



Planning Division Fee Schedule

County of Ventura • Resource Management Agency • Planning Division
800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2488 • <http://www.vcrma.org/planning/>

Originally Adopted: December 19, 1995
Revised: May 17, 2016

Attachment 1
Schedule B
Effective: July 18, 2016

CHARGING MECHANISMS

The County's cost recovery program requires that applicable fee(s) or fee deposits be stated in a schedule such as this one. These cost recovery mechanisms are described below:

"Nonrefundable" Fee - A nonrefundable "fixed-fee" is intended to cover the average cost of processing the subject permit or service. Once paid, this fee cannot be refunded if and when the subject application is withdrawn. No additional charges will be billed by the County should the cost of processing exceed the specified amount of this fee.

"Deposit" – means a lump sum cash deposit which is then billed against by the County based on actual County staff time expended, with no billing limit. County billings against the deposit are based upon the work hours expended multiplied by the current Contract Hourly Rate established by the Board of Supervisors. If final County costs do not exceed the deposit amount, the unused portion of the deposit shall be refunded to the applicant. If final County costs exceed the deposit amount, the applicant shall be billed for the balance due pursuant to the fee reimbursement agreement accompanying said deposit.

BILLING POLICIES AND PROCEDURES

Calculating Fees for Service

Whenever a deposit is required for County Planning services, the charge for services shall be based on the applicable contract hourly rate multiplied by the total time spent on the project. Charges for Non-refundable "Fixed-fee" services are calculated based on average time spent to provide such services multiplied by the current Contract Hourly Rate, or the annual staff costs for a program divided by the average annual number of applications processed.

Cost Recovery

The Board of Supervisors' adopted the FY 2016-17 Budget Development Manual that, in part, provides for the recommendation of fees on a full cost recovery basis.

Contract Hourly Rate

The Board of Supervisors annually approves contract hourly rates. The contract hourly rate for the Planning Division is calculated to recover direct and indirect costs for chargeable activities, chiefly permit processing. The current contract hourly rate also includes: (1) a surcharge of \$13.00/hour to partially offset the cost of creating and maintaining digital information, the Planning Division Website, and

Accela System for electronic permit filing and tracking; (2) a surcharge of \$12.75/hr to offset the cost of maintaining the County's General Plan, (3) a surcharge of \$2.00/hr to partially offset the cost of the Permit Intake Coordinator. In total the current Contract Hourly Rate for services provided by RMA Planners is \$159.56. The Contract Hourly Rate for services provided by RMA Technicians is \$129.67. These rates include the base hourly rate and the surcharges described above.

Credit for Youth-Serving Non-profits

Applications pertaining to uses sponsored by nonprofit organizations, such as Scouts, 4-H Clubs, and Little Leagues, which are solely youth-oriented shall be credited \$1500 towards the processing of the subject land use entitlement request.

Billings on Permits for Illegal Uses/Structures

Notwithstanding any provisions in this Planning Division Fee Schedule/Charging Mechanism, there shall be no billing limit on any deposits or fees for application requests processed to legalize or correct violations of County land use ordinances.

Equivalent Fees for Services Not Listed

Where a proposed land use, application or service is not identified in this Schedule, the Planning Director shall review the work characteristics of the proposed use or requested service, in relation to the subject Planning matter, and determine which of the items listed in this Schedule is equivalent in type and processing time to that proposed. The fee or deposit for said use or application shall then be applied to the application requested.

Fees for Deferred Decisions

The Planning Director may defer certain decisions to the Planning Commission in accordance with the Zoning Ordinance. If a decision deferral occurs, no new application fee or deposit is required.

Agencies Reviewing and Billing Against Entitlement Applications

The following agencies, departments and districts are normally involved in the review of land development entitlement requests: Public Works Agency, Environmental Health Division, Air Pollution Control District, Fire Protection District, Sheriff's Department, Agricultural Commissioner's Office and Planning Division. For discretionary land use permits, the Planning Division shall charge and collect a single deposit from the project applicant at the time of application submittal, and all affected agencies will charge against that deposit. For all other permits, these County agencies and departments may independently assess their own regulatory fees.

