



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
Addressing (010-61-00-0000-3640-000)		
Addressing Amendment	\$101	Requested by property owner(s).
Road Name Change	\$799	Public or private. Requires public hearing.
Annexation (010-61-00-0000-3801-000)		
Annexation	\$2,124	In addition to rezoning or environmental determination. Does not include any fees from other agencies (i.e. LAFCO).
Appeal (010-61-00-0000-3640-000)		
Appeal	\$404	All types. Community Development Director and Planning Commission decisions.
Development Agreement (010-61-00-0000-3801-000)		
Development Agreement	\$5,246	Where authorized for preparation by the Town Council.
Environmental Review (California Environmental Quality Act) (010-61-00-000-3230-000)		
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.
Lot Line Adjustment (010-61-00-0000-3243-000)		
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.
Plan Amendment (010-61-00-0000-3231-000)		
General Plan	\$5,064	Map or text.
Specific Plan / Area Plan	\$5,064	Map or text. Includes the Downtown Plan and Shiloh Vision Plan.
Plan / Ordinance Cost Recovery – Maintenance Fee		
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.
Site Plan and Design Review (010-61-00-0000-3640-000)		
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.

Application Type	Adopted Fee	Description
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.
Subdivision (010-61-00-0000-3240-000)		
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.
Use Permit (010-61-00-0000-3232-000)		
Minor Use Permit	\$1,479	Specified in Zoning Ordinance.
Use Permit	\$4,504	All others, includes residential and non-residential.
Variance (010-61-00-0000-3640-000)		
Variance	\$799	Deviations from code not otherwise delegated to the Community Development Director.
Zone Change/Prezoning (010-61-00-0000-3231-000)		
Zone Change/Prezoning	\$4,247	Map or text. Includes prezoning associated with annexation.
Zoning Permits (010-61-00-0000-3232-000)		
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
Other Fees (010-61-00-0000-3640-000)		
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 st 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.
SUB - TOTAL		
Town Attorney Cost Recovery (660-1570-_____)	Calculate Deposit	20% deposit of subtotal of all Planning Application Fees. Does not apply to Administrative Permit Hearing unless legal issues are anticipated.
TOTAL		

Notes

1. 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.
2. 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.