



# Community Development Fee Schedule

Amended Resolution No. 065-2016 (effective 9/27/16)

A. Description of Service	Service Costs		
	Full Cost <sup>(1)</sup>	Subsidies	
		Resident <sup>(3)</sup> 25% Reduction	Senior <sup>(4)</sup> 50% Reduction
Abatement Procedure, <sup>(2)</sup> Plus abatement remedies, warrants, and judgment costs	\$617	--	--
Abandonment of Easement	\$561	--	--
Administrative Appeal	\$442	\$332	\$221
Administrative Hearing	\$442	\$332	\$221
Administrative Review (Conduct at staff level)	\$248	\$186	\$124
Amendment of Discretionary Permits	\$1,067	\$800	\$534
Annual Inspection	\$107	--	--
Annual Reinspection	\$62	--	--
Background Check	Actual Cost	--	--
Call for Review	\$442	\$332	\$221
Categorical Exemption	\$107	--	--
Change of Address	\$561	--	--
Charge for Visa Card	\$8	--	--
Conditional Use Permit	\$2,126	\$1,595	\$1,063
Density Bonus	\$3,113	--	--
Discretionary Appeal	\$1,155	\$566	\$578
Document Review	\$317	--	--
Encroachment Permit (Trash Bins Only)	\$107	\$80	\$54
Final Parcel Map, <sup>(2)</sup> Plus Subdivision Map Act and LA County Public Work fees	\$1,963	--	--
Final Tract Map, <sup>(2)</sup> Plus Subdivision Map Act and LA County Public Work fees	\$1,963	--	--
Film Permit, <sup>(2)</sup> Plus charges from Fire and Sheriff's Departments	\$580	--	--
Fish and Game Filing Fee: Negative Declaration (ND) and Mitigated Negative Declaration (MND) <sup>(5)</sup>	\$1,876.75	--	--
Fish and Game Filing Fee: Environmental Impact Report (EIR) <sup>(6)</sup>	\$2,606.75	--	--
General Plan Amendment	\$4,767	--	--
Growth Capital Fee	4% of Building Valuation		
Home Occupation Permit	\$186	\$140	\$93
Impound Storage Fees (per day)	\$220	--	--
Inspection Warrant	Actual Cost	--	--
Landscape Reviews up to 1,000 sq. ft.	\$247	\$185	\$124
Landscape Reviews up to 3,000 sq. ft.	\$493	--	--
Landscape Reviews over 3,000 sq. ft.	\$987	--	--
Lien Recording or Lien Removal	\$194	--	--
Lot Line Adjustment, <sup>(2)</sup> Plus Subdivision Map Act and LA County Public Work fees	\$1,397	--	--
Master Sign Program	\$2,126	--	--
Minor Exception	\$655	\$491	\$328
Negative Declaration, <sup>(2)</sup> Prepared in-house, plus other necessary studies and analyses	\$1,913	--	--

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	Full Cost <sup>(1)</sup>	Subsidies	
		Resident <sup>(3)</sup> 25% Reduction	Senior <sup>(4)</sup> 50% Reduction
Massage Permit (Operators)****	\$1693.59		
Massage Permit Appeal/ Administrative Hearing****	\$1,842.69		
Minor Use Permit	\$655	\$491	\$328
Mitigation Monitoring Program, <sup>(2)</sup> Plus ongoing observation fee	\$1,060	--	--
Modification of Non-Discretionary Permit	\$160	--	--
Notice of Substandard Violation, <sup>(2)</sup> Plus County Recording fee	\$538	--	--
Parcel Map Waiver/Certificate of Compliance, <sup>(2)</sup> Plus Subdivision Map Act and LA County Public Work fees	\$1,397	--	--
Planned Development	\$2,767	--	--
Permit Extension for Discretionary Permit	\$1030	--	--
Permit Extension for Non-Discretionary Permit	\$125	--	--
Plot Plan Reviews under 2,000 sq. ft.	\$371	\$278	\$186
Plot Plan Reviews up to 5,000 sq. ft.	\$567	--	--
Plot Plan Reviews up to 10,000 sq. ft.	\$1,060	--	--
Plot Plan Reviews over 10,000 sq. ft.	Actual Cost	--	--
Property Presale Records Report	\$265	\$199	\$133
Rental Inspection	\$88	\$66	\$44
Resubmissions, 25% of the original permit costs for each successive re-submittal after the second submittal	Costs Vary	--	--
Revocation of Discretionary Permit	\$567	--	--
Sewer Reconstruction	\$0.15 per gallon per day of additional peak flow		
Sign Permit Review (wall and ground pole)	\$125	--	--
Sign Permit Review ***reviewed and approved at counter	\$76	--	--
Site Inspection	\$88	\$66	\$44
Specific Plan	\$2,767	--	--
Special Use Permit (Business Regulation Permit), <sup>(2)</sup> Plus background check	\$1,633	\$1,225	\$817
Storm Water Inspection Fee	\$79	--	--
Storm Water Plan Check	Actual Cost	--	--
Temporary Sign Permit (Banners)*	\$25	--	--
Tobacco Retailer's Permit	\$246**		
Temporary Use Permit <sup>(6)</sup>	\$107	--	--
Tentative Parcel Map, <sup>(2)</sup> Plus Subdivision Map Act and LA County Public Work fees	\$3,288	--	--
Tentative Tract Map, <sup>(2)</sup> Plus Subdivision Map Act and LA County Public Work fees	\$3,288	--	--
Variance	\$1,986	\$1,490	\$993
Zoning Map Change	\$3,267	--	--
Zoning Conformity Report or Rebuild Letter	\$318	--	--
Zoning Ordinance Amendment, <sup>(2)</sup> Plus Environmental Review	\$4,267	--	--