Required Fees at Application Submittal

The Ventura County Ordinance Code requires that land use applications cannot be accepted for processing unless they are accompanied by the fees/deposits specified in this schedule and the applicable Fee Reimbursement Agreements.

Billing Process

Reviewing agencies and departments are required to maintain time-keeping records during the processing of entitlements. The Operations Division of the Resource Management Agency (RMA) monitors project charges and sends out

statements/bills on a monthly basis. The original deposit will be applied to the current charges and the bill may show a credit or debit balance. Until the charges exceed the deposit no payment is due. Any bill thereafter will show the current charge and be due and payable upon receipt. When the case is closed a final bill will be sent out to the responsible party listing the balance due. This balance due must be paid promptly in order to avoid accruing late fees and generating possible sanctions against one's entitlement. If the project is denied, or the application is withdrawn or closed out prior to a final decision, the case is closed and total processing costs are calculated by RMA Operations. If costs exceed the deposit, RMA Operations will bill the applicant for these costs up to the billing limit, if applicable.

If total costs are less than the deposit, a refund will be issued, unless there are outstanding costs owed the County by the same party. In such cases any balance will be applied to the amount owed. If, in the course of processing an application, the applicable billed fees and charges have not been paid within 45 days, the County may suspend processing the application, or after a hearing, DENY such application based on the applicant's failure to pay said fees and charges.

Late Fees (for Late Payment)

Charges are due and payable within 30 days of billing. Invoices unpaid after thirty (30) days will incur a 2% late fee, compounded monthly.

Standing Accounts

Persons or entities who frequently file applications with the Division (such as for film permits) may deposit, in trust, a sum of money against which County processing fees can be billed. The amount of this type of deposit or standing account and the billing terms shall be established by the Planning Director in consultation with the requesting person or entity.

Deposits and Billings for Projects with Multiple Entitlements

Where a project requires the filing of multiple land use entitlements, a single deposit fee with no billing limit may be assessed and collected. This single deposit fee shall be the highest of the required filing fees or deposits associated with the multiple land use entitlements and there shall be no billing limit. This calculation of a single deposit fee shall be in addition to and separate from the calculation and payment of a Late Filing Fee.

Treatment of Parties with Past Delinquent Accounts

All fees, charges, and deposits submitted or paid by an applicant or party owing RMA Planning Division money will be applied first to unpaid bills of more than 30 days and thereafter to the current application request. The deposit for an application shall be increased by 50% where it is determined the party signing the Reimbursement Agreement has had past bills outstanding for more than 90 days.

MISCELLANEOUS ENTITLEMENTS OR SERVICES

Zoning Clearance

Additions to Existing Buildings/ Structures and Construction of New Principal or Accessory Agricultural Structures	\$275	Plus \$50 per additional lot/unit/structure (nonrefundable)
New Residential Units, Construction, New Detached Residential Structures	\$369	Plus \$50 per additional lot/unit/structure (nonrefundable)
Carports, decks, spas, fences, sheds, animal shade structures, fireplaces, non-commercial antenna and the like	\$161	Plus \$35 per additional lot/unit/structure (nonrefundable)
Demolition of Existing Structures under 50 years in age or otherwise not requiring Cultural Heritage Board review	\$161	(Nonrefundable)
Ministerial Tenant Change in an Existing Commercial or Industrial Building Tenant Space	\$161	(Nonrefundable)
Home Occupation that does not require a waiver	\$78	(Nonrefundable)
Re-review of any Zoning Clearances or related plot plans	\$83	Plus \$35 per additional lot/unit (nonrefundable)
Requiring Special Review (e.g., structures over 50 years in age that are potentially historic, projects located in areas with Area Plan design standards, etc.)	\$327	(Nonrefundable)
Requiring Field Inspections, Design Review, or Zoning Clearances that Require Waivers	\$330	Deposit
Second Dwelling Units	\$566	(Nonrefundable)
6409(a) Compliant Wireless Communication Facility Modification	\$483	(Nonrefundable)
Residential High Density (RHD) Zoning Clearance	\$1,200	Deposit
Oil and Gas Zoning Clearances that require special review	\$330	Deposit
Emergency Shelter Zoning Clearance	\$600	Deposit

