u>	<u>Additions</u>	<u>New</u>
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Planning Division Fees

Less than 1,000 sq. ft.	\$1,085	\$3,030	\$3,070
1,000 - 3,000 sq. ft.	\$1,085	\$3,030	\$4,095
3,001 - 10,000 sq. ft.	\$1,085	\$3,265	\$5,055
Over 10,000 sq. ft.	\$1,085	\$3,265	\$5,435
• Pre-Application Consultation (allows one consultation with limited plans presented. Noticing and associated fees may be required)			\$465
• Review for compliance with Objective Design Standards for Streamlined Housing Development (pursuant to CA Government Code §65913.4)			
1-4 New Units			\$1,855
5-20 New Units			\$2,495
More than 20 New Units			\$4,425
• Temporary uses and minor alterations (e.g., umbrellas, outdoor furniture, lighting, building colors, and equipment)			\$325
• Antennae/Wireless Facilities:			
Minor Change(s) to Existing Facility			\$420
Substantial Change(s) to Existing Facility			\$795
New Antennae/Wireless Facility			\$2,340
New Microcell/Small Cell Sites (per site)			\$745
• Minor Tree Removal Permit (1 to 3 trees)			\$460
• Supplemental Review Fee (fifth and each subsequent Full Board or Consent review)			\$285 /mtg
• Third and each subsequent submittal to staff for review of application completeness			¼ of current application fee
• Hearing postponement or rescheduling requested by the applicant			\$200
• Time Extension			\$75
• Review after Final at Full Board (more significant changes may require a different fee)			\$245
• Review after Final changes on Consent Calendar (more significant changes may require a different fee)			\$170
• Revised Projects (i.e., projects that require a new Application Completeness Review)			½ of current application fee

COASTAL PLAN REVIEW

• Coastal Exclusions and Exemptions:		
Temporary Events		\$1,035
All other Exclusions or Exemptions		\$520
• Coastal Development Permits:		

Consent or Minor Coastal Development Permit \$10,170

Change of Use \$14,210

Residential:

Accessory Dwelling Unit on a bluff-top lot \$15,180

Accessory Dwelling Unit on all other lots \$7,165

Other Single Unit development on a bluff-top lot \$23,530

Other Single Unit development on all other lots \$12,225

2-5 New Units \$12,225

Over 5 New Units \$21,250

Non-Residential:

0 - 3,000 sq. ft. \$14,210

3,001 - 10,000 sq. ft. \$18,095

Over 10,000 sq. ft. \$22,545

- Recommendation to California Coastal Commission (No Planning Commission or Staff Hearing Officer review required) \$520

ENVIRONMENTAL REVIEW

- California Environmental Quality Act (CEQA) Exemption:
 - No Master Environmental Assessment Required \$55
 - Master Environmental Assessment Required \$395
 - Special Studies (in addition to Master Environmental Assessment Required fee; not applicable to Historic Structures/Sites or Archaeological Reports - see separate fee below) \$670 per study
- Development Along Mission Creek (if not associated with an active discretionary project) \$2,055
- Historic Resources Evaluation by the Architectural Historian \$215
- Historic Structures/Sites Reports or Archaeological Reports
 - Report Reviews by HLC or staff \$530
 - Revised or Addendum Reports \$290
- Initial Study Preparation:
 - Prepared by Staff \$13,375
 - 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 \$4,490
 - 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

COMMUNITY BENEFIT PROJECTS

- City Council Designation as a Community Benefit Project \$1,810
- Community Benefit Height Findings by Planning Commission \$2,195

CONCEPT REVIEW

- Planning Commission Hearing for AUD Projects subject to SBMC §30.150.060 \$5,280
- 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 \$4,785
- Planning Commission Consultation (Request for a determination on similar uses allowed in the Zoning Ordinance) \$630

CONDITIONAL USE PERMIT

- Minor Conditional Use Permit and Amendments \$13,535
- Residential Uses (permanent or temporary) \$15,040
- Non-residential Uses (permanent or temporary, including Mobile Food Vendors) \$17,995
- Development that requires a Conditional Use Permit per a specific zone (e.g., Overlay Zones, Specific Plans) \$14,885

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) \$8,330
- Hotel/Motel Conversion \$9,180

DENSITY BONUS APPLICATION

- Review for compliance with CA Government Code Section 65915 - 65918 or City Density Bonus Ordinance \$1,495

DEVELOPMENT PLAN AND SITE PLAN REVIEW

- Development Plan Review by the Staff Hearing Officer, ABR or HLC \$1,170
- Development Plan Review by the Planning Commission:
 - Residential
 - \$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

