

Fee Analysis of Amendments to the Land Development Fee Schedule

May 10, 2022

The Contra Costa County Department of Conservation and Development (DCD) proposes amendments to the Land Development Fee Schedule that add four new fees as shown on the table below.

Additions/Revisions to Land Development Fee Schedule

Fee Schedule Code	Permit Name	Fee
S-016	Development Plan – Modification	\$3,000 minimum deposit. Time and materials.
S-026A	Urban Housing Development Permit	\$3,000 minimum deposit. Time and materials.
S-035A	Urban Lot Split Parcel Map – Planning Review	\$1,000 minimum deposit. Time and materials.
S-045A	Sign Permit Renewal	\$150 filing fee.

The new fees are necessary to offset costs associated with the processing of two new permits (Urban Housing Development Permit, Sign Permit Renewal), a new planning review process for certain parcel maps (Urban Lot Split Parcel Map – Planning Review), and an updated development plan review process for modifications to existing development plans (Development Plan – Modification). The calculations for the new fees are shown on the attached Table A (Fee Basis). The new permits and reviews include:

- Urban Housing Development Permit. An Urban Housing Development (UHD) permit is required to establish a housing development containing no more than two residential units on a lot within a single-family residential zoning, or any development on a lot created by an urban lot split, under County Ordinance Code Chapter 88-36. An application for a UHD permit will be reviewed ministerially for compliance with the requirements and regulations contained in the Chapter 88-36 and Government Code Sections 65852.21 and 66411.7. Staff anticipates that the review process will include a location screening to comply with locational requirements established by State law, and review of the proposed development against a checklist of objective development standards. Processing the ministerial UHD permit is expected to be similar to processing the current ministerial accessory dwelling unit permit, except that processing the UHD permit will require additional staff time to conduct the location screening required by State law. The current ministerial accessory dwelling unit permit is charged on a time and materials basis with an initial deposit of \$2,000. Staff estimates an additional 6 hours to review and process a UHD permit, for a total of 17 hours of staff time at the fully-burdened hourly rate of \$193, for an estimated cost of \$3,281. Therefore, staff recommends a UHD permit application fee charged on a

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time and materials basis with an initial deposit of \$3,000. An applicant will be required to pay any owed and due fee amount in excess of the initial deposit prior to issuance of the permit. If the fee charged on a time and materials basis is less than the initial deposit, the Department will refund the remaining funds to the applicant.

Comparable DCD Applications	Deposit
Accessory Dwelling Unit Permit	\$2,000
Development Plan – Single-Family Residential	\$4,500
Development Plan – Minor Modification (Administrative)	\$1,500

- Urban Lot Split Parcel Map – Planning Review.** An Urban Lot Split (ULS) parcel map subdivides an existing lot within a single-family residential zoning district into no more than two new parcels for the purpose of housing development in accordance with Article 94-4 of the County Ordinance Code. An application for a ULS parcel map will be reviewed ministerially for compliance with the requirements and regulations contained in the Article 97-4 and Government Code Section 66411.7. The engineering and map review of the ULS parcel map application will occur and be charged fees under the current parcel map review and processing fees. Staff estimates that the planning review for this type of subdivision will require less staff time as opposed to applications for other discretionary subdivision approvals. However, staff anticipates that the planning review process will include a location screening to comply with locational requirements established by State law. Staff estimates planning review of a ULS parcel map application to take 6 hours of staff time at the fully-burdened hourly rate of \$193, for an estimated cost of \$1,158. Therefore, staff recommends a planning review fee for a ULS parcel map charged on a time and materials basis with an initial deposit of \$1,000. An applicant will be required to pay any owed and due fee amount in excess of the initial deposit prior to issuance of the permit. If the fee charged on a time and materials basis is less than the initial deposit, the Department will refund the remaining funds to the applicant.

