

**CITY OF ARVIN**  
 200 Campus Drive - PO Box 548  
 Arvin, Ca 93203  
 Phone 661-854-3134  
 Fax 661-854-0817  
**Community Development Department FEE SCHEDULE**  
 Resolution No. 2018-45, Dated June 19, 2018  
 Effective Date: August 20, 2018

**MAINTENANCE FEE – MAPS, CODES, GENERAL PLAN UPDATE**

**GENERAL PLAN MAINTENANCE FEE**

		Flat Fee calculated per square foot of lot area
MF-GP-1	1. Discretionary permits and all new building permit	\$0.022 per square foot of lot area
MF-GP-2	2. Administrative Permits and building permits for room additions, accessory structures, swimming pools, sign permits, encroachment permits, etc.	\$0.005 per square foot of lot area

**GENERAL PLAN MAINTENANCE- JUSTIFICATION**

An alternative method of calculating the cost of a General Plan Update would be the utilization of parcel size to development. The 2012 General Plan Land Use Element Table LU-6 identifies that there is 3,077 acres +/- . Approximately, 670 acres are vacant and would indicate that other acreage is underutilized. If there are 900 acres that are either vacant and underutilized, and the anticipated cost for a general plan update of \$850,000.00 over a 10-year period.  $\$850,000 \div 900 \text{ acres} = \$945.00$  per acre for the 10-year general plan update. In addition, existing developed parcels may create an intensification of use which contributes to the need to keep current with state and federal laws. Intensification of use may include a conditional use permit, new type of use not anticipated in the zoning code, change of use on a specific parcel which requires additional monitoring and/or compliance with general plan policies. Should this funding approach be utilized, the following would apply:

Land development – building permit, conditional use permit, etc.:

\$945.00 per acre (43,560 square feet) or portion thereof would create a fee \$0.022 per square foot of land area for each building permit or discretionary permit issued. For administrative permits such as Administrative Permit Review for room additions, accessory structures, swimming pools, etc. which results in the issuance of a building permit a flat fee of \$10.00 for the General Plan update.

Example of fee for General Plan Update: New building permit: Single Family Residential unit on a 6,000-square foot lot would pay: \$0.022 per square foot of lot area or \$132.00.

For an industrial use requiring a new building permit or Conditional Use Permit an example would be a 20,000-square foot lot, the fee would be calculated at \$0.022 per square foot or a total fee of \$440.00.

A Site Development Permit in which a recycling operation is proposed in the M-1 zone with a parcel size of 10,000 square foot would pay  $\$0.022 \times 10,000 \text{ square feet} = \$220.00$  toward the General Plan Update.

A Conditional Use Permit for a Cannabis operation on an agricultural zoned land of 50,000 square feet  $\times \$0.022$  would be charged \$880.00 toward the General Plan Update.

Rezoning or General Plan Amendment of lands from one zone district to another would be charged \$0.022 per square foot for the 10-year general plan update. Should an individual request to rezone or to amend the general plan, the applicant shall be required to pay for all relevant changes to the general plan to maintain internal consistency PLUS the applicant shall pay the fee (0.022) toward the 10-year comprehensive general plan update

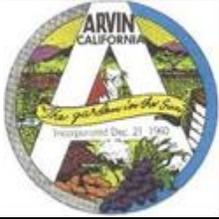
**Recommendation:**

It is recommended that Administrative Permits for minor uses such as Home Occupation Permits, room additions, small accessory structures be charged a lesser fee of \$0.005 per square foot. In this example, if a room addition is proposed to an existing single-family dwelling of a parcel sized of 6,000 square foot, the proposed fee would be:  $\$0.005 \text{ per square foot} \times 6,000 = \$30.00$  toward the General Plan update.

**Recommended fee:**

1. \$0.022 per square foot of lot area for discretionary permits and all new building permit based upon the examples provided.
2. \$0.005 flat fee for Administrative Permits and building permits for room additions, accessory structures, swimming pools, sign permits, encroachment permits, etc.

**Revenue:** Anticipated revenue is \$50,000.00 to 85,000.00 annually.



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**MAP MAINTENANCE FEE- DEPOSITS PLUS OVERHEAD**

		Flat Fee
MMF-1	1. Parcel and Tract Maps, Rezone, Amend General Plan Land Use Policy Diagram (Map)	\$500.00
MMF-2	2. Misc. Maps and Activities causing modification to Lot Line, Addressing, Street Naming, Adjustments/Mergers, Addressing.	\$300.00
MMF-3	3. Utility Maps Due upon approval – sewer, drainage, etc.	\$500.00

**MAP MAINTENANCE -JUSTIFICATION**

Building activities have shown to require needed revisions to the City’s maps. Maps utilized by the City in reviewing and processing development applications include the General Plan Land Use Policy Map, Zoning Map, Addressing Map, Flood Map, Utility Map, Circulation Map, and misc. other maps. The City does not have the in-house capability to maintain and to update its mapping information when new development applications are approved. New subdivision, Lot Line Adjustment/Mergers are a few of the activities that create the need to update the City’s maps. Other activities include addressing, street name, abandonment of right of way, and encroachment permits resulting in changes of access to city right of way.

