

2024 Fees for Planning Permits and Related Services

Application fees for planning and related entitlement permit services are collected at the time an application is submitted. These fees were established by the City Council to more fully recover the costs of staff time spent reviewing and processing the applications. Fees can be submitted via phone or at the counter of the Community Development Department, 300 Seminary Avenue, Ukiah. Please make checks payable to "City of Ukiah."

In general, there are two application fee types: "flat fee" applications and "cost recovery" applications. Flat fee applications require one single fee collected at time of application submittal. No additional fees are collected, nor are any fees refunded, regardless of the final cost of processing the application by the City. For cost recovery applications, the applicant pays an initial deposit, and the City invoices against the initial deposit based on the "fully burdened" hourly rate of the staff person performing work pertaining to the application. Upon exhaustion of the initial deposit, additional deposits are requested until:

- 1) Application withdrawal, either by the applicant or administratively by the Community Development Director due to a prolonged lack of activity/responsiveness from the applicant; or
- 2) Signed letter of approval of the entitlement. The fully burdened hourly rate includes pay, benefits, and City overhead/administration costs.

Application Type	Adopted Fee
Address Change	\$100
Amendment to Major Site Development Permit and/or Major Use Permit	
Amendment – Major	\$3,000 Deposit/Cost Recovery ⁽¹⁾
Amendment – Minor	\$1,000
Annexation	\$3,000 Deposit/Cost Recovery ⁽¹⁾
Appeal of Major or Minor Site Development and/or Use Permit	
By Project Applicant	\$500 Deposit/Cost Recovery ⁽¹⁾
By Public	\$500
Boundary Line Adjustments (BLA)s and Lot Mergers	
BLA or Merger	\$500
BLA or Merger – Residentially Zoned Parcels	\$350 per application
BLA or Merger – Affordable Housing Project	\$260 per application ⁽²⁾
BLA or Merger – Special Housing Needs Project	\$170 per application ⁽²⁾
Building Permit Planning Review ("Plan Check") fee – added to building permit fee at building permit issuance	\$50
Business License	\$0 (for planning staff review)
California Environmental Quality Act (CEQA)	
Archeological Search for Environmental Review	SSU Northwest Information Center Fee ⁽³⁾
CEQA Document Filing and Recording	\$50 or current recording fee for CEQA document filing as posted by the Mendocino County Clerk Recorder's Office
Special CEQA Document or Complex Initial Environmental Study	Full Consultant Fee plus 15% Administration Fee
CEQA Environmental Impact Report (EIR)	Full Consultant Fee plus 15% Administration Fee

California Fish & Wildlife (CDFW) Filing Fee – EIR	Fee set annually by CDFW and subject to increase January 1 ⁽⁴⁾
CDFW Filing Fee – Negative or Mitigated Negative Declarations	Fee set annually by CDFW and subject to increase January 1 ⁽⁴⁾
CEQA Mitigation Monitoring	\$200
Cannabis Related Business Use Permit Renewal Fee	\$1,000 Deposit/Cost Recovery ⁽¹⁾
Certificate of Compliance (to recognize existing parcels)	\$350
Demolition Permit Historical Review – added to building permit fee (For structures older than 50 years)	\$350
Determinations of Appropriate Use	
Community Development Director Determination	\$500
General Plan Amendment	\$3,000 Deposit/Cost Recovery ⁽¹⁾
General Plan/Advance Planning Maintenance Fee – added to building permit fee	15% of total building permit cost (Building Permit, Mechanical Permit, Electrical Permit, Plumbing Permit, and Plan Check)
Mural Permit	
For murals on private property	\$450
For murals on public property	\$0
Outdoor Dining Permit	
New Outdoor Dining Permit	\$0 ⁽⁵⁾
Renewal of Existing Outdoor Dining Permit	\$50
Photocopying costs	
1 – 5 pages	No cost
More than 5 pages	\$0.10 per page
Pre-Application Review and Planning Staff Zoning Research	
Planning Commission	\$300 Deposit/Cost Recovery ⁽¹⁾
Planning Division Staff Level 1 (less than 1 hour of time)	\$0
Planning Division Staff Level 2 (more than 1 hour of time)	\$200 Deposit/Cost Recovery ⁽¹⁾
Review by Project Review Committee	\$250
Public Hearing Continuation Request	
Continuations requested by Applicant that require re-noticing	\$200
Reproduction of the following documents and plans:	
Documents and Maps	\$30
2040 Ukiah General Plan or earlier Ukiah General Plans	\$30
City of Ukiah Zoning Ordinance	\$30
City of Ukiah Subdivision Ordinance	\$30
Bike and Pedestrian Master Plan	\$30
Ukiah Municipal Airport Master Plan	\$15
City of Ukiah Landscaping Guidelines	\$15
City of Ukiah Design Guidelines (1992)	\$15
Creek Plans	\$30
2040 Ukiah General Plan Map or earlier Ukiah General Plan Maps	\$30
Zoning Map	\$5.00-\$30.00
Other Plans (misc. maps, graphics, and reports)	\$5.00-\$30.00
Planned Developments	
Planned Development	\$3,000 Deposit/Cost Recovery ⁽¹⁾
Planned Development – Affordable Housing Project	\$2,400 Deposit/Cost Recovery ⁽²⁾
Planned Development – Special Housing Needs Project	\$1,800 Deposit/Cost Recovery ⁽²⁾
Pre-zoning or Rezoning	\$3,000 Deposit/Cost Recovery ⁽¹⁾
Sign Permit	
Minor (up to 1 hour of staff time)	\$50
Major (more than 1 hour of staff time)	\$150
Site Development Permits	
Major	\$3,000 Deposit ⁽¹⁾
Major – Affordable Housing Project	\$2,400 Deposit/Cost Recovery ⁽²⁾
Major – Special Housing Needs Project	\$1,800 Deposit/Cost Recovery ⁽²⁾
Minor	\$1,000
Minor – Affordable Housing Project	\$800
Minor – Special Housing Needs Project	\$600

