



CITY OF CALABASAS

PLANNING FEE STUDY

FEBRUARY 2025



7960 B Soquel Drive, Suite 363, Aptos, California 95003
CLEARSOURCEFINANCIAL.COM

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February 2025

CITY OF CALABASAS

Attention: Michael Klein, AICP | Community Development Director
100 Civic Center Way
Calabasas, California 91302

USER AND REGULATORY FEE STUDY - PLANNING FEES

Dear Mr. Klein:

ClearSource Financial Consulting submits the following report describing the findings of our preparation of a User and Regulatory Fee Study for the City of Calabasas.

Please refer to the Executive Summary for the key findings of the analysis and estimated impacts to City funds. The balance of the report and its appendices provide the necessary documentation to support those outcomes.

Thank you for the opportunity to serve the City on this topic. We are happy to continue discussion on this study as the need arises or consult with you on additional topics.

Sincerely,

A handwritten signature in blue ink, appearing to read "Terry Madsen".

TERRY MADSEN, PRESIDENT | CLEARSOURCE FINANCIAL CONSULTING

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STUDY OVERVIEW

The City of Calabasas provides many services to ensure safe, orderly, and aesthetically pleasing development and construction in Calabasas. Broad categories of these services include, but are not limited to, project entitlement review, planning permitting, map review, and building plan review and construction permitting. User fees and regulatory fees are the mechanism by which the City may recoup a portion of, or all, the costs associated with these services.

The City of Calabasas has completed a User and Regulatory Fee Study focused on the City's Planning Fees. California cities regularly conduct these studies to justify fee amounts imposed and to optimize the overall portfolio of revenues available to the municipality to fund its services.

Industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that same individual through user fee revenue, relieving the agency's general revenues as much as possible for use toward services of broader community benefit.

USER AND REGULATORY FEES

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, license fees, franchise fees, fines, rents, and user and regulatory fees. **User and regulatory fees are intended to cover all, or a portion of, the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee.**

California law provides guidance regarding the amounts the City may charge for fee-related services and activities. Specifically, in order to avoid being considered taxes, the **fees charged shall not exceed the estimated reasonable cost of providing the services**, activities, or materials for which fees are charged.

At its conclusion, this study proposes for City Council review and consideration at public hearing a new **Schedule of User Fees and Charges** for application in Fiscal Year 2025-2026 and continued update in subsequent years.

COST RECOVERY POLICY AND PRACTICE

Recovering the costs of providing fee-related services directly influences the City's fiscal health and increases the City's ability to meet the service level expectations of fee payers.

The services for which the City imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by the City's involvement in the individual action, **a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service.** When a fee targets "100% or full cost recovery," the individual is bearing the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity.

Generally, **fees for service are targeted to full cost recovery, inclusive of operating, direct, indirect, and capital costs, except in cases where the City Council cites a public**



interest in lower fees. The City may also be influenced by market conditions, comparing to municipalities of similar size and service profile.

FINDINGS AND PROPOSED ACTION

During the course of study, information and analysis was generated and is discussed substantively throughout this report and its technical appendices. However, summarized in the following table by broad fee category and highlighted in the subsequent findings statements, are outcomes and proposals of particular interest to City leaders and policymakers.

PRIMARY OUTCOMES

▷ PLANNING FEES

- Due to the nature of development within California, many projects take a significant amount of resources over a multi-month and potentially multi-year timeframe, depending on project complexity and magnitude.
- Current cost recovery from fees varies depending on the fee examined. Cost recovery ranges between approximately 20% and 100% depending on the fee examined.
- Full cost recovery is targeted from most proposed fees due to the regulatory nature of the fees and the high level of direct benefit resulting from construction activities including enjoyment of property enhancements, increased property values, and the desire to avoid having other Calabasas residents and businesses subsidize an individual's private construction activities.
- The City may adjust fees and enhance cost recovery, without positioning itself as a regional outlier.

FISCAL IMPACT

The anticipated General Fund impact of the proposed fee changes is \$82,000 in additional cost recovery.

| Description | Current Fees | | | | Proposed Fees | | |
|-------------|------------------------|--------------------|----------------------|-------------------------------|--------------------|-----------------------------|------------------------|
| | Annual Cost of Service | Annual Fee Revenue | General Fund Subsidy | Overall Current Cost Recovery | Annual Fee Revenue | New Revenue to General Fund | Targeted Cost Recovery |
| Planning | \$247,500 | \$165,000 | \$82,500 | 67% | \$247,500 | \$82,500 | 100% |

Please continue to the following technical report and appendices for further discussion of this User and Regulatory Fee Study.

FEE COMPARISON

In order to provide the City Council with additional information as it considers potential adjustments to fees, current and proposed fees were compared to amounts collected by other agencies within the region. City policymakers often consider fees established by other regional agencies for similar



services when evaluating proposed fees. There are some readily identifiable drawbacks and benefits to this approach.

▷ **DRAWBACKS OF REGIONAL FEE COMPARISONS INCLUDE:**

- Comparison agencies may not have examined fees for several years
- Comparison agency fees don't identify target cost recovery levels
- Comparison agencies may not provide the same service levels

▷ **BENEFITS OF REGIONAL FEE COMPARISONS INCLUDE:**

- Understanding whether there is historical precedent for fees
- Determining whether current fees align to the region

The City of Calabasas, consistent with other communities throughout the State, has an existing fee schedule that contemplates many potential unique requests for service. Consequently, an exhaustive comparison of the potential fee scenarios is unrealistic. Instead, comparison information for several targeted fee categories are provided in order to provide City Council with a reasonable sense of changes expected.

For Calabasas, outcomes will show that new fees may range from low, mid, to upper end of regional fee spectrum depending on the service provided. This is common among municipalities due to differing levels of service and review included among various fee categories. Although comparison outcomes will differ from fee to fee, some general conclusions can be drawn.

- ▶ Fees may be adjusted without positioning Calabasas as a regional outlier.
- ▶ Currently, Calabasas is at the lower end of the regional fee spectrum for various planning fee scenarios contemplated.
- ▶ The City may elect to adjust fees up to full cost recovery without becoming a regional outlier, or may use a phase-in approach and various target cost recovery levels for proposed fee adjustments.

Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and will remain within the range of amounts charged by other jurisdictions in the area. The table in [Appendix I](#) illustrates planning fees for a variety of scenarios. Note, amounts shown are based on consultant interpretation of other agency fee schedules. Amounts shown are intended for illustrative purposes rather than representing an exact calculation.



SCOPE OF STUDY

The City of Calabasas has completed a **User and Regulatory Fee Study for Planning Fees**, which represents an external review of prevailing practices and development of a new **Schedule of Planning Fees and Charges**. ClearSource Financial Consulting has prepared this analysis using FY 2023/24 organizational information and will be available to answer questions as the City proceeds in implementing findings as it chooses.

Key tasks expected by the City from this study included the following:

- ▶ Review eligible fee-related services Citywide to establish the reasonable relationship between current fees for service and the underlying costs of service.
- ▶ Calculate the full cost of service, including estimated Citywide overhead costs.
- ▶ Recommend fees to be charged for each service.
- ▶ Recommend cost recovery strategies and best practices in setting fees, while considering the complexities and demands of responsible programs or departments.
- ▶ Identify underlying billable rates for cost recovery opportunities and as the basis for user fees.

DIRECT SERVICES UNDER REVIEW

FEE CATEGORIES

- ▶ Planning – Services include, but are not limited to, entitlement review, and review for project compliance with the City's Zoning Code.

REASON FOR STUDY

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, franchise fees, fines, rents, and user and regulatory fees. User and regulatory fees are intended to cover all, or a portion of, the costs incurred by a City for providing fee-related services and activities that are not otherwise provided to those not paying the fee.

California cities regularly conduct fee studies to justify fee amounts imposed and to optimize the overall body of revenues available to the municipality to fund its services. Widespread industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that individual through user fee revenue, relieving the agency's general revenues for services of broader community benefit.

PREVAILING GUIDANCE

The objectives of this study, the methodology used to complete the study, and the formulation of outcomes and recommendations for future consideration were significantly influenced by Article 13C of the California Constitution and Section 66014 of the California Government Code.

Article 13C states that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary



to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burdens on, or benefits received from, the governmental activity. Additionally, Article 13C identifies the following as items that are not defined as taxes:

- ▶ A charge imposed for a specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- ▶ A charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- ▶ A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
- ▶ A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- ▶ A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- ▶ A charge imposed as a condition of property development.
- ▶ Assessments and property-related fees imposed in accordance with the provisions of Article XIII D.

Section 66014(a) of the California Government Code includes the following, "Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; ...the processing of maps under the provisions of the Subdivision Map Act...; or planning services...; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

The outcomes and recommendations of the study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees ("charges") recommended as a result of this study are not taxes as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City's activities and services addressed in the fees. Additionally, this report is intended to show that the manner in which the costs are allocated to a payer bear a fair and reasonable relationship to the payer's burdens on, or benefits received from the activities and services provided by the City.

METHODOLOGY AND DATA SOURCES

This study calculated the estimated reasonable cost of providing various fee-related services across the City organization. Generally, the estimated reasonable cost of providing the fee-related services and activities examined in this study can be calculated as the product of the composite fully-burdened hourly labor rate of the division responsible for providing services and the estimated labor time required to process a typical request for service.



The composite fully-burdened hourly rates calculated in this study are based on the estimated annual hours spent providing fee related services, and estimated labor, services and supplies, and Citywide overhead expenditures, sourced as follows:

- ▶ Labor expenditures for in-house personnel were based on budgeted salary and benefits expenditures.
- ▶ Contract service personnel and other services and supplies related costs were based on Fiscal Year 2023/24 adopted budgets and anticipated costs.
- ▶ Citywide overhead cost allocations were developed to assign a reasonable share of central service support to the City's direct service units.
- ▶ Estimated labor time spent providing fee related services were developed based on interviews with City staff and are in-line with typical direct service ratios experienced by the consultant via studies of similar municipalities throughout California. Commonly used industry data also aided in the development of time estimates and proposed fee structures.

Once cost of service levels are identified, the City may use this information to inform targeted cost recovery from fees. Fees set at the cost of service target full cost recovery. Fees set at any amount less than the cost of service target less than full cost recovery.

An illustration of the methods used in this analysis is shown in **Exhibit 1**.



EXHIBIT 1 | STEPS IN ANALYZING COSTS OF SERVICE AND USER FEES



CONSIDERATIONS FOR IMPLEMENTATION

If the City decides to adopt or otherwise utilize outcomes generated through this study, it should:

- ▶ **Update Systems for Fee Outcomes** - Ensure that City staff begin using updated fees and associated outcomes once the updated schedule of fees becomes effective. Values should be included in all official fee schedules used throughout the City (e.g., departmental pamphlets, counter schedules, and online information). Additionally, ensure collections processes are updated, which may include coding in billing systems and training for personnel who handle fees directly with the public.
- ▶ **Actively Monitor the Use of Fees** - In order to recover accurate and eligible amounts expected, the City should be diligent about tracking time to projects for time and materials billings and ensuring fees are applied in the correct amount and using the correct and intended basis for fixed fee billings.
- ▶ **Monitor Feedback and Permit Statistics** - Monitor permit and application volume and applicant feedback to determine if fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting.
- ▶ **Annually Review and Adjust Fee Values** - In order to generally maintain pace with regional cost inflation and/or the City's salary cost inflation, the City should adjust its fees on an annual basis. A commonly used, reasonable inflation index is the annual change in the all-urban Consumer Price Index (CPI) representative of the region.
- ▶ **Periodically Perform Comprehensive Analysis** - A comprehensive fee study should be conducted periodically (e.g., every three to five years) to ensure fee levels remain at or below legal limits and are consistent with evolving service practices and local conditions.