**Notes:**

(1) Proposed fee is full service cost unless otherwise noted.

(2) Additional fees or costs may apply.

(3) Subsidized for residents who reside in Hawaiian Gardens (25% reduction of full cost).

(4) Subsidized for seniors, age 55 years or older, who reside in Hawaiian Gardens (50% reduction of full cost).

(5) As amended by the Department of Fish and Game.

(6) For fundraising purposes reduction in costs may be considered for religious institutions, non-profit organizations, charitable foundations, and other similar organizations.

\*amended Resolution No. 033-2011, \*\*amended Resolution No. 021-2012, \*\*\*amended Resolution No. 023-2015, \*\*\*\*amended Res No. 065-2016

## B. Property Maintenance Fees

1. Off-Street Parking Report
  - a. Application: \$35.00
  - b. Report \$50.00
  
2. Residential Rental Certificate
  - a. Change of Name
    - 1) Single Family Dwelling \$75.00 per certification
    - 2) Condo/Townhouse \$50.00/unit per certification
    - 3) Apartment Units \$50.00 first unit plus \$5.00 additional unit per certification
  
  - b. Reinspection
    - 1) Single Family Dwelling \$30.00 per certification
    - 2) Condo/Townhouse \$25.00/unit per certification
    - 3) Apartment Units \$25.00 first unit plus \$5.00 additional unit per certification

## C. Hourly Rates for Special Services

Special services listed below will not have an established service fee, but will be charged for time and materials at the established hourly rates for City staff or hired consultants. The City will require an estimated deposit to begin work.

- Air Quality Study
- Background Check
- CC&R's
- Condo Conversion
- Consultation Fee
- Environmental Impact Report
- Negative Declaration prepared by consultant
- Noise Study
- NPDES Review
- Public Works Observation
- Photometric Study
- Traffic Impact Analysis

## D. Building and Safety

Building and Safety fees are calculated utilizing the Los Angeles County current fee and multiplied by the following factors:

1. Building Permits - Los Angeles County Title 26, multiplied by factor: 1.30
2. Electrical Permits - Los Angeles County Title 27, multiplied by factor: 1.30
3. Plumbing Permits - Los Angeles County Title 28, multiplied by factor: 1.30
4. Mechanical Permits - Los Angeles County Title 29, multiplied by factor: 1.30

## E. General Provisions

- (A) **Authority.** The Community Development Department fees are adopted by the Hawaiian Gardens City Council pursuant to Resolution 031-2008. The fees are also subject to Government Code Section 66000 - 66008.
  
- (B) **Fees.** Fees are calculated for each individual service and are based on staff's hourly rates, time allocated for each service, direct expenses, and operating costs. Direct expenses, where appropriate and known, are included into the service fee. If the direct expense is unknown, those costs are not included in the fee but the applicant will still be responsible for those costs. Most services that require a review or action by the City Attorney are also incorporated into the fee.