Site Development Permit – Amendments	
Major Amendment	\$3,000 Deposit/Cost Recovery ⁽¹⁾
Minor Amendment	\$1,000
Site Inspection Request	
Property owner/Applicant	\$0
Specific Plan/Master Plan	
Specific Plan/Master Plan Review	\$3,000 Deposit/Cost Recovery ⁽¹⁾
Specific Plan/Master Plan Review – Affordable Housing Project	\$2,400 Deposit/Cost Recovery ⁽²⁾
Specific Plan/Master Plan Review – Special Housing Needs Project	\$1,800 Deposit/Cost Recovery ⁽²⁾
Subdivision	
Major	\$3,000 Deposit/Cost Recovery ⁽¹⁾
Major – Affordable Housing Project	\$2,400 Deposit/Cost Recovery ⁽²⁾
Major – Special Housing Needs Project	\$1,800 Deposit/Cost Recovery ⁽²⁾
Minor	\$1,000
Minor – Affordable Housing Project	\$800
Minor – Special Housing Needs Project	\$600
Exception (Minor Subdivisions)	\$500
Exception (Minor Subdivisions) – Affordable Housing Project	\$400
Exception (Minor Subdivisions) – Special Housing Needs Project	\$200
Modification to Recorded Subdivision Map	\$600
Time Extension for Subdivision/Parcel Map	\$200
Temporary Objects/Sidewalk Café Encroachment Permit	
Planning Fee \$50 / Public Works Fee \$45	\$95
Use Permit	
Major	\$3,000 Deposit/Cost Recovery ⁽¹⁾
Major – Affordable Housing Project	\$2,400 Deposit/Cost Recovery ⁽²⁾
Major – Special Housing Needs Project	\$1,800 Deposit/Cost Recovery ⁽²⁾
Minor	\$1,000
Use Permit – Amendments	
Major Amendment	\$3,000 Deposit/Cost Recovery ⁽¹⁾
Minor Amendment	\$1,000
Variance	
Major (seeking more than 50% relief from the Code)	\$3,000 Deposit/Cost Recovery ⁽¹⁾
Major - Affordable Housing Project	\$2,400 Deposit/Cost Recovery ⁽²⁾
Special Housing Needs Project	\$1,800 Deposit/Cost Recovery ⁽²⁾
Minor (seeking less than 50% relief from the Code)	\$1,000
Violation/Penalty	
Proceeding with use/construction/activity without required permit	Double the Cost of the Permit

- (1) The application is subject to full cost recovery of staff time and materials required to process the application. Applicants will be billed for the full cost of processing the application based on staff time, utilizing the fully burdened hourly rate for each staff position spending time on the application, overhead, and materials.
- (2) Affordable Housing and Special Needs Housing Applications are discounted to 80% and 60%, respectively, of the application fees associated with the primary application type. See below table for additional detail.
- (3) The total of all fees for archeological searches through SSU's Northwest Information Center is required. These fees are published on SSU's Northwest Information Center webpage.
- (4) Fees for each CEQA determination- EIR, ND, MND- are published annually on CDFW's webpage: <https://wildlife.ca.gov/Conservation/Environmental-Review/CEQA/Fees>.
- (5) Fee for New Outdoor Dining Permits is \$450 but has been waived per Council direction. See below table.

Community Development Department Staff Fully Burdened Hourly Rates
(For cost recovery project applications)

Chief Planning Manager	\$	123.05
Community Development Technician II	\$	48.76
Chief Building Official	\$	126.48
Community Development Director	\$	174.28
Community Development Technician I	\$	63.22

Fee Reductions / Discounts Table

The following fee reductions and discounts shall be applied to all new planning related applications, per the associated application type.

Description of Application Types Qualifying for Fee Reduction/Discount	Amount of Fee Reduction/Discount
Project Design: Solar PV, LEED certification, public access easement (creeks, streets, pedestrian paths, etc.), substantial over-planting of trees, significant creek restoration and/or public access, and similar design elements.	80% cost recovery rather than 100% on Planning Permits
Downtown Businesses: Planning Applications made by downtown businesses (DZC area) – new business or expansion of existing business	80% cost recovery rather than 100% on Planning Permits
Industrial/Light Manufacturing: Planning Applications for industrial or light manufacturing businesses.	80% cost recovery rather than 100% on Planning Permits
Public Art: Locally inspired publicly “accessible” art included as prominent component in project	80% cost recovery rather than 100% on Planning Permits
Community gardens, outdoor dining, live entertainment, sidewalk cafés and tasting rooms.	No Planning Permit or Fees required – must comply with specific standards
Energy and Water Conservation: Installation of significant energy or water conservation fixtures, appliances or equipment beyond green building code requirements.	80% cost recovery rather than 100% on Planning Permits
Affordable Housing Projects: Projects restricting 100% of units to qualifying tenants and homeowners with incomes of no more than 80% of Mendocino County Area Median Income.	80% deposit and 80% cost recovery rather than 100% on Planning Permits
Special Needs Housing Projects: Projects involving permanent supportive rental housing for special needs individuals, such as individuals experiencing homelessness and/or with mental illness.	60% deposit and 60% cost recovery rather than 100% on Planning Permits