Residential Ground Mounted Solar Energy Systems (Does not apply to ground mounted equipment that exceeds ministerial standards, such as solar systems in coastal zones not exempt from obtaining a coastal development permit or site plan adjustment.)	\$0	No Charge
Use Inauguration Related to a Permit	\$327	(Nonrefundable)
Tree Permit Review		
Ministerial		
Not requiring field inspection	\$161	(Nonrefundable)
Requiring field inspection and/or supplemental consultant evaluation; or pursuant to Section 8107-25.6(i) of the NCZO for reasonable use of property	\$327	(Nonrefundable)
Discretionary (Note: Where a discretionary tree permit is associated with another discretionary entitlement application, then: (1) the fee for the tree permit is not required; and, (2) all charges for time spent on the tree permit application will be included in the associated discretionary billing account.)	\$750	Deposit
Mitigation Charges	--	Based on the calculated value of the loss.
Tree Trimmer Certification	\$73	(Nonrefundable)
Variance		
Variance	\$2,000	Deposit
Administrative Variance		
Administrative Variance	\$1,000	Deposit
Reasonable Accommodation		
Reasonable Accommodation	\$310	Deposit – Cost not to exceed \$1,000
Emergency Use Authorization/Emergency Coastal Development		
Emergency Use Authorization/Emergency Coastal Development Permit	\$1,000	Deposit
Time Extensions & Temporary Uses		

Continuation of Nonconformity	\$1,000	Deposit
Expansion of Nonconforming Use	\$1,000	Deposit
Temporary dwelling/ office during construction	\$161	(Nonrefundable) plus surety deposit as determined by the Planning Director
Temporary keeping of animals (per Section 8113-4 NCZO)	\$300	Deposit
Land Conservation Act (LCA) Contract		
Application for LCA Contract	\$1,000	Deposit
Tentative Cancellation, Special Area Contract, or Solar Use Easement Contract	\$1,500	Deposit
Non-Renewal Notice for Entire Contract and other LCA related research and other LCA services not listed.	\$750	Deposit
Mobile Home Park Program Fees		
Discretionary Rent Increase Request and accountant peer review pursuant to Section 81007 of the Mobile Home Park Rent Control Ordinance	\$585	Deposit
New Capital Improvement Request pursuant to Section 81006 of the Mobile Home Park Rent Control Ordinance	\$585	Deposit
Utility Separation Request pursuant to Section 81005(e) of the Mobile Home Park Rent Control Ordinance	\$500	Deposit

<p>Program Administration Cost</p> <p>This fee is set through annual accounting of the cost of the services provided to mobile home park owners and residents by Planning staff. The fee is proportionate to the services rendered to owners and residents by Planning staff during the prior three years. For the 2014-2017 time period, the percentages shall be as follows: residents 27%; owners 73%.</p>	\$24.60	Per space per year (nonrefundable)
<p>Violations of the Mobile Home Park Rent Control Ordinance (Note: Service Reductions confirmed by the Mobile Home Park Rent Review Board are violations.)</p>	--	Full cost recovery based on current approved hourly rate
Mobile Home Park Closure Permit		
Mobile Home Park Closure Permit	\$1,500	Deposit
Cultural Heritage Program Fees		
<p>Cultural/ Historical Resource Sites*</p> <p>*The fees listed for Cultural Heritage Board services on the Ventura County Planning Division Fee Schedule are for properties located in the unincorporated areas only. For projects within city limits, the County has agreements in place to cover County staff time to process these applications, but rates are set by the cities. Applicants are encouraged to contact the appropriate City for information on specific fees and billing practices.</p>		
Administrative Certificate of Appropriateness or Certificate of Review	\$160	(Nonrefundable)
Administrative Certificate of Appropriateness or Certificate of Review requiring a site visit or special review	\$320	(Nonrefundable)
Cultural Heritage Board Certificate of Appropriateness or Certificate of Review	\$800	(Nonrefundable)
Cultural Heritage Board Certificate of Appropriateness requiring an environmental document	\$500	Deposit
Mills Act Contract	\$610	Deposit
Mills Act Contract Inspection	\$120	(Nonrefundable)
Duplicating Services		
Copying per general Public Records Act requests	--	Fees as established by Board-adopted Ordinance No. 4339, and as amended.