The City of Arvin, per Government Code Section 66014, authorizes the City to recover its costs for providing this service. This surcharge would only apply to projects which are approved, and the base map maintenance fee would be collected upon implementing the project, such as recording the document, assigning street names, addressing, approval of zone changes, general plan amendment to the Land Use Policy Map, construction of the improvements, etc.

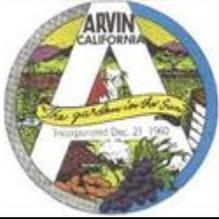
Staff is working with Kern Council of Governments in establishing an on-going support agreement for the maintenance and update of the City’s maps. It is anticipated that the City’s maps would be updated quarterly by Kern COG’s GIS team.

Staff estimates that the quarterly map update would cost approximately \$2,500.00. Since the cost for such service is not fully known now, Staff is proposing a flat fee as follows:

- Parcel and Tract Maps, and Misc. Maps: \$500.00
- Rezone, Amend General Plan Land Use Policy Diagram (Map): \$500.00
- Misc. Maps and Activities causing modification to Maps; Lot Line Adjustments, Mergers, etc.: \$300.00

**Recommended Flat Fee:**

1. \$500.00 - Parcel and Tract Maps
2. \$500.00 - Rezone, Amend General Plan Land Use Policy Diagram (Map)
3. \$300.00 - Misc. Maps and Activities causing modification to Lot Line Adjustments/Mergers, Addressing, Street Naming, etc.
4. \$500.00 - Utility Maps



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### CODE MAINTENANCE FEE

		Flat Fee
CMF-PAD-1	1. Planning Applications Discretionary	\$100.00
CMF-AP-2	2. Administrative Permits	\$25.00
CMF-BP-3	3. Building Permits, and	\$25.00
CMF-EP-4	4. Engineering Permits.	\$25.00
(Fees will be collected one time where services are applied to one application. Example would be an Administrative Permit review which results in the issuance of a building permit – only one fee will be collected.)		

### ZONING, BUILDING, AND ENGINEERING CODE MAINTENANCE - JUSTIFICATION

New and changing regulations require the City of Arvin to update its zoning, building, and engineering codes to reflect the most current state and federal regulations. Most recent changes in state law caused the city's ordinances to be updated to respond to the states Cannabis legislation which became effective January 1, 2018. In 2017, the City amended its local ordinances to accommodate Home Occupation Permit process. The Housing Element Update for 2018 has created a work program that will require the Zoning Code to be updated reflecting the changes in State definitions for housing opportunities within the community. In 2016, the City updated the Building Codes to reflect the 2016 Uniform Building Code changes. New regulations relating to the utilization of public right of way for cellular systems has created the need to update the uses permitted in the public right of way.

All code amendments require public hearings before the Planning Commission and/or City Council. Public hearing notices are required, staff research and reports are prepared, City Attorney is required to review new ordinances prior to presentation to the Planning Commission and City Council hearings. City Clerk advertises and maintains files for public review. The final steps in the process is the codification of the new ordinances in the Municipal Code and incorporating the ordinances in the City's electronic file systems for the City's web page.

Each code amendment is estimated to cost the city \$4,250.00 up to \$7,500.00. If a code amendment is more complicated, which may require more research or public outreach, the cost estimate would be much higher. In 2017 there was 4 code amendments and it is anticipated that 2018 will have up to 10 or more code amendments responding to changes in state law and updating existing codes to reflect current trends and work programs.

General Process and Cost Estimates for a Code Amendment:

1. New state law – Staff Research and Understanding of the Requirements: 5.0 hours
2. Preparation of Staff Reports: 8-10 hours
3. Preparation of Public Hearing Notices and Scheduling: 3 Hours
4. Preparation of Planning Commission/City Council Agendas: 6 hours
5. Attendance at Planning Commission/City Council Hearing: 1.5 to 3.0 hours each
6. Planning Commission/City Council City Clerk follow-up: 1.5 to 3.0 hours each
7. Prepare for Ordinance to be codified: 2.0 hours
8. Prepare Ordinance to be placed on the City's Web Page: 2.0 hours

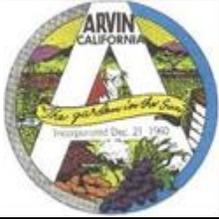
Estimated Total Hours for a Code Amendment: a minimum of 34 up to 60 hours of Staff Time – Est. Hourly cost \$125.00 (weighted for all staff) - \$4,250.00 up \$7,500.00

Assuming 10 Code amendments per year - \$42,500.00 to \$75,000.00 per year.

