



**Community Development Department**  
 9291 Old Redwood Highway  
 P.O. Box 100  
 Windsor, CA 95492-0100  
 Planning: (707) 838-1021 / Fax: (707) 838-7349  
 Website: townofwindsor.com

## Planning Application Fees

Town Council Resolution 2347-08  
 Update effective July 1, 2019 through June 30, 2020

**File Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Application Type	Adopted Fee	Description
<b>Addressing (010-61-00-0000-3640-000)</b>		
Addressing Amendment	\$101	Requested by property owner(s).
Road Name Change	\$799	Public or private. Requires public hearing.
<b>Annexation (010-61-00-0000-3801-000)</b>		
Annexation	\$2,124	In addition to rezoning or environmental determination. Does not include any fees from other agencies (i.e. LAFCO).
<b>Appeal (010-61-00-0000-3640-000)</b>		
Appeal	\$404	All types. Community Development Director and Planning Commission decisions.
<b>Development Agreement (010-61-00-0000-3801-000)</b>		
Development Agreement	\$5,246	Where authorized for preparation by the Town Council.
<b>Environmental Review (California Environmental Quality Act) (010-61-00-000-3230-000)</b>		
Categorical Exemption	\$599	Preliminary studies required resulting in a determination of Categorical Exemption.
Initial Study	\$1,799	For projects which are not statutorily or categorically exempt under CEQA. Includes projects which result in Negative Declaration or Mitigate Negative Declaration.
Environmental Impact Report	Calculate fee	12% of the consultant's cost to prepare the EIR. If Initial Study results in a determination that an EIR is required, Initial Study fee may be applied to the EIR fee.
<b>Lot Line Adjustment (010-61-00-0000-3243-000)</b>		
Administrative	\$672	No parcel completely relocated or reduced in size by more than 30% or enlarged by more than 100%. Exempt from CEQA. No public hearing.
Standard	\$1,471	All others, including parcel reconfiguration of up to four parcels.
<b>Plan Amendment (010-61-00-0000-3231-000)</b>		
General Plan	\$5,064	Map or text.
Specific Plan / Area Plan	\$5,064	Map or text. Includes the Downtown Plan and Shiloh Vision Plan.
<b>Plan / Ordinance Cost Recovery – Maintenance Fee</b>		
General Plan / Zoning (010-61-00-000-3641-000)	Calculate Fee	\$503 / acre. All new development applications. One time per acreage requirement.
Shiloh Road Village Vision Plan (010-61-00-000-3239-000)	Calculate Fee	\$1,792 / acre. All new development within the Shiloh Road Village Vision Plan area. One time per acreage requirement.
<b>Site Plan and Design Review (010-61-00-0000-3640-000)</b>		
Administrative	\$1,479	Administrative hearing officer review. Residential and non-residential.
Commercial/Industrial 1	\$3,359	New buildings or additions up to 10,000 sf. Planning Commission review.
Commercial/Industrial 2	\$4,878	New buildings or additions 10,000 to 50,000 sf. Planning Commission review.

<b>Application Type</b>	<b>Adopted Fee</b>	<b>Description</b>
Commercial/Industrial 3	\$6,399	New buildings or additions over 50,000 sf. Planning Commission review.
Residential 1	\$2,816	New construction or additions of 4 or fewer units.
Residential 2	\$5,218	New construction or additions of 5 or more units.
Signs – commercial	\$400	Individual business signs. May involve field work or research. Includes comprehensive sign programs, not part of original project approval.
Signs – non commercial	\$25	Includes political signs.
Pre-Application Review	\$331	Staff Review Committee/Staff Review only. No public hearing.
Workshop, Merit Process, Pre-Application	\$1,294	Public hearing review before Town Council or Planning Commission.
<b>Subdivision (010-61-00-0000-3240-000)</b>		
Minor	\$3,939	Four (4) or fewer lots or condominium units.
Major	Calculate Fee	Five (5) or more lot or condominium units. Calculation: \$5,798 + ( x \$25 / lot) =
Certificate of Modification	\$1,272	Modification of restrictions on a recorded map. Requires public hearing. Distinguished from a “Certificate of Correction” which is administrated by the Town Engineer and limited to errors and omissions.
Fire Dept. Plan Check Fee	-	Contact Fire Department. Provide proof of payment.
<b>Use Permit (010-61-00-0000-3232-000)</b>		
Minor Use Permit	\$1,479	Specified in Zoning Ordinance.
Use Permit	\$4,504	All others, includes residential and non-residential.
<b>Variance (010-61-00-0000-3640-000)</b>		
Variance	\$799	Deviations from code not otherwise delegated to the Community Development Director.
<b>Zone Change/Prezoning (010-61-00-0000-3231-000)</b>		
Zone Change/Prezoning	\$4,247	Map or text. Includes prezoning associated with annexation.
<b>Zoning Permits (010-61-00-0000-3232-000)</b>		
Zoning Permit-No Posting	\$200	Home Occupation Permit /Permits with No Posting Required /Other permits as determined by the Community Development Director
Zoning Permit-Posting Required	\$500	Permits Requiring Posting
<b>Other Fees (010-61-00-0000-3640-000)</b>		
ABC Letter of Public Convenience and Necessity	\$300	When requested by the Dept. of Alcoholic Beverage Control. For new licenses (off-sales or bars) or transfers to new locations. Not for restaurant or same location transfers. See Town Council resolution 765-98.
Extension of Time	\$1,100	Per zoning or subdivision ordinance (or Subdivision Map Act).
Massage Operator’s Permit	\$231	New permit and 1 <sup>st</sup> renewal, subsequent renewals \$77 / year.
Mobile Home Rent Stabilization	\$24 / space	Annual administration fee (per space per year).
Revision to File	\$1,100	Post entitlement approval. Can be pre or post construction or establishment of use.
<b>SUB - TOTAL</b>		
Town Attorney Cost Recovery (010-1430-431)	Calculate Deposit	<b>20% deposit of subtotal of all Planning Application Fees. Does not apply to Administrative Permit Hearing unless legal issues are anticipated.</b>
<b>TOTAL</b>	<b>\$</b>	
<b>Notes</b>		
<ol style="list-style-type: none"> <li>The Community Development Director may interpret the appropriate fee based on the particulars of the application, including estimated work effort either directly or in coordination with other departments and/or agencies.</li> <li>When a project involves both design review and use permit applications, only one fee will be charged which will be the higher of the two applicable fees.</li> </ol>		