- (C) **Projects.** Each development request is considered to be a separate application. If a property owner requests a variance for reducing setbacks and off-street parking, they have two applications. Each application shall be charged a separate fee.
- (D) **Billings.** Failure to pay all charges invoiced within ten (10) days of the date of invoice shall be considered a sufficient cause to stop processing until full payment is made. The City will accept only cash, cashier's checks, bank checks, and designated credit cards for payment. Work on a project shall not commence until payments have cleared the bank and funds have been transferred to the City. Project shall not be deemed approved until all City fees have been paid in full.
- (E) **Late Payment Charge.** Outstanding balances that are not paid in full within twenty-five (25) days after the statement is rendered shall accrue a late payment fee of fifteen percent (15%) per month compounded monthly.
- (F) **Revisions.** Fees set forth for plan check and development review shall be for the initial application and one (1) revision. Additional revisions submitted by the applicant shall be accompanied by an additional filing fee equal to one-half of the initial fee. Changes after approval shall be subject to the entire applicable fee.
- (G) **Other Fees and Charges.** Applicants shall be aware that they may be subject to other fees and charges established by Ordinance.
- (H) **General Penalty Fees.** Any person who shall commence any procedure or work for which a processing or a permit fee is required by this resolution without first having paid said fee and completed such processing or obtained such permit therefore, shall, if subsequently permitted to complete such processing or obtain such permit, pay double the fee fixed by this resolution.
- (I) **Refunds.** There shall be no refund of any portion of the required fees once:
  - 1) A project has been presented to a Commission or Council;
  - 2) A public hearing has been advertised; and/or
  - 3) An action has been taken.
  - 4) A project has been reviewed or plan checkedPrior to such time, an applicant may request a 60% refund by submitting their reasons for the request in **writing** to the Community Development Department. Said written request must be received prior to any of the stated actions.
- (J) **Annual Fee Adjustment.** The City will review on an annual basis the fee for each service beginning on July 1st, 2009, and there after each succeeding July 1st. The fee shall be adjusted by the movement of the Consumer Price Index of Los Angeles County rounded off to the nearest dollar. However, no adjustment shall decrease any fee, and no fee shall exceed the reasonable cost of providing service.
- (K) **Conflicts.** If the Community Development Fee conflicts with Los Angeles County fee, the City fee will supersede those fees from Los Angeles County.
- (L) **Subsidies for Charities.** For fundraising purposes reduction in costs for Temporary Use Permits may be considered for religious institutions, non-profit organizations, charitable foundations, schools, and other similar organizations or institutions.



# Comprehensive Fee Schedule

## Administrative Fees

### A. Business License Fees

1. Business License Fee	See Municipal Code
2. Application Set Up Fee	\$35
3. Delinquent Fee	15% per month compounded monthly
4. Background Check /Investigation Fee	Actual Cost
5. Fingerprints	Actual Cost
6. Business Regulation Permit (Special Use Permit)	\$1,633

### B. Business License Amendments

1. Location to Location Transfer	\$25.00/business
2. Person to Person Transfer	\$10.00/business
3. Change of Name	\$10.00/business
4. Duplicate License	\$10.00/business

### C. Block Party Permits

1. Permit Processing Fee	\$35.00
2. Cleaning/Damage Deposit	\$500.00

### D. News Rack Permit

1. News Rack Permit Fee/ Per Rack	\$50.00
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### E. Solicitor's, Peddler, Vendor Permit

1. Solicitor's, Peddler, Vendor Permit Fee	\$100.00, plus background check
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### F. General City Publications

1. Hawaiian Gardens Municipal Code (soft cover)	\$75.00
2. Yearly Municipal Code Supplement	\$35.00
3. Annual City Budget	\$50.00
4. Public Records Information Manual	\$15.00
5. Commissioners Handbook	\$20.00
6. General Plan	
a. Entire document/ Per Volume	\$50.00
b. Individual Element	\$15.00
c. Map (11x17)	\$3.00
7. Zoning Ordinance	
a. Entire document	\$50.00
b. Individual Chapter	\$5.00
c. Map (11x17)	\$2.00
8. Master Sign Programs	\$5.00

9. Redevelopment Plan No. 1 \$30.00

### G. City Clerk and Administrative Services

1. Record Retrieval Off-Site (Includes \$25 per box retrieval services, additional boxes are \$25 per box)	\$25.00
2. Electronic Storage Retrieval	\$23.00
3. Certification of Documents (per signature)	\$10.00
4. Faxing documents	\$6.00
5. Emailing and Scanning Fee	-No Charge up to 10 pages Over 10 pages \$11.00 plus \$0.10/ page
6. VHS Tapes, DVDs, CDs and Floppy Disks	<u>\$11.00</u>
7. Audio Tapes	\$6.00
8. Mailing of Agenda (includes postage)	\$8.00

### H. Copies

1. Up to 8.5" x14" (letter and legal)	<u>\$0.10/page</u>
2. 11"x17" (tabloid)	\$2.00/page
3. Fair Political Practice Commission (FPPC)	\$0.10/page
4. Aerial Photos (Color)	Actual Cost
5. Assessor Maps (11"x17")	\$2.00/page
6. Building Plans	
a. 11"x17" or smaller	\$2.00/page
b. Larger than 11"x17"	Actual Cost
7. Other Planning Documents	
a. Bound	\$10.00
b. Unbound	\$0.35/pages

When new publications are issued and are not listed in this Fee Schedule or preprinted documents varying in length (such as Plans and Specifications for Capital Improvement Project), the originating department shall establish the price per copy based on the actual costs incurred and notify the City Clerk and Finance Department.

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10. **Personnel (Hourly Rates)** – Any personnel used for City services shall be billed at their current hourly rate including benefits of the personnel at the time the work is completed.
11. **Equipment (Hourly Rates)** – When City equipment is used, a fee will be charged based on a fair market rental fee. Fair market rental will be determined through a survey of at least three rental businesses within the vicinity of the City site.
12. **Materials** – All materials will be billed at the cost actually incurred by the City of Hawaiian Gardens, but estimates can be used if the staff time required to calculate the true cost exceeds the amount to be charged.