 - Non-Residential
 - 1,001 - 3,000 sq. ft. \$3,625
 - 3,001 - 10,000 sq. ft. \$15,060
 - 10,001 - 50,000 sq. ft. \$18,660
 - Over 50,000 sq. ft. \$20,780
- Master Plan
 - \$3,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- Other Development Plans required in Specific Zones (i.e., C-P, C-X, P-D, R-H) \$14,775

MODIFICATIONS

- First Modification request \$3,905
- Each additional Modification request \$1,265

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

PERFORMANCE STANDARD PERMITS (PSP)

- Community Care Facility \$3,225
- 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 \$825
- Mobile Food Vendors \$3,170
- Accessory Uses and Buildings (e.g., bathroom in detached accessory building) \$2,955
- Temporary Use Requiring a PSP \$3,130
- Other PSPs \$3,130

PROCEDURAL FEES

(Applicable to Planning Commission and Staff Hearing Officer, unless specifically noted)

- Third and each subsequent submittal to staff for review of application completeness ¼ of current application fee
- Hearing postponement or rescheduling requested by the applicant \$205
(Re-notice fee is separate, if required)

Planning Division Fees

- Second and Each subsequent Planning Commission Hearing \$2,015
- Second and Each subsequent Staff Hearing Officer Hearing \$1,280
- Revised Application
(Revised by the applicant after completion of legal notice. Revised projects that include additional applications are subject to the full fees for those additional applications) ½ of current application fee
- Amendment to conditions of project approval, release of covenant, or minor amendments to a previously approved project \$5,090
- Time Extension of prior approvals, without public hearing \$525
- Time Extension of prior approvals, with public hearing \$1,060

SUBDIVISIONS AND MAPS

- Residential or Non-Residential Subdivisions:
 - 1 - 4 Lots \$17,810
 - 5 - 10 Lots \$25,640
 - Over 10 Lots \$29,855
- Residential Condominiums:
 - 1 - 4 Units \$14,785
 - 5 - 20 Units \$22,460
 - Over 20 Units \$26,155
- Non-Residential Condominiums \$11,480
- Re-Process revised maps ½ of current application fee
- Lot Line Adjustments Minor (involving 2 lots) \$9,030
- Lot Line Adjustments Major (involving 3-4 lots) \$11,340
- Public Street Waiver \$2,780

SUBSTANTIAL CONFORMANCE REQUEST

- Level One (PC or SHO) \$365
- Level Two (PC or SHO [consultation with the SHO at a public hearing]) \$1,255
- Level Three (PC) \$2,040
- Level Four (PC) \$5,495

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 \$1,705
- > 1,000 sq. ft., or 5 or more hotel rooms \$2,530

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

- Planner Consultation \$465
- Preliminary Application Review pursuant to CA Government Code §65941.1 \$200

PRE-APPLICATION REVIEW TEAM (PRT) REVIEW

- Average Unit-size Density (AUD) Incentive Program Projects \$6,350
- Development Plan and other required applications:
 - 0 - 1,000 sq. ft. \$3,795
 - 1,001 - 3,000 sq. ft. \$4,880
 - 3,001 - 10,000 sq. ft. \$6,215
 - Over 10,000 sq. ft. \$6,320
- Subdivisions (requiring Planning Commission review)
 - 1 - 4 Units/Lots \$9,460
 - 5 - 10 Units/Lots \$10,555
 - Over 10 Units/Lots \$11,455
- Voluntary Pre-Application Review Team (PRT) Review \$2,955
(If a project does not otherwise require a PRT review. Includes one PRT review)

SIGN REVIEW

- Conforming Review:
 - One sign 10 sq. ft. or less \$205
 - Total signage of 10-30 sq. ft. \$245
 - Face or color changes on existing sign(s) \$205
 - Review after Final \$205
- Full Board Review (total sign area of all signs on one site):
 - 10 - 30 sq. ft. \$370
 - 31 - 90 sq. ft. \$490
 - Over 90 sq. ft. \$685
- Concept Review (any size sign) \$220
- Exception Requests (per sign application) \$195
- Outdoor Vending Machine Signage \$280
- Sign Programs (individual signs require separate review and fee):
 - Changes to existing sign program - Minor \$360
 - Changes to existing sign program - Major \$530
 - New Program:
 - 1 - 3 tenants \$655
 - 4 - 10 tenants \$695
 - 11 - 15 tenants \$820