APPENDIX I

FEE COMPARISON



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Regional Fee Comparison

| Fee Description | Calabasas - Current | Calabasas - Proposed | Calabasas - Current Fee | Calabasas - Proposed Fee | Agoura Hills | Camarillo | Hidden Hills | Moorpark | Simi Valley | Thousand Oaks | Westlake Village |
|----------------------------|---------------------|----------------------|------------------------------------|---|---|--|--------------|---------------------------|-------------------|----------------------------|---------------------------------------|
| Variance - SFR | Low End | Mid-Range | \$1,398 - \$2,799 | \$2,922 | \$2,853 - \$3,341 | \$7,515 | \$3,709 | \$7,600 Deposit | \$2,080 - \$5,530 | \$7,015 | \$1,081 |
| Zone Change | Low End | Mid-Range | \$5,107 | \$6,848 - \$9,279 | \$4,115 - \$5,089 | \$8,023 - \$42,571 | | \$7,600 Deposit | \$3,480 - \$8,125 | \$10,500 Deposit | \$1,426 |
| General Plan Amendment | Mid-Range | Mid-Range | \$6,900 | \$14,000 | \$2,112 - \$3,376 | \$21,285 - \$43,882 | | \$7,600 Deposit | \$3,480 - \$7,680 | \$10,000 Deposit | \$1,426 |
| Conditional Use Permit | Low End | Mid-Range | \$2,124 - \$4,246 | \$1,529 - \$10,204 | \$2,220 - \$7,409 | \$4,079 - \$23,082 | \$8,078 | \$4,860 - \$7,900 Deposit | \$2,570 - \$9,265 | \$1,185 - \$20,000 Deposit | \$1,081 |
| Development Agreement | Low End | Mid-Range | \$7,501 | \$9,396 + Consultant | \$4,729 | | | \$45,600 Deposit | \$15,000 Deposit | \$20,000 Deposit | \$1,081 plus \$5,000 attorney deposit |
| Specific Plan | Low End | Mid-Range | \$14,609 | \$26,765 + Consultant | | \$58,681 | | \$57,000 Deposit | \$25,000 Deposit | \$20,000 Deposit | \$1,018 plus \$5 per acre |
| Temporary Use Permit | Mid-Range | Mid-Range | \$380 | \$490 | \$438 | \$348 - \$1,522 | | | \$100 - \$295 | \$300 - \$500 | \$0 - \$150 |
| Annexation | Low End | Mid-Range | \$15,298 plus LAFCO and other fees | \$36,907 plus LAFCO and other agency fees | \$50,000 Deposit | \$5,321 - \$41,914 plus LAFCO and other fees | | | \$15,000 Deposit | \$1,500 Deposit | |
| Home Occupation Permit | Mid-Range | Mid-Range | \$113 | \$155 | | \$130 - \$234 | | \$110 | \$100 | \$48 | |
| Pre-Application Fee | Low End | Mid-Range | \$1,172 | \$5,407 | \$3,537 plus \$3,028 consultant deposit | | | \$1,900 Deposit | \$2,815 | \$7,000 | |
| Permit Extension Fee | Low End | Mid-Range | \$296 | \$836 | \$185 - \$2,085 | \$261 - \$2,825 | | \$1,140 - \$3,040 | \$1,605 - \$5,300 | \$455 - \$1,600 | \$400 |
| Tentative Parcel Map | Mid-Range | Upper End | \$6,076 | \$14,450 | \$1,552 | \$16,118 | \$13,468 | \$10,450 Deposit | \$2,750 - \$3,185 | \$4,500 - \$6,000 Deposit | \$1,652 plus \$800 consultant deposit |
| CEQA - Notice of Exemption | Mid-Range | Upper End | \$490 | \$625 | \$812 | \$521 | | | \$395 | | |



APPENDIX II

ILLUSTRATION OF PROPOSED FEE CHANGES



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**City of Calabasas
Planning Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees**

| Description | Current Fee | Cost of Service (Max. Fee) | Proposed Fee | Fee Change \$ | Fee Change % | Note |
|---|--------------------|----------------------------|---|---------------|--------------|------|
| 2. PLANNING FEES | | | | | | |
| 2.1 Environmental Fees | | | | | | |
| 2.1.1 Notice of Exemption Preparation and Filing | \$490 | \$1,267 | \$625 + Consultant Costs + 15% Admin | \$114 | 23% | |
| 2.1.2 Negative Declaration | \$1,459 | \$3,861 | \$3,861 + Consultant Costs + 15% Admin | \$2,402 | 153% | |
| 2.1.3 Mitigated Negative Declaration | \$8,617 | \$14,516 | \$14,516 + Consultant Costs + 15% Admin | \$5,899 | 96% | [a] |
| 2.1.4 Environmental Impact Report | \$10,988 | \$20,683 | \$20,683 + Consultant Costs + 15% Admin | \$9,695 | 107% | [a] |
| 2.1.5 Environmental Consultants | Cost plus 15% | | Consultant Costs + 15% Admin | n/a | n/a | |
| 2.2 LA County/State Fish and Wildlife Environmental Filing Fees | | | | | | |
| | See State Fees | | See State Fees | n/a | n/a | |
| 2.3 Planning Application Fees | | | | | | |
| 2.3.1 Conditional Use Permit | | | | | | |
| 2.3.1.1 Single-Family (1-unit) | \$2,124 | | | | | |
| 2.3.1.1 Alcohol | \$4,246 | \$2,751 | \$2,751 | (\$1,495) | -35% | |
| 2.3.1.2 Alcohol - Part of Multiple Filing | \$4,246 | \$1,529 | \$1,529 | (\$2,718) | -64% | |
| 2.3.1.3 All Other | \$4,246 | \$10,204 | \$10,204 | \$5,958 | 140% | |
| 2.3.1.4 All Other - Part of Multiple Filing | \$4,246 | \$5,227 | \$5,227 | \$981 | 23% | |
| 2.3.2 Conditional Use Permit - Amendment | | | | | | |
| 2.3.2.1 CUP Amendment—Single-Family (1-unit) | \$968 | | | | | |
| 2.3.2.1 CUP Amendment - Alcohol | \$1,939 | \$1,375 | \$1,375 | (\$564) | -29% | |
| 2.3.2.2 CUP Amendment - Alcohol - Part of Multiple Filing | \$1,939 | \$764 | \$764 | (\$1,175) | -61% | |
| 2.3.2.3 CUP Amendment - All Other | \$1,939 | \$5,102 | \$5,102 | \$3,163 | 163% | |
| 2.3.2.4 CUP Amendment - All Other - Part of Multiple Filing | \$1,939 | \$2,613 | \$2,613 | \$674 | 35% | |
| 2.3.3 Development Agreement | | | | | | |
| 2.3.3.1 Development Agreement | \$7,501 | \$9,396 | \$9,396 | \$1,731 | 23% | [a] |
| 2.3.3.2 Development Agreement - Amendment | \$7,501 | \$8,156 | \$8,156 | \$1,731 | 23% | [a] |
| 2.3.4 Development Code Amendment / Zone Change | | | | | | |
| 2.3.4.1 Text Amendment | \$5,107 | \$9,279 | \$9,279 | \$4,172 | 82% | [a] |
| 2.3.4.2 Map Amendment | \$5,107 | \$6,848 | \$6,848 | \$1,741 | 34% | [a] |

**City of Calabasas
Planning Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees**

| Description | Current Fee | Cost of Service (Max. Fee) | Proposed Fee | Fee Change \$ | Fee Change % | Note |
|---|----------------|----------------------------|--------------|---------------|--------------|------|
| 2.3.5 Development Plan Review | | | | | | |
| 2.3.5.1 Development Plan Review - Addition | \$9,883 | \$4,188 | \$4,188 | (\$5,695) | -58% | |
| 2.3.5.2 Development Plan Review - SFR / Single Lot | \$9,883 | \$7,876 | \$7,876 | (\$2,007) | -20% | |
| 2.3.5.3 Development Plan Review - 2 to 10 units / lots | \$9,883 | \$10,868 | \$10,868 | \$985 | 10% | |
| 2.3.5.4 Development Plan Review - More than 10 units / lots | \$9,883 | \$14,044 | \$14,044 | \$4,161 | 42% | [a] |
| 2.3.6 Development Plan Amendment | | | | | | |
| 2.3.6.1 Development Plan Amendment - Addition | n/a | \$2,094 | \$2,094 | n/a | n/a | |
| 2.3.6.2 Development Plan Amendment - SFR / Single Lot | n/a | \$3,938 | \$3,938 | n/a | n/a | |
| 2.3.6.3 Development Plan Amendment - 2 to 10 units / lots | n/a | \$5,434 | \$5,434 | n/a | n/a | |
| 2.3.6.4 Development Plan Amendment - More than 10 units / lots | n/a | \$7,022 | \$7,022 | n/a | n/a | [a] |
| 2.3.7 Oak Tree Permit - Single-Family (1 Unit) | | | | | | |
| 2.3.7.1 Single-Family (1 unit) - Linked to Construction Project | \$1,766 | \$5,869 | \$4,402 | \$2,636 | 149% | |
| 2.3.7.2 Single-Family (1 unit) - Not Linked to Construction Project | \$1,766 | \$3,060 | \$1,530 | (\$236) | -13% | |
| 2.3.8 Oak Tree Permit - Other | | | | | | |
| 2.3.8.1 Other - Linked to Construction Project | \$3,535 | \$5,869 | \$5,869 | \$2,334 | 66% | |
| 2.3.8.2 Other - Not Linked to Construction Project | \$3,535 | \$3,060 | \$3,060 | (\$476) | -13% | |
| 2.3.9 General Plan Amendment | \$6,900 | \$14,000 | \$14,000 | \$7,100 | 103% | [a] |
| 2.3.10 Administrative Plan Review | | | | | | |
| 2.3.10.1 Single-Family (1 unit) | \$1,055 | \$5,262 | \$2,631 | \$1,576 | 149% | |
| 2.3.10.2 Other | \$2,109 | \$5,262 | \$5,262 | \$3,153 | 150% | |
| 2.3.8 Zone Change | \$4,739 | | | | | |
| 2.3.11 Zoning Clearances | | | | | | |
| 2.3.11.1 Zoning Clearance - Tenant Improvement/Use and Occupancy | \$183 | \$92 | \$92 | (\$92) | -50% | |
| 2.3.11.2 Zoning Clearance - Solar Panels | \$183 | \$92 | \$92 | (\$92) | -50% | |
| 2.3.11.3 Zoning Clearance - Minor Exterior Modification | \$183 | \$122 | \$122 | (\$61) | -33% | |
| 2.3.11.4 Zoning Clearance - Swimming Pool | \$183 | \$404 | \$404 | \$221 | 120% | |
| 2.3.11.5 Zoning Clearance - Accessory Structures | \$183 | \$404 | \$404 | \$221 | 120% | |
| 2.3.11.6 Zoning Clearance - ADUs and JADUs | \$183 | \$673 | \$673 | \$490 | 267% | |

