

**CITY OF LA CAÑADA FLINTRIDGE  
RESOLUTION NO. 07-10**

**RESOLUTION OF THE CITY OF LA CAÑADA FLINTRIDGE, CALIFORNIA,  
ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR CITY  
SERVICES**

WHEREAS, the City of La Cañada Flintridge has conducted an extensive and exhaustive analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and,

WHEREAS, the City wishes to comply with both the letter and the spirit of Article XIII B of the California Constitution and limit the growth of taxes; and,

WHEREAS, the City desires to establish a policy of recovering the full costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize inequitably such special services; and,

WHEREAS, pursuant to Government Code Section 54994.1 the specific fees to be charged for services must be adopted by the City Council by Resolution, after providing notice and holding a public hearing; and,

WHEREAS, notice of public hearing has been provided per California Government Code Section 6062a, oral and written presentations made and received, and the required public hearing held; and,

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services needs to be adopted so that the City might carry into effect its policies; and,

WHEREAS, it is the intention of the City Council to develop a revised schedule of fees and charges based on the City's budgeted and projected costs reasonably borne for the Fiscal Year beginning July 1, 2007; and,

WHEREAS, pursuant to California Government Code Section 6062a a general explanation of the hereinafter contained schedule of fees and charges has been published as required; and,

WHEREAS, all requirements of California Government Code Section 54994.1 are hereby found to have been complied with;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA CAÑADA FLINTRIDGE DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

Section 1. Fee Schedule Adoption. The following schedule of fees and charges are hereby directed to be computed by and applied by the various City departments, and to be collected by the City's accounting division for the herein listed special services when provided by the City or its designated contractors.

Section 2. Separate Fee for Each Process. All fees set forth by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit of measurement basis the fee is for each identified unit or portion thereof within the indicated ranges of such units.

Section 3. Minimal Charge or Refund Where additional fees need to be charged and collected for completed staff work, or where a refund of excess deposited monies is due, and where such charge or refund is ten dollars (\$10.00) or less, a charge or refund need not be made, pursuant to California Government Code Sections 29373.1 and 29375.1 and amendments thereto. The City Manager shall have the discretion not to issue the charge or refund.

Section 4. Listing of Fees. The following fees shall be charged and collected for the following enumerated services:

| <b>REF #</b> | <b>SERVICE TITLE</b>                | <b>FEE</b>   |
|--------------|-------------------------------------|--|
| S-001        | DIRECTOR'S REVIEW                   | \$530 per application plus County Posting fee  |
| S-002        | SECOND FLOOR REVIEW                 | Director's Review Without Noticing - \$465 per application + County Posting Fee<br>Director's Review With Noticing - \$530 per application + County Posting Fee<br>Planning Commission Review - \$2,905 per application + County Posting Fee<br>Combo Fee - If more than 1 Director's Review application is processed at the same time, charge 100% of the fee for the highest fee and 50% of the fee for the other processing fees. |
| S-003        | FLOOR AREA REVIEW                   | \$2,905 per application plus County Posting fee  |
| S-004        | LARGE GARAGE REVIEW                 | \$500 per application<br>Public/Neighborhood Noticing - \$150<br>Environmental Review - \$100<br>County Posting - \$35   |
| S-005        | HILLSIDE DEV. PERMIT - DIR. REVIEW  | \$465 per application + County Posting fee<br>Combo Fee - If more than 1 Director's Review application is processed at the same time, charge 100% of the fee for the highest fee and 50% of the fee for the other processing fees.   |
| S-006        | HILLSIDE DEV PERMIT - ADMIN HEARING | \$1,440 per application plus County Posting fee<br>Engineering Deposit - \$1,500   |
| S-007        | HILLSIDE DEV. PERMIT - PLANNING REV | \$4,515 per application plus County Posting fee<br>Engineering Deposit - \$1,500<br>Combo Fee - If more than 1 discretionary application is processed at the same time, charge 100% of the fee for the highest fee and 50% of the fee for the other processing fee   |
| S-008        | CONDITIONAL USE PERMIT              | \$4,515 per application plus County Posting Fee<br>Engineering Deposit - \$1,500<br>Combo Fee - If more than 1 discretionary application is processed at the same time, charge 100% of the fee for the highest fee and 50% of the fee for the other processing fee   |
| S-009        | MINOR CONDITIONAL USE PERMIT        | \$1,540 per application plus County Posting Fee  |
| S-010        | DESIGN REVIEW                       | \$500 per application<br>Public/Neighborhood Noticing - \$75<br>Planning Deposit - \$1,000<br>Environmental Review - \$100<br>County Posting - \$35  |
| S-011        | DESIGN REVIEW - SIGN                | \$780 per application  |
| S-012        | PRELIMINARY REVIEW                  | \$275 per application (This fee will be credited towards future fees)<br>Subsequent Review - \$275 (This fee will not be credited towards future fees)   |