Certified/Subpoena Documents	\$0.10 + \$24.00	\$0.10 per page plus \$24 per hour (to the nearest quarter hour).
Copying recorded audio tapes	\$15	Per tape/CD (includes tape/CD)
Transcribing and reviewing recordings of meetings	\$300	Deposit
Research & Report Preparation		
Computerized Legal Notice Mailing Address List (when available)	\$161	(Nonrefundable), plus \$15 for each additional list (collected on behalf of RMA GIS)
Digital GIS Information	\$120	Per layer; \$1,500 annual subscription to all RMA GIS layers of information
Request for Public Hearing and/or CEQA Noticing	--	Per hour charge of the GIS Specialist rate with a minimum half hour charge. At the time of payment, noticing is valid from January through December of the current calendar year. Must be renewed each January at half the cost of the minimum fee.
General research and report preparation, including research on individual lots	\$327	(Nonrefundable) or a deposit determined by the Planning Director based on estimated time to complete the project
"Rebuild Letter" or ABC Zoning Affidavit Verification	\$120	(Nonrefundable)
Vicinity Map/Aerials for Application Submittals	\$16	Per sheet
Pre-Submittal Review		
Pre-Submittal Review	\$400	Deposit
Street Name Change		
Street Name Change	\$1,000	Deposit
Condition Compliance Review		
Periodic on-going condition compliance reviews/inspections and CEQA Mitigation Monitoring and Reporting for the life of the permit.	\$500	Deposit, unless a greater amount is specified in the permit conditions

Film Permit (Ministerial Zoning Clearance)		
Film Location Fee for Occasional Filming Activities	\$234	(Nonrefundable) For 1 st site/location, \$161 for each additional site/location
Film Location Fee for Occasional Filming Activities requiring a waiver or special review	\$369	(Nonrefundable) For 1 st site/location, \$161 for each additional site/location
Permit Amendment/ Modification	\$156	(Nonrefundable) For minor changes to a film permit that has already been issued that do not require a waiver (e.g. extending film days, shifting production schedules, adding film locations, etc.).
Permit Amendments/ Modifications Requiring a Waiver	\$291	(Nonrefundable) For minor changes to a film permit that has already been issued, but where waivers are required.
Film Permit Application Fee	\$312	(Nonrefundable)
Equivalency Determination		
Equivalency Determination	\$500	Deposit
Equivalent Fee for Services Not Listed		
Services Not Listed	--	Amount determined by Planning Director
GENERAL PLAN AMENDMENTS & ZONE CHANGES		
General Plan Amendments	\$3,000	Deposit
Ordinance Amendments	\$3,000	Deposit
Zone Change	\$1,000	Deposit
SUBDIVISIONS		
Tentative Tract Map		
Tentative Tract Map	\$2,500	Deposit
Parcel Map		
Tentative Parcel Map	\$2,000	Deposit
Subdivision		

Subdivision Exemption Request	\$500	Deposit
Parcel Map Waiver		
Conservation Subdivision	\$2,000	Deposit
Large Lot Subdivision	\$2,000	Deposit
Lot Elimination Subdivision	\$500	Deposit
Lot Line Adjustments	\$500	Deposit
Mergers	\$500	Deposit
Recorded Map Amendment		
Map Amendment	\$750	Deposit
Conditional Certificate of Compliance		
Conditional Certificate of Compliance	\$1,000	Deposit
Reversion to Acreage		
Reversion to Acreage	\$500	Deposit
DEVELOPMENT PERMITS/ENTITLEMENTS		
Planned Development Permits		
Agriculture & accessory uses thereto	\$1,500	Deposit
Commercial/Industrial, Institutional and/or other uses	\$2,000	Deposit
Residential	\$1,500	Deposit
Waste Processing & Recycling facilities and centers	\$4,000	Deposit
Conditional Use Permits		
Agricultural and accessory uses thereto	\$1,500	Deposit
Commercial/Industrial, Institutional, Public Uses, and other (Coastal: Includes non-County initiated public works projects, parking lots and non-County initiated recreational uses)	\$2,000	Deposit
Mobile home park	\$1,500	Deposit