**City of Calabasas
Planning Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees**

| Description | Current Fee | Cost of Service (Max. Fee) | Proposed Fee | Fee Change \$ | Fee Change % | Note |
|--|---|----------------------------|---|---------------|--------------|------|
| 2.3.12 Site Plan Review | | | | | | |
| 2.3.12.1 Residential | | | | | | |
| 2.3.12.1.1 Single-Family (1 unit) < 2 Units | \$2,209 | \$10,754 | \$5,377 | \$3,168 | 143% | |
| 2.3.12.1.2 2 - 10 Units | \$4,407 | \$10,754 | \$10,754 | \$6,347 | 144% | |
| 2.3.12.1.3 More than 10 Units | \$4,407 | \$16,143 | \$16,143 | \$11,736 | 266% | [a] |
| 2.3.12.2 Non-Residential & Mixed Use Projects | | | | | | |
| 2.3.12.2.1 Up to 10,000 SF | \$4,407 | \$10,754 | \$10,754 | \$6,347 | 144% | |
| 2.3.12.2.2 More than 10,000 SF | \$4,407 | \$16,143 | \$16,143 | \$11,736 | 266% | [a] |
| 2.3.13 Specific Plan | | | | | | |
| 2.3.13.1 Specific Plan | \$14,609 | \$26,765 | \$26,765 | \$13,986 | 96% | [a] |
| 2.3.13.2 Specific Plan - Amendment | \$14,609 | \$20,199 | \$20,199 | \$5,590 | 38% | [a] |
| 2.3.14 Variance | | | | | | |
| 2.3.14.1 Variance - Single-Family (1 unit) | \$1,398 | \$5,844 | \$2,922 | \$1,524 | 109% | |
| 2.3.14.2 Variance - Other | \$2,799 | \$5,844 | \$5,844 | \$3,045 | 109% | |
| 2.3.14.3 Variance - More than 1 Variance - Single-Family (1 unit) (each add'l) | \$501 | \$1,607 | \$804 | \$303 | 60% | |
| 2.3.14.4 Variance - More than 1 Variance - Other (each add'l) | \$993 | \$1,607 | \$1,607 | \$614 | 62% | |
| 2.3.15 Minor Use Permit | | | | | | |
| 2.3.15.1 Single-Family (1 unit) | \$1,299 | \$6,629 | \$3,314 | \$2,015 | 155% | |
| 2.3.15.2 Other | \$2,603 | \$6,629 | \$6,629 | \$4,026 | 155% | |
| 2.3.16 Temporary Use Permit | \$380 | \$979 | \$490 | \$110 | 29% | |
| 2.3.17 Annexation / SOI Amendment | \$15,298 plus LAFCO and other agency fees | \$36,907 | \$36,907 plus LAFCO and other agency fees | \$21,609 | 131% | [a] |
| 2.3.18 Signs | | | | | | |
| 2.3.18.1 Sign Permit | | | | | | |
| 2.3.18.1.1 Sign Permit - First Sign | \$392 | \$1,040 | \$520 | \$128 | 33% | |
| 2.3.18.1.2 Sign Permit - Each Additional Sign | n/a | \$189 | \$94 | n/a | n/a | |
| 2.3.18.2 Sign Program | | | | | | |
| 2.3.18.2.1 Sign Program | \$2,528 | \$5,836 | \$5,836 | \$3,308 | 131% | |
| 2.3.18.2.2 Sign Program - Amendment (Staff Review) | \$2,528 | \$2,672 | \$2,672 | \$144 | 6% | |
| 2.3.18.2.3 Sign Program - Amendment (Planning Commission) | \$2,528 | \$3,277 | \$3,277 | \$749 | 30% | |
| 2.3.18.3 Temporary Banners | \$68 | \$188 | \$94 | \$26 | 38% | |

**City of Calabasas
Planning Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees**

| Description | Current Fee | Cost of Service (Max. Fee) | Proposed Fee | Fee Change \$ | Fee Change % | Note |
|--|---|----------------------------|---|----------------|----------------|------|
| 2.3.19 Historic Preservation | | | | | | |
| 2.3.19.1 Landmark Designation | n/a | \$4,101 | \$2,051 | n/a | n/a | |
| 2.3.19.2 Certificate of Appropriateness (Historic Properties Only) | | | | | | |
| 2.3.19.2.1 Single-Family (1 unit) | \$625 | \$2,995 | \$1,497 | \$872 | 140% | |
| 2.3.19.2.2 Other | \$1,252 | \$2,995 | \$2,995 | \$1,743 | 139% | |
| 2.3.19.3 Certificate of Appropriateness Waiver | | | | | | |
| 2.3.19.3.1 Single-Family (1 unit) | n/a | \$2,995 | \$1,497 | n/a | n/a | |
| 2.3.19.3.2 Other | n/a | \$2,995 | \$2,995 | n/a | n/a | |
| 2.3.19.4 Mills Act Contract Applications | \$1,484 | \$6,733 | \$3,366 | \$1,882 | 127% | |
| 2.3.19.5 Certificate of Economic Hardship | | | | | | |
| 2.3.19.5.1 Single-Family (1 unit) | \$619 | \$2,970 | \$1,485 | \$866 | 140% | |
| 2.3.19.5.2 Other | \$1,101 | \$2,970 | \$2,970 | \$1,869 | 170% | |
| 2.3.20 Home Occupation Permit | \$113 | \$310 | \$155 | \$42 | 37% | |
| 2.3.20.1 Issuance Fee | \$113 | | | | | |
| 2.3.20.2 Single-Family (1 unit) | \$563 | | | | | |
| 2.3.20.3 Other | \$1,131 | | | | | |
| 2.3.21 Street Vacation | \$5,450 | \$7,022 | \$7,022 | \$1,572 | 29% | [a] |
| 2.3.22 Public Hearing Notification Service | \$195 plus \$0.75 for each property within 500 feet | \$244 | \$244 plus \$0.75 for each property within 500 feet | \$49 | 19% | |
| 2.3.23 Scanning and Archiving Fee | | | | | | |
| 2.3.23.1 Permits Requiring Public Hearings | \$345 | | | | | |
| 2.3.23.2 Permits Not Requiring Public Hearings | \$93 | | | | | |
| 2.3.23.3 Scanning Costs | Invoiced Costs | | | | | |
| 2.3.23 Story Poles | | | | | | |
| 2.3.23.1 Story Pole Plan Review | n/a | \$662 | \$662 | | | |
| 2.3.23.2 Story Pole Waiver Request | n/a | \$341 | \$341 | | | |
| 2.3.24 Scenic Corridor Permit | | | | | | |
| 2.3.24.1 Single-Family (1 unit) | \$466 | \$2,460 | \$1,230 | \$764 | 164% | |
| 2.3.24.2 Other | \$933 | \$2,460 | \$2,460 | \$1,527 | 164% | |
| 2.3.25 Scenic Corridor Permit - Minor | | | | | | |
| 2.3.25.1 Single-Family (1 unit) | \$331 | \$1,504 | \$752 | \$421 | 127% | |
| 2.3.25.2 Signs | \$331 | \$916 | \$458 | \$127 | 38% | |
| 2.3.25.3 Fences / Walls | \$331 | \$916 | \$458 | \$127 | 38% | |
| 2.3.25.4 Other | \$664 | \$1,504 | \$1,504 | \$840 | 127% | |

**City of Calabasas
Planning Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees**

| Description | Current Fee | Cost of Service (Max. Fee) | Proposed Fee | Fee Change \$ | Fee Change % | Note |
|--|-------------------------------|----------------------------|-------------------------------|------------------|------------------|------|
| 2.3.26 Community Development Forum Fee (Second Forum) | \$585 | \$1,838 | \$1,838 | \$1,253 | 162% | |
| 2.3.27 Pre-Application Fee | \$1,172 | \$5,407 | \$5,407 | \$4,235 | 361% | |
| 2.4 Subdivision Fees | | | | | | |
| 2.4.1 Tentative Parcel Map | \$6,076 | \$14,450 | \$14,450 | \$8,374 | 138% | [a] |
| 2.4.2 Tentative Tract Map | | | | | | |
| 2.4.2.1 Tentative Tract Map - 5 to 10 Lots | \$7,475 | \$17,342 | \$17,342 | \$9,867 | 132% | [a] |
| 2.4.2.2 Tentative Tract Map - More than 10 Lots | \$7,475 | \$17,342 | \$17,342 + \$215 per lot | \$9,867 | 130% | [a] |
| 2.4.3 Tract or Parcel Map Revision | \$3,756 | \$8,457 | \$8,457 | \$4,701 | 125% | [a] |
| 2.4.4 SB9 - California Housing Opportunity and More Efficiency (HOME) Act | | | | | | |
| 2.4.4.1 Parcel Split | \$5,852 | | \$5,852 | | | [a] |
| 2.4.4.2 Ministerial Permit, per unit | \$1,017 | | \$1,017 | | | [a] |
| 2.4.5 Other Lot Line Adjustment / Parcel Merger | \$1,835 plus \$213 per parcel | | \$1,835 plus \$213 per parcel | | | [a] |
| 2.5 Wireless Telecommunication Facility Permit | | | | | | |
| 2.5.1 RF Consultant | \$3,000 | | \$3,000 | | | |
| 2.5.2 Wireless Facility Minor Modification Permit Fee | \$2,394 | | \$2,394 | | | |
| 2.5.3 Tier 1 Wireless Telecommunication Facility Permit | \$1,867 | | \$1,867 | | | |
| 2.5.4 Tier 2 Wireless Telecommunication Facility Permit | \$4,246 | | \$4,246 | | | |
| 2.5.5 Small Wireless Facility Application Fee | | | | | | |
| 2.5.5.1 Facility, or batch of facilities, located on existing structures | \$585 + 100 for each facility | | \$585 + 100 for each facility | | | |
| 2.6 Post Entitlement Review | n/a | \$724 | \$724 | n/a - new | n/a - new | |
| 2.7 Extension, Zoning Verification Letter, Plan Review (4th and Subsequent) | | | | | | |
| 2.7.1 Permit Extension Fee | \$296 | \$836 | 25% of Filing Fee | varies | varies | |
| 2.7.2 Zoning Verification Letter | n/a | \$158 | \$158 | n/a - new | n/a - new | |
| 2.7.3 Plan Review Fee - 4th and Subsequent Reviews (Each Review) | n/a | | 20% of all application fees | n/a - new | n/a - new | [b] |

**City of Calabasas
Planning Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees**

| Description | Current Fee | Cost of Service (Max. Fee) | Proposed Fee | Fee Change \$ | Fee Change % | Note |
|---|------------------------------------|----------------------------|------------------------------------|---------------|--------------|------|
| 2.8 Other / Miscellaneous | | | | | | |
| 2.8.1 Affordable Housing Mitigation Fee | | | | | | |
| 2.8.1.1 In-Lieu Fee per new multi-family apartment housing unit | \$20,764 | | \$20,764 | \$0 | 0% | |
| 2.8.1.2 In-Lieu Fee per new townhome/condominium housing unit | \$52,689 | | \$52,689 | \$0 | 0% | |
| 2.8.1.3 In-Lieu Fee per new single-family housing unit | \$73,267 | | \$73,267 | \$0 | 0% | |
| 2.8.1.4 Commercial Affordable Housing Impact Fee - retail uses, per SF | \$2 | | \$2 | \$0 | 0% | |
| 2.8.1.5 Commercial Affordable Housing Impact Fee - office & research/develop uses, per SF | \$3 | | \$3 | \$0 | 0% | |
| 2.8.2 Citywide Traffic Mitigation Fee | | | | | | |
| 2.8.2.1 Citywide Traffic Mitigation Fee - Single Family (per Dwelling Unit) | | | | | | |
| a) < 1,500 - 1,999 SF | \$3,763 - \$4,086 | | \$3,763 - \$4,086 | \$0 | 0% | |
| b) 2,000 - 2,999 SF | \$4,150 - \$4,528 | | \$4,150 - \$4,528 | \$0 | 0% | |
| c) 3,000 - 3,999 SF | \$4,542 - \$4,722 | | \$4,542 - \$4,722 | \$0 | 0% | |
| d) 4,000 - > 7,000 SF | \$4,750 - \$5,580 | | \$4,750 - \$5,580 | \$0 | 0% | |
| 2.8.2.2 Citywide Traffic Mitigation Fee - Multi-Family (per Dwelling Unit) | | | | | | |
| a) < 500 - 999 SF | \$1,732 - \$1,954 | | \$1,732 - \$1,954 | \$0 | 0% | |
| b) 1,000 - 1,999 SF | \$1,998 - \$2,291 | | \$1,998 - \$2,291 | \$0 | 0% | |
| c) 2,000 - > 3,500 SF | \$2,309 - \$2,575 | | \$2,309 - \$2,575 | \$0 | 0% | |
| 2.8.2.3 Citywide Traffic Mitigation Fee - ADU ≥ 750 SF (Per Dwelling Unit) | Proportional to Single Family Unit | | Proportional to Single Family Unit | \$0 | 0% | |
| 2.8.2.4 Citywide Traffic Mitigation Fee - Non-Residential | | | | | | |
| a) Lodging (per Room) | \$3,907 | | \$3,907 | \$0 | 0% | |
| b) Retail / Service (per SF) | \$12.67 | | \$12.67 | \$0 | 0% | |
| c) Office / Institutional (per SF) | \$5.30 | | \$5.30 | \$0 | 0% | |
| d) Light Industrial (per SF) | \$2.38 | | \$2.38 | \$0 | 0% | |
| e) Medical Office (per SF) | \$17.60 | | \$17.60 | \$0 | 0% | |
| 2.8.3 Lost Hills Rd/Las Virgenes Rd Bridge and Thoroughfare District Construction Fee (West side) | | | | | | |
| 2.8.3.1 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Retail | \$14 | | \$14 | \$0 | 0% | |
| 2.8.3.2 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Office | \$8 | | \$8 | \$0 | 0% | |
| 2.8.3.3 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Research and development | \$4 | | \$4 | \$0 | 0% | |
| 2.8.3.4 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Single-Family residential | \$3,426 | | \$3,426 | \$0 | 0% | |
| 2.8.3.5 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Townhome | \$1,850 | | \$1,850 | \$0 | 0% | |
| 2.8.3.6 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Multi-Family residential | \$2,124 | | \$2,124 | \$0 | 0% | |
| 2.8.3.7 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Light industrial | \$4 | | \$4 | \$0 | 0% | |
| 2.8.3.8 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Industrial | \$3 | | \$3 | \$0 | 0% | |
| 2.8.4 Art in Public Places (1% of Valuation) | 1% | | 1% | \$0 | 0% | |
| 2.8.5 Quimby Fee - Amount of Land Required per acre x Per Acre Fair Market Value | | | | \$0 | 0% | |
| 2.8.6 Technology Fee | 3% | | 3% | \$0 | 0% | |
| 2.8.7 Oak Tree Mitigation Fee | See Reso 91-36 | | See Reso 91-36 | \$0 | 0% | |

