

## EXHIBIT A

### Public Works Fee Schedule

<u>Category</u>	<u>Fee</u>
<b><u>Mapping / Survey Services</u></b>	
Tentative Map (1-4 lots Res./Ag.)	\$680 deposit, T&M
Tentative Map (Com./Ind. Or > 4 lots)	\$2,200 + \$25/lot over 25 lots deposit, T&M
Parcel Map	\$2100 deposit, T&M
Final Map	\$2,400 + \$25 / lot over 25 lots deposit, T&M
Record of Survey	\$590 deposit, T&M
Lot Line Adjustment	\$330 deposit, T&M
Survey Monument Preservation Fund	\$10 (set by State law)
Record Search	\$100 Deposit, T&M
Road Abandonment	\$500
<b><u>Planning Application Review</u></b>	
Elevation Certificate Review	\$120
Pre-Application Meeting	\$330 deposit, T&M
Planned Development Plan w/o Rezone	\$550 deposit, T&M
Amendment to Planned Development Plan	\$550 deposit, T&M
Design Review w/o Mapping	\$550 deposit, T&M
Use Permit	\$550 deposit, T&M
Variance	\$550 deposit, T&M
Rezone w/o Mapping	\$550 deposit, T&M
Surface Mining Permit	\$1650 deposit, T&M
Specific Plan / Specific Plan Amendment	T&M
General Plan Amendment	T&M
<b><u>Encroachment Permits (Public Improvements &lt;\$10,000)</u></b>	
Encroachment Permit - No Fee	No Fee
Encroachment Permit	\$400
Encroachment Permit - Annual Utility	\$1,050
<b><u>Improvement Plans Permits (Public Improvements &gt;\$10,000)</u></b>	
Plan Check - First \$200,000 of Value	Deposit of 5% of Engineer's Estimate, T&M
- Value above \$200,000	Deposit of 1.5% of Engineer's Estimate, T&M
Construction Inspection	Deposit of 3% of Engineer's Estimate, T&M
<b><u>Transportation Permits</u></b>	
Transportation Permit (single trip)	Prescribed by State Law (currently \$16)
Transportation Permit (annual/blanket)	Prescribed by State Law (currently \$90)
Interstate Truck Route Request	Prescribed by State Law (currently \$100 deposit, T&M)
<b><u>Photocopying Fees</u></b>	
24x36 inch bond paper	\$2.00
18x26 inch bond paper	\$2.00
11x17 inch color copies	\$1.50
8.5x14 inch color copies	\$1.50
8.5x11 inch color copies	\$1.00
Other Copies charged per Clerk / Recorder's schedule or outsourced at actual cost.	

**NOTE: See Attached Fee Schedule Service Description**

## EXHIBIT A (Continued)

### FEE SCHEDULE SERVICE DESCRIPTION

#### FEE COLLECTION AND REFUNDS:

For fee schedule items managed on a Time and Materials basis (T&M), an initial deposit will be collected at the time an application is accepted by the Public Works Department. Staff will track time and expenses against the project. When the deposit amount is depleted to 10% of the initial deposit, a request for additional deposit funds will be issued based upon the estimated remaining work. Work will cease on the project when the deposit is depleted and will not commence until additional deposit funds are received. At project closeout, the project costs will be reconciled with the deposit(s) and a refund check issued, if applicable.

#### MAPPING / SURVEY WORK:

The fees listed for Mapping / Survey Work are in addition to the Community Services Department fees for processing many of these same map related items. Please note that the County does not prepare the engineering and surveying documents required to complete these projects, and only reviews technical information prepared by an owner-hired, licensed professional. The following is a brief description of what is included in these services:

##### Tentative Map

Fee includes: a site visit to check the project and roadways servicing the project, attendance at Subdivision Advisory Meetings, technical correctness review of the map in terms of identification of parcels, easements, right-of-way, and the consistency of proposed lots with planning and zoning requirements, drafting of project conditions, and attendance at Planning Commission meetings.

##### Parcel Map and Final Map

Fee includes checking the map against the approved Tentative Map and project conditions, and checking the map for technical correctness with the Subdivision Map Act and survey records. The County Surveyor performs a horizontal control survey for each map at cost. The applicant may perform the horizontal control survey using a Licensed Land Surveyor in a manner acceptable to the County Surveyor. Once a Parcel Map is deemed technically correct, complete map signatures and record the map. Once a Final Map is deemed technically correct, forward to the Board of Supervisors for approval, and, once approved, record the map. This fee does not include the County Recorder's fees for recordation, but does include staff time to process the map for signatures and coordinate with the recorder.

##### Record of Survey

Review fee includes checking the map for technical correctness, and after it is deemed technically correct, record the document. The County Surveyor performs a horizontal control survey for each Record of Survey in completing his due diligence during the technical review. Work required for the horizontal control survey is not charged to the applicant.

##### Lot Line Adjustment

Review fee includes coordinating with the Community Development to ensure that the action is consistent with planning and zoning ordinances, checking the Lot Line Adjustment and resultant legal descriptions for technical correctness, and recording the documents. This fee does not include the County Recorder's fees for recordation, but does include staff time to coordinate with the recorder.

##### Survey Monument Preservation Fund

This is a fee set by state law. The fee is used by the County to preserve existing survey monuments.

##### Record Search

Fee includes staff time to search for survey maps and documents and other public works record documents. This fee does not apply to Public Records Act requests, which must be submitted to the

County Clerk.

