

MEMORANDUM

DATE: APRIL 7, 2005

TO: JIM THORSEN, ASSISTANT CITY MANAGER

FROM: MIKE KAMINO, DIRECTOR OF PLANNING & COMMUNITY
DEVELOPMENT

SUBJECT: APPLICATION FEE SCHEDULE AND ANALYSIS

The attached Exhibit A is a survey comparing the planning application fees with those of other area cities. It appears that Moorpark is the only city in the area that has a full cost recovery process in which a deposit is posted by an applicant and then funds are drawn down from that to pay for staff time in processing the application. All others charge a flat fee just like our city.

The attached Exhibit B is an analysis of our application fees versus how much staff time those fees pays for. It appears that we break even on only a few types of applications. I believe our fee schedule has not been updated comprehensively for over 10 years.

EXHIBIT "A"

EXHIBIT A	APPLICATION FEE SURVEY					
	Agoura Hills	Calabasas	Moorpark	Simi Valley	Thousand Oaks	Westlake Village
Type of Application						
Appeal to City Council	\$480 + Noticing fee	25% of application fee (\$500 maximum)	\$1,000	\$3,828	\$700	N/A
Conditional Use Permit	\$1,695 or \$2,010	\$775+ or \$2,525+	\$5,000	\$4,925 to \$6,695+	\$685 to \$8,070+	\$1,081
General Plan Amend.	\$2,183	\$2,200 + \$40/acre	\$3,000	\$3,632 or \$6,748	\$4,575	\$1,426
Lot Line Adjustment	\$518 per 4 lots	\$1,300 + \$150/lot	\$1,500	\$144 or \$649	\$700 + \$65/lot for more than 2 lots	\$350
Parcel Map	\$1,553	\$1,925	\$5,500	\$2,393 + \$5 per unit or \$50 per acre	\$2,565 or \$7,215	\$1,652
Pre-Application Review	\$1,500 deposit	25% of application fee	\$1,000	\$1,793 + \$5 per unit or \$50 per acre	\$2,755	N/A
Sign Permit	\$23 or \$98	\$300	\$100	\$18 to \$27	\$75 or \$210	\$100 or \$200
Site Plan/Arch. Review	\$608 or \$1,395	\$325+ or \$575+	\$500 to \$20,000	N/A	\$350 to \$8,105+	\$300 or \$1,081
Tract Map	\$2,340	\$2,500 + \$30 to \$60 per lot	\$7,000 - \$20,000	\$5,035 + \$5 per unit or \$50 per acre	\$7,970 + \$90/lot	\$2,510 + \$12 to \$60 per lot
Variance	\$858 or \$1,656	\$2,500	\$2,000	\$2,260	\$1,750 or \$2,920	\$1,081
Zone Change	\$1,088	\$800 + \$40/acre	\$3,000	\$2,619	\$2,120 or \$4,575	\$1,426