It is estimated that 20 to 30 Planning Applications, 80 to 120 building permits, and 20 to 40 engineering permits are issued annually. Based on the estimates a minimum fee for each permit would range from \$326.00 up to \$576.00 for the low estimate and from \$223.00 to \$341.00.

Proposed fee for each Planning, Building, and Engineering Permit Issued: Staff is recommending \$100.00 for Planning Applications Discretionary, \$25.00 for Administrative Permits, \$25.00 for Building Permits, and \$25.00 for Engineering Permits. (Fees will be collected one time where services are applied to one application. Example would be an Administrative Permit review which results in the issuance of a building permit).

(Note: The proposed fees may be adjusted in response to the number of code amendments and the number of permits issued)



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**FILE MAINTENANCE FEE**

FM-CD-1	1. Community Development Department – Planning Applications:	\$20.00
FM-BPSFR-2	2. Building Permit Applications; Residential:	\$ 4.50
FM-BPMFCI-3	3. Building Permit Applications; Multi-Family Commercial, Industrial:	\$12.00
FM-CC-4	4. City Clerk files:	\$20.00
FM-EA-5	5. Engineering Applications: a. for encroachment permits and other minor application b. for all other applications	a. \$15.00 b. \$100.00

(Engineering applications range from an encroachment permit for a drive way to tentative tract maps which include utility planning, drainage, subdivision improvement agreements, etc.)  
 NOTE: Said fees are to be collected at application submittal.

**FILE MAINTENANCE FFE SCHEDULE - JUSTIFICATION**

Fees which defrays the cost of administration and maintenance of development applications

The City of Arvin Community Development Department, Planning Division receives approximately 20 to 30 applications per year, the Building Division receives approximately 80 to 120 permits per calendar year. The City Clerk is required to maintain minutes, resolutions, and ordinances for an indefinite period. The proposed imaging fees will off-set those costs and will save the city future expenditure of general fund monies for maintenance of these files. The current space for storage of older files is limited and with the modern technology of imaging, these case files may be copied on a CD Rom stored in the CLOUD for easy access, retrieval, and use.

The estimated cost for imaging and preparation of a normal Planning Division file is estimated at \$50.00 per file and preparation and imaging of a Building Permit file is \$4.50 for residential. Staff estimates that the imaging costs for a multi-family development and commercial/industrial permit file would be \$12.00. It is also estimated that the file preparation and product review by staff is approximately one (1) hour per file. This preparation includes organizing the file, preparing the index for the file, coordination for scanning, and review of the file once the imaging is completed. Estimated costs for hardware is approximately \$3,500.00 (Computers and Laptops and Scanning Equipment) and the estimated cost for software and training is continuous for existing Staff and inexperienced staff is approximately \$1,500.00. The City Clerk files are estimated to be \$20.00 per file.

The City Engineer file maintenance is more complex in that applications range from a simple encroachment permit for a driveway to a large subdivision which includes utility plans, drainage plans, landscape and lighting districts, and other assessment districts. In these cases, a deposit will be required to off-set the city’s cost for maintaining these types of files.

The establishment of fees to be collected for individual development applications will off-set the administrative and maintenance costs associated with file maintenance. The fees will also, over time, off-set the costs of hardware purchase, software costs, and training.

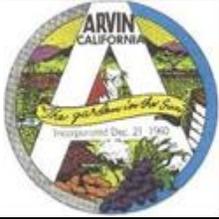
The cost of administration and managing various case files will increase over time and to address this inflation cost the City of Arvin incorporates an automatic cost increase based upon actual costs for the imaging and maintenance costs.

Government Code, Section 66000 authorizes the City of Arvin to establish fees to defray the cost of development projects and the City Council requires all development to pay their fair share in the review, processing, and maintenance of development proposals.

**ESTIMATED FEES FOR IMAGING AND MAINTENANCE OF FILES**

Community Development Department Application:	\$20.00
Building Permit Applications; Residential:	\$ 4.50
Building Permit Applications; Multi-Family, Commercial, Industrial:	\$12.00
City Clerk files:	\$20.00
Engineering Applications:	\$15.00 to \$100.00+ Deposit)

(Engineering applications range from an encroachment permit for a driveway to tentative tract maps which include utility planning, drainage, subdivision improvement agreements, etc.) NOTE: Said fees are to be collected at application submittal by the Community Development Department, Planning Division, and City Engineering. The City has incorporated an inflationary factor based upon actual cost estimates for the preparation, imaging, and administration of project files.