Natural resource development including renewable energy, mining, borrow areas or gravel quarries and accessory processes	\$4,000	Deposit
Oil and gas exploration/ production (includes pipelines and transmission lines in Coastal Zone only)	\$2,500	Deposit
Recreational vehicle park, camps, and campgrounds	\$1,500	Deposit
Residential and accessory uses thereto	\$1,500	Deposit
Waste treatment and disposal & recycling	\$4,000	Deposit
Wireless Communication Facilities	\$6,000	Deposit – At any time during permit processing, the Planning Director may require that the deposit be replenished in an amount determined by the Planning Director.

MODIFICATION, REVOCATIONS & APPEALS TO ENTITLEMENTS

Modification Application

Major	--	Equivalent to deposit fee for type of entitlement
Minor	\$750	Deposit
Wireless Communication Facilities	\$3,000	Deposit – At any time during permit processing, the Planning Director may require that the deposit be replenished in an amount determined by the Planning Director.
Permit Adjustment and Coastal Site Plan Adjustment		
Standard	\$500	Deposit
Minor (as determined by the Planning Director)	\$327	(Nonrefundable)

Modification, Suspension or Revocation Application		
Modification, Suspension or Revocation Application (non-applicant filing)	--	Equivalent to deposit fee for type of entitlement
Appeals		
Appeals related to entitlements or Planning Director and Planning Commission determinations	\$1,000	Deposit/billing limit (staff processing time, mailings and public notice costs). No billing limit where the appeal is of a violation. If the appeal is filed by the applicant or applicant's representative, the applicant will be required to pay actual staff time and costs in excess of the \$1,000 appeal fee. If the appeal fee is filed by another party, the applicant will be required to pay actual staff time and costs in excess of the appeal fee up to a maximum of \$1,000.
<p>For purposes of refunds of appeal fees, the decision-making body shall decide at the time the decision is rendered whether an appeal has been denied, granted in full, or granted in part. If an appeal is denied, there shall be no refund. If an appeal is granted in full, there shall be a refund of all appeal fees paid for that appeal hearing. If an appeal is granted in part, the decision-making body may decide to refund a portion of the appeal fees if one or more of the grounds for appeal that were raised by the appellant to the Resource Management Agency before filing the appeal were sustained and caused a material change in the matter being appealed.</p> <p>If a decision to approve a project is appealed but the project applicant withdraws its application before the appeal hearing, there shall be no hearing and all fees paid for that appeal hearing shall be refunded. All decisions regarding appeal fee refunds are final and non-appealable. If no specific action is taken on a request for an appeal fee refund at the appeal hearing, the request shall be deemed denied.</p>		
Coastal Appeals		
Coastal Appeals	\$0.00 or up to \$1,000	No fee if project is appealable to the Coastal Commission, unless the Coastal Commission approves an ordinance amendment authorizing a fee. Said fee would be a \$1,000 deposit/billing limit. No billing limit where the appeal is of a violation.
ENFORCEMENT OR COMPLIANCE RELATED ACTIONS		
Late Filing Fees		

Violation Late Filing Fees	Up to \$1,000	An amount equal to the specified fee for each of the required entitlements but not to individually exceed \$1,000 (nonrefundable). See applicable County Zoning Ordinance Sections. This fee will be collected by the Planning Division and forwarded to the appropriate division.
Abatement Releases		
Releases from Notice of Non-Compliance, Liens, and other recorded documents	\$208	(Nonrefundable) per document
Informal Office Hearing		
Informal Office Hearing	\$520	(Nonrefundable)
Bond/Surety		
Compliance Review and Release	\$500	Deposit
Substitution/Transfer	\$208	Per financial instrument (nonrefundable)
Field Compliance Check and Probation Inspection		
Field Compliance Check and Probation Inspection	\$327	Per Inspection (nonrefundable)
Compliance/Settlement Agreement		
Agreement Preparation (basic agreement and repayment plan)	\$327	(Nonrefundable)
Agreement Preparation (complex agreement or addendum)	\$650	(Nonrefundable)
Compliance Agreement Amendment	\$104	(Nonrefundable) For non-county initiated amendments to an existing compliance agreement. Fee applies to each amendment.
Applicant Initiated Development Agreement		
Applicant Initiated Development Agreement	\$3,000	Deposit
SMARA Program		

