



DEVELOPMENT REVIEW FEE SCHEDULE

PLANNING DIVISION
COMMUNITY DEVELOPMENT DEPARTMENT
5111 BENITO STREET, P.O. BOX 2308, MONTCLAIR, CA 91763
(909) 625-9477
www.cityofmontclair.org

APPLICATION TYPE		FEE / DEPOSIT
1.	Administrative Adjustment – Non-Residential	\$400
2.	Administrative Adjustment in SFR zone	\$150
3.	Annexation (exclusive of LAFCO submittal fees)	\$5,285
4.	Appeal of Administrative Review Decision to Planning Commission	\$350
5.	Appeal of Planning Commission Decision to City Council	½ of original submittal fee
6.	Code Amendment (Municipal Code)	\$2,625
7.	Conditional Use Permit (Administrative)	\$1,475
8.	Conditional Use Permit (New Land Use)	\$2,950
9.	Conditional Use Permit – on- or off-premises alcoholic beverage sales in conjunction with an existing establishment	\$2,950
10.	Conditional Use Permit Amendment	\$1,475
11.	Conditional Use Permit – Large Family Day Care (9-14 children)	\$250
12.	Covenants, Conditions & Restrictions (CC&R) Review – Staff	\$500 deposit + actual cost
13.	Covenants, Conditions & Restrictions (CC&R) Review – City Attorney	Actual City Attorney cost
14.	Development Agreements	\$4,000 deposit + actual cost + staff time
15.	Determination of Similar Use	\$500
16.	Environmental Review <ul style="list-style-type: none"> <input type="checkbox"/> Environmental Impact Report – City Project Management <input type="checkbox"/> Environmental Impact Report – Consultant Preparation (pass-through) <input type="checkbox"/> Filing Fee for Notice of Determination (pass-through) <input type="checkbox"/> Filing Fee for Notice of Exemption (pass-through) <input type="checkbox"/> Initial Study <input type="checkbox"/> Mitigation Monitoring 	<ul style="list-style-type: none"> \$5,000 deposit + actual cost \$5,000 deposit + actual cost Actual cost Actual cost \$1,500 \$2,500 deposit + actual cost
17.	General Plan Amendment (applicant initiated)	\$4,210
18.	Historic Property – Landmark Designation	\$250
19.	Home Occupation Permit	\$125
20.	Hot Food Truck Event Permit	\$500
21.	Irrevocable Annexation Agreement (exclusive of LAFCO & Clerk of the Board filing fees)	\$950

Effective: August 16, 2013
Resolution No. 13-2994

APPLICATION TYPE		FEE / DEPOSIT
22.	Mailing List Development (Radius Map) and Label Preparation (first 100 labels)	\$185
23.	Mailing Labels for Public Hearing (each additional 100 labels or portion thereof)	\$50
24.	Minor Modification to Planning Commission Action <input type="checkbox"/> Action requiring consideration by Planning Commission and City Council <input type="checkbox"/> Action requiring consideration by Planning staff	\$1,500 \$400
25.	Parcel/Tract Maps <input type="checkbox"/> Parcel Map, Tentative (up to 5 lots) <input type="checkbox"/> Tract Map, Tentative (up to 5 lots) <input type="checkbox"/> Tract Map, Tentative (each additional lot)	\$2,750 \$4,900 \$50
26.	Precise Plan of Design - Residential <input type="checkbox"/> Single-Family Residence or Second Story Addition (requires Planning Commission review) <input type="checkbox"/> New Single-Family Residential Development (first 5 units) <input type="checkbox"/> New Single-Family Residential Development (each additional 5 units or portion thereof) <input type="checkbox"/> New Multifamily Residential Development <input type="checkbox"/> Second Dwelling Unit or Major Accessory Structure in R-1 zone <input type="checkbox"/> Residential Development – North Montclair Downtown Specific Plan <input type="checkbox"/> Peer Review – North Montclair Downtown Specific Plan	\$500 \$2,500 \$250 \$3,500 \$350 \$4,500 \$2,000 deposit + actual cost
27.	Precise Plan of Design – Non-Residential (New Development) <input type="checkbox"/> Commercial and Administrative Professional (first 2 acres) <input type="checkbox"/> Commercial and Administrative Professional (each additional acre) <input type="checkbox"/> Commercial and Mixed Use – North Montclair Downtown Specific Plan <input type="checkbox"/> Peer Review – North Montclair Downtown Specific Plan	\$2,500 \$750 \$5,000 \$2,000 deposit + actual cost
28.	Precise Plan of Design – Non-Residential (Existing Development) <input type="checkbox"/> Commercial and Administrative Professional (first 2 acres) <input type="checkbox"/> Commercial and Administrative Professional (each additional acre) <input type="checkbox"/> Commercial and Mixed Use – North Montclair Downtown Specific Plan	\$1,750 \$500 \$1,750
29.	Printed Material <input type="checkbox"/> Montclair Municipal Code <input type="checkbox"/> General Plan (CD) <input type="checkbox"/> General Plan (paper copy) <input type="checkbox"/> Zoning Code (Title 11 MMC – paper copy) <input type="checkbox"/> Specific Plan (CD) <input type="checkbox"/> Specific Plan (paper copy) <input type="checkbox"/> North Montclair Downtown Specific Plan (CD) <input type="checkbox"/> North Montclair Downtown Specific Plan (paper copy) <input type="checkbox"/> Zoning or General Plan Map <ul style="list-style-type: none"> o Tabloid (11"x17") o "D" size (24"x36") <input type="checkbox"/> Street Improvement, Building Plans, Sewer Plans, Aerial Photos, etc. (Black & White) <ul style="list-style-type: none"> o "D" size (24"x36") 	\$95 \$15 \$75 \$30 \$15 \$25 \$15 \$50 \$5 \$10 \$5

