

## **RESOLUTION NO. 11356**

### **A RESOLUTION TO AMEND RESOLUTION NO. 11186 AND 11235 AND ADOPT AN AMENDED USER FEE SCHEDULE FOR COMMUNITY DEVELOPMENT PLANNING AND ENGINEERING SERVICES**

**WHEREAS**, City of Folsom Municipal Code Section 3.50.020 states “The city manager is hereby directed to recommend to the council the adjustment of fees and charges to recover the percentage of costs reasonably borne in providing the regulation, products or services enumerated in this chapter and on the schedule of rate review as hereinafter established in this chapter”; and

**WHEREAS**, the City Council on April 22, 2025, held a public hearing on the proposed fee updates for the Community Development Department and considered public comment; and

**WHEREAS** Resolution No. 11186 adopted by City Council on May 28, 2024, set the most recent User Fee schedule for the Community Development Department for Building and Engineering Services and directed staff to return with revised updates to Planning and Special Event fees; and

**WHEREAS** Resolution No. 11235 adopted by City Council on September 21, 2024, set the most recent Master Fee Schedule, which included minor updates to all user fees based on the Consumer Price Index including those of the Community Development Department; and

**WHEREAS**, the City had a consultant that performed a reasonableness test on the proposed fees and this test confirmed that fees do not exceed the actual staff costs associated with this work and are consistent with State law; and

**WHEREAS**, the proposed fees are in line with those charged by other jurisdictions in the Sacramento region; and

**WHEREAS** notice has been given at the time and in the manner required by State Law and City Code; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Folsom hereby adopts Resolution No. 11356 including the amended user fee schedule for Community Development Planning and Engineering services, as shown in Exhibits “A” and “B”.

**BE IT FURTHER RESOLVED** that those fees identified in Exhibits “A” and “B” to Resolution No. 11356 shall be adjusted annually based on changes in the Consumer Price Index.

**PASSED AND ADOPTED** this 22nd day of April 2025, by the following roll-call vote:

**AYES:** Councilmember(s):  
**NOES:** Councilmember(s):  
**ABSENT:** Councilmember(s):  
**ABSTAIN:** Councilmember(s):

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Sarah Aquino, MAYOR

ATTEST:

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Christa Freemantle, CITY CLERK

## **Exhibit A**

### **Amended Planning User Fees**

# City of Folsom

## PLANNING FEES

#	Description	Fee	Fee Structure	Note
1	Annexation Processing	\$17,000	Deposit	[a]
2	Appeal			
	a) Appeal of Staff Decision	\$2,500	Fixed Fee	[b]
	b) Appeal of Commission Decision	\$4,200	Fixed Fee	[b]
3	Code Amendment	\$8,500	Fixed Fee	
4	Conditional Use Permit (CUP)			
	a) CUP Review (Major)	\$5,100	Fixed Fee	
	b) CUP Review (Minor)	\$2,500	Fixed Fee	
	c) CUP Modification	\$2,500	Fixed Fee	
5	Condominium Conversion Fee	\$17,000	Fixed Fee	
6	Design Review/Architectural Review			
	a) New Multi-Family/Commercial Structure/Single-Family Subdivision	\$5,100	Fixed Fee	
	b) Existing Multi-Family/Commercial Structure	\$2,210	Fixed Fee	
	c) New Single and Two Family Dwelling	\$800	Fixed Fee	
	d) Existing Single and Two Family Dwelling/Accessory Structure/Non-Exempted ADU	\$400	Fixed Fee	
	e) New Historic District Multi-Family/Commercial Structure	\$5,100	Fixed Fee	
	f) Existing Historic District Multi-Family/Commercial Structure	\$2,210	Fixed Fee	
	g) New Historic District Single Family, Two-Family Dwelling and Non-Exempted ADU	\$800	Fixed Fee	
	h) Existing Historic District Single and Two Family Dwelling/Accessory Structure/Demolition	\$400	Fixed Fee	
7	Development Agreement Processing	\$10,000	Deposit	[a]
8	Entertainment Permit	\$200	Fixed Fee	
9	Environmental Review			
	a) Environmental Impact Review & Report	\$10,000	Deposit	[a],[c]
	b) Environmental Mitigation Program Monitoring	\$7,000	Deposit	[a],[c]
	c) Initial Environmental Study/Assessment	\$7,000	Deposit	[a],[c]
	d) Notice of CEQA Determination	\$300	Fixed Fee	

