

# **FEE SCHEDULE**



**Effective  
July 1, 2008  
Revised July 1, 2015  
(Resolution # 19-2015 & 20-2015)**

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(Street Fees, Storm Drainage, Park Facilities, and Equipment Fees, Traffic Improvement Fees)
- Ordinance No. 684-09 (Development Impact Fees)
- Resolution No. 10-03 (Sewer Connection Rates)
- Resolution No 9-05 (Sewer User Fee & Policy)
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## **INTRODUCTION**

This booklet contains a list of the City fees that might be required of a new or expanding commercial business or a residential project in the City of Willows. The purpose of these fees is to charge for development applications and services and other fees are to pay for the installation of public utilities and service facilities needed to serve the property being developed, to collect charges for the use of certain facilities from those benefiting by those services and to help pay the costs borne by the City in providing preconstruction, construction, inspection, and public safety services.

Some fees change on an annual basis; others may be instituted at City Council discretion. Although the information provided here is as current and complete as possible, it is best to check the City staff to ensure that there are no other requirements that your project might need to meet.

Please note, that these fees are only applicable to Planning, Engineering, and Public Works and do not apply to Building Permits fees, which are separate and payable to the Building Department, at 201 N. Lassen Street.

Fees are current as of July 1, 2015. These fees are subject to change based upon City Council Action.

## APPLICATION FEES

Application fees for development proposals and planning services are collected at the time an application is submitted. These fees are payable at the City of Willows, City Hall, 201 N. Lassen Street. These fees are designed to recover the costs of staff time spent reviewing and processing applications.

### PLANNING APPLICATION FEE SCHEDULE (July 1, 2015)

<b>APPLICATION FEES</b>	
Certificate of Compliance	\$228
Design Review	\$283 + \$128 per PC mtg. + PTA Deposit.
Encroachment Permit	\$78 + \$58 per inspection & 2% of Public Improvement cost
<b>Environmental Assessment</b>	
Categorical Exemption	\$64
Notice of Determination (NOD)	\$32 + County Posting Fee
○ Initial Study w/minor Neg. Dec	Consultant Fee + 5%
○ Initial Study w/MND	Consultant Fee + 5%
○ Environmental Report (EIR)	Consultant Fee + 5%
Tentative Parcel Maps (4 or fewer lots)	\$285 + \$32/lot + PTA
Tentative Subdivision Maps (5 or more lots)	\$565 + \$32/lot + PTA
Vesting Tentative Map	\$680 + \$32/lot + PTA
Extensions and Revisions to Approved Plan	\$191
Final Maps	\$562+32/lot + PTA
General Plan Amendment	\$1146 + PTA
Home Occupation	\$86
Lot Line Adjustment	\$350
Lot Merger	\$228
Rezone or Prezone	Minimum \$1,000 deposit + consultant cost + 5%
Sign Permit	\$64
Temporary Use Permit	\$228
<b>USE PERMIT</b>	
○ Minor	\$114 + PTA Deposit
○ Major	\$570 + PTA Deposit
<b>VARIANCE</b>	
○ Minor	\$114 + PTA Deposit
○ Major	\$570 + PTA Deposit
Zoning Clearance Letter	\$128
Appeal to PC or CC	\$222
<b>PASS THROUGH AGREEMENT (PTA)</b>	
○ Projects deemed Categorical Exempt	\$500 min. deposit
○ Projects requiring Environmental Review	minimum \$1,000 minimum (Deposits are applied to fully allocated costs associated with the project. Additional deposits may be required).

In addition to the fees shown above, your project may require an Environmental Impact Report. These reports are funded by the applicant, managed by City Staff and completed by a private consultant. The developer may also be financially responsible for any mitigation measures identified by the Environmental Impact Report.

## **ENGINEERING FEES**

### **Engineering Review and Inspection Fees**

At the time of improvement plan submittal a deposit for Engineering plan checking services and field inspection services is required. This deposit is based upon the off site improvements construction value. Deposits are paid at City Hall, 201 North Lassen Street, Willows, CA 95988.

Inspection of construction covers materials testing of public improvements constructed by development projects to ensure quality infrastructure which will become the City's maintenance responsibility.

In addition, to assure that the improvements required by the City ordinance are satisfactorily completed, adequate improvement security shall be furnished by the developer according to the plans and specifications in a sum or amount equal to the estimate approved by the City Engineer. Please contact the City Engineer for additional information.

The following fee schedule shall apply to public improvements constructed by private development, whether or not such projects have engineered plans signed by the City Engineer.