APPLICATION TYPE		FEE / DEPOSIT
30. Printed Material (continued)		
<input type="checkbox"/> Aerial Photos (Color)		\$3
<input type="checkbox"/> Letter (8½"x11")		\$5
<input type="checkbox"/> Tabloid (11"x17")		\$10
<input type="checkbox"/> "D" size (24"x36") or larger		\$.10
<input type="checkbox"/> Photocopying (per page)		
31. Promotional Outdoor Sales		\$35 per event
32. Publication of Legal Notice associated with required Public Hearing		Actual cost
33. Seasonal Outdoor Sales		\$35 per event + \$350 cleanup deposit
34. Sign Review		
<input type="checkbox"/> Building-Mounted Major ID Sign within Sign Program		\$80
<input type="checkbox"/> Building-Mounted Major ID Sign (max. 3 signs) or modification to a single-tenant freestanding major identification sign not within a Sign Program		\$200
<input type="checkbox"/> Freestanding Major ID Sign		\$350
<input type="checkbox"/> Sign Face Change Out		\$80
<input type="checkbox"/> Sign Program, Single Tenant		\$600
<input type="checkbox"/> Sign Program, Multi-Tenant		\$1,000
<input type="checkbox"/> Sign Program Amendment, Minor (color changes or similar modifications TBD at Director's discretion)		\$250
<input type="checkbox"/> Sign Program Amendment, Major		\$500
<input type="checkbox"/> Sign Variance		\$1,865
<input type="checkbox"/> Temporary Banner Permit (Grand Openings, Promotional)		\$30 per time period
<input type="checkbox"/> Temporary On-Site Subdivision Sign		\$250 per sign + \$350 clean-up deposit
<input type="checkbox"/> Temporary Off-Site Subdivision Signs (CUP)		\$2,950 + \$350 clean-up deposit
35. Special Outdoor Event Permit		\$35 per event
36. Special Outdoor Use		\$500
37. Specific Plan (applicant initiated)		\$5,450
38. Specific Plan Amendment		\$4,210
39. Staff Review, Pre-Application		
<input type="checkbox"/> First 3 meetings		No charge
<input type="checkbox"/> Each subsequent meeting		Billed at hourly rate of City Planner
40. Time Extension of an Approved Application		\$350
41. Variance		\$1,865
42. Yard Sale Permit		\$10
43. Zone Change (applicant initiated)		
<input type="checkbox"/> First 3 acres		\$2,950
<input type="checkbox"/> Each additional acre or portion thereof		\$500
44. Zoning and Standards Report		\$150

Unlisted Applications

For applications not listed on the Development Review Fee Schedule, the Director of Community Development shall determine the amount of the fee based upon comparison to type and complexity of similar applications.

Minimizing Review Time

Applications that are complete, clear, accurate, and in conformance with Montclair's codes and standards can be reviewed more quickly than those applications that are not. The less time staff needs to spend on a project, the quicker it can be reviewed.

Refunds

If an application is withdrawn prior to completion of processing, the City shall deduct for actual staff spent working on the project from the time of application filing up to and including issuance of the refund.