**City of Calabasas
Planning Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees**

| Description | Current Fee | Cost of Service (Max. Fee) | Proposed Fee | Fee Change \$ | Fee Change % | Note |
|-------------|----------------|-------------------------------|--------------|---------------|--------------|------|
|-------------|----------------|-------------------------------|--------------|---------------|--------------|------|

[a] In addition to amounts shown, the City will pass through the costs of City Attorney/specialized attorney review and all other outside services costs incurred for review and/or processing of applications. Costs for such services will be based on Time and Materials Billings, plus 15% admin.

[b] Fees include up to three rounds of review. For each additional round of review required, the City may bill 20% of all application fees based on the application fees shown in the City's current adopted fee schedule.

* In addition to the base fees shown in this schedule, applicants are responsible for all costs of outside review and support services, including, but not limited to: consultant review and report preparation, peer review, specialized attorney review, and outside agency costs such as newspaper publishing, LAFCO, Board of Equalization Fees, and costs of preparing maps and legal descriptions. Director and/or City Planner to provide estimate of initial deposit required for commencement of outside review and support services based on scope of project.



APPENDIX III

COST OF SERVICE ANALYSIS



7960 B Soquel Drive, Suite 363, Aptos, California 95003
CLEARSOURCEFINANCIAL.COM



CITY *of* CALABASAS

User and Regulatory Fees

Fee-Related Cost of Service Analysis

City of Calabasas
 User and Regulatory Fee Study
 Calculation of Citywide Employee Benefit Rate

Personnel Expenses [a]

| Description | Total | Total | Adjustments | Subtotal | Wages | Benefits | Notes |
|--------------------------------|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------|
| Division: 135 - Payroll | | | | | | | |
| 10-135-5100-00 | Full Time Salaries | \$ 5,820,167 | \$ - | \$ 5,820,167 | \$ 5,820,167 | \$ - | |
| 10-135-5100-02 | Full Time Employee Overtime | \$ 30,000 | \$ (30,000) | \$ - | \$ - | \$ - | |
| 10-135-5103-01 | CalPERS City Paid Employee Cost | \$ 294,752 | \$ - | \$ 294,752 | \$ - | \$ 294,752 | |
| 10-135-5103-02 | CalPERS Employer Cost | \$ 622,159 | \$ - | \$ 622,159 | \$ - | \$ 622,159 | |
| 10-135-5103-03 | CalPERS Unfunded Liability | \$ 514,283 | \$ - | \$ 514,283 | \$ - | \$ 514,283 | |
| 10-135-5103-04 | CalPERS Survivor Benefit | \$ 1,378 | \$ - | \$ 1,378 | \$ - | \$ 1,378 | |
| 10-135-5104-00 | Benefits | \$ 285,780 | \$ - | \$ 285,780 | \$ - | \$ 285,780 | |
| 10-135-5104-01 | Retiree Medical Benefits | \$ 156,384 | \$ (156,384) | \$ - | \$ - | \$ - | |
| 10-135-5104-02 | Medical Insurance | \$ 946,870 | \$ - | \$ 946,870 | \$ - | \$ 946,870 | |
| 10-135-5104-03 | Dental Insurance | \$ 63,605 | \$ - | \$ 63,605 | \$ - | \$ 63,605 | |
| 10-135-5104-04 | Vision Insurance | \$ 12,747 | \$ - | \$ 12,747 | \$ - | \$ 12,747 | |
| 10-135-5104-05 | Short Term Disability | \$ 29,800 | \$ - | \$ 29,800 | \$ - | \$ 29,800 | |
| 10-135-5104-06 | Long Term Disability | \$ 10,419 | \$ - | \$ 10,419 | \$ - | \$ 10,419 | |
| 10-135-5104-07 | Life Insurance | \$ 14,752 | \$ - | \$ 14,752 | \$ - | \$ 14,752 | |
| 10-135-5104-08 | Accidental Death & Dismember | \$ 3,733 | \$ - | \$ 3,733 | \$ - | \$ 3,733 | |
| 10-135-5104-09 | Employee Assistance Program | \$ 2,468 | \$ - | \$ 2,468 | \$ - | \$ 2,468 | |
| 10-135-5106-00 | Employer Taxes | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 10-135-5106-01 | Medicare | \$ 86,714 | \$ - | \$ 86,714 | \$ - | \$ 86,714 | |
| 10-135-5106-02 | Social Security | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 10-135-5109-00 | Hourly Employees | \$ 625,000 | \$ - | \$ 625,000 | \$ 625,000 | \$ - | |
| 10-135-5109-02 | Hourly Employee Overtime | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 10-135-5110-00 | Auto Allowance | \$ 45,090 | \$ - | \$ 45,090 | \$ - | \$ 45,090 | |
| 10-135-5110-01 | 457 Match | \$ 114,998 | \$ - | \$ 114,998 | \$ - | \$ 114,998 | |
| 10-135-5252-00 | Contractual Services | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Total | | \$ 9,681,099 | \$ (186,384) | \$ 9,494,715 | \$ 6,445,167 | \$ 3,049,548 | |

Calculation of Benefit Ratio (Billing Factor)

| Description | Salaries | Benefits | Notes |
|--|--------------|--------------|------------|
| Benefit Factor | \$ 6,445,167 | \$ 3,049,548 | [a] |
| Benefit Bill Factor (For Every \$ of Salary Add this amount for Recovery of Benefits) | | 0.47 | [b] |

[a] Source: FY 23/24 adopted budget.

[b] For every dollar (\$1) of salaries and wages add \$0.4732 (47.32%) to recover employee benefits.

City of Calabasas
 User and Regulatory Fee Study
 Calculation of Citywide Productive and Direct Hours Factor

Leave / Holiday Estimates

| Description | Days | Hours Per Day | Total Hours | Notes |
|--------------|-----------|---------------|-------------|-------|
| Holiday | 12 | 8 | 96 | [a] |
| Vacation | 10 | 8 | 80 | [a] |
| Sick | 5 | 8 | 40 | [a] |
| Total | 27 | 24 | 216 | |

Allocation of Annual Labor Effort

| Description | Total | Notes |
|---|-------------|-------|
| Indirect (Admin; Training; Div Leadership; Policies and Procedures Update; Public Info) | 30% | [a] |
| Direct | 70% | [a] |
| Total | 100% | |

Calculation of Direct Hours Ratio (Billing Factor)

| Description | Base Hrs Per FTE | Adjust for Typical Leave | Productive Hours | Direct Hours % | Direct Hours Per FTE | Notes |
|---|------------------|--------------------------|------------------|----------------|----------------------|-------|
| Hours | 2,080 | (216) | 1,864 | 70% | 1,305 | |
| Direct Hours Bill Factor (For Every \$ of Salary multiply this amount to account for Direct Hrs v. Total Hrs.) | | | | | 1.59 | |

[a] Amounts intended to represent reasonable estimates for purposes of this analysis. Amounts may vary from year-to-year and position-to-position.

City of Calabasas
User and Regulatory Fee Study
Estimated Citywide Overhead Rate

Calculation of Citywide Overhead Cost Ratio (Billing Factor)

| Description | Citywide OH Rate | Notes |
|---|---------------------|-------|
| Citywide Overhead Rate | 15% | [a] |
| Citywide Overhead Bill Factor (For Every \$ of Salary Add this amount for Recovery of C'Wide OH) | 0.15 | |

[a] Using authorized Federal deMinimus rate due to support functions being included in direct service time estimates.

City of Calabasas
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rates by Position

