

# CITY OF RANCHO SANTA MARGARITA

USER FEE SCHEDULES  
EFFECTIVE JULY 1, 2019



# DEVELOPMENT SERVICES DEPARTMENT

## PLANNING FEES



**City of Rancho Santa Margarita  
Master Fee Schedule  
Effective Date: July 1, 2019**

**Planning Fees**

Fee Description	Unit *	Adopted Fee	Additional Information	CPI
Address change only/New Address (per address)	<i>Per Issuance</i>	\$ 461		✓
Agricultural Sales Permit (incl. X-mas tree lots, pumpkin sales lots & fruit/produce stands)	<i>Per Issuance</i>	\$ 615		✓
Annexation	<i>Deposit (T&amp;M)</i>	\$ 17,786		✓
Certification of Compliance	<i>Per Issuance</i>	\$ 692		✓
Change Plan - Minor	<i>Per Issuance</i>	\$ 1,154		✓
Conditional Use Permit - Major	<i>Deposit (T&amp;M)</i>	\$ 7,779		✓
Conditional Use Permit - Minor	<i>Deposit (T&amp;M)</i>	\$ 4,427		✓
Construction or Temporary Office	<i>Per Issuance</i>	\$ 461		✓
Development Agreement	<i>Deposit (T&amp;M)</i>	\$ 12,396		✓
Environmental Impact Report	<i>Deposit (T&amp;M)</i>	\$ 12,473		✓
Expedited Review For Entitlement Cases	<i>Deposit (T&amp;M X 1.5)</i>	1.5 X Deposit		
Final Bldg Insp (by Planning)	<i>Per Issuance</i>	\$ 114		✓
General Plan Amendment	<i>Deposit (T&amp;M)</i>	\$ 9,470		✓
Initial Study (Environmental)	<i>Deposit (T&amp;M)</i>	\$ 8,161		✓
Inspections (not covered by other fees)	<i>Deposit (T&amp;M)</i>	Actual Cost		
Land Use Appeal (by resident)	<i>Per Issuance</i>	\$ 1,577		✓
Land Use Appeal (except resident)	<i>Per Issuance</i>	\$ 3,156		✓
Massage Establishment - New	<i>Per Issuance</i>	\$ 769		✓
Massage Establishment - Renewal	<i>Per Issuance</i>	\$ 538		✓

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**Planning Fees**

Fee Description	Unit *	Adopted Fee	Additional Information	CPI
Park In Lieu	<i>(Not Included in Cost Analysis)</i>	Determined on a case-by-case basis per RSMMC Chapter 9.11		
Pre-Application Meeting - Design Review	<i>Per Request</i>	\$ 538		✓
Sign Program	<i>Deposit (T&amp;M)</i>	\$ 4,427		✓
Sign Plan Review (1 Sign)	<i>Per Issuance</i>	\$ 269		✓
Sign Plan Review (2 to 4)	<i>Per Issuance</i>	\$ 384		✓
Sign Plan Review (Multiple Sign Plan Check) More than 4	<i>Per Issuance</i>	\$ 692		✓
Site Development Permit (Administrative Approval)	<i>Deposit (T&amp;M)</i>	\$ 3,079		✓
Site Development Permit (Planning Commission Approval)	<i>Deposit (T&amp;M)</i>	\$ 4,427		✓
Site Development Permit (Includes Alternate Development Standard)	<i>Deposit (T&amp;M)</i>	\$ 7,779		✓
<b>Special Event Permit (Non- Profit)</b>	<i>Per Issuance</i>	\$ 200	<b>amount to remain at \$200</b>	
Special Event Permit (All others)	<i>Per Issuance</i>	\$ 577		✓
Specific Plan	<i>Deposit (T&amp;M)</i>	\$ 17,786		✓
Street Name Change - plus per address change	<i>Deposit (T&amp;M)</i>	\$ 1,963		✓
Temporary Banner Permit	<i>Per Issuance</i>	\$ 76		✓
Tent Tract Map Filing	<i>Deposit (T&amp;M)</i>	\$ 6,544		✓
Tentative Map Amendments to Conditions	<i>Deposit (T&amp;M)</i>	\$ 4,234		✓

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Tentative Map Time Extension	<i>Deposit (T&amp;M)</i>	\$ 4,234		✓
Tentative Parcel Map Filing	<i>Deposit (T&amp;M)</i>	\$ 5,235		✓
Use Determination - Planning Commission	<i>Deposit (T&amp;M)</i>	\$ 3,310		✓
Variance	<i>Deposit (T&amp;M)</i>	\$ 7,390		✓
Zone Change	<i>Deposit (T&amp;M)</i>	\$ 8,392		✓
Zoning Confirmation	<i>Per Issuance</i>	\$ 268		✓
Zoning Plan Check - Major (grading, landscape & building permits)	<i>Deposit (T&amp;M)</i>	\$ 923		✓
Zoning Plan Check-Minor (grading & building permits-pools/spas, patio covers, A/C, etc.)	<i>Per Issuance</i>	\$ 191		✓
Zoning Plan Check - Commercial/ Industrial TI	<i>Per Issuance</i>	\$ 384		✓
Hourly Rate		\$ 153		✓

\* Deposit based fees include Time & Materials (T & M), actual costs, and Citywide Overhead rate of 13%.

For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.

# EMPLOYEE POSITION RATES



**City of Rancho Santa Margarita  
Master Fee Schedule  
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**Employee Position Rate Sheet**

<b>Fee Name</b>	<b>Unit</b>	<b>Time Rate 2019*</b>	<b>Overtime Rate @1.5X **</b>	<b>Additional Information</b>
Administrative Assistant	Per Hour	\$ 61.96	\$ 83.01	
Assistant City Engineer	Per Hour	\$ 109.39	\$ 151.93	
Associate Engineer	Per Hour	\$ 79.62	\$ 108.80	
Associate Planner	Per Hour	\$ 71.29	\$ 96.63	
Building Permit Technician	Per Hour	\$ 59.85	\$ 79.92	
Code Enforcement Officer	Per Hour	\$ 44.34	\$ 66.51	
Development Services Director	Per Hour	\$ 150.61	\$ 211.18	
Engineering Technician	Per Hour	\$ 52.41	\$ 78.61	
Intern	Per Hour	\$ 18.37	\$ 27.56	
Principal Engineer	Per Hour	\$ 102.67	\$ 141.53	
Principal Planner	Per Hour	\$ 89.05	\$ 122.31	
Public Works Director/City Engineer	Per Hour	\$ 112.04	\$ 155.81	
Public Works Superintendent	Per Hour	\$ 101.47	\$ 140.37	

\* Fully Burdened Rate including Direct Labor based on FY 2019/20 and Department Overhead rate

\*\* Overtime rate applies to Weekdays between 5 p.m. and 8 a.m. or anytime on Weekends and Holidays