# City of Folsom

## PLANNING FEES

#	Description	Fee	Fee Structure	Note
10	General Plan			
	a) General Plan Amendment < 5 acres	\$10,000	Fixed Fee	
	b) General Plan Amendment 5 or more acres	\$13,000	Fixed Fee	
11	Home Occupation Permit Fee	\$60	Fixed Fee	
12	Indoor Marijuana Cultivation Permit	\$500	Fixed Fee	
13	Landmark Tree Classification	\$350	Fixed Fee	
14	Landmark Tree Declassification	\$1,800	Fixed Fee	[d]
15	Large Family Day Care Home	\$100	Fixed Fee	
16	Lot Line Adjustment/Parcel Merger - Planning	\$1,000	Fixed Fee	[e]
17	Minor Administrative Modification	\$400	Fixed Fee	
18	Non-Residential Plan Check Fee	10% of building permit fee	Fixed Fee	
19	Opinion on a Planning Matter	\$200	Fixed Fee	
20	Preliminary Project Review	\$1,000	Fixed Fee	
21	Planned Development			
	a) Planned Development Review			
	i) Base Fee	\$10,000	Fixed Fee	
	ii) Plus, Per Acre Fee	\$500	Fixed Fee	
	b) Planned Development Extension Review	\$3,000	Fixed Fee	
	c) Planned Development Modification Review	\$5,000	Fixed Fee	
22	Rezoning Request			
	a) Rezoning Request Review – 5 acres or less	\$10,000	Fixed Fee	
	b) Rezoning Request Review – 5+ acres	\$13,000	Fixed Fee	
23	Sidewalk Vendor Permit	\$50	Fixed Fee	

# City of Folsom

## PLANNING FEES

#	Description	Fee	Fee Structure	Note
24	Signs			
	a) Sign Permit - Staff	\$150	Fixed Fee	
	b) Sign Permit Extension	\$100	Fixed Fee	
	c) Special Event Sign Permit	\$100	Fixed Fee	
	d) Historic District Sign Review (Staff Level)	\$150	Fixed Fee	
	e) Historic District Sign Review (Commission Level)	\$800	Fixed Fee	
	f) Planned Development Sign Permit	\$2,500	Fixed Fee	
	g) Temporary Sign Permit	\$40	Fixed Fee	
	h) On-Site Subdivision Signs	\$200	Fixed Fee	
	i) Off-Site Subdivision Signs			
	i) base fee	\$300	Fixed Fee	
	ii) refundable deposit - per sign	\$500	Deposit	
	j) Off-Site Weekend Directional Signs			
	i) base fee	\$300	Fixed Fee	
	ii) refundable deposit	\$200	Deposit	
	k) Uniform Sign Program	\$400	Fixed Fee	
25	Site Design Review			
	a) Site Design Review	\$400	Fixed Fee	
	b) Site Design Review – Planning Commission	\$5,100	Fixed Fee	
26	Specific Plan			
	a) Specific Plan Review	\$15,500	Deposit	
	b) Specific Plan Amendment Review	\$10,300	Deposit	