| [a] | [a] | [a] | [b] | [c] | | [c] | | [c] | [d] | [e] | |
|--------------------------------|-------------------------------|----------|-----------------|---------------------|-------------------------------|------------------------|--|--|----------------------------|---|-------|
| Position | Home Dept | Position | Top Step Hourly | Adjust for Benefits | Top Step Hourly with Benefits | Adjust for Citywide OH | Top Step Hourly with Benefits and Cwide OH | Adjust for Productive and Direct Hours | Fully-Burdened Hourly Rate | Hourly Adjustment Factor for Fully-Burdened Hourly Rate | Notes |
| Executive Assistant I | Administrative Services | 102 | \$ 36.73 | 0.47 | \$ 53.99 | 0.15 | \$ 62.09 | 1.59 | \$ 98.73 | 2.69 | |
| Executive Assistant I | Building Inspection | 102 | \$ 36.73 | 0.47 | \$ 53.99 | 0.15 | \$ 62.09 | 1.59 | \$ 98.73 | 2.69 | |
| Executive Assistant I | Community Services Admin | 102 | \$ 36.73 | 0.47 | \$ 53.99 | 0.15 | \$ 62.09 | 1.59 | \$ 98.73 | 2.69 | |
| Accounting Specialist | Finance | 107 | \$ 38.61 | 0.47 | \$ 56.76 | 0.15 | \$ 65.27 | 1.59 | \$ 103.78 | 2.69 | |
| Accounting Specialist | Finance | 107 | \$ 38.61 | 0.47 | \$ 56.76 | 0.15 | \$ 65.27 | 1.59 | \$ 103.78 | 2.69 | |
| Executive Assistant II | Transportation Planning | 107 | \$ 38.61 | 0.47 | \$ 56.76 | 0.15 | \$ 65.27 | 1.59 | \$ 103.78 | 2.69 | |
| Executive Assistant II | Transportation Planning | 107 | \$ 38.61 | 0.47 | \$ 56.76 | 0.15 | \$ 65.27 | 1.59 | \$ 103.78 | 2.69 | |
| Executive Assistant II | Transportation Planning | 107 | \$ 38.61 | 0.47 | \$ 56.76 | 0.15 | \$ 65.27 | 1.59 | \$ 103.78 | 2.69 | |
| Executive Assistant II | City Manager | 107 | \$ 38.61 | 0.47 | \$ 56.76 | 0.15 | \$ 65.27 | 1.59 | \$ 103.78 | 2.69 | |
| Executive Assistant II | Planning & Building Admin | 107 | \$ 38.61 | 0.47 | \$ 56.76 | 0.15 | \$ 65.27 | 1.59 | \$ 103.78 | 2.69 | |
| Executive Assistant II | Finance | 107 | \$ 38.61 | 0.47 | \$ 56.76 | 0.15 | \$ 65.27 | 1.59 | \$ 103.78 | 2.69 | |
| Building Assistant | Building Inspection | 107 | \$ 38.61 | 0.47 | \$ 56.76 | 0.15 | \$ 65.27 | 1.59 | \$ 103.78 | 2.69 | |
| Executive Assistant II | Communications | 107 | \$ 38.61 | 0.47 | \$ 56.76 | 0.15 | \$ 65.27 | 1.59 | \$ 103.78 | 2.69 | |
| Recreation Coordinator | Senior Center | 114 | \$ 41.39 | 0.47 | \$ 60.84 | 0.15 | \$ 69.97 | 1.59 | \$ 111.25 | 2.69 | |
| Recreation Coordinator | De Anza Park | 114 | \$ 41.39 | 0.47 | \$ 60.84 | 0.15 | \$ 69.97 | 1.59 | \$ 111.25 | 2.69 | |
| Recreation Coordinator | De Anza Park | 114 | \$ 41.39 | 0.47 | \$ 60.84 | 0.15 | \$ 69.97 | 1.59 | \$ 111.25 | 2.69 | |
| Recreation Coordinator | Senior Center | 114 | \$ 41.39 | 0.47 | \$ 60.84 | 0.15 | \$ 69.97 | 1.59 | \$ 111.25 | 2.69 | |
| Senior Accounting Specialist | Finance | 116 | \$ 42.22 | 0.47 | \$ 62.06 | 0.15 | \$ 71.37 | 1.59 | \$ 113.48 | 2.69 | |
| Code Enforcement Officer | Code Enforcement | 116 | \$ 42.22 | 0.47 | \$ 62.06 | 0.15 | \$ 71.37 | 1.59 | \$ 113.48 | 2.69 | |
| Building Inspector | Building Inspection | 117 | \$ 42.65 | 0.47 | \$ 62.70 | 0.15 | \$ 72.10 | 1.59 | \$ 114.64 | 2.69 | |
| Assistant to the City Clerk | City Clerk | 117 | \$ 42.65 | 0.47 | \$ 62.70 | 0.15 | \$ 72.10 | 1.59 | \$ 114.64 | 2.69 | |
| Building Inspector | Building Inspection | 117 | \$ 42.65 | 0.47 | \$ 62.70 | 0.15 | \$ 72.10 | 1.59 | \$ 114.64 | 2.69 | |
| Permit Center Supervisor | Building Inspection | 117 | \$ 42.65 | 0.47 | \$ 62.70 | 0.15 | \$ 72.10 | 1.59 | \$ 114.64 | 2.69 | |
| Maintenance Inspector | Public Works, Street Maint. | 117 | \$ 42.65 | 0.47 | \$ 62.70 | 0.15 | \$ 72.10 | 1.59 | \$ 114.64 | 2.69 | |
| Senior Media Specialist | Communications | 120 | \$ 43.94 | 0.47 | \$ 64.59 | 0.15 | \$ 74.28 | 1.59 | \$ 118.11 | 2.69 | |
| Senior Media Specialist | Communications | 120 | \$ 43.94 | 0.47 | \$ 64.59 | 0.15 | \$ 74.28 | 1.59 | \$ 118.11 | 2.69 | |
| Assistant Planner | Development Review | 123 | \$ 45.27 | 0.47 | \$ 66.55 | 0.15 | \$ 76.53 | 1.59 | \$ 121.68 | 2.69 | |
| Senior Building Inspector | Building Inspection | 126 | \$ 46.64 | 0.47 | \$ 68.56 | 0.15 | \$ 78.84 | 1.59 | \$ 125.36 | 2.69 | |
| Facility Supervisor | De Anza Park | 132 | \$ 49.51 | 0.47 | \$ 72.78 | 0.15 | \$ 83.70 | 1.59 | \$ 133.08 | 2.69 | |
| Assistant Engineer | Transportation Engineering | 132 | \$ 49.51 | 0.47 | \$ 72.78 | 0.15 | \$ 83.70 | 1.59 | \$ 133.08 | 2.69 | |
| Grant/Contract Administrator | Finance | 132 | \$ 49.51 | 0.47 | \$ 72.78 | 0.15 | \$ 83.70 | 1.59 | \$ 133.08 | 2.69 | |
| Public Safety Coordinator | Public Safety & Emerg. Prepar | 132 | \$ 49.51 | 0.47 | \$ 72.78 | 0.15 | \$ 83.70 | 1.59 | \$ 133.08 | 2.69 | |
| Senior Information Tech specia | Comm., Info. Technology | 132 | \$ 49.51 | 0.47 | \$ 72.78 | 0.15 | \$ 83.70 | 1.59 | \$ 133.08 | 2.69 | |
| Media Supervisor | Communications | 132 | \$ 49.51 | 0.47 | \$ 72.78 | 0.15 | \$ 83.70 | 1.59 | \$ 133.08 | 2.69 | |
| Facility Spervisor | Senior Center | 132 | \$ 49.51 | 0.47 | \$ 72.78 | 0.15 | \$ 83.70 | 1.59 | \$ 133.08 | 2.69 | |
| Senior Code Enforcement Offic | Code Enforcement | 132 | \$ 49.51 | 0.47 | \$ 72.78 | 0.15 | \$ 83.70 | 1.59 | \$ 133.08 | 2.69 | |

City of Calabasas
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rates by Position

| [a] | [a] | [a] | [b] | [c] | | [c] | | [c] | [d] | [e] | |
|-------------------------------------|-----------------------------|----------|-----------------|---------------------|-------------------------------|------------------------|--|--|----------------------------|---|-------|
| Position | Home Dept | Position | Top Step Hourly | Adjust for Benefits | Top Step Hourly with Benefits | Adjust for Citywide OH | Top Step Hourly with Benefits and Cwide OH | Adjust for Productive and Direct Hours | Fully-Burdened Hourly Rate | Hourly Adjustment Factor for Fully-Burdened Hourly Rate | Notes |
| Information Systems Specialist | Comm., Info. Technology | 132 | \$ 49.51 | 0.47 | \$ 72.78 | 0.15 | \$ 83.70 | 1.59 | \$ 133.08 | 2.69 | |
| Sr. Code Enforcement Officer | Code Enforcement | 132 | \$ 49.51 | 0.47 | \$ 72.78 | 0.15 | \$ 83.70 | 1.59 | \$ 133.08 | 2.69 | |
| Associate Planner | Planning Projects | 142 | \$ 54.69 | 0.47 | \$ 80.39 | 0.15 | \$ 92.45 | 1.59 | \$ 147.00 | 2.69 | |
| Planner | Development Review | 147 | \$ 57.48 | 0.47 | \$ 84.50 | 0.15 | \$ 97.17 | 1.59 | \$ 154.50 | 2.69 | |
| Sr. Human Resources Analyst | Administrative Services | 147 | \$ 57.48 | 0.47 | \$ 84.50 | 0.15 | \$ 97.17 | 1.59 | \$ 154.50 | 2.69 | |
| Senior Planner | Planning Projects | 154 | \$ 61.63 | 0.47 | \$ 90.60 | 0.15 | \$ 104.19 | 1.59 | \$ 165.65 | 2.69 | |
| Accounting Supervisor | Finance | 162 | \$ 66.73 | 0.47 | \$ 98.09 | 0.15 | \$ 112.81 | 1.59 | \$ 179.36 | 2.69 | |
| Public Works Superintendent | Public Works, Street Maint. | 162 | \$ 66.73 | 0.47 | \$ 98.09 | 0.15 | \$ 112.81 | 1.59 | \$ 179.36 | 2.69 | |
| Deputy City Manager | Administrative Services | 162 | \$ 66.73 | 0.47 | \$ 98.09 | 0.15 | \$ 112.81 | 1.59 | \$ 179.36 | 2.69 | |
| Environmental Services Manager | Water Quality Enhancement | 162 | \$ 66.73 | 0.47 | \$ 98.09 | 0.15 | \$ 112.81 | 1.59 | \$ 179.36 | 2.69 | |
| Senior Civil Engineer | Transportation Engineering | 162 | \$ 66.73 | 0.47 | \$ 98.09 | 0.15 | \$ 112.81 | 1.59 | \$ 179.36 | 2.69 | |
| Building Official | Building Inspection | 167 | \$ 70.14 | 0.47 | \$ 103.11 | 0.15 | \$ 118.57 | 1.59 | \$ 188.53 | 2.69 | |
| Deputy Comm SVCS Director | Community Services | 167 | \$ 70.14 | 0.47 | \$ 103.11 | 0.15 | \$ 118.57 | 1.59 | \$ 188.53 | 2.69 | |
| City Planner | Planning & Building Admin | 176 | \$ 76.71 | 0.47 | \$ 112.76 | 0.15 | \$ 129.68 | 1.59 | \$ 206.19 | 2.69 | |
| City Clerk | City Clerk | 176 | \$ 76.71 | 0.47 | \$ 112.76 | 0.15 | \$ 129.68 | 1.59 | \$ 206.19 | 2.69 | |
| Information Systems Manager | Comm., Info. Technology | 176 | \$ 76.71 | 0.47 | \$ 112.76 | 0.15 | \$ 129.68 | 1.59 | \$ 206.19 | 2.69 | |
| Deputy Public Works Director | Transportation Engineering | 188 | \$ 86.44 | 0.47 | \$ 127.07 | 0.15 | \$ 146.13 | 1.59 | \$ 232.34 | 2.69 | |
| Director of Community Services | Community Services Admin | 197 | \$ 94.54 | 0.47 | \$ 138.97 | 0.15 | \$ 159.82 | 1.59 | \$ 254.11 | 2.69 | |
| Communications Director | Communications | 197 | \$ 94.54 | 0.47 | \$ 138.97 | 0.15 | \$ 159.82 | 1.59 | \$ 254.11 | 2.69 | |
| Chief Financial Officer | Finance | 213 | \$ 110.85 | 0.47 | \$ 162.95 | 0.15 | \$ 187.39 | 1.59 | \$ 297.95 | 2.69 | |
| Community Development Director | Planning & Building Admin | 213 | \$ 110.85 | 0.47 | \$ 162.95 | 0.15 | \$ 187.39 | 1.59 | \$ 297.95 | 2.69 | |
| Public Works Director/City Engineer | Public Works Admin/Eng | 213 | \$ 110.85 | 0.47 | \$ 162.95 | 0.15 | \$ 187.39 | 1.59 | \$ 297.95 | 2.69 | |
| City Manager | City Manager | PCM | \$ 121.15 | 0.47 | \$ 178.10 | 0.15 | \$ 204.81 | 1.59 | \$ 325.65 | 2.69 | |

[a] Source: Payroll budget used to inform FY 23/24 budget.

[b] Source: Calabasas Full-Time Salary Schedule (Resolution 2023-1839).

[c] See separate worksheet in this model.

[d] Fully-burdened hourly rates are intended to represent reasonable estimates for purposes of this analysis.

[e] The City may apply this factor to the base hourly wage rate (top step adopted salary schedule) to determine fully-burdened hourly rate.