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| S-013 | DEVELOPMENT AGREEMENT                  | Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.  |
| S-014 | GENERAL PLAN AMENDMENT                 | \$5,000 minimum deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.  |
| S-015 | SPECIFIC PLAN                          | Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.  |
| S-016 | SPECIFIC PLAN AMENDMENT                | Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.  |
| S-017 | DOWNTOWN VILL. SPEC PLAN<br>COST RECOV | \$0.31 per square foot   |
| S-018 | ANNEXATION REVIEW                      | Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs and LAFCo fees.   |
| S-019 | ZONE CHANGE                            | \$4,955 per application plus County Posting fee<br>Engineering Deposit - \$1,500<br>Combo Fee - If more than 1 discretionary application is processed at the same time, charge 100% of the fee for the highest fee and 50% of the fee for the other processing fees. |
| S-020 | VARIANCE REVIEW                        | \$2,905 per application plus County Posting fee<br>Combo Fee - If more than 1 discretionary application is processed at the same time, charge 100% of the fee for the highest fee and 50% of the fee for the other processing fees.                                  |
| S-021 | SETBACK MODIFICATION -<br>PLANNING REV | \$2,905 per application plus County Posting fee<br>Combo Fee - If more than 1 discretionary application is processed at the same time, charge 100% of the fee for the highest fee and 50% of the fee for the other processing fees.                                  |
| S-022 | SUBSTANTIAL CONFORMANCE<br>FINDING     | \$320 per application  |
| S-023 | ENVIRON. NEGATIVE<br>DECLARATION       | \$1,000 per application (Deposit if a consultant is used)  |
| S-024 | ENVIRON. IMPACT REPORT<br>REVIEW       | Deposit of 20% of the contract cost with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.  |
| S-025 | PROJECT MONITORING                     | Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.  |
| S-026 | CERTIFICATE OF COMPLIANCE              | \$400 per application  |
| S-027 | TENTATIVE PARCEL MAP<br>REVIEW         | \$5,700 per map plus County Posting fee<br>Engineering Deposit - \$1,500<br>Combo Fee - If more than 1 discretionary application is processed at the same time, charge 100% of the fee for the highest fee and 50% of the fee for the other processing fees.         |
| S-028 | VESTED TENTATIVE PARCEL<br>MAP REVIEW  | \$6,195 per map plus county Posting fee<br>Engineering Deposit - \$1,500<br>Combo Fee - If more than 1 discretionary application is processed at the same time, charge 100% of the fee for the highest fee and 50% of the fee for the other processing fees.         |

