



Date: _____

City Of Oceanside

Development Services Department/ Planning Division

Received From: _____

Project Name/Number: _____

(Maximum 30 Characters)

Description	Fees*	Amt. Recd.
<i>General Plan Amendments</i> less than 10 acres 10 to 100 acres 100 acres or more	\$9,234 Deposit Account Deposit Account	\$
<i>Zoning Amendments</i> less than 10 acres 10 to 100 acres 100 acres or more	\$7,424 Deposit Account Deposit Account	\$
<i>Zoning Overlay/Specific Plan</i>	Deposit Account	\$
<i>Conditional Use Permits</i> Telecom/Wireless Conditional Use Permits Administrative Conditional Use Permits (Amateur Radio Facility ACUP)	\$4,503 Deposit Account \$3,152 \$500	\$
<i>Variance</i>	\$4,000	\$
<i>Development Plan Review</i> less than 10 acres 10 to 100 acres 100 acres or more	\$6,435 Deposit Account Deposit Account	\$
<i>Administrative Development Plan Review</i>	\$4,838	
<i>Time Extension of Previously Approved Discretionary Projects</i>	\$1,600	\$
<i>Revision or Amendment to Previously Approved Discretionary Projects</i>	50% of a new application	\$
<i>Sign Permits</i>	\$2,373	\$
<i>Tentative Parcel Map</i> Residential Development Plan Base Fee < 4 lots + \$141/lot Commercial/Industrial Mixed Use	\$3,089	\$
<i>Tentative Subdivision Map - Base Fee + \$316 lot</i> 5 – 10 lots 11 – 20 lots > 20 lots	Deposit Account Deposit Account Deposit Account	\$
<i>Development Agreement</i>	Deposit Account	\$

Description	Fees*	Amt. Recd.
<i>Environmental Review Fees</i> Full Review Focused/Per Review Assessment Mitigated Negative Declaration Negative Declaration	Deposit Account Deposit Account Deposit Account	\$
<i>Other Environmental Fees</i> Street Vacation Certificate of Exemption	\$150 \$153	\$
<i>Coastal Development Permits</i> Regular Application Admin. Application	\$4,000 \$2,735	\$
<i>Street Name Assignment</i>	\$ 150 per street	\$
<i>Addresses</i>	\$ 75 per address	\$
<i>Substantial Conformity</i>	\$ 300	\$
<i>Appeal of City Planner's Decision</i>	\$ 1,750	\$
<i>Appeal of Planning Commission Decision to the City Council</i>	\$ 1,750 Fee payable to the City Clerk within 10 days of Commission's adoption of Resolution confirming action	\$
<i>Additional Review (Applies when more than 2 staff reviews are required on discretionary applications)</i>	15% of initial fee	
<i>Review of Building Permits</i> <i>Business License Review</i> <i>Outdoor Activities/Special Events</i> <i>Child Care > 14 children</i> <i>Historic Application</i> <i>ABC License Review – per unit</i> <i>Developer's Conference</i> <i>Research Fee</i>	\$150 \$ 0 \$150 \$950 \$500 \$150 \$200 \$50/half hour	
<i>General Plan Neighborhood Planning Areas</i> <i>Noticing Fee</i> General Plan Amendment Residential Projects (20+ units) Commercial Projects (5 acres or more) Hearing at City Council	See attached fee schedule per noticed hearing	\$
<i>Other public notification fees</i>	To be determined based on applicable notification radius and project location	\$

* NOTE: Fees are subject to periodic change



CITY OF OCEANSIDE

DEVELOPMENT SERVICES DEPARTMENT (DSD)
ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT (ECD)

SUBJECT:
Policy & Procedure for
Developer Deposit Account (Deposit Account)
Administration

POLICY NUMBER: 2011-01
IMPLEMENTED: 5/2/2011
UPDATED: _____

I. Purpose and Scope

In order to recover costs associated with discretionary planning entitlement application processing of large, complex projects, on March 2, 2011, the City Council approved the establishment of Developer Deposit Accounts (Deposit Accounts). The purpose of this policy is to establish department-level policy and procedures for Deposit Account initiation, project record keeping, account replenishment (if required), project closure and refunds. All project applicants subject to this policy must sign a statement agreeing to abide by this policy as part of their application for discretionary permit submittal.

II. Applicability, Required Minimum Initial Deposits and Minimum Balances

The following table lists the types of applications subject to Deposit Accounts, their required initial deposits, and corresponding minimum account balance thresholds that would trigger the need for additional funding.