SMARA Program Administration Annual administrative/consultant services assessed pursuant to California Public Resources Code Section 2207(e)	--	Deposit may be adjusted by the Planning Director based on anticipated annual costs
Mine Inspections and Financial Assurance Review	—	Full cost recovery based on current approved hourly rate
Review of proposed Reclamation Plans prepared pursuant to SMARA	\$4,000	Deposit
Review of Major Reclamation Plan Amendment	\$2,000	Deposit
Review of Minor Reclamation Plan Amendment	\$750	Deposit
Agricultural Mining Permit pursuant to 8107-9.8 of the Non-Coastal Zoning Ordinance	\$1,000	Deposit
Vested Rights Determination	\$2,000	Deposit
ENVIRONMENTAL DOCUMENT PREPARATION		
Special Consultants Used in initial studies or preparation of MNDs, EIRs and Environmental Mitigation Monitoring	--	Total prepayment or posting of an acceptable bond for the consultant's estimated cost
Appeals Related to the environmental document determination	\$1,000	Deposit/billing limit
MISCELLANEOUS FEES		
Credit Card/ATM Card Processing Fee	--	Fee established by Board of Supervisors contract for said services
Witness Fees and Research (Depositions, court appearances, analysis of records where County is not a party to the action (Gov't. Code Sec. 68096.1))	\$150	Deposit for first scheduled day of testimony (plus, per State law, any expenses exceeding that amount, if applicable). This deposit is due prior to or upon acceptance of service of subpoena. For each subsequent scheduled day of testimony, plus applicable expenses per State law, witness fees shall be charged at the current County Contract hourly rates of the personnel testifying in the case.
ABC Public Convenience or Necessity Determination	\$650	(Nonrefundable)
Returned Check Charge	\$40	(Nonrefundable)

Publishing Legal Notices	--	Prevailing rate established by publisher
Recording Documents	--	Prevailing rate of the Recorder's Office
Development Review Committee	\$2,080	(Nonrefundable)

**Related Fees Established by State Agencies and
not part of the Adopted County Fee Schedule
(Provided For Information Only)**

California Department of Fish and Wildlife (CDFW) Fees*

(January 1, 2016 through December 31, 2016)

Payable to Ventura County Clerk

These fees are subject to change and are listed for informational purposes only. For current fees and a description of the CDFW review process, visit <https://www.wildlife.ca.gov/Conservation/CEQA/Fees>

EIR	\$3,070.00	(Nonrefundable)
ND/MND	\$2,210.25	(Nonrefundable)
Environmental Document pursuant to a Certified Regulatory Program	\$1,043.75	(Nonrefundable)
Document Handling Fee to County Clerk and Recorder	\$50.00	(Nonrefundable)

California Department of Fish and Wildlife (CDFW) Fees*

(January 1, 2017 through December 31, 2017)

Payable to Ventura County Clerk

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EIR	\$3,078.25	(Nonrefundable)
ND/MND	\$2,216.25	(Nonrefundable)
Environmental Document pursuant to a Certified Regulatory Program*	\$1,046.50	(Nonrefundable)
Document Handling Fee to County Clerk and Recorder**	\$50.00	(Nonrefundable)

* CRPs include certain state agency regulatory programs as defined in section 21080.5 of the Public Resources Code and section 15251 of the CEQA Guidelines. Beginning July 1, 2013, CEQA/CRP Filing Fees will no longer apply to the filing of Notices of Decision or Determination for Forest Practice Rules and Timber Harvest Plans (Pub. Resources Code, § 4629.6, added by Stats. 2012, ch. 289, § 3).

** Additional county fees may apply. Please check with your county clerk's office for details.