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| S-029 | TENTATIVE TRACT MAP REVIEW          | \$11,395 per map plus County posting fee<br>Engineering Deposit - \$1,500<br>Combo Fee - If more than 1 discretionary application is processed at the same time, charge 100% of the fee for the highest fee and 50% of the fee for the other processing fees. |
| S-030 | VESTED TENTATIVE TRACT MAP REVIEW   | Minimum deposit of \$10,000 with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.   |
| S-031 | TENTATIVE MAP TIME EXTENSION REVIEW | \$4,135 per application<br>Engineering Deposit - \$1,500  |
| S-032 | CONDOMINIUM CONVERSION REVIEW       | \$6,195 per application plus County Posting fee<br>Engineering Deposit - \$1,500  |
| S-033 | LOT LINE ADJUSTMENT REVIEW          | \$1,000 per application<br>Engineering Deposit - \$500  |
| S-034 | LOT MERGER                          | \$200 per application   |
| S-035 | REVERSION TO ACREAGE                | Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.   |
| S-036 | CC&R LEGAL REVIEW                   | Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.   |
| S-037 | OVERHEAD UTILITY AGREEMENT          | \$500 per application   |
| S-038 | SEWER COVENANT REVIEW               | \$250 per application   |
| S-039 | ADULT BUSINESS LICENSE REVIEW       | \$4,500 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.   |
| S-040 | TEMPORARY OCCUPANCY REVIEW          | \$405 per application plus a cash deposit equal to the value of the work not yet completed  |
| S-041 | HOME OCCUPATION PERMIT              | \$65 per application  |
| S-042 | TELECOMMUNICATIONS PERMIT           | \$2,905 per application plus County Posting fee   |
| S-043 | FENCE REVIEW (PLANNING)             | \$420 per application<br>Engineering Deposit - \$150  |
| S-044 | HORSE PERMIT                        | New - \$165 per application<br>Renewal - \$30 per application   |
| S-045 | TREE REMOVAL PERMIT                 | Tree Removal (<36" diameter) - \$100 per application<br>Environmental Review:<br>\$600 per application<br>Public/Neighborhood Noticing - \$150<br>Environmental Review - \$250<br>County Posting - \$35<br>plus an arborist deposit                           |
| S-046 | ZONING LETTER                       | \$270 per letter  |
| S-047 | DEVELOPER REQUESTED CONTINUANCE     | \$290 per request plus noticing fee if needed.  |
| S-048 | GENERAL PLAN MAINTENANCE            | 5% surcharge on all Building Permit fees to recover 50% of the costs.   |
| S-049 | APPEAL TO PLANNING COMMISSION       | Half of the original processing fee to a maximum of \$1,000 plus the noticing costs   |
| S-050 | APPEAL TO CITY COUNCIL              | Half of the original processing fee to a maximum of \$1,000 plus the noticing costs   |
| S-051 | PLANNING ZONING CLEARANCE           | \$34 per application  |

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| S-052 | FINAL PARCEL MAP REVIEW               | \$1,500 per map<br>Engineering Deposit - \$1,500  |
| S-053 | FINAL TRACT MAP REVIEW                | \$2,465 per map<br>Engineering Deposit - \$5,000  |
| S-054 | FINAL MAP AMENDMENT<br>REVIEW         | Planning Deposit - \$1,000<br>Engineering Deposit - \$1,000   |
| S-055 | PUBLIC IMPROVEMENT PLAN<br>CHECK      | Deposits set at the amounts below with charges at the fully<br>allocated hourly rates for all personnel involved plus any<br>outside costs.<br>Valuation:<br><\$100,000 - \$3,000 deposit<br>\$100,001-\$500,000 - \$3,500 deposit<br>\$500,001-\$1,000,000 - \$4,000 deposit<br>\$1,000,001+ - \$4,500 deposit |
| S-056 | PUBLIC IMPROVEMENT<br>INSPECTION      | Deposit determined by staff with charges at the fully<br>allocated hourly rates for all involved<br>personnel plus any outside costs.   |
| S-057 | SIDEWALK ENCROACHMENT<br>PERMIT       | \$175 per permit<br>If other encroachment permits are processed at the same time,<br>the highest fee will be charged at 100% of the fee while the<br>others will be charged at 50% of the fee.  |
| S-058 | CURB/GUTTER ENCROACHMENT<br>PERMIT    | \$175 per permit<br>If other encroachment permits are processed at the same time,<br>the highest fee will be charged at 100% of the fee while the<br>others will be charged at 50% of the fee.  |
| S-059 | DRIVEWAY APPROACH<br>ENCROACH. PERMIT | \$175 per permit<br>If other encroachment permits are processed at the same time,<br>the highest fee will be charged at 100% of the fee while the<br>others will be charged at 50% of the fee.  |
| S-060 | CURB/PARKWAY DRAIN<br>ENCROACH PERMIT | \$90 per permit<br>If other encroachment permits are processed at the same time,<br>the highest fee will be charged at 100% of the fee while the<br>others will be charged at 50% of the fee.   |
| S-061 | OBJECT ENCROACHMENT<br>PERMIT         | \$55 per permit<br>Subject to a fine for any time the object is in the right-of-way<br>over the agreed upon time for loss of the use of the street.   |
| S-062 | PRIVATE ENCROACH IN R-O-W<br>PERMIT   | \$175 per permit  |
| S-063 | UTILITY STREET CUT PERMIT             | \$175 per permit plus \$155 for every 100 linear feet over 100<br>linear feet.<br>Subject to a fine for any time spent on the project over the<br>agreed upon time for loss of the use of the street.   |
| S-064 | APPEAL OF ENCROACHMENT<br>DECISION    | \$1,085 per appeal  |
| S-065 | NEWSRACK PERMIT                       | New - \$65 per newsrack<br>Renewal - \$65 per newsrack  |
| S-066 | NPDES DEVELOPMENT REVIEW              | Deposit determined by staff with charges at the fully<br>allocated hourly rates for all involved<br>personnel plus any outside costs.   |
| S-067 | STREET/R-O-W VACATION<br>REVIEW       | Deposit determined by staff with charges at the fully<br>allocated hourly rates for all personnel<br>involved plus any outside costs.   |