Entitlement Project Type	Minimum Initial Deposit Amount	Replenishment Trigger Amount
General Plan Amendments – 10 acres or more	\$10,000 + notification costs	\$3,000
Zoning Amendments – 10 acres or more	\$7,500 + notification costs	\$2,500
Zoning Overlay/ Specific Plan	\$7,500 + notification costs	\$2,500
Telecom/ Wireless CUP	\$4,500 + notification costs + 3 rd party consultant review	\$1,500
Development Plan Review – 10 acres or more	\$7,500 + notification costs	\$2,500
Tentative Subdivision Maps	\$4,500 + notification costs	\$1,500
Development Agreement	\$10,000 + notification costs	\$3,000
EIR	\$20,000 + notification costs	\$6,500
ND/MND	\$4,500 + notification costs	\$1,500

Initial deposit amount(s) must be paid at the time of initial project submittal. When multiple permits are requested (e.g. Tentative Subdivision Map, Development Plan Review) the applicant will be responsible for the cumulative amount of all project entitlement requests. Further, if one or more application requested does not require the

establishment of a Deposit Account (i.e. Tentative Map with Conditional Use Permit applications), the minimum deposit and replenishment trigger shall be the same as the application for which a Deposit Account is required. Project-specific notification costs will be determined prior to application submittal and will be added to the minimum initial deposit amount. Professional 3rd party consultant review fees for Telecom/Wireless Conditional Use Permit applications will also be required to be paid upon application submittal.

Deposit Account funds will be utilized for the review/processing of discretionary planning applications until such time that a final action is taken on the project by the designated decision making authority, inclusive of any associated appeal.

Building permit plan checks fees, engineering bonds and any other development fees required for project implementation beyond planning entitlement processing will be charged separately and will not be drawn from the Deposit Account.

III. Deposit Account Establishment and Administration

The City of Oceanside Financial Services Department will establish a separate non-interest bearing Deposit Account for each project application. Monthly reports will be issued to inform staff and project applicants of charges made against said accounts. City Division Managers will review and approve all monthly reports prior to issuance to applicants.

Deposit Accounts shall be replenished to their initial deposit amount if account balances reach the established replenishment trigger amount. At that point, the Financial Services Department will forward an invoice to the project applicant requesting deposit of additional funds within 10 calendar days. If the requested funds are not received within 10 calendar days, all project work will cease, including scheduling for public hearings.

Within 30 calendar days from final project action (approval/denial or appeal determination, if applicable), any residual Deposit Account funds will be automatically refunded to the applicant. Refunds for projects deemed "withdrawn" will be issued pursuant to Planning Department Policy Directive 01-09.

IV. Billing Rates and Overhead Charges

Costs associated with processing land development applications are directly related to the fees charged. As such, staff time for all personnel assigned to projects with Deposit Accounts will be billed against the account at an hourly blended rate based on costs established in the annual budget, as adopted by the City Council. Hourly billing rates are provided on the Deposit Account Rate Sheet available in the Development Services and Community and Economic Development Departments.

V. Staff Assignments, Time Accounting and Dispute Resolution

City Division Managers will assign staff to each project.


Staff assigned to Deposit Accounts will track time spent on projects in quarter hour increments.

Any written query related to staff time charged against Deposit Accounts, filed within 20 days from issuance of the monthly report, should be addressed to the appropriate City Division Manager from Building, Engineering, Planning or Redevelopment. Unresolved issues at the Division Manager, will be escalated to the Department Director for resolution within 10 days of the applicant's response to the Division Manager's proposed resolution. Failure to dispute fees within the 20 day monthly report review deadline constitutes acceptance of charges. In the event that a dispute arises prior to project consideration by the decision-making authority on a pending entitlement request, further project processing will cease until the dispute is resolved, but the application will not be deemed withdrawn.

City of Oceanside
Development Services Department
Economic & Community Development Department
Policies and Procedures

Page 3 of 3

Procedure:
Developer Deposit Account (Deposit)

Approved  _____
George R. Buell, Director
Development Services Department

Issue Date: 4.19.11

Approved  _____
Jane McVey, Director
Economic & Community Development Department

Issue Date:



CITY OF OCEANSIDE

DEVELOPMENT SERVICES DEPARTMENT (DSD)
ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT (ECD)

Developer Deposit Account Staff Billing Rates

Effective May 2, 2011, the following billing rates shall be paid by project applicants whose project fees are subject to Developer Deposit Accounts. For additional information, see the (reference the Planning Fee schedule) and Development Services Department/Economic and Community Development Department Developer Deposit Account Administration Policy and Procedure 2011-01.