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## **FEES NOT MENTIONED ELSEWHERE**

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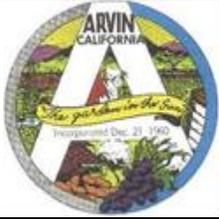
1. To be charged on an hourly basis (Hourly Wage of case handler(s), plus 45% to cover benefits for City Employee and Consultant Services plus 15% overhead to administer consultant services.).

\* The applicant is hereby notified that the project is a time and material project and that the total processing cost will be invoiced. For projects which are more complex, controversial, or involve other issues which will result in a significant larger amount of work than the typical project, the director may require a larger deposit than those listed. Other City departments may bill against a time and material project when authorized by the City Council or the Planning Director. A time and material project applicant must, at the time of filing, pay a minimum deposit which represents the minimum amount which will be required for processing that particular application(s), except for EIR's where any unused portion of the deposited amount shall be fully refundable, unless a credit account is approved by the director. Thereafter, the applicant will receive, monthly, a statement of the time and material charges made and the balance of the deposit. If the balance on deposit falls below the anticipated expenditures within the next 60 days, the applicant will be required to deposit additional funds as determined by the director. If the applicant fails to deposit the additional funds in a timely manner, work will cease on the project. When a decision is made on the project, the deposit balance will be closed out and a refund issued for any deposit in excess of the final bill. Any interest accrued on the deposit is part of the fee and will not be refunded or credited to the applicant. No applications shall be processed for any applicant if that applicant has a delinquent account until such time as the delinquent account is paid in full.

In lieu of the above minimum deposit, the director may allow the applicant to establish a credit account and be billed on a monthly basis. Credit accounts may be approved by the director where the applicant has an established good credit history and/or payment history. A credit check will be done if the applicant desires to participate in the credit account and billing program. For projects which involve the City hiring consultants, the applicant will be required to deposit funds sufficient to cover consultant charges even if they are approved for a credit account. In order to be allowed to participate in the billing program, the applicant will pay all invoices within 30 days of the billing date.

Failure to make full payment within the above time will cancel the applicant's ability to utilize this program and no further work will occur on the applicant's project(s) until a full deposit is made with the director.

The director may accept the minimum deposit as payment in whole on minor changes, otherwise the applicant will be informed that this is a time and material project in accordance with note "\*" above.



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## **NOTES AND ADDITIONAL REQUIREMENTS:**

### **Indemnification; and Cost Recovery Agreement**

Concurrent with the submittal of an application, the project applicant, authorized representative, shall pay deposit amounts (when specified) **and enter into an agreement to fully reimburse the City for processing costs.** The City shall not be required to perform any work on the application prior to receipt of the deposit and execution of the agreement. The agreement shall also include a provision for amendments to the agreement and scope of work to cover work that was unforeseen or substantially exceeded time and materials estimates. Within the agreement, the applicant, authorized representative, **shall indemnify the city and contractors for work performed on behalf of the applicant.**

### **Additional Notes and Requirements:**

- 1] Deposits shall be utilized to pay for staff time, hard costs, consultant services, city attorney, contract engineer associated with the application requiring the deposit. The unused portion of the deposit shall be returned to the applicant after the process is completed. Should the deposit balance drop below 15% of the deposit or where a small deposit of \$100.00 is required, the applicant shall deposit additional monies as determined by the Finance Director, City Engineer, Building Official, Community Development Director, or City Manager.
- 2] Applicant must also pay Contract Employees fees on an **“at cost plus 15%”** basis.
- 3] Applicant shall be required to pay a “file maintenance fee” (Planning Department, City Clerk Files, Building and Engineering)
- 4] Applicant shall pay General Map Maintenance Fee
- 5] Applicant shall pay Zoning Map Maintenance Fee
- 6] Applicant shall pay Base Map Maintenance Fee
- 7] Applicant shall pay Utility Map Maintenance Fee
- 8] Applicant shall pay Ordinance Update and Maintenance Fee (Building, Planning and Engineering)
- 9] Fish and Game Fees are required by the State of California. Kern County Clerk requires an additional administrative fee for receiving documents.
- 10] The City of Arvin is required to collect the following filing fees for the Kern County Clerk on behalf of the California Department of Fish and Game, pursuant to Assembly Bill 3158 as applicable for your project. A fee will be required upon environmental determination by the City of Arvin Community Development Department - Planning Division.
- 11] Your project will not be scheduled for hearing before the Planning Commission and/or City Council until the applicable fee has been submitted to the City of Arvin Community Development Department.
- 12] Reproduction fees shall be as established by the City Clerk’s Fee Schedule.