

City of Lake Forest

PLANNING FEES

Activity Description	Fee	Charge Basis	Note
1 Accessory Dwelling Unit (ADU) Permits	\$665	Fixed Fee	
2 Address Assignment / Address Change			
a) Single Address - Change of Address / Address Assignment	\$285	Fixed Fee	
b) Multiple Addresses - Change of Addresses / New Assignment	\$3,000	Deposit	
c) Street Name Assignment	\$3,000	Deposit	
3 Adult Business License			
a) Adult Business License	\$1,900	Fixed Fee	
b) Performer License	\$190	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	\$12,000	Deposit	
6 Changed Plan			
a) Administrative Review	\$950	Fixed Fee	
b) Planning Commission Review	\$3,000	Deposit	
7 Cyber Café License Fee	\$380	Fixed Fee	
8 Determination of Public Convenience or Necessity	\$3,000	Deposit	
9 Development Agreement	\$12,000	Deposit	
10 Donation Collection Box (DCB) Permit			
a) Permit Application	\$380	Fixed Fee	
b) Permit Renewal	\$190	Fixed Fee	
11 Entertainment Permit			
a) Entertainment Permit	\$380	Fixed Fee	
b) Entertainment Permit - Renewal	\$380	Fixed Fee	
12 Environmental Review (Initial Study/Neg Dec./EIR, etc.)	Deposit TBD T&M plus 15% admin fee	Deposit	
13 Eucalyptus Tree Cutting Permit	\$0 (No Charge)	No charge	

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14 Feature Plan	\$12,000	Deposit	
15 General Plan Amendment	\$12,000	Deposit	
16 Noise Standard Deviation Application Review	\$760	Fixed Fee	
17 Orange County Fire Authority Permit Administrative Fee	\$48	Fixed Fee	
18 Outdoor Vending Permit			
a) Initial	\$760	Fixed Fee	
b) Renewal	\$285	Fixed Fee	
19 Peer-Reviewed Technical Studies	Deposit TBD T&M plus 15% admin fee	Deposit	
20 Planned Sign Program			
a) Planned Sign Program (Administrative Review)	\$540	Deposit	
b) Planned Sign Program (Planning Commission Review)	\$3,000	Deposit	
21 Pre-Application	\$3,000	Deposit	
22 Project Consultation (Prior to Application Submittal) (For consultations exceeding two hours)	\$600	Deposit	[b]
23 Review of By-Right Multi-family Residential Project	\$3,000	Deposit	[c]
24 Single Season Sales (e.g. Agricultural, Seasonal Event, etc.)			
a) Agricultural Sales	\$190	Fixed Fee	
b) Other Seasonal Events (e.g. Christmas Tree, Pumpkin)	\$190	Fixed Fee	
25 Site Development Permit			
a) Administrative Review	\$3,000	Deposit	[d]
b) Planning Commission Review	\$6,000	Deposit	[d]
c) Not Exempt from CEQA	\$12,000	Deposit	[d]
26 Special Event Permit Application Review	\$475	Fixed Fee	
27 Specific Plan	\$12,000	Deposit	
28 Temporary Outdoor Promotion Permit Application Review	\$190	Fixed Fee	

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29 Temporary Promotional Wall Banner Permit			
a) Non-Commercial	\$0 (No Charge)	Fixed Fee	
b) Commercial	\$95	Fixed Fee	
30 Tentative Map			
a) Tentative Parcel Map (TPM)	\$9,000	Deposit	
b) Tentative Tract Map (TTM)	\$12,000	Deposit	
c) Revised TPM / TTM	\$6,000	Deposit	
31 Use Permit			
a) Minor	\$3,000	Deposit	
b) Major	\$6,000	Deposit	
c) Not Exempt from CEQA	\$12,000	Deposit	
32 Variance	\$6,000	Deposit	
33 Wireless Communication Facilities (WCF) Permit (per WCF)	\$950	Fixed Fee	
34 Zone Change	\$12,000	Deposit	
35 Zoning/Property Information Letter			
a) Zoning/Property Information Letter - Basic	\$333	Fixed Fee	[e]
b) Zoning/Property Information Letter - Comprehensive	\$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)	\$190	per hour	
b) Engineering/Inspection In-House Development Review	\$183	per hour	
c) Building and Safety Program Development Review	\$145	per hour	
d) City Clerk Program Development Review	\$158	per hour	
e) City Manager Program Development Review	\$178	per hour	
f) Community Services Support Development Review	\$211	per hour	
g) Finance Development Review Support	\$121	per hour	
h) IT / GIS Development Review Support	\$121	per hour	
i) Community Preservation Development Review Support	\$126	per hour	
j) Police / Law Enforcement Development Review Support	\$138	per hour	[f]
k) Contract Service Support (e.g. Attorney, Contract Engineering, etc.)	T&M plus 15% administrative fee	per hour	

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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.