

# City of Lake Forest

## PLANNING FEES

Activity Description		Fee	Charge Basis	Note
1	Accessory Dwelling Unit (ADU) Permits	\$687	Fixed Fee	
2	Address Assignment / Address Change			
	a) Single Address - Change of Address / Address Assignment	\$294	Fixed Fee	
	b) Multiple Addresses - Change of Addresses / New Assignment	\$3,000	Deposit	
	c) Street Name Assignment	\$3,000	Deposit	
3	Adult Business License			
	a) Adult Business License	\$1,963	Fixed Fee	
	b) Performer License	\$196	Fixed Fee	
4	Appeal			
	a) Appeal to Planning Commission	\$1,500 Base Fee, plus \$5,000 deposit to cover attorney and consultant costs	Fixed Fee, plus pass-through	[a]
	b) Appeal to City Council	\$1,500 Base Fee, plus \$5,000 deposit to cover attorney and consultant costs	Fixed Fee, plus pass-through	[a]
	c) Appeal Hearing Fee	\$85		
5	Area Plan	\$12,000	Deposit	
6	Changed Plan			
	a) Administrative Review	\$981	Fixed Fee	
	b) Planning Commission Review	\$3,000	Deposit	
7	Cyber Café License Fee			
	a) Permit Application	\$393	Fixed Fee	
	b) Permit Renewal	\$196	Fixed Fee	
8	Determination of Public Convenience or Necessity	\$3,000	Deposit	
9	Development Agreement	\$12,000	Deposit	
10	Donation Collection Box (DCB) Permit			
	a) Permit Application	\$393	Fixed Fee	
	b) Permit Renewal	\$196	Fixed Fee	
11	Entertainment Permit			
	a) Entertainment Permit	\$393	Fixed Fee	

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	b) Entertainment Permit - Renewal	\$393	Fixed Fee	
12	Environmental Review (Initial Study/Neg Dec./EIR, etc.)	Deposit TBD T&M plus 15% admin fee	Deposit	
13	Eucalyptus Tree Cutting Permit	\$0 (No Charge)	No charge	
14	Feature Plan	\$12,000	Deposit	
15	General Plan Amendment	\$12,000	Deposit	
16	Noise Standard Deviation Application Review	\$785	Fixed Fee	
17	Orange County Fire Authority Permit Administrative Fee	\$49	Fixed Fee	
18	Outdoor Vending Permit			
	a) Initial	\$785	Fixed Fee	
	b) Renewal	\$294	Fixed Fee	
19	Peer-Reviewed Technical Studies	Deposit TBD T&M plus 15% admin fee	Deposit	
20	Planned Sign Program			
	a) Planned Sign Program (Administrative Review)	\$2,500	Deposit	
	b) Planned Sign Program (Planning Commission Review)	\$6,000	Deposit	
21	Pre-Application	\$4,000	Deposit	
22	Project Consultation (Prior to Application Submittal) (For consultations exceeding two hours)	\$600	Deposit	[b]
23	Review of By-Right Multi-family Residential Project	\$3,000	Deposit	[c]
24	Single Season Sales (e.g. Agricultural, Seasonal Event, etc.)			
	a) Agricultural Sales	\$196	Fixed Fee	
	b) Other Seasonal Events (e.g. Christmas Tree, Pumpkin)	\$196	Fixed Fee	
25	Site Development Permit			
	a) Administrative Review	\$3,000	Deposit	[d]
	b) Planning Commission Review	\$6,000	Deposit	[d]
	c) Not Exempt from CEQA	\$12,000	Deposit	[d]

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Activity Description		Fee	Charge Basis	Note
26	Special Event Permit Application Review	\$491	Fixed Fee	
27	Specific Plan	\$12,000	Deposit	
28	Temporary Outdoor Promotion Permit Application Review	\$196	Fixed Fee	
29	Temporary Promotional Wall Banner Permit			
	a) Non-Commercial	\$0 (No Charge)	Fixed Fee	
	b) Commercial	\$98	Fixed Fee	
30	Tentative Map			
	a) Tentative Parcel Map (TPM)	\$9,000	Deposit	
	b) Tentative Tract Map (TTM)	\$12,000	Deposit	
	c) Revised TPM / TTM	\$6,000	Deposit	
31	Use Permit			
	a) Minor	\$3,000	Deposit	
	b) Major	\$6,000	Deposit	
	c) Not Exempt from CEQA	\$12,000	Deposit	
32	Variance	\$6,000	Deposit	
33	Wireless Communication Facilities (WCF) Permit (per WCF)	\$981	Fixed Fee	
34	Zone Change	\$12,000	Deposit	
35	Zoning/Property Information Letter			
	a) Zoning/Property Information Letter - Basic	\$343	Fixed Fee	[e]
	b) Zoning/Property Information Letter - Comprehensive	\$750	Deposit	
36	Credit Card Transaction Fee	3% - Direct pass-through to vendor	Fixed Fee	
37	Hourly Rate for Deposit Based Services and Planning Services Not Otherwise Listed In This Fee Schedule			
	a) Planning (In-House and Contract Service Planning)	\$196	per hour	
	b) Engineering/Inspection In-House Development Review	\$189	per hour	
	c) Building and Safety Development Review	\$150	per hour	
	d) City Clerk Development Review	\$163	per hour	
	e) City Manager Development Review	\$184	per hour	
	f) Community Services Development Review	\$218	per hour	
	g) Finance Development Review	\$125	per hour	

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Activity Description	Fee	Charge Basis	Note
h) IT / GIS Development Review	\$125	per hour	
i) Community Preservation Development Review	\$130	per hour	
j) Police / Law Enforcement Development Review	\$143	per hour	[f]
k) Contract Services (e.g. Attorney, Contract Engineering, etc.)	T&M plus 15% administrative fee	per hour	

Full Cost Deposits for Multiple Applications
When more than one Full Cost application is submitted, the sum total of the initial full cost deposit amount can be reduced by 25%.

[a] City fee for in-house support will be fixed at \$1,500 (partial cost recovery). City will pass-through all eligible contract service support costs (e.g. contract Planning, City Attorney, etc.).

[b] No fee applies for first two hours. For discussions requiring more than two total hours of staff consultation, a deposit account shall be opened.

[c] Requires review of Objective Design Standards, Affordability Covenant, Applicable State Codes/Laws.

[d] As determined by the Director of Development Services.

[e] Requests for basic property information include up to 1.75 hours of staff time.

[f] Or pass-through of Orange County Sheriff Department hourly billing rate for staff support.