

City of Lake Forest

PLANNING FEES

Activity Description	Current Fee	Proposed Fee	Charge Basis	Note	Comment
1 Accessory Dwelling Unit (ADU) Permits	\$519	\$665	Fixed Fee		
2 Address Assignment / Address Change					
a) Single Address - Change of Address / Address Assignment	\$223	\$285	Fixed Fee		
b) Multiple Addresses - Change of Addresses / New Assignment	\$2,500	\$3,000	Deposit		
c) Street Name Assignment	\$2,500	\$3,000	Deposit		
3 Adult Business License					
a) Adult Business License	\$1,485	\$1,900	Fixed Fee		
b) Performer License	\$148	\$190	Fixed Fee		
4 Appeal					
a) Appeal to Planning Commission	\$1,500 Base Fee, plus \$5,000 deposit to cover attorney and consultant costs	\$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	\$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	\$12,000	Deposit		
6 Changed Plan					
a) Administrative Review	\$742	\$950	Fixed Fee		
b) Planning Commission Review	\$2,500	\$3,000	Deposit		
7 Cyber Café License Fee	varies	\$380	Fixed Fee		
8 Determination of Public Convenience or Necessity	\$2,500	\$3,000	Deposit		
9 Development Agreement	\$10,000	\$12,000	Deposit		
10 Donation Collection Box (DCB) Permit					
a) Permit Application	\$297	\$380	Fixed Fee		
b) Permit Renewal	\$148	\$190	Fixed Fee		
11 Entertainment Permit					
a) Entertainment Permit	\$297	\$380	Fixed Fee		
b) Entertainment Permit - Renewal	\$297	\$380	Fixed Fee		
12 Environmental Review (Initial Study/Neg Dec./EIR, etc.)	Deposit TBD T&M plus 15% admin fee	Deposit TBD T&M plus 15% admin fee	Deposit		

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13 Eucalyptus Tree Cutting Permit	\$0 (No Charge)	\$0 (No Charge)	No charge		
14 Feature Plan	\$10,000	\$12,000	Deposit		
15 General Plan Amendment	\$10,000	\$12,000	Deposit		
16 Noise Standard Deviation Application Review	n/a - new	\$760	Fixed Fee		New Fee
17 Orange County Fire Authority Permit Administrative Fee	\$37	\$48	Fixed Fee		
18 Outdoor Vending Permit					
a) Initial	\$594	\$760	Fixed Fee		
b) Renewal	\$223	\$285	Fixed Fee		
19 Peer-Reviewed Technical Studies	Deposit TBD T&M plus 15% admin fee	Deposit TBD T&M plus 15% admin fee	Deposit		
20 Planned Sign Program					
a) Planned Sign Program (Administrative Review)	\$445	\$540	Deposit		
b) Planned Sign Program (Planning Commission Review)	\$2,500	\$3,000	Deposit		Consolidating into one deposit for PC Review
b) Minor Planned Sign Program (Planning Commission Review)	\$2,500				Consolidating into one deposit for PC Review
c) Planned Sign Program (Planning Commission Review)	\$2,500				Consolidating into one deposit for PC Review
21 Pre-Application	\$2,500	\$3,000	Deposit		
22 Project Consultation (Prior to Application Submittal) (For consultations exceeding two hours)	\$500	\$600	Deposit	[b]	
23 Review of By-Right Multi-family Residential Project	\$2,500	\$3,000	Deposit	[c]	
24 Shopping Cart					Move to Community Preservation Section of Fee Schedule
a) Shopping Cart Retrieval Plan	\$0 (No Charge)				Move to Community Preservation Section of Fee Schedule
b) Shopping Cart Containment Plan	\$296				Move to Community Preservation Section of Fee Schedule
24 Single Season Sales (e.g. Agricultural, Seasonal Event, etc.)					
a) Agricultural Sales	\$148	\$190	Fixed Fee		
b) Other Seasonal Events (e.g. Christmas Tree, Pumpkin)	\$148	\$190	Fixed Fee		

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25 Site Development Permit					
a) Administrative Review	\$2,500	\$3,000	Deposit	[d]	
b) Planning Commission Review	\$5,000	\$6,000	Deposit	[d]	
c) Not Exempt from CEQA	\$10,000	\$12,000	Deposit	[d]	
26 Special Event Permit Application Review	\$371	\$475	Fixed Fee		
27 Specific Plan	\$10,000	\$12,000	Deposit		
28 Temporary Outdoor Promotion Permit Application Review	\$148	\$190	Fixed Fee		
29 Temporary Promotional Wall Banner Permit					
a) Non-Commercial	\$0 (No Charge)	\$0 (No Charge)	Fixed Fee		
b) Commercial	\$74	\$95	Fixed Fee		
30 Tentative Map					
a) Tentative Parcel Map (TPM)	\$7,500	\$9,000	Deposit		
b) Tentative Tract Map (TTM)	\$10,000	\$12,000	Deposit		
c) Revised TPM / TTM	\$5,000	\$6,000	Deposit		
31 Use Permit					
a) Minor	\$2,500	\$3,000	Deposit		
b) Major	\$5,000	\$6,000	Deposit		
c) Not Exempt from CEQA	\$10,000	\$12,000	Deposit		
32 Variance	\$5,000	\$6,000	Deposit		
33 Wireless Communication Facilities (WCF) Permit (per WCF)	\$742	\$950	Fixed Fee		Adding clarifier that fee is per WCF
34 Zone Change	\$10,000	\$12,000	Deposit		
35 Zoning Confirmation Letter	\$186				Renaming fee for clarity
36 Zoning Verification Letter					Renaming fee for clarity
a) Standard Property Information	\$260				Renaming fee for clarity
b) Standard Property Information w/ Add'l Research Required	\$750				Renaming fee for clarity

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Activity Description	Current Fee	Proposed Fee	Charge Basis	Note	Comment
35 Zoning/Property Information Letter					Fee renamed for clarity
a) Zoning/Property Information Letter - Basic	\$260	\$333	Fixed Fee	[e]	Fee renamed for clarity
b) Zoning/Property Information Letter - Comprehensive	\$750	\$750	Deposit		Fee renamed for clarity
36 Credit Card Transaction Fee	3% - Direct pass-through to vendor	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)	\$148	\$190	per hour		
b) Engineering/Inspection In-House Development Review	\$164	\$183	per hour		
c) Building and Safety Program Development Review	\$145	\$145	per hour		
d) City Clerk Program Development Review	\$81	\$158	per hour		
e) City Manager Program Development Review	\$105	\$178	per hour		
f) Community Services Support Development Review	\$182	\$211	per hour		
g) Finance Development Review Support	\$87	\$121	per hour		
h) IT / GIS Development Review Support	\$109	\$121	per hour		
i) Community Preservation Development Review Support	\$81	\$126	per hour		
j) Police / Law Enforcement Development Review Support	\$93	\$138	per hour	[f]	
k) Contract Service Support (e.g. Attorney, Contract Engineering, etc.)	T&M plus 15% administrative fee	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] Requests for basic property information include up to 1.75 hours of staff time.

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