- ❖ Plan Review.....
  - Actual cost using staff fully allocated rate, deposit of 4% of construction value, excess \$ refunded
  
- ❖ Field Inspection.....
  - Actual cost using staff fully allocated rate, deposit of 4% of construction value, excess \$ refunded
  
- ❖ Encroachment Permit.....
  - \$78+58 per inspection and 2% of public improvement cost
  - Application required to be completed and approved by Public Works Director

**SEWER FEES**

The owner of any building situated within the City and abutting on any street in which there is now located or may in the future be located a public sewer of the City, is hereby required at his expense to connect said buildings directly with the proper public sewer in accordance with the provisions of this ordinance, within ninety (90) days after date of official notice to do so, provided that said, public sewer is within two hundred (200) feet of the nearest point of the property; provided, however that where territory is annexed to the City upon which existing improvements are located which are served by a satisfactorily operating and maintained septic tank, the owner may continue to dispose of waste to said septic tanks so long as it remains in operating condition to the satisfaction of the County Health Officer or until any additional building or buildings or any division of the property is proposed, at which time connection to the public sewer shall be required. (Ordinance No. 639, 10-26-93)

- Residential.....\$1,250 per dwelling unit
- General.....\$4,601 per dwelling unit
- Specific Non Residential.....see list



## **DEVELOPMENT IMPACT FEES**

This section contains information on various development impact fees which are charged to pay for infrastructure or services which are needed to serve future development. Development projects may be subject to more than one of these development impact fees depending on the project site location. **Please see the attached area maps for the specific site location.**

The applicable impact fees are due and payable to the City of Willows, 201 North Lassen Street, Willows, CA. prior to issuance of a building permit.

<b>DEVELOPMENT IMPACT FEE SUMMARY (revised July 2015)</b>				
<b>Fee Category</b>	<b>Single Family Residential</b>	<b>Multi-Family Residential</b>	<b>Commercial (per 1,000 ft<sup>2</sup> )</b>	<b>Industrial (per 1,000 ft<sup>2</sup> )</b>
Library	\$1,645	\$1,577	\$0	\$0
Parks and Recreation	\$2,353	\$2,257	\$0	\$0
Freeway Interchange	\$453	\$319	\$981	\$304
Streets and Traffic	\$845	\$593	\$1,828	\$565
Police	\$869	\$834	\$378	\$178
Fire	\$1,785	\$1,712	\$778	\$366
Sanitary Sewer Wastewater	\$1,387	\$1,330	\$604	\$284
Storm Drain	\$2,239	\$1,343	\$1,645	\$1,850
Administration (3% of Subtotal)	\$348	\$299	\$186	\$107

**MISCELLANEOUS FEES**

These fees are assessed to the requests of the public. If any member of the public requests copies of any of the following documents, these fees shall be charged. Prices below do not include mailing charges.

❖ Design Guidelines(Downtown & Wood Street).....	\$11.00
❖ Zoning Ordinance.....	\$23.00
❖ General Plan.....	\$23.00
❖ Housing Element (2005-2010).....	\$23.00
❖ Land Division Standards.....	\$29.00
❖ Land Use Maps.....	\$23.00
❖ Zoning Map.....	\$23.00

# City of Willows



201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX: (530) 934-7402  
 April 2005

TO: Willows Sewer Service Customers

SUBJECT: Sewer User Fee Increases

In March of 2001, the State of California issued a new discharge permit for the City of Willows Wastewater Treatment Plant. The permit requires the City to reconstruct the plant before March 2006 to comply with new, more stringent, water quality standards. In April 2003 a public hearing was held and user fees were increased to provide sufficient revenue for operations, maintenance, and debt coverage for design, engineering, and construction of the required State improvements, based upon the 2003 preliminary engineering estimates.

In 2004 final design/engineering plans were completed and bid documents were prepared and advertised for proposals. Bid submittals were opened in March 2005, and the lowest of the four bids received established the total project cost at \$10 million. Over the last several years construction costs have significantly increased due to market demands, and projections indicate that this escalation will continue.

Improvements to the Wastewater Treatment Plant must be completed to meet State demands as well as future community needs. The project cannot be funded based upon the current fee rate structure. The City has already secured a low-interest \$7.5 million loan from the United States Department of Agriculture and has applied for State grants to help fund the project. The City Council must establish rates to service a loan debt of \$10 million.