Comparable DCD Applications	Deposit
Lot Split (Administrative)	\$2,250
Lot Line Adjustment	\$700 (fee)

- Sign Permit Renewal.** The County’s Sign Ordinance (Chapter 88-6 of the County Ordinance Code) requires that permits for signs within the public right-of-way be renewed

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annually. An application for a discretionary annual sign permit renewal will be reviewed under the administrative decision procedure specified in Article 26-2.21 of the County Ordinance Code. Processing discretionary permit applications require a greater level of review and the preparation of findings and conditions of approval. Additionally, discretionary permits are subject to appeal which may require multiple staff reports and public hearings. However, staff anticipates that the required staff time to review and process an annual sign permit renewal will be substantially less than for an original sign permit application, and anticipates that hearings are significantly less likely for renewal applications. Additionally, in response to comments by decision-makers with respect to this fee and to encourage compliance with permitting requirements in the interest of public safety, staff recommends a lower recovery percentage for these fees to encourage annual renewal of sign permits for signs in a public right-of-way. Current permit renewal application fees charged by the Department range between \$250 and \$400. Staff estimates that reviewing and processing an annual STR permit renewal application to take 1 hour of staff time at the fully-burdened hourly rate of \$193, for an estimated cost of \$193. Therefore, staff recommends an annual sign permit renewal application fee of \$150.

Comparable DCD Renewal Related Applications	Fee
Agricultural Preserve Non-Renewal Notice	\$300
Gun Ordinance Annual License	\$250
Deemed Approved Annual Fee	\$400

- Development Plan - Modification. An application for a discretionary development plan modification is reviewed by staff and subject to public hearing either by the Zoning Administrator or County Planning Commission. Staff anticipates that the required staff time to review and process an annual sign permit renewal will be substantially less than for an original sign permit application. Additionally, discretionary permits are subject to appeal which may require multiple staff reports and public hearings. Accordingly, the Department generally charges for similar services on a time and materials basis with an initial deposit. Staff anticipates that the required staff time to review and process an application for a discretionary development plan modification will be less than for a new development, but more than for a minor modification to a development plan. Current discretionary permit application fees for similar entitlement modification services charged on a time and materials basis by the Department require an initial deposit that ranges between \$2,000 and \$4,500. Staff estimates that reviewing and processing a discretionary development plan modification application to take 16 hours of staff time at the fully-

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burdened hourly rate of \$193, for an estimated cost of \$3,088. Therefore, staff recommends a discretionary development plan modification application fee charged on a time and materials basis with an initial deposit of \$3,000. An applicant will be required to pay any owed and due fee amount in excess of the initial deposit prior to issuance of the permit. If the fee charged on a time and materials basis is less than the initial deposit, the Department will refund the remaining funds to the applicant.

Comparable DCD Applications	Deposit
Development Plan – Single-Family Residential	\$4,500
Development Plan – Minor Modification (Administrative)	\$1,500
Land Use Permit – Minor Revisions/Amendments	\$2,300
Planned Unit Development – Non-Substantial Modification	\$2,000
Planned Unit Development – Substantial Modification	\$4,500

Table A Fee Basis

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S-Code	Fee Name	Fee Unit	Estimated Average labor Time	FBHR	Cost of Service	Fee (Proposed*)	Cost Recovery % (Proposed*)
S-014	Development Plan, Single-Family Residential	Deposit	25.00	\$193.00	\$4,825.00	\$4,500	93.26%
S-015	Development Plan, Other	Deposit	26.00	\$193.00	\$5,018.00	\$5,000	99.64%
S-016	Development Plan, Modification	Deposit	16.00	\$193.00	\$3,088.00	\$3,000	97.15%
S-016A	Development Plan, Minor Modification	Deposit	8.00	\$193.00	\$1,544.00	\$1,500	97.15%
S-26A	Urban Housing Development Permit	Deposit	17.00	\$193.00	\$3,281.00	\$3,000	91.44%
S-027A	Accessory Dwelling Unit Permit	Deposit	11.00	\$193.00	\$2,123.00	\$2,000	94.21%
S-035A	Urban Lot Split Parcel Map	Deposit	6.00	\$193.00	\$1,158.00	\$1,000	86.36%
S-036	Lot Split (Administrative)	Deposit	12.00	\$193.00	\$2,316.00	\$2,250	97.15%
S-045	Sign Review	Deposit	5.00	\$193.00	\$965.00	\$750	77.72%
S-045A	Sign Renewal	Flat Fee	1.00	\$193.00	\$193.00	\$150	77.72%

* Proposed new fees are shown in red.