| Description | Total Labor Hours | Total Cost of Svc | Current Fee | Current Cost Recovery |
|---|-------------------|-------------------|--------------------|-----------------------|
| 2. PLANNING FEES | | | | |
| 2.1 Environmental Fees | | | | |
| 2.1.1 Notice of Exemption Preparation and Filing | 8.75 | \$1,267 | \$490 | 39% |
| 2.1.2 Negative Declaration | 25.25 | \$3,861 | \$1,459 | 38% |
| 2.1.3 Mitigated Negative Declaration | 91.25 | \$14,516 | \$8,617 | 59% |
| 2.1.4 Environmental Impact Report | 129.00 | \$20,683 | \$10,988 | 53% |
| 2.1.5 Environmental Consultants | | | Cost plus 15% | 100% |
| 2.2 LA County/State Fish and Wildlife Environmental Filing Fees | | | See State Fees | n/a |
| 2.3 Planning Application Fees | | | | |
| 2.3.1 Conditional Use Permit | | | | |
| 2.3.1.1 Single Family (1 unit) | | | \$2,124 | |
| 2.3.1.1 Alcohol | 16.25 | \$2,751 | \$4,246 | |
| 2.3.1.2 Alcohol - Part of Multiple Filing | 8.00 | \$1,529 | \$4,246 | |
| 2.3.1.3 All Other | 64.50 | \$10,204 | \$4,246 | 42% |
| 2.3.1.4 All Other - Part of Multiple Filing | 32.25 | \$5,227 | \$4,246 | |
| 2.3.2 Conditional Use Permit - Amendment | | | | |
| 2.3.2.1 CUP Amendment - Single Family (1 unit) | | | \$968 | |
| 2.3.2.1 CUP Amendment - Alcohol | | \$1,375 | \$1,939 | |
| 2.3.2.2 CUP Amendment - Alcohol - Part of Multiple Filing | | \$764 | \$1,939 | |
| 2.3.2.3 CUP Amendment - All Other | | \$5,102 | \$1,939 | 38% |
| 2.3.2.4 CUP Amendment - All Other - Part of Multiple Filing | | \$2,613 | \$1,939 | |
| 2.3.3 Development Agreement | | | | |
| 2.3.3.1 Development Agreement | 52.00 | \$9,396 | \$7,501 | 80% |
| 2.3.3.2 Development Agreement - Amendment | 44.00 | \$8,156 | \$7,501 | 92% |
| 2.3.4 Development Code Amendment / Zone Change | | | | |
| 2.3.4.1 Text Amendment | 57.75 | \$9,279 | \$5,107 | 55% |
| 2.3.4.2 Map Amendment | 44.25 | \$6,848 | \$5,107 | 75% |
| 2.3.5 Development Plan Review | | | | |
| 2.3.5.1 Development Plan Review - Addition | 22.00 | \$4,188 | \$9,883 | 236% |
| 2.3.5.2 Development Plan Review - SFR / Single Lot | 44.00 | \$7,876 | \$9,883 | 125% |
| 2.3.5.3 Development Plan Review - 2 to 10 units / lots | 60.00 | \$10,868 | \$9,883 | 91% |
| 2.3.5.4 Development Plan Review - More than 10 units / lots | 76.00 | \$14,044 | \$9,883 | 70% |
| 2.3.6 Development Plan Amendment | | | | |
| 2.3.6.1 Development Plan Amendment - Addition | | \$2,094 | n/a | n/a |
| 2.3.6.2 Development Plan Amendment - SFR / Single Lot | | \$3,938 | n/a | n/a |
| 2.3.6.3 Development Plan Amendment - 2 to 10 units / lots | | \$5,434 | n/a | n/a |
| 2.3.6.4 Development Plan Amendment - More than 10 units / lots | | \$7,022 | n/a | n/a |

| Description | Proposed Fee | Proposed Cost Recovery | Fee Change \$ | Fee Change % | Note |
|---|---|------------------------|---------------|--------------|------|
| 2. PLANNING FEES | | | | | |
| 2.1 Environmental Fees | | | | | |
| 2.1.1 Notice of Exemption Preparation and Filing | \$625 + Consultant Costs + 15% Admin | 50% | \$114 | 23% | |
| 2.1.2 Negative Declaration | \$3,861 + Consultant Costs + 15% Admin | 100% | \$2,402 | 153% | |
| 2.1.3 Mitigated Negative Declaration | \$14,516 + Consultant Costs + 15% Admin | 100% | \$5,899 | 96% | [a] |
| 2.1.4 Environmental Impact Report | \$20,683 + Consultant Costs + 15% Admin | 100% | \$9,695 | 107% | [a] |
| 2.1.5 Environmental Consultants | Consultant Costs + 15% Admin | 100% | n/a | n/a | |
| 2.2 LA County/State Fish and Wildlife Environmental Filing Fees | See State Fees | n/a | n/a | n/a | |
| 2.3 Planning Application Fees | | | | | |
| 2.3.1 Conditional Use Permit | | | | | |
| 2.3.1.1 Single Family (1 unit) | | | | | |
| 2.3.1.1 Alcohol | \$2,751 | 100% | (\$1,495) | -35% | |
| 2.3.1.2 Alcohol - Part of Multiple Filing | \$1,529 | 100% | (\$2,718) | -64% | |
| 2.3.1.3 All Other | \$10,204 | 100% | \$5,958 | 140% | |
| 2.3.1.4 All Other - Part of Multiple Filing | \$5,227 | 100% | \$981 | 23% | |
| 2.3.2 Conditional Use Permit - Amendment | | | | | |
| 2.3.2.1 CUP Amendment - Single Family (1 unit) | | | | | |
| 2.3.2.1 CUP Amendment - Alcohol | \$1,375 | 100% | (\$564) | -29% | |
| 2.3.2.2 CUP Amendment - Alcohol - Part of Multiple Filing | \$764 | 100% | (\$1,175) | -61% | |
| 2.3.2.3 CUP Amendment - All Other | \$5,102 | 100% | \$3,163 | 163% | |
| 2.3.2.4 CUP Amendment - All Other - Part of Multiple Filing | \$2,613 | 100% | \$674 | 35% | |
| 2.3.3 Development Agreement | | | | | |
| 2.3.3.1 Development Agreement | \$9,396 | 100% | \$1,731 | 23% | [a] |
| 2.3.3.2 Development Agreement - Amendment | \$8,156 | 100% | \$1,731 | 23% | [a] |
| 2.3.4 Development Code Amendment / Zone Change | | | | | |
| 2.3.4.1 Text Amendment | \$9,279 | 100% | \$4,172 | 82% | [a] |
| 2.3.4.2 Map Amendment | \$6,848 | 100% | \$1,741 | 34% | [a] |
| 2.3.5 Development Plan Review | | | | | |
| 2.3.5.1 Development Plan Review - Addition | \$4,188 | 100% | (\$5,695) | -58% | |
| 2.3.5.2 Development Plan Review - SFR / Single Lot | \$7,876 | 100% | (\$2,007) | -20% | |
| 2.3.5.3 Development Plan Review - 2 to 10 units / lots | \$10,868 | 100% | \$985 | 10% | |
| 2.3.5.4 Development Plan Review - More than 10 units / lots | \$14,044 | 100% | \$4,161 | 42% | [a] |
| 2.3.6 Development Plan Amendment | | | | | |
| 2.3.6.1 Development Plan Amendment - Addition | \$2,094 | 100% | n/a | n/a | |
| 2.3.6.2 Development Plan Amendment - SFR / Single Lot | \$3,938 | 100% | n/a | n/a | |
| 2.3.6.3 Development Plan Amendment - 2 to 10 units / lots | \$5,434 | 100% | n/a | n/a | |
| 2.3.6.4 Development Plan Amendment - More than 10 units / lots | \$7,022 | 100% | n/a | n/a | [a] |

| Description | Total Labor Hours | Total Cost of Svc | Current Fee | Current Cost Recovery |
|--|-------------------|-------------------|--------------------|-----------------------|
| 2.3.7 Oak Tree Permit - Single-Family (1 Unit) | | | | |
| 2.3.7.1 Single-Family (1 unit) - Linked to Construction Project | 30.50 | \$5,869 | \$1,766 | 30% |
| 2.3.7.2 Single-Family (1 unit) - Not Linked to Construction Project | 15.25 | \$3,060 | \$1,766 | 58% |
| 2.3.8 Oak Tree Permit - Other | | | | |
| 2.3.8.1 Other - Linked to Construction Project | 30.50 | \$5,869 | \$3,535 | 60% |
| 2.3.8.2 Other - Not Linked to Construction Project | 15.25 | \$3,060 | \$3,535 | 116% |
| 2.3.9 General Plan Amendment | 89.00 | \$14,000 | \$6,900 | 49% |
| 2.3.10 Administrative Plan Review | | | | |
| 2.3.10.1 Single-Family (1 unit) | 33.00 | \$5,262 | \$1,055 | 20% |
| 2.3.10.2 Other | 33.00 | \$5,262 | \$2,109 | 40% |
| 2.3.8 Zone Change | | | \$4,739 | |
| 2.3.11 Zoning Clearances | | | | |
| 2.3.11.1 Zoning Clearance - Tenant Improvement/Use and Occupancy | 0.75 | \$92 | \$183 | 200% |
| 2.3.11.2 Zoning Clearance - Solar Panels | 0.75 | \$92 | \$183 | 200% |
| 2.3.11.3 Zoning Clearance - Minor Exterior Modification | 1.00 | \$122 | \$183 | 150% |
| 2.3.11.4 Zoning Clearance - Swimming Pool | 3.00 | \$404 | \$183 | 45% |
| 2.3.11.5 Zoning Clearance - Accessory Structures | 3.00 | \$404 | \$183 | 45% |
| 2.3.11.6 Zoning Clearance - ADUs and JADUs | 5.00 | \$673 | \$183 | 27% |
| 2.3.12 Site Plan Review | | | | |
| 2.3.12.1 Residential | | | | |
| 2.3.12.1.1 Single-Family (1 unit) < 2 Units | 69.25 | \$10,754 | \$2,209 | 21% |
| 2.3.12.1.2 2 - 10 Units | 69.25 | \$10,754 | \$4,407 | 41% |
| 2.3.12.1.3 More than 10 Units | 104.00 | \$16,143 | \$4,407 | 27% |
| 2.3.12.2 Non-Residential & Mixed Use Projects | | | | |
| 2.3.12.2.1 Up to 10,000 SF | 69.25 | \$10,754 | \$4,407 | 41% |
| 2.3.12.2.2 More than 10,000 SF | 104.00 | \$16,143 | \$4,407 | 27% |
| 2.3.13 Specific Plan | | | | |
| 2.3.13.1 Specific Plan | 165.25 | \$26,765 | \$14,609 | 55% |
| 2.3.13.2 Specific Plan - Amendment | 123.94 | \$20,199 | \$14,609 | 72% |
| 2.3.14 Variance | | | | |
| 2.3.14.1 Variance - Single-Family (1 unit) | 38.25 | \$5,844 | \$1,398 | 24% |
| 2.3.14.2 Variance - Other | 38.25 | \$5,844 | \$2,799 | 48% |
| 2.3.14.3 Variance - More than 1 Variance - Single-Family (1 unit) (each add'l) | 8.25 | \$1,607 | \$501 | 31% |
| 2.3.14.4 Variance - More than 1 Variance - Other (each add'l) | 8.25 | \$1,607 | \$993 | 62% |

| Description | Proposed Fee | Proposed Cost Recovery | Fee Change \$ | Fee Change % | Note |
|--|--------------|------------------------|---------------|--------------|------|
| 2.3.7 Oak Tree Permit - Single-Family (1 Unit) | | | | | |
| 2.3.7.1 Single-Family (1 unit) - Linked to Construction Project | \$4,402 | 75% | \$2,636 | 149% | |
| 2.3.7.2 Single-Family (1 unit) - Not Linked to Construction Project | \$1,530 | 50% | (\$236) | -13% | |
| 2.3.8 Oak Tree Permit - Other | | | | | |
| 2.3.8.1 Other - Linked to Construction Project | \$5,869 | 100% | \$2,334 | 66% | |
| 2.3.8.2 Other - Not Linked to Construction Project | \$3,060 | 100% | (\$476) | -13% | |
| 2.3.9 General Plan Amendment | \$14,000 | 100% | \$7,100 | 103% | [a] |
| 2.3.10 Administrative Plan Review | | | | | |
| 2.3.10.1 Single-Family (1 unit) | \$2,631 | 50% | \$1,576 | 149% | |
| 2.3.10.2 Other | \$5,262 | 100% | \$3,153 | 150% | |
| 2.3.8 Zone Change | | | | | |
| 2.3.11 Zoning Clearances | | | | | |
| 2.3.11.1 Zoning Clearance - Tenant Improvement/Use and Occupancy | \$92 | 100% | (\$92) | -50% | |
| 2.3.11.2 Zoning Clearance - Solar Panels | \$92 | 100% | (\$92) | -50% | |
| 2.3.11.3 Zoning Clearance - Minor Exterior Modification | \$122 | 100% | (\$61) | -33% | |
| 2.3.11.4 Zoning Clearance - Swimming Pool | \$404 | 100% | \$221 | 120% | |
| 2.3.11.5 Zoning Clearance - Accessory Structures | \$404 | 100% | \$221 | 120% | |
| 2.3.11.6 Zoning Clearance - ADUs and JADUs | \$673 | 100% | \$490 | 267% | |
| 2.3.12 Site Plan Review | | | | | |
| 2.3.12.1 Residential | | | | | |
| 2.3.12.1.1 Single-Family (1 unit) < 2 Units | \$5,377 | 50% | \$3,168 | 143% | |
| 2.3.12.1.2 2 - 10 Units | \$10,754 | 100% | \$6,347 | 144% | |
| 2.3.12.1.3 More than 10 Units | \$16,143 | 100% | \$11,736 | 266% | [a] |
| 2.3.12.2 Non-Residential & Mixed Use Projects | | | | | |
| 2.3.12.2.1 Up to 10,000 SF | \$10,754 | 100% | \$6,347 | 144% | |
| 2.3.12.2.2 More than 10,000 SF | \$16,143 | 100% | \$11,736 | 266% | [a] |
| 2.3.13 Specific Plan | | | | | |
| 2.3.13.1 Specific Plan | \$26,765 | 100% | \$13,986 | 96% | [a] |
| 2.3.13.2 Specific Plan - Amendment | \$20,199 | 100% | \$5,590 | 38% | [a] |
| 2.3.14 Variance | | | | | |
| 2.3.14.1 Variance - Single-Family (1 unit) | \$2,922 | 50% | \$1,524 | 109% | |
| 2.3.14.2 Variance - Other | \$5,844 | 100% | \$3,045 | 109% | |
| 2.3.14.3 Variance - More than 1 Variance - Single-Family (1 unit) (each add'l) | \$804 | 50% | \$303 | 60% | |
| 2.3.14.4 Variance - More than 1 Variance - Other (each add'l) | \$1,607 | 100% | \$614 | 62% | |