# City of Folsom

## PLANNING FEES

#	Description	Fee	Fee Structure	Note
27	Street Name Review/Change	\$800	Fixed Fee	
28	Temporary Outdoor Dining			
	a) Initial Permit (Additional Revocable Permit Fees Apply)	\$400	Fixed Fee	
	b) Renewal	\$200	Fixed Fee	
29	Temporary Use Permit	\$300	Fixed Fee	
30	Tentative Map/Parcel/Subdivision Map			
	a) Tentative Parcel Map Review	\$7,700	Fixed Fee	
	b) Tentative Map Amendment Review	\$5,100	Fixed Fee	
	c) Tentative Map Extension Review	\$4,300	Fixed Fee	
	d) Tentative Subdivision Map Review			
	i) Base Fee	\$8,600	Fixed Fee	
	ii) Plus, Per Lot Fee	\$50	Fixed Fee	
31	Unattended Donation Box			
	a) Initial Permit	\$300	Fixed Fee	
	b) Renewal	\$100	Fixed Fee	
32	Variance			
	a) Variance Review – Single Family Dwelling	\$2,500	Fixed Fee	
	b) Variance Review - Other	\$5,100	Fixed Fee	
33	Zoning Verification Review	\$400	Fixed Fee	
34	For Services Requested of City Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity (per hour)	\$200	Per Hour	

\* In addition to amounts shown above, applicant is responsible for all costs of outside agency review/services, including but not limited to, LAFCO, Board of Equalization Fees, Department of Fish and Wildlife Fees, etc.

[a] The amount shown represents the initial deposit and minimum fee payable. The City reserves the right to collect additional amounts when costs exceed minimum fee/initial deposit. Any requests for additional amounts due will be supported by time & materials billings.

[b] Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the City Manager, Planning Commission, other Commission or Board, or City Council.

[c] Applicant shall be responsible for additional costs of preparation of the required environment document.

[d] For non-development related declassifications, the fee will be waived if the urban forester finds/agrees the tree is dead/dying with no reasonable expectation of recovery and poses a risk to persons/property. For development-related declassifications, fee is amount shown.

[e] Additional fees apply for Engineering review. See Engineering fee schedule.

## **Exhibit B**

### **Amended Engineering and Arborist User Fees**



# City of Folsom

## ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
1	Assessment District/CFD Payment Processing	\$4,800	Fixed Fee	[c]
2	Encroachment Permit			[c]
	a) Encroachment Contract for Parking/Staging			
	i. 0-6 calendar days	\$50	Fixed Fee	
	ii. 7-14 calendar days	\$100	Fixed Fee	
	iii. 14+days	\$200	Fixed Fee	
	b) Utility Work/Connections (Individual Permits)			
	i. Wet Utilities/Service Connections		Fixed Fee	
	a. Base Fee	\$200		
	b. Plus per LF of Trench in ROW/City Easement	\$5.00		
	ii. Dry Utilities (per site/location)		Fixed Fee	
	a. Base Fee	\$200		
	b. Plus per LF of Trench in ROW/City Easement	\$5.00		
	iii. Misc. per LF of Trench in ROW/City Easement	\$5.00	Fixed Fee	
	iv. Inspections and Testing (when applicable)	\$400	Fixed Fee	
	c) Driveways/Minor Frontage Improvements			
	i. Residential (per driveway)	\$400	Fixed Fee	
	ii. Commercial (per driveway)	\$400	Fixed Fee	
	d) Pools and Spas (in ground)	\$400	Fixed Fee	
	e) Traffic Control/Equipment Staging			
	i. Isolated Site	\$200	Fixed Fee	
	ii. Multiple Closures/Staging	\$1,000	Fixed Fee	
	f) Permit Extensions			
	i. Active Work Zone	\$50	Fixed Fee	
	ii. Inactive Work Zone (4+ months inactivity)	\$200	Fixed Fee	
	g) Annual Permits			
	i. Wet Utilities	\$6,000	Fixed Fee	
	ii. Dry Utilities	\$20,800	Fixed Fee	
	iii. General Maintenance/Misc. (Not Wet or Dry Utilities)	T&M	T&M	[a]
	iv. Vegetation Management (Utilities)	\$20,800	Fixed Fee	
	v. Long Term/Revocable Encroachments (paid annually)	\$200	Fixed Fee	
	h) Long Term/Revocable Encroachments (new permits only)	\$2,400	Fixed Fee	[b]

