

**CITY OF ORLAND
COMMUNITY SERVICES DEPARTMENT**

Policies and Procedures regarding Applications Subject to Cost Recovery

The City of Orland Community Services Department, in accordance with Resolution No. 2008-26 adopted by the Orland City Council on September 15, 2008, and effective November 16, 2008, has instituted a program for cost recovery of staff time for the processing of the following types of applications:

CITY OF ORLAND DEVELOPMENT APPLICATIONS AND FEES

• General Plan Amendments	(\$1,430)
• Specific Plans/Amendments	(\$1,430)
• Pre-Zones/Zone Changes	(\$1,416)
• Tentative Subdivision Maps	(\$1,500 + \$15 per lot)
• Tentative Subdivision Map Amendment	(\$1,175)
• Tentative Subdivision Map Extension	(\$870)
• Final Subdivision Map	(\$350 + \$10 per lot)
• Tentative Parcel Map	(\$1,370)
• Tentative Parcel Map Amendment	(\$846)
• Tentative Parcel Map Extension	(\$846)
• Tentative Parcel Map Appeal	(\$350)
• Conditional Use Permits	(\$1,040)
• Conditional Use Permit Amendment	(\$874)
• Conditional Use Permit Extension	(\$874)
• Site Plan Review	(\$390.00)
• Amendment	(\$195.00)
• Annexation/Detachment (City fee only)	(\$2,375) (LAFCo fee is separate)
• Variances	(\$1,285)
• Lot Line Adjustment/Lot Merger	(\$300)
• Certificates of Compliance	(\$300)
• Administrative Use Permits	(\$65)
• Home Occupation	
• Business	
• Appeals	(\$350)
• Planning Clearance Fee (All Building Permits)	(\$50.00)

Note: California Environmental Quality Act (CEQA) costs are listed separately in each application packet.

The City of Orland's Policy and Procedures for recovering processing costs are as follows:

- The Application fee listed above will be considered a deposit. If a project requires multiple entitlements, and any one of those entitlements is subject to cost recovery, as listed above, and the entitlements are being processed concurrently, then the entire processing of the project will be subject to cost recovery. A copy of the receipt and application form shall be submitted to the Community Services Department to begin a file and assign a project number for tracking purposes.
- When the staff time charged exceeds the initial deposit amount, the applicant/landowner will begin receiving a monthly invoice. The invoice shall be paid within thirty (30) days of receipt or the City shall suspend application processing or delay the issuance of building permits due to nonpayment. The property owner is legally responsible for payment of all fees, regardless of whether an entitlement is granted by the City of Orland.
- Following a final determination on the application, a final accounting shall be sent, along with either an invoice if actual processing costs exceed the amount on deposit, or a refund if the deposit amount exceeds actual processing costs.
- The property owner will be invoiced for all time charged to the application(s). The hourly rates are listed below.
- Please note that California Environmental Quality Act (CEQA) costs are listed separately in each application packet.

**BILLING RATES
CITY OF ORLAND
COMMUNITY SERVICES DEPARTMENT**

**Adopted by the Orland City Council: September 15, 2008
Effective: November 16, 2008**

City Manager:	\$126.50
Assistant City Manager:	99.72
Public Works Director:	125.27
Community Services Director:	118.88
Public Works Secretary and Accounts Payable:	101.78
Building Inspector:	111.51
Code Enforcement/Building Inspector:	106.43
Building Department Clerk:	82.97
Utility Billings and Payroll Assistant:	80.66

Note: Engineering fees, Attorney's fees, and impact fees are separate.