City of Calabasas
 User and Regulatory Fee Study
 Cost of Service Calculation - Planning

| Description | Total Labor Hours | Total Cost of Svc | Current Fee | Current Cost Recovery |
|---|-------------------|-------------------|---|-----------------------|
| 2.3.15 Minor Use Permit | | | | |
| 2.3.15.1 Single-Family (1 unit) | 41.25 | \$6,629 | \$1,299 | 20% |
| 2.3.15.2 Other | 41.25 | \$6,629 | \$2,603 | 39% |
| 2.3.16 Temporary Use Permit | 6.00 | \$979 | \$380 | 39% |
| 2.3.17 Annexation / SOI Amendment | 195.25 | \$36,907 | \$15,298 plus LAFCO and other agency fees | 41% |
| 2.3.18 Signs | | | | |
| 2.3.18.1 Sign Permit | | | | |
| 2.3.18.1.1 Sign Permit - First Sign | 6.75 | \$1,040 | \$392 | 38% |
| 2.3.18.1.2 Sign Permit - Each Additional Sign | 1.25 | \$189 | n/a | n/a |
| 2.3.18.2 Sign Program | | | | |
| 2.3.18.2.1 Sign Program | 37.25 | \$5,836 | \$2,528 | 43% |
| 2.3.18.2.2 Sign Program - Amendment (Staff Review) | 15.00 | \$2,672 | \$2,528 | 95% |
| 2.3.18.2.3 Sign Program - Amendment (Planning Commission) | 21.75 | \$3,277 | \$2,528 | 77% |
| 2.3.18.3 Temporary Banners | 1.50 | \$188 | \$68 | 36% |
| 2.3.19 Historic Preservation | | | | |
| 2.3.19.1 Landmark Designation | 23.00 | \$4,101 | n/a | n/a |
| 2.3.19.2 Certificate of Appropriateness (Historic Properties Only) | | | | |
| 2.3.19.2.1 Single-Family (1 unit) | 20.25 | \$2,995 | \$625 | 21% |
| 2.3.19.2.2 Other | 20.25 | \$2,995 | \$1,252 | 42% |
| 2.3.19.3 Certificate of Appropriateness Waiver | | | | |
| 2.3.19.3.1 Single-Family (1 unit) | 20.25 | \$2,995 | n/a | n/a |
| 2.3.19.3.2 Other | 20.25 | \$2,995 | n/a | n/a |
| 2.3.19.4 Mills Act Contract Applications | 44.25 | \$6,733 | \$1,484 | 22% |
| 2.3.19.5 Certificate of Economic Hardship | | | | |
| 2.3.19.5.1 Single-Family (1 unit) | 19.50 | \$2,970 | \$619 | 21% |
| 2.3.19.5.2 Other | 19.50 | \$2,970 | \$1,101 | 37% |
| 2.3.20 Home Occupation Permit | 2.50 | \$310 | \$113 | 36% |
| 2.3.20.1 Issuance Fee | | | \$113 | |
| 2.3.20.2 Single-Family (1 unit) | | | \$563 | |
| 2.3.20.3 Other | | | \$1,131 | |
| 2.3.21 Street Vacation | 38.00 | \$7,022 | \$5,450 | 78% |
| 2.3.22 Public Hearing Notification Service | 2.00 | \$244 | \$195 plus \$0.75 for each property within 500 feet | 84% |

| Description | Proposed Fee | Proposed Cost Recovery | Fee Change \$ | Fee Change % | Note |
|--|---|------------------------|---------------|--------------|------|
| 2.3.15 Minor Use Permit | | | | | |
| 2.3.15.1 Single-Family (1 unit) | \$3,314 | 50% | \$2,015 | 155% | |
| 2.3.15.2 Other | \$6,629 | 100% | \$4,026 | 155% | |
| 2.3.16 Temporary Use Permit | \$490 | 50% | \$110 | 29% | |
| 2.3.17 Annexation / SOI Amendment | \$36,907 plus LAFCO and other agency fees | 100% | \$21,609 | 131% | [a] |
| 2.3.18 Signs | | | | | |
| 2.3.18.1 Sign Permit | | | | | |
| 2.3.18.1.1 Sign Permit - First Sign | \$520 | 50% | \$128 | 33% | |
| 2.3.18.1.2 Sign Permit - Each Additional Sign | \$94 | 50% | n/a | n/a | |
| 2.3.18.2 Sign Program | | | | | |
| 2.3.18.2.1 Sign Program | \$5,836 | 100% | \$3,308 | 131% | |
| 2.3.18.2.2 Sign Program - Amendment (Staff Review) | \$2,672 | 100% | \$144 | 6% | |
| 2.3.18.2.3 Sign Program - Amendment (Planning Commission) | \$3,277 | 100% | \$749 | 30% | |
| 2.3.18.3 Temporary Banners | \$94 | 50% | \$26 | 38% | |
| 2.3.19 Historic Preservation | | | | | |
| 2.3.19.1 Landmark Designation | \$2,051 | 50% | n/a | n/a | |
| 2.3.19.2 Certificate of Appropriateness (Historic Properties Only) | | | | | |
| 2.3.19.2.1 Single-Family (1 unit) | \$1,497 | 50% | \$872 | 140% | |
| 2.3.19.2.2 Other | \$2,995 | 100% | \$1,743 | 139% | |
| 2.3.19.3 Certificate of Appropriateness Waiver | | | | | |
| 2.3.19.3.1 Single-Family (1 unit) | \$1,497 | 50% | n/a | n/a | |
| 2.3.19.3.2 Other | \$2,995 | 100% | n/a | n/a | |
| 2.3.19.4 Mills Act Contract Applications | \$3,366 | 50% | \$1,882 | 127% | |
| 2.3.19.5 Certificate of Economic Hardship | | | | | |
| 2.3.19.5.1 Single-Family (1 unit) | \$1,485 | 50% | \$866 | 140% | |
| 2.3.19.5.2 Other | \$2,970 | 100% | \$1,869 | 170% | |
| 2.3.20 Home Occupation Permit | \$155 | 50% | \$42 | 37% | |
| 2.3.20.1 Issuance Fee | | | | | |
| 2.3.20.2 Single-Family (1 unit) | | | | | |
| 2.3.20.3 Other | | | | | |
| 2.3.21 Street Vacation | \$7,022 | 100% | \$1,572 | 29% | [a] |
| 2.3.22 Public Hearing Notification Service | \$244 plus \$0.75 for each property within 500 feet | 100% | \$49 | 19% | |

| Description | Total Labor Hours | Total Cost of Svc | Current Fee | Current Cost Recovery |
|---|-------------------|-------------------|-------------------------------|-----------------------|
| 2.3.23 Scanning and Archiving Fee | | | | |
| 2.3.23.1 Permits Requiring Public Hearings | | | \$345 | |
| 2.3.23.2 Permits Not Requiring Public Hearings | | | \$93 | |
| 2.3.23.3 Scanning Costs | | | Invoiced Costs | |
| 2.3.23 Story Poles | | | | |
| 2.3.23.1 Story Pole Plan Review | 4.00 | \$662 | n/a | 0% |
| 2.3.23.2 Story Pole Waiver Request | 2.00 | \$341 | n/a | 0% |
| 2.3.24 Scenic Corridor Permit | | | | |
| 2.3.24.1 Single-Family (1 unit) | 16.00 | \$2,460 | \$466 | 19% |
| 2.3.24.2 Other | 16.00 | \$2,460 | \$933 | 38% |
| 2.3.25 Scenic Corridor Permit - Minor | | | | |
| 2.3.25.1 Single-Family (1 unit) | 9.00 | \$1,504 | \$331 | 22% |
| 2.3.25.2 Signs | 5.00 | \$916 | \$331 | 36% |
| 2.3.25.3 Fences / Walls | 5.00 | \$916 | \$331 | 36% |
| 2.3.25.4 Other | 9.00 | \$1,504 | \$664 | 44% |
| 2.3.26 Community Development Forum Fee (Second Forum) | 9.50 | \$1,838 | \$585 | 32% |
| 2.3.27 Pre-Application Fee | 30.00 | \$5,407 | \$1,172 | 22% |
| 2.4 Subdivision Fees | | | | |
| 2.4.1 Tentative Parcel Map | 93.25 | \$14,450 | \$6,076 | 42% |
| 2.4.2 Tentative Tract Map | | | | |
| 2.4.2.1 Tentative Tract Map - 5 to 10 Lots | 111.25 | \$17,342 | \$7,475 | 43% |
| 2.4.2.2 Tentative Tract Map - More than 10 Lots | 111.25 | \$17,342 | \$7,475 | 43% |
| 2.4.3 Tract or Parcel Map Revision | 52.25 | \$8,457 | \$3,756 | 44% |
| 2.4.4 SB9 - California Housing Opportunity and More Efficiency (HOME) Act | | | | |
| 2.4.4.1 Parcel Split | | | \$5,852 | |
| 2.4.4.2 Ministerial Permit, per unit | | | \$1,017 | |
| 2.4.5 Other Lot Line Adjustment / Parcel Merger | | | \$1,835 plus \$213 per parcel | |
| 2.5 Wireless Telecommunication Facility Permit | | | | |
| 2.5.1 RF Consultant | | | \$3,000 | |
| 2.5.2 Wireless Facility Minor Modification Permit Fee | | | \$2,394 | |
| 2.5.3 Tier 1 Wireless Telecommunication Facility Permit | | | \$1,867 | |
| 2.5.4 Tier 2 Wireless Telecommunication Facility Permit | | | \$4,246 | |
| 2.5.5 Small Wireless Facility Application Fee | | | | |
| 2.5.5.1 Facility, or batch of facilities, located on existing structures | | | \$585 + 100 for each facility | |