Staff Types and Hourly Billing Rates

Billing Rates	Hourly Rate
Director	\$145.00
Division/Section Manager	\$120.00
Engineer/Planner	\$100.00
Landscape and Stormwater Staff	\$ 85.00
Telecom Review - Planner	\$ 85.00
Administrative Support	\$ 65.00
Consultant Services	Rate Based on Contract

Approved 
George R. Buell, Director
Development Services Department

Issue Date: 4.19.11

Approved 
Jane McVey, Director
Economic & Community Development Department

Issue Date:

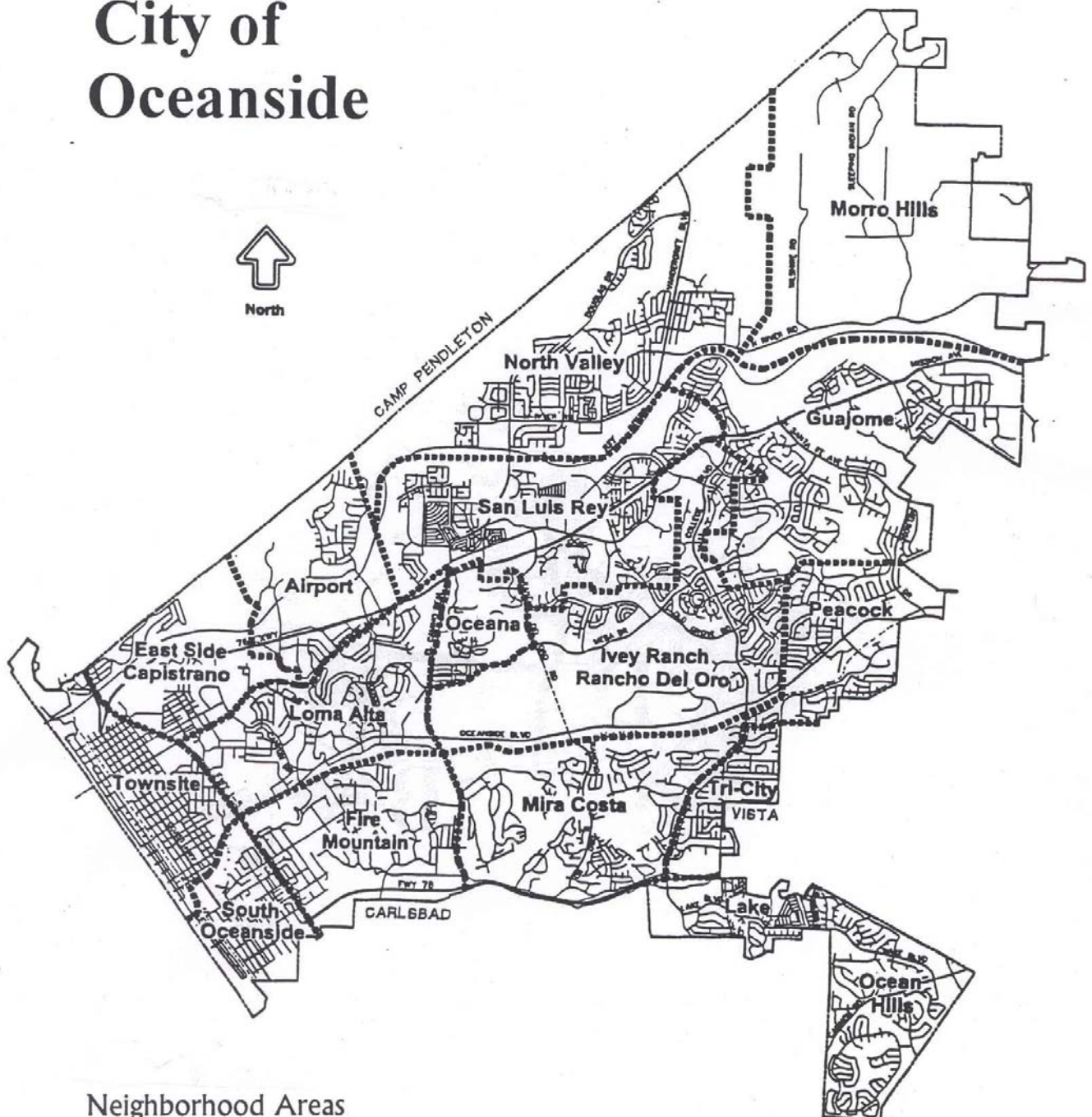
Effective May 11, 2009

**GENERAL PLAN NEIGHBORHOOD PLANNING AREAS
NOTICE COSTS (PER HEARING)**

NEIGHBORHOOD	COUNT	TOTAL COST
		.44
Airport	3,205	\$1,410.20
Eastside/Capistrano	3,458	1,521.52
Fire Mountain	3,544	1,559.36
Guajome	7,519	3,308.36
Ivey Ranch/Rancho Del Oro	10,759	4,733.96
Lake	2,440	1,073.60
Loma Alta	4,778	2,102.32
MiraCosta	5,157	2,269.08
Morro Hills	1,982	872.08
North Valley	8,568	3,769.92
Oceana	2,023	890.12
Peacock	3,819	1,680.36
San Luis Rey	10,962	4,823.28
South Oceanside	3,503	1,541.32
Ocean Hills	3,584	1,576.96
Townsite	8,142	3,582.48
Tri-City	2,707	1,191.08

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City of Oceanside



Neighborhood Areas
Within Community Plan Areas