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| S-068 | STREET RE-NAME PROCESSING           | Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.   |
| S-069 | BUILDING RE-ADDRESS PROCESSING      | \$190 per application   |
| S-070 | EXTRA PLAN CHECK/INSPECTION/MEETING | Charges at the fully allocated hourly rates for all personnel involved plus any outside costs.  |
| S-071 | GIS PRINTOUTS                       | Mail List - \$150<br>Printouts:<br>A/B - \$2.50<br>C/D Plain - \$20<br>C/D Glossy - \$30<br>E Plain - \$27.50<br>E Glossy - \$40  |
| S-072 | SPECIAL EVENT PERMIT                | \$100 per event   |
| S-073 | SPECIAL EVENT STAFFING              | Charge the fully allocated hourly rates for all personnel used plus any outside or material costs.  |
| S-074 | ANIMAL CONTROL                      | Unaltered Dog - \$60 (Seniors - \$30)<br>Spayed/Neutered Dog - \$15 (Seniors - \$5)<br>30 days late on rabies cert or license:<br>Spayed/Neutered - extra \$25 Unaltered - \$50<br>60 days late on rabies cert or license:<br>Spayed/Neutered - extra \$50 Unaltered - \$100<br>Microchip Implant - \$15<br>No License with a citation issued:<br>\$500 - 1st dog \$1,000 - 2nd dog \$1,500 - 3rd dog |
| S-075 | PARKING ENFORCEMENT                 | The City should increase its fine schedule.   |
| S-076 | DISABLED PLACARD CITATION DISMISSAL | \$25 per citation<br>Limited by State Law   |
| S-078 | DUI COST RECOVERY                   | \$95 Administrative Fee plus Charges at the fully allocated hourly rates for all personnel involved plus any outside costs up to the State-set maximum of \$12,000.   |
| S-079 | POLICE FALSE ALARM RESPONSE         | First 3 alarms in a 12 month period - No Charge<br>Fourth Alarm - \$100 Fine plus \$50 Administrative Fee<br>Fifth Alarm - \$200 Fine plus \$100 Administrative Fee<br>Sixth and subsequent Alarms - \$500 Fine plus \$150 Administrative Fee   |
| S-080 | LOUD PARTY RESPONSE                 | First Response - No Charge<br>Second and subsequent responses - Actual costs of all responding personnel  |
| S-081 | MESSAGE BUSINESS PERMIT             | Charge the fully allocated hourly rate for all involved personnel plus any outside costs.   |
| S-082 | MESSAGE TECHNICIAN PERMIT           | New - \$480 per application (including \$85 for sheriff)<br>Annual Renewal - \$45 per renewal   |
| S-083 | BALLFIELD COORDINATION/MAINTENANCE  | Lighting Fee - Actual Costs<br>Community Groups fund certain Capital Projects at the ballfield (\$100,000 in 2005) but do not pay a usage fee   |