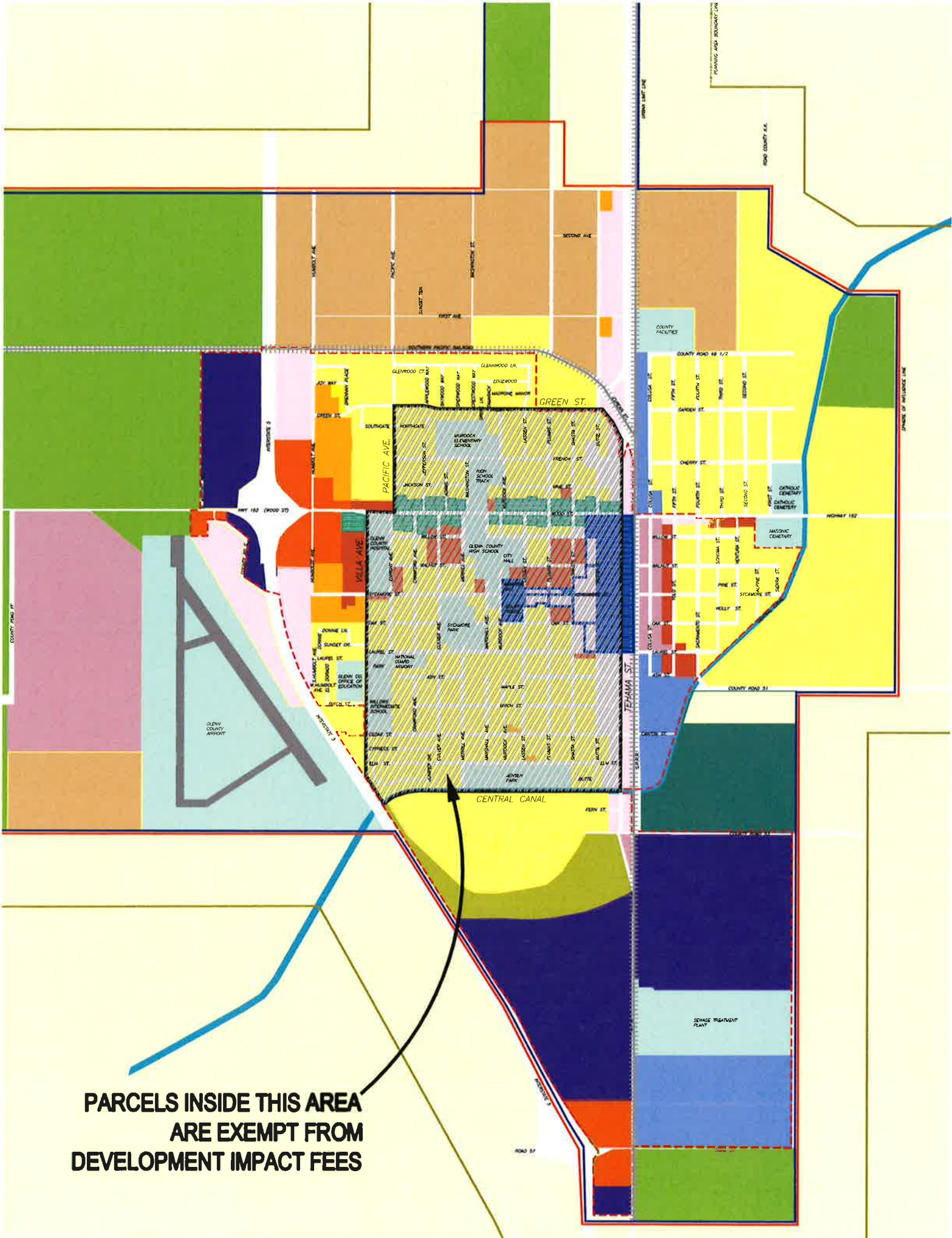
The Willows City Council has scheduled a public hearing for April 26, 2005, to review the financial needs and impacts associated with the treatment plant reconstruction effort. At this public hearing, the City Council will review staff reports, receive public input, and consider adopting a resolution to implement the proposed rate increases as detailed in the table below:

Proposed Sewer Rates				
Category	Current Rates to June 2005	July 2005 to June 2006	July 2006 to June 2007	July 2007 to June 2008
Percent Increase		18 %	27%	15%
Residential (\$/Mo.)	\$23.32	\$27.52	\$34.95	\$40.19
Commercial (\$/CCF)				
Motel and Hotel	\$1.87	\$2.20	\$2.80	\$3.22
Hospital and Rest Home	\$1.84	\$2.17	\$2.76	\$3.17
Restaurant and Bakery	\$2.43	\$2.86	\$3.63	\$4.18
Market & Morgue	\$2.29	\$2.70	\$3.42	\$3.94
Laundry	\$1.98	\$2.34	\$2.97	\$3.42
Car Wash	\$1.77	\$2.09	\$2.66	\$3.05
Jail	\$2.05	\$2.42	\$3.08	\$3.54
Other Commercial	\$1.75	\$2.06	\$2.62	\$3.01

Information concerning the Wastewater Treatment Plant Improvements, construction bids, and project financing is available for review at the City Offices. Any questions can be addressed to Kent Perkes, Director of Parks and Public Works, Tim Sallsbery, Finance Director, or me.

Sincerely,

Mike Mistrot  
 City Manager



**PARCELS INSIDE THIS AREA  
ARE EXEMPT FROM  
DEVELOPMENT IMPACT FEES**