| Description | Proposed Fee | Proposed Cost Recovery | Fee Change \$ | Fee Change % | Note |
|---|-------------------------------|------------------------|---------------|--------------|------|
| 2.3.23 Scanning and Archiving Fee | | | | | |
| 2.3.23.1 Permits Requiring Public Hearings | | | | | |
| 2.3.23.2 Permits Not Requiring Public Hearings | | | | | |
| 2.3.23.3 Scanning Costs | | | | | |
| 2.3.23 Story Poles | | | | | |
| 2.3.23.1 Story Pole Plan Review | \$662 | 100% | | | |
| 2.3.23.2 Story Pole Waiver Request | \$341 | 100% | | | |
| 2.3.24 Scenic Corridor Permit | | | | | |
| 2.3.24.1 Single-Family (1 unit) | \$1,230 | 50% | \$764 | 164% | |
| 2.3.24.2 Other | \$2,460 | 100% | \$1,527 | 164% | |
| 2.3.25 Scenic Corridor Permit - Minor | | | | | |
| 2.3.25.1 Single-Family (1 unit) | \$752 | 50% | \$421 | 127% | |
| 2.3.25.2 Signs | \$458 | 50% | \$127 | 38% | |
| 2.3.25.3 Fences / Walls | \$458 | 50% | \$127 | 38% | |
| 2.3.25.4 Other | \$1,504 | 100% | \$840 | 127% | |
| 2.3.26 Community Development Forum Fee (Second Forum) | \$1,838 | 100% | \$1,253 | 162% | |
| 2.3.27 Pre-Application Fee | \$5,407 | 100% | \$4,235 | 361% | |
| 2.4 Subdivision Fees | | | | | |
| 2.4.1 Tentative Parcel Map | \$14,450 | 100% | \$8,374 | 138% | [a] |
| 2.4.2 Tentative Tract Map | | | | | |
| 2.4.2.1 Tentative Tract Map - 5 to 10 Lots | \$17,342 | 100% | \$9,867 | 132% | [a] |
| 2.4.2.2 Tentative Tract Map - More than 10 Lots | \$17,342 + \$215 per lot | 100% | \$9,867 | 130% | [a] |
| 2.4.3 Tract or Parcel Map Revision | \$8,457 | 100% | \$4,701 | 125% | [a] |
| 2.4.4 SB9 - California Housing Opportunity and More Efficiency (HOME) Act | | | | | |
| 2.4.4.1 Parcel Split | \$5,852 | | | | [a] |
| 2.4.4.2 Ministerial Permit, per unit | \$1,017 | | | | [a] |
| 2.4.5 Other Lot Line Adjustment / Parcel Merger | \$1,835 plus \$213 per parcel | | | | [a] |
| 2.5 Wireless Telecommunication Facility Permit | | | | | |
| 2.5.1 RF Consultant | \$3,000 | | | | |
| 2.5.2 Wireless Facility Minor Modification Permit Fee | \$2,394 | | | | |
| 2.5.3 Tier 1 Wireless Telecommunication Facility Permit | \$1,867 | | | | |
| 2.5.4 Tier 2 Wireless Telecommunication Facility Permit | \$4,246 | | | | |
| 2.5.5 Small Wireless Facility Application Fee | | | | | |
| 2.5.5.1 Facility, or batch of facilities, located on existing structures | \$585 + 100 for each facility | | | | |

| Description | Total Labor Hours | Total Cost of Svc | Current Fee | Current Cost Recovery |
|--|-------------------|-------------------|------------------------------------|-------------------------|
| 2.6 Post Entitlement Review | 5.00 | \$724 | n/a | 0% |
| 2.7 Extension, Zoning Verification Letter, Plan Review (4th and Subsequent) | | | | |
| 2.7.1 Permit Extension Fee | 5.50 | \$836 | \$296 | 35% |
| 2.7.2 Zoning Verification Letter | 1.25 | \$158 | n/a | 0% |
| 2.7.3 Plan Review Fee - 4th and Subsequent Reviews (Each Review) | | | n/a | 0% |
| 2.8 Other / Miscellaneous | | | | |
| 2.8.1 Affordable Housing Mitigation Fee | | | | |
| 2.8.1.1 In-Lieu Fee per new multi-family apartment housing unit | | | \$20,764 | n/a - not part of study |
| 2.8.1.2 In-Lieu Fee per new townhome/condominium housing unit | | | \$52,689 | n/a - not part of study |
| 2.8.1.3 In-Lieu Fee per new single-family housing unit | | | \$73,267 | n/a - not part of study |
| 2.8.1.4 Commercial Affordable Housing Impact Fee - retail uses, per SF | | | \$2 | n/a - not part of study |
| 2.8.1.5 Commercial Affordable Housing Impact Fee - office & research/develop uses, per SF | | | \$3 | n/a - not part of study |
| 2.8.2 Citywide Traffic Mitigation Fee | | | | |
| 2.8.2.1 Citywide Traffic Mitigation Fee - Single Family (per Dwelling Unit) | | | | |
| a) < 1,500 - 1,999 SF | | | \$3,763 - \$4,086 | n/a - not part of study |
| b) 2,000 - 2,999 SF | | | \$4,150 - \$4,528 | n/a - not part of study |
| c) 3,000 - 3,999 SF | | | \$4,542 - \$4,722 | n/a - not part of study |
| d) 4,000 - > 7,000 SF | | | \$4,750 - \$5,580 | n/a - not part of study |
| 2.8.2.2 Citywide Traffic Mitigation Fee - Multi-Family (per Dwelling Unit) | | | | |
| a) < 500 - 999 SF | | | \$1,732 - \$1,954 | n/a - not part of study |
| b) 1,000 - 1,999 SF | | | \$1,998 - \$2,291 | n/a - not part of study |
| c) 2,000 - > 3,500 SF | | | \$2,309 - \$2,575 | n/a - not part of study |
| 2.8.2.3 Citywide Traffic Mitigation Fee - ADU ≥ 750 SF (Per Dwelling Unit) | | | Proportional to Single Family Unit | |
| 2.8.2.4 Citywide Traffic Mitigation Fee - Non-Residential | | | | |
| a) Lodging (per Room) | | | \$3,907 | n/a - not part of study |
| b) Retail / Service (per SF) | | | \$12.67 | n/a - not part of study |
| c) Office / Institutional (per SF) | | | \$5.30 | n/a - not part of study |
| d) Light Industrial (per SF) | | | \$2.38 | n/a - not part of study |
| e) Medical Office (per SF) | | | \$17.60 | n/a - not part of study |
| 2.8.3 Lost Hills Rd/Las Virgenes Rd Bridge and Thoroughfare District Construction Fee (West side) | | | | |
| 2.8.3.1 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Retail | | | \$14 | n/a - not part of study |
| 2.8.3.2 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Office | | | \$8 | n/a - not part of study |
| 2.8.3.3 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Research and development | | | \$4 | n/a - not part of study |
| 2.8.3.4 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Single-Family residential | | | \$3,426 | n/a - not part of study |
| 2.8.3.5 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Townhome | | | \$1,850 | n/a - not part of study |
| 2.8.3.6 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Multi-Family residential | | | \$2,124 | n/a - not part of study |
| 2.8.3.7 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Light industrial | | | \$4 | n/a - not part of study |
| 2.8.3.8 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Industrial | | | \$3 | n/a - not part of study |
| 2.8.4 Art in Public Places (1% of Valuation) | | | 1% | n/a - not part of study |
| 2.8.5 Quimby Fee - Amount of Land Required per acre x Per Acre Fair Market Value | | | | n/a - not part of study |
| 2.8.6 Technology Fee | | | 3% | n/a - not part of study |
| 2.8.7 Oak Tree Mitigation Fee | | | See Reso 91-36 | n/a - not part of study |

| Description | Proposed Fee | Proposed Cost Recovery | Fee Change \$ | Fee Change % | Note |
|--|------------------------------------|-------------------------|------------------|------------------|------|
| 2.6 Post Entitlement Review | \$724 | 100% | n/a - new | n/a - new | |
| 2.7 Extension, Zoning Verification Letter, Plan Review (4th and Subsequent) | | | | | |
| 2.7.1 Permit Extension Fee | 25% of Filing Fee | varies | varies | varies | |
| 2.7.2 Zoning Verification Letter | \$158 | 100% | n/a - new | n/a - new | |
| 2.7.3 Plan Review Fee - 4th and Subsequent Reviews (Each Review) | 20% of all application fees | 100% | n/a - new | n/a - new | [b] |
| 2.8 Other / Miscellaneous | | | | | |
| 2.8.1 Affordable Housing Mitigation Fee | | | | | |
| 2.8.1.1 In-Lieu Fee per new multi-family apartment housing unit | \$20,764 | n/a - not part of study | | | |
| 2.8.1.2 In-Lieu Fee per new townhome/condominium housing unit | \$52,689 | n/a - not part of study | | | |
| 2.8.1.3 In-Lieu Fee per new single-family housing unit | \$73,267 | n/a - not part of study | | | |
| 2.8.1.4 Commercial Affordable Housing Impact Fee - retail uses, per SF | \$2 | n/a - not part of study | | | |
| 2.8.1.5 Commercial Affordable Housing Impact Fee - office & research/develop uses, per SF | \$3 | n/a - not part of study | | | |
| 2.8.2 Citywide Traffic Mitigation Fee | | | | | |
| 2.8.2.1 Citywide Traffic Mitigation Fee - Single Family (per Dwelling Unit) | | | | | |
| a) < 1,500 - 1,999 SF | \$3,763 - \$4,086 | n/a - not part of study | | | |
| b) 2,000 - 2,999 SF | \$4,150 - \$4,528 | n/a - not part of study | | | |
| c) 3,000 - 3,999 SF | \$4,542 - \$4,722 | n/a - not part of study | | | |
| d) 4,000 - > 7,000 SF | \$4,750 - \$5,580 | n/a - not part of study | | | |
| 2.8.2.2 Citywide Traffic Mitigation Fee - Multi-Family (per Dwelling Unit) | | | | | |
| a) < 500 - 999 SF | \$1,732 - \$1,954 | n/a - not part of study | | | |
| b) 1,000 - 1,999 SF | \$1,998 - \$2,291 | n/a - not part of study | | | |
| c) 2,000 - > 3,500 SF | \$2,309 - \$2,575 | n/a - not part of study | | | |
| 2.8.2.3 Citywide Traffic Mitigation Fee - ADU ≥ 750 SF (Per Dwelling Unit) | Proportional to Single Family Unit | n/a - not part of study | | | |
| 2.8.2.4 Citywide Traffic Mitigation Fee - Non-Residential | | | | | |
| a) Lodging (per Room) | \$3,907 | n/a - not part of study | | | |
| b) Retail / Service (per SF) | \$12.67 | n/a - not part of study | | | |
| c) Office / Institutional (per SF) | \$5.30 | n/a - not part of study | | | |
| d) Light Industrial (per SF) | \$2.38 | n/a - not part of study | | | |
| e) Medical Office (per SF) | \$17.60 | n/a - not part of study | | | |
| 2.8.3 Lost Hills Rd/Las Virgenes Rd Bridge and Thoroughfare District Construction Fee (West side) | | | | | |
| 2.8.3.1 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Retail | \$14 | n/a - not part of study | | | |
| 2.8.3.2 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Office | \$8 | n/a - not part of study | | | |
| 2.8.3.3 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Research and development | \$4 | n/a - not part of study | | | |
| 2.8.3.4 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Single-Family residential | \$3,426 | n/a - not part of study | | | |
| 2.8.3.5 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Townhome | \$1,850 | n/a - not part of study | | | |
| 2.8.3.6 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Multi-Family residential | \$2,124 | n/a - not part of study | | | |
| 2.8.3.7 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Light industrial | \$4 | n/a - not part of study | | | |
| 2.8.3.8 LH/LV Bridge and Thoroughfare Dist. Construction Fee - Industrial | \$3 | n/a - not part of study | | | |
| 2.8.4 Art in Public Places (1% of Valuation) | 1% | n/a - not part of study | | | |
| 2.8.5 Quimby Fee - Amount of Land Required per acre x Per Acre Fair Market Value | | n/a - not part of study | | | |
| 2.8.6 Technology Fee | 3% | n/a - not part of study | | | |
| 2.8.7 Oak Tree Mitigation Fee | See Reso 91-36 | n/a - not part of study | | | |

City of Calabasas
 User and Regulatory Fee Study
 Cost of Service Calculation - Planning

| Description | Total Labor Hours | Total Cost of Svc | Current Fee | Current Cost Recovery |
|-------------|-------------------|-------------------|-------------|-----------------------|
|-------------|-------------------|-------------------|-------------|-----------------------|

[a] In addition to amounts shown, the City will pass through the costs of City Attorney/specialized attorney review and all other outside services costs incurred for review and/or processing of applications. Costs for such services will be based on Time and Materials Billings, plus 15% admin.

[b] Fees include up to three rounds of review. For each additional round of review required, the City may bill 20% of all application fees based on the application fees shown in the City's current adopted fee schedule.

* In addition to the base fees shown in this schedule, applicants are responsible for all costs of outside review and support services, including, but not limited to: consultant review and report preparation, peer review, specialized attorney review, and outside agency costs such as newspaper publishing, LAFCO, Board of Equalization Fees, and costs of preparing maps and legal descriptions. Director and/or City Planner to provide estimate of initial deposit required for commencement of outside review and support services based on scope of project.