

City of Lake Forest

PLANNING FEES

Activity Description	Fee	Charge Basis	Note
1 Accessory Dwelling Unit (ADU) Permits	\$500	Fixed Fee	
2 Address Assignment / Address Change			
a) Single Address - Change of Address / Address Assignment	\$215	Fixed Fee	
b) Multiple Addresses - Change of Addresses / New Assignment	\$2,500	Deposit	
c) Street Name Assignment	\$2,500	Deposit	
3 Adult Business License			
a) Adult Business License	\$1,430	Fixed Fee	
b) Performer License	\$143	Fixed Fee	
4 Appeal			
a) Appeal to Planning Commission	\$1,500 Base Fee, plus \$5,000 deposit to cover attorney and consultant costs	Fixed Fee, plus pass-through	[a]
b) Appeal to City Council	\$1,500 Base Fee, plus \$5,000 deposit to cover attorney and consultant costs	Fixed Fee, plus pass-through	[a]
5 Area Plan	\$10,000	Deposit	
6 Changed Plan			
a) Administrative Review	\$715	Fixed Fee	
b) Planning Commission Review	\$2,500	Deposit	
7 Determination of Public Convenience or Necessity	\$2,500	Deposit	
8 Development Agreement	\$10,000	Deposit	
9 Donation Collection Box (DCB) Permit			
a) Permit Application	\$286	Fixed Fee	
b) Permit Renewal	\$143	Fixed Fee	
10 Entertainment Permit	\$286	Fixed Fee	
11 Environmental Review (Initial Study/Neg Dec./EIR, etc.)	Deposit TBD T&M plus 15% admin fee	Deposit	
12 Eucalyptus Tree Cutting Permit	\$0 (No Charge)	No charge	
13 Feature Plan	\$10,000	Deposit	
14 General Plan Amendment	\$10,000	Deposit	
15 Orange County Fire Authority Permit Administrative Fee	\$36	Fixed Fee	
16 Outdoor Vending Permit			
a) Initial	\$572	Fixed Fee	
b) Renewal	\$215	Fixed Fee	

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17 Peer-Reviewed Technical Studies	Deposit TBD T&M plus 15% admin fee	Deposit	
18 Planned Sign Program			
a) Minor Planned Sign Program (Administrative Review)	\$429	Deposit	
b) Minor Planned Sign Program (Planning Commission Review)	\$2,500	Deposit	
c) Planned Sign Program (Planning Commission Review)	\$2,500	Deposit	
19 Pre-Application	\$2,500	Deposit	
20 Project Consultation (Prior to Application Submittal) (For consultations exceeding two hours)	\$500	Deposit	[b]
21 Review of By-Right Multi-family Residential Project	\$2,500	Deposit	[c]
22 Shopping Cart			
a) Shopping Cart Retrieval Plan	\$0 (No Charge)	No charge	
b) Shopping Cart Containment Plan	\$285	Deposit	
23 Single Season Sales (e.g. Agricultural, Seasonal Event, etc.)			
a) Agricultural Sales	\$143	Fixed Fee	
b) Other Seasonal Events (e.g. Christmas Tree, Pumpkin)	\$143	Fixed Fee	
24 Site Development Permit			
a) Administrative Review	\$2,500	Deposit	[d]
b) Planning Commission Review	\$5,000	Deposit	[d]
c) Not Exempt from CEQA	\$10,000	Deposit	[d]
25 Special Event Permit Application Review	\$358	Fixed Fee	
26 Specific Plan	\$10,000	Deposit	
27 Temporary Outdoor Promotion Permit Application Review	\$143	Fixed Fee	
28 Temporary Promotional Wall Banner Permit			
a) Non-Commercial	\$0 (No Charge)	Fixed Fee	
b) Commercial	\$72	Fixed Fee	
29 Tentative Map			
a) Tentative Parcel Map (TPM)	\$7,500	Deposit	
b) Tentative Tract Map (TTM)	\$10,000	Deposit	
c) Revised TPM / TTM	\$5,000	Deposit	
30 Use Permit			
a) Minor	\$2,500	Deposit	
b) Major	\$5,000	Deposit	
c) Not Exempt from CEQA	\$10,000	Deposit	

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31 Variance	\$5,000	Deposit	
32 Wireless Communication Facilities (WCF) Permit	\$715	Fixed Fee	
33 Zone Change	\$10,000	Deposit	
34 Zoning Confirmation Letter	\$179	Fixed Fee	
35 Zoning Verification Letter			
a) Standard Property Information	\$250	Fixed Fee	
b) Standard Property Information w/ Add'l Research Required	\$750	Deposit	
36 Credit Card Transaction Fee	3% - Direct pass-through to vendor	Fixed Fee	
37 Hourly Rate for Deposit Based Services and Planning Services Not Otherwise Listed In This Fee Schedule			
a) Planning (In-House and Contract Service Planning)	\$143	per hour	
b) Public Works In-House Land Development Review	\$158	per hour	
c) Building and Safety	\$140	per hour	
d) City Clerk Divisional Billing Rate for Development Review Direct Services	\$78	per hour	
e) City Manager Divisional Billing Rate for Development Review Direct Services	\$101	per hour	
f) Community Services Development Review Services	\$176	per hour	
g) Finance Development Review Support	\$83	per hour	
h) IT / GIS Development Review Support	\$105	per hour	
i) Code Enforcement Divisional Billing Rate for Development Review Direct Services	\$78	per hour	
j) Police Divisional Billing Rate for Development Review Direct Services	\$90	per hour	[e]
k) Contract Service Support (e.g. Attorney, Contract Engineering, etc.)	T&M plus 15% administrative fee	per hour	

Full Cost Deposits for Multiple Applications

When more than one Full Cost application is submitted, the sum total of the initial full cost deposit amount can be reduced by 25%.

[a] City fee for in-house support will be fixed at \$1,500 (partial cost recovery). City will pass-through all eligible contract service support costs (e.g. contract Planning, City Attorney, etc.).

[b] No fee applies for first two hours. For discussions requiring more than two total hours of staff consultation, a deposit account shall be opened.

[c] Requires review of Objective Design Standards, Affordability Covenant, Applicable State Codes/Laws.

[d] As determined by the Director of Development Services.

[e] Or pass-through of Orange County Sheriff Department hourly billing rate for staff support.