



# City of Isleton

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## PLANNING APPLICATION FEES

1. All fee deposits are initial payments toward the total cost of processing and will be assessed to cover the cost of processing requests (project costs). Project costs are defined as staff time plus materials. Staff charge-out rates are listed below and include personnel costs plus a percentage of the City's administrative overhead costs. Materials include, but are not limited to, charges for advertisement of hearings, petition reviews, meetings, contract staff, attorneys and consultants as needed, as well as fees charged for project reviews by affected agencies. All applicants will be required to sign an agreement to pay and indemnification form and pay all required fee deposits and other agency costs prior to the City processing a proposal.
2. A fee deposit will be charged at the time applications are received and applications will not be deemed filed without the signed "Agreement to Pay" form and payment of the fee deposit as outlined below:

Conditional Use Permit (other than commercial cannabis) \$3,800  
Conditional Use Permit (\$11,500, includes Development Agreement Fee)  
Commercial Cannabis Ownership Change (\$3,000)  
Variance \$2,500  
Site Plan Review-Major \$2,400  
Site Plan Review-Minor \$500  
Lot Line Adjustment \$600  
Parcel Map \$3,300  
Tentative Subdivision Map \$3,300  
Specific Plan \$7,400  
Home Occupation Permit \$200 -Note that actual cost is \$838.  
Zone Change \$7,400  
General Plan Amendment \$5,300  
Development Agreement \$7,700  
Amended to Development Agreement \$5,000  
Notice of Exemption \$ 200.00  
CEQA - Initial Study \$5,300  
EIR Preparation \$27,000  
Sign Permit \$ 200.00  
All other Actions \$ 500.00

Copies (staff reports, minutes, Public Records) actual cost = currently \$.50/page each  
Agenda Subscription \$50.00 per year

Staff Research and Studies Actual Project Cost

Administrative fee deposits for consultants shall be ten percent (10%) of the final contract

amount. In addition, activity fee deposits for required staff or specialized consultant review of any study required of an applicant shall be twenty percent (20%) of the final contract amount.

3. City charges for staff time will be at the following rates:
4. Sacramento County, Environmental Review, State Controller's Office and the Department of Fish Wildlife fees (if applicable) will be paid by the applicant. Recording, engineering and surveying fees will be the responsibility of the applicant. Applicants are responsible for paying the costs of mailing labels of property owners within 300 feet of the proposed project boundaries.
5. The Council, upon a finding that such action would be in the public's interest and/or necessary for health and safety reasons, may waive fees partially or in total. Requests for fee waivers must be submitted in writing to the Council noting such compelling reasons for a fee waiver. Staff shall not waive fees.
6. Staff time will be monitored against the deposit on file with the City; if the cost of processing an application begins to exceed the deposited amount, additional deposits will be required.
7. If extensive staff assistance is required prior to receipt of an application, a deposit will be required at the time the work is requested.
8. All final bills shall be paid by the applicant prior to setting a matter for hearing or at other times during the development entitlement process as deemed appropriate by the Council.
9. Fee deposits with the City, which exceed the cost of processing the application by \$25 or more, will be refunded after the City completes the project in its entirety.
10. The City will also charge its pre-application staff time spent reviewing environmental and other documents and participating in the process as the lead or responsible agency, as part of its processing costs.
11. If a City application is withdrawn any time prior to its completion, the unused portion of the initial fee deposit (s) received by the City (deposit less any expended staff time and project expenses) will be returned to the persons paying the initial fee deposit upon receipt of a letter of application withdrawal.
12. Applications that are inactive for more than 90 days, whereby the applicant has not shown written interest in further pursuing the application (s) will automatically be withdrawn by the City and no further review or action will be taken.