- Over 15 tenants \$950
- Temporary Signs \$85
- Postponement / Rescheduling Fee \$55
- Third and each subsequent submittal to staff for review of application completeness ¼ of current application fee

ZONING APPLICATIONS

ADMINISTRATIVE/MINOR ZONING EXCEPTIONS AND WAIVERS

- Sites within the Coastal Zone (SBMC Title 28) - Administrative Review \$260
- Sites outside the Coastal Zone (SBMC Title 30) - Administrative Review \$380
- Sites outside the Coastal Zone (SBMC Title 30) – Design Review Board \$410

ZONING CLEARANCE

- Mobile Food Vendors/Temporary Uses \$520
- No Building Permit Required \$1,035
- Seasonal Sales \$520
- Time Extension \$175

ZONING LETTERS

- Residential \$345
- Non-Residential
\$500 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

ZONING PLAN CHECK

(Basic plan check fees are listed first. Projects may be subject to supplemental plan check fees, listed afterward)

- Single-Unit Residential (Includes Demo/Rebuild):
 - Minor Alteration (No new floor area) \$175
 - Major Alteration (No new floor area) \$260
 - Addition \$345
 - New Residence on a vacant lot \$435
 - New Residence on all other lots \$605
- Multi-Unit Residential (Includes Demo/Rebuild):
 - Minor Alteration (No new floor area) \$175
 - Addition/Major Alteration \$435
 - New Residential Units (1-4 Units) \$605
 - New Residential Units (5-10 Units) \$780
 - New Residential Units (11-20 Units) \$955
 - New Residential Units (over 20 Units) \$1,120

Planning Division Fees

• Non-Residential (Includes Demo/Rebuild):	
Minor Alteration (No new floor area)	\$175
Major Alteration	\$260
Change of Use	\$435
Addition/Alteration/New (involving less than 1,000 sq. ft.)	\$435
Addition/Alteration/New (involving 1,001-3,000 sq. ft.)	\$605
Addition/Alteration/New (involving more than 3,000 sq. ft.)	\$695
• Agricultural Uses (e.g., verification of allowed use/new water meter)	\$520
• Vegetation Removal or Landscaping Permits	\$175
• Minor Zoning Review (over the Counter)	\$65
• Preliminary Plan Review (optional review prior to application submittal)	\$465
• Plan Check for Public Works projects (e.g., Certificate of Compliance, cellular towers in right-of-way)	
Actual costs charged at the fully allocated hourly rate of all personnel involved plus any outside costs	
• Third and each subsequent Plan Check review	
Minor	\$85
Major	\$175
• Plan Check Revision	
Minor	\$175
Major	\$345
• Plan Check Enforcement (in addition to standard plan check fee)	
Minor	\$175
Major	\$345
• Plan Check involving non-conforming development (in addition to standard plan check fee)	
Minor	\$175
Major	\$345
• Plan Check involving Design Review condition compliance (in addition to standard plan check fee)	
Minor	\$130
Major Non-Residential	\$260
Major Residential	\$345
• Plan Check involving Staff Hearing Officer condition compliance (in addition to standard plan check fee)	
Minor	\$85
Major	\$260
• Plan Check involving Planning Commission condition compliance (in addition to standard plan check fee)	
Minor	\$345
Major	\$695

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

- Specific Plan (rather than a Zone Change)
\$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 RECOVERY FEE

Planning Division Fees

- 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 paid

MAILING LIST (PUBLIC NOTICE) SERVICE

- Preparation of Map, Mailing List, Labels and On-site Posting Sign \$180
- Each Additional On-Site Posting Sign (If required, lost, or damaged) \$5

MILLS ACT PROGRAM

- Application Fee \$430
- Contract Processing Fee (includes site inspection) \$735
- Request for Property Valuation Exception \$1,130

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) \$420 per application plus recording costs
- Release of prior recorded agreements (e.g., ADU covenant, Zoning Compliance Declaration) In accordance with Government Code §27361.3

RESPONSE TO SUBPOENA

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

STAFF HOURLY RATE

- Actual costs charged at the fully allocated hourly rates of all personnel involved

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 \$130
 - Assumption Agreement by City \$130

RECORDS MANAGEMENT/SCANNING

- 7% of Planning and Building fees

CASHIER SERVICES

- \$15 per transaction, not charged against fee transactions of less than \$200. Cashier Services Fee is charged against Planning, Building, Public Works, and all other land development fees.

CONVENIENCE FEE

- All payments for Community Development permits and fees made with a credit card through the online platform will be charged a convenience fee of 2.65% of the total amounts charged on the credit card as payment of services and permits.