

Adopted: 08-14-12; Resolution 2012-123 (eff 10-13-2012)  
Revised 02-05-13; Resolution 2013-13 (eff 04-08-2013)  
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)  
**Revised 05-21-19; Resolution 2019-XX (eff 07-21-19)**

**PART 75**

**PLANNING BUILDING AND ENVIRONMENTAL SERVICES-ENGINEERING SERVICES**

- Sec. 75.010. General**
- Sec. 75.015. Surcharge**
- Sec. 75.020. Grading Application**
- Sec. 75.025. Road Exception Request**
- Sec. 75.030. Floodplain Management Application**
- Sec. 75.035. Site Development Application**
- Sec. 75.040. County Road and Street Standards**
- Sec. 75.045. Code Compliance, Enforcement, Miscellaneous Services**
- Sec. ~~0705~~.050. Appeal**
- Sec. ~~0705~~.055. Review of Other Department Permits and Referrals**

**Sec. 75.010. General**

The fees set forth in this Part shall be paid prior to processing the application for the permit or franchise. No such permit, franchise, or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Any costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of any related environmental documents will be charged to applicant. Actual time shall be billed to the nearest half hour after the first hour, and a two (2) hour minimum payment shall be deposited with the application or service request submittal. Further deposits may be required pursuant to the estimated time to process the request for service. Excess fees shall be refunded when the services have been completed. The Director of Planning Building and Environmental Services will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be paid to the Department of Planning Building and Environmental Services unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Planning and Conservation Division– Policy Manual Part 80  
Napa County Environmental Services Division– Policy Manual Part 110  
Napa County Public Works-Policy Manual Part 140  
Napa County Fire Department/Fire Marshal – Policy Manual Part 85

Napa County Counsel – Policy Manual Part 95  
Napa County Assessor – Policy Manual Part 40  
Napa County Recorder – Policy Manual Part 90  
California Department of Fish and Game – Fish & Game Code

**Current Fee**                      **Proposed Fee**  
**Effective**  
**July 21, 2019**

**Sec. 75.015. Surcharge**

In addition to the fees set forth in this Part, a General Plan surcharge of 3.3% shall be added to all fees in this Part.

**Sec. 75.020. Grading Application**

(a)	Application review and inspection of a grading permit	\$146.00 per hour	\$146.00 per hour
(b)	Processing a request for a grading permit exemption	\$222.00	\$222.00
(c)	Processing a request for a grading permit extension	\$141.00	\$141.00
(d)	<u>Stormwater Quality Inspection and Inspection for compliance with post-construction best management practices.</u>		<u>\$187.00 per inspection</u>

**Sec. 75.025. Road Exception Request**

(a)	<u>Preliminary</u> Road Exception Application		\$146.00 per hour
(b)	Road Exception request associated with a Planning Administrative or ZA referral or Building Permit Application		\$867.00

**Sec. 75.030. Floodplain Management Application**

(a) New construction, substantial building remodel/alteration, or other major construction as determined by the Director of Planning, Building and Environmental Services.	\$676.00	\$676.00
(b) Minor construction	\$246.00	\$246.00
(c) Grading	\$146.00 per hour	\$146.00 per hour

**Sec. 75.035. Site Development Application**

(a) Plan Review and Inspection for a Site Development Application	\$146.00 per hour	\$146.00 per hour
(b) <u>Stormwater Quality Inspection and Inspection for compliance with post-construction stormwater best management practices</u>		<u>\$187.00 per inspection</u>

**Sec. 75.040. County Road and Street Standards**

County Road and Street Standards, printed version	Standard copy charges	Standard copy charges
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**Sec. 75.045. Code Compliance, Enforcement, Miscellaneous Services**

(a) Correction of violation, failure, or condition non-compliance, investigation of unsubstantiated assertions, meter reading by County staff when groundwater permit holder fails to submit required reading, or other investigation, enforcement, or permit compliance actions. Fee is in addition to fees for any necessary permits.	\$146.00 per hour	\$146.00 per hour
(b) Other services including applicant consultation, abandonment of an irrevocable offer, and services not otherwise listed in this Part.	\$146.00 per hour	\$146.00 per hour

**Sec. ~~0705~~.050. Appeal**

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

(a) Fee paid by appellant to file appeal	\$1000.00	\$1,000.00
(b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.		

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| (c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. | Standard hourly rate |
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**Sec. 0705.055. Review of Other Department Permits and Referrals**

(a) Building Application Review: Same Day (OTC)	\$35.00	35.00
(b) Building Application Review: Quick Permit	\$106.00	106.00
(c) Building Application Review: Residential-New	\$493.00	\$493.00
(d) Building Application Review: Commercial-New	\$704.00	\$704.00
(e) Building Application Review: Residential Alteration	\$211.00	\$211.00
(f) Building Application Review: Commercial Alteration	\$352.00	\$352.00
(g) Building Application Review: Pmt. Alteration or Revision-Residential	\$141.00	\$141.00
(h) Building Application Review: Pmt. Alteration or Revision-Commercial	\$141.00	\$141.00
(i) Building Permit: Final Inspection by Engineering	\$187.00	\$187.00
(j) Re-inspection of building permits by stormwater technician when required by failure to comply with permit requirements	\$187.00 per inspection	\$187.00 per inspection
(k) Stormwater Quality Inspection <b>and Inspection</b> for compliance with post-construction stormwater best management practices	\$187.00 per inspection	\$187.00 per inspection
(l) Attendance at a pre-application conference arranged by another division or department (one-hour of meeting time and one-hour of preparation/follow-up)	\$293.00	\$293.00
(m) Attendance at pre-application site visit arranged by another division or department	\$146.00 per hour	\$146.00 per hour
(n) Planning Referral: Minor Administrative	\$141.00	\$141.00
(o) Planning Referral: Administrative	\$282.00	\$282.00
(p) Planning Referral: ZA	\$422.00	\$422.00
(q) Planning Referral: PC/BOS	\$146.00 per hour	\$146.00 per hour
(r) Review of an Agricultural Erosion Control Plan application for technical adequacy	\$146.00 per hour	\$146.00 per hour

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**PART III: FEES**

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(s)	Review of all other applications referred from any other Division or Department	\$146.00	\$146.00 per hour
(t)	<u>Environmental Health Referral: All application types</u>		<u>\$146.00</u>