### Road Abandonment

Fee includes a survey record search, site visit, approval by the County Board of Supervisors, and recording required documents to complete the abandonment.

### Items Not Included in Listed Fees

Tentative Maps, Parcel Maps, Final Maps, Records of Survey, and Lot Line Adjustments where no significant activity (no submission addressing all County comments/notes from last map check) has occurred for 120 calendar days will be deemed inactive and the Owner/Developer will be billed for the costs incurred by the County to that date. A completely new submission will be required with new map check fees due to the restart of the map check process. Projects demonstrating activity not involving Sutter County are not considered inactive.

### **PLANNING APPLICATION REVIEW:**

The fees listed for Planning Application Review are in addition to the Community Services Department fees for processing many of these same planning items. If multiple planning application actions are taken at the same time for a project, only one planning application fee deposit is collected. Please note that the County does not prepare the engineering and surveying documents required to complete these projects, and only reviews technical information prepared by an owner-hired, licensed professional. The following is a brief description of what is included in these services:

#### Elevation Certificate Review

Fee includes a review of an Elevation Certificate for consistency with FEMA requirements.

#### Pre-Application Review Meeting

Fee includes time to perform preliminary research and review on a potential project at the request of an applicant. This work will be kept on file for 180 days and used for a subsequent project application.

#### Planned Development Plan w/o a Rezone, Amendment to Planned Development Plan, Design Review w/o Mapping, Use Permit, Variance, Rezone w/o Mapping, Surface Mining Permit,

Fees for these application types include the review of an application and the development of project conditions to address the engineering requirements and concerns of Sutter County and the Public Works Department, which are primarily related to transportation, drainage, and street improvements. The fees include a site visit, the development of project conditions, and attendance at Community Development Department staff meetings, Subdivision Advisory Meetings (if required), Planning Commission meetings, and Sutter County Board of Supervisors meetings.

#### Specific Plan / Specific Plan Amendment, and General Plan Amendment

Fees for a Specific Plan / Specific Plan Amendment and General Plan Amendment will be charged on a time and materials basis utilizing County staff hourly rates and materials at cost.

### **ENCROACHMENT AND PUBLIC IMPROVEMENTS (<\$10,000):**

#### Encroachment Permit – No Fee

This permit applies to the repair / replacement in-kind of any existing residential driveway culvert, driveway, or sidewalk. There is no fee for this permit. Services provided include processing the permit, performing a site visit and review of the planned work, and inspection of the project during construction.

#### Encroachment Permit

This permit applies to any other work performed in the public right-of-way that amounts to \$10,000 or less (excepting repair/replacement of residential driveways and sidewalk). Examples of this are a new commercial driveway, and the construction of new curb, gutter, and sidewalk. The fee includes processing the permit, a review of pertinent plans and details, a site visit, and inspection during project construction.

### Encroachment Permit – Annual Utility

This permit includes maintenance and repair by utility companies on their existing system or for the installation of new services. The fee includes review of pertinent plans and details, a site visit, and inspection during construction. Construction of new utility infrastructure requires a separate permit and fee payment.

### **IMPROVEMENT PLANS PERMITS (Public Improvements >\$10,000):**

#### Plan Check Fees

The fee includes the technical review of the plans for consistency with Sutter County Standards, clarity of the plans, and the use of sound engineering practices for work in the County Right-of-Way and for selected private improvements subject to regulatory review.

A plan check deposit is due prior to first plan check. Total plan check fees must be paid prior to approval of plans.

The plan check fee is charged on a time and materials basis with a deposit. The deposit is comprised of 5% of first \$200,000 (or portion thereof) of the approved engineer's construction cost estimate or contract bid amount for public improvements, plus 1.5% of the approved estimate or contract amount exceeding \$200,000.

Plans where no significant activity (no submission addressing all County comments/notes from last plan check) has occurred for 120 calendar days will be deemed inactive and the Owner/Developer will be billed for the costs incurred by the County to that date. A completely new submission will be required with new plan check fees due to the restart of the plan check process. Projects demonstrating activity not involving Sutter County are not considered inactive.

#### Construction Inspection

The fee is charged on a time and materials basis with a deposit based upon 3% of the value of the public improvements. Inspection includes site visits by an inspector for consistency of the construction with the approved plans and Sutter County Standards. Fees are due prior to construction of the work shown in the Public Improvement Plans.

### **TRANSPORTATION PERMITS:**

Transportation permits are charged at rates set by state law.

### **PHOTOCOPYING FEES:**

The fees for photocopying include staff time to make the copies and are based upon typical local reproduction rates for oversized and color copies. Other black and white copies are charged at rates listed in Board resolution No. 03-009, adopted 2/25/03, entitled "Board of Supervisors Photocopy Fee Schedule (Resolution 03-009)". Staff time spent to research a document is charged as a Record Search in the fees listed above under Mapping / Survey Work. Reproduction may be outsourced to an outside vendor and charged at cost.

### **HOURLY RATES:**

Hourly rates are revised each fiscal year using a method acceptable to the Sutter County Auditor Controller's Office. Hourly rates for Public Works staff are based on determining productive hours which are total hours in a year minus time spent on vacation, sick leave, training, holidays, and administrative time. The productive hours are divided into the total salary and benefit cost for each individual to determine the base hourly rate. Added to the base hourly rate is the hourly prorated cost of program overhead, department overhead, and County overhead to arrive at the hourly rate for each person.