# City of Folsom

## ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
3	Engineering and Landscape Plan Check and Inspection (Fee Includes Up to 3 Cycle Reviews - Hourly Billing Applies for Reviews Required Beyond 3rd Cycle)			
	a) Project Value Up to \$10,000	8.00%	Fixed Fee	
	b) Project Value \$10,001 - \$100,000			
	i. Base Fee for First \$10,000	\$800	Fixed Fee	
	ii. Fee for Each Add'l \$1 Up to \$100,000	8.00%	Fixed Fee	
	c) \$100,001 - \$199,999			
	i. Base Fee for First \$100,000	\$8,000	Fixed Fee	
	ii. Fee for Each Add'l \$1 Up to \$200,000	6.40%	Fixed Fee	
	d) \$200,001 - \$299,999			
	i. Base Fee for First \$200,000	\$14,400	Fixed Fee	
	ii. Fee for Each Add'l \$1 Up to \$300,000	4.80%	Fixed Fee	
	e) \$300,000 or more			
	i. Base Fee for First \$300,000	\$19,200	Fixed Fee	
	ii. Fee for Each Add'l \$1	3.60%	Fixed Fee	
	f) Miscellaneous Landscape Plan Review			
	i. Non-Development Landscape Plan Review	\$200	Per Hour	
	ii. New Custom Home	\$1,100	Fixed Fee	
	iii. Production Home/Subdivision (Typ. Tract Home)	\$0	\$0	
4	Final Map and Parcel Map			[c]
	a) Parcel Map Check	\$8,050	Fixed Fee	
	b) Final Map Check			
	i. Base Fee/Final Map Amendment	\$11,500	Fixed Fee	
	ii. Plus, Per Lot Fee	\$144	Fixed Fee	
	c) Certificate of Correction/Certificate of Compliance (including Parcel Mergers)	\$2,000	T & M with Initial Deposit	
	d) Lot Line Adjustment Check	\$8,050	Fixed Fee	
5	Right of Ways (ROW) and Easements			[c]
	a) Review of ROW/Easement Documents	\$3,450	Fixed Fee	
	b) ROW/Easement Abandonment	\$5,750	Fixed Fee	
6	Agreement Processing	\$5,750	Fixed Fee	[c]
7	Transportation Permit (Per State Regulation)			
	a) Permit	\$16	Fixed Fee	
	b) Annual Permit	\$90	Fixed Fee	

# City of Folsom

## ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
8	Tree Removal/Work Permit			[c]
	a) Permitted Pruning/Cabling	\$40	Fixed Fee	
	b) Permitted Removal/Work			
	i. Existing Occupied Structure			
	a. 0-4 Trees	\$100	Fixed Fee	
	b. 5+ Trees	\$150 + 10% per	Fixed Fee	
	c. "In Decline" Tree	\$100	Fixed Fee	
	ii. New Construction (e.g. Custom Home, Subdivision, Parcel			
	a. 0-4 Trees	\$1,200	Fixed Fee	
	b. 5+ Trees	\$1,400 + 10% per	Fixed Fee	
	iii. Misc.	\$200	Per Hour	
	c) w/o Permit (Does not include sanctions or mitigation) Double the Permit Rate	2x permit amount	Fixed Fee	
<b>Other Fees for Service</b>				[c]
9	Research of Engineering Records	\$200	Per Hour	
10	Miscellaneous Engineering Services	\$200	Per Hour	
11	Excess Plan Review Fee (4th and subsequent)	\$200	Per Hour	
12	Revisions	\$200	Per Hour	
13	After Hours Inspection (per hour) (2-hour minimum)	\$240	Per Hour	
14	Re-inspection Fee (2nd Time or More) (each)	\$200	Each	
15	Missed Inspection Fee	\$200	Each	
16	Expedited Services Fee	1.5x Regular Fee	Fixed Fee	
17	Residential Landscape Review	Hourly Rate of Arborist	Per Hour	
18	Technical Assistance/Third Party Review or Inspection	Actual Cost	T & M	

[a] Use time and materials with initial deposit to be determined by City Engineer, based on anticipated scope of work.

[b] Encroachment agreement required in addition to insurance (e.g., parklets).

[c] Fee is subject to annual updates based on changes to the Consumer Price Index (CPI).