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| S-084 | LANTERMAN AUDITORIUM                | Organizations with paid staff members:<br>Performance - \$100 per hour<br>Rehearsal - \$75 per hour<br>Manager - \$40 per hour Technician - \$20 per hour<br>Organizations without paid staff members:<br>Performance - \$60 per hour<br>Rehearsal - \$45 per hour<br>Manager - \$40 per hour Technician - \$20 per hour   |
| S-085 | FACILITY RENTALS                    | Field/Park Use - \$20 per hour<br>Tennis Court - \$10 per hour<br>Field Lights - \$20 per hour   |
| S-086 | CONSTRUCTION & DEMOLITION PERMIT    | Re-Roof/Addition/Remodel - \$100 per permit<br>Full Demolition/Large Commercial - \$210 per permit   |
| S-087 | STREET SWEEPING                     | The City should explore the possibility of adding these costs as a surcharge to the refuse bill, since this service is merely the collection of stray refuse. The monthly bill will be less than \$2 per month per customer.   |
| S-088 | NEW BUSINESS LICENSE PROCESSING     | No Fee is recommended  |
| S-089 | BUSINESS LICENSE RENEWAL PROCESS.   | No Fee is recommended  |
| S-090 | BUSINESS LICENSE TRANSFER PROCESS.  | \$10 per transfer  |
| S-091 | INSUFFICIENT FUNDS CHECK PROCESSING | \$17 per NSF check   |
| S-092 | PARKING PERMIT                      | \$10 per permit (maximum of 2 per house)<br>Display Hanger - \$1 each  |
| S-093 | FILM/STILL PHOTO PERMIT             | Application Processing Fee - \$250 per application<br>Application Late Fee - \$750 (in addition to application processing fee)<br>(also applies to subsequent applications for continuing/consecutive filming)<br>Private Property Fee - \$250 per day<br>City Property Use Fee - \$2,250 (where no fees are otherwise established)<br>Right-of-Way Use Fee - \$2,250 per day<br>Student Filming - No Charge<br>Note: Will require Code change |
| S-094 | BANNER PERMIT                       | Light Poles Application Fee - No Fee is recommended<br>Parking Lot Application Fee - No Fee is recommended<br>If City has to remove the banners, the City will charge the full cost of the removal.  |
| S-096 | DOCUMENT CERTIFICATION              | \$10 per document  |
| S-097 | NOTARY PUBLIC SERVICES              | \$10 per signature<br>This fee is set by the State   |
| S-098 | CANDIDATE PROCESSING                | \$25 per candidate<br>This fee is limited by the State   |
| S-099 | INITIATIVE PROCESSING               | \$200 per initiative<br>This fee is limited by the State   |

Section 5. Interpretations. This Resolution may be interpreted by the City Manager and, should there be a conflict between two fees, then the lower in dollar amount of the two shall be applied.

Section 6. Review. It is the intention of the City Council to review the fees and charges as determined and set out herein based on the City's Budget and all the City's costs reasonably borne as established at that time and, as and if warranted, to revise such fees and charges annually based thereon.

Section 7. Constitutionality. If any portion of this Resolution is declared invalid or unconstitutional, then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

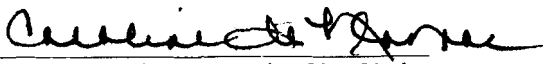
Section 8. Repealer. All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

Section 9. Effective Date. This Resolution shall go into full force and effect immediately, with the effective date of the fees being July 1, 2007.

**PASSED, APPROVED and ADOPTED** this 16<sup>th</sup> day of April, 2007.

  
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David A. Spence, Mayor

ATTEST:

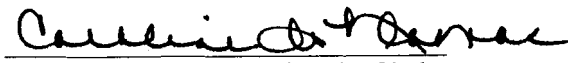
  
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Caroline deLlamas, Interim City Clerk

State of California )  
County of Los Angeles ) ss.  
City of La Cañada Flintridge )

I, Caroline deLlamas, Interim City Clerk of the City of La Cañada Flintridge, California, do hereby certify that the foregoing Resolution No. 07-10 was duly adopted by the City Council of the City of La Cañada Flintridge at a Regular Meeting held on the 16<sup>th</sup> day of April, 2007, by the following vote:

AYES: COUNCILMEMBERS: Olhasso, Voss, Del Guercio and Spence.  
NOES: COUNCILMEMBERS: None.  
ABSENT: COUNCILMEMBERS: Brown.  
ABSTAIN: COUNCILMEMBERS: None.

Dated: April 19, 2007

  
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Caroline deLlamas, Interim City Clerk