

CITY OF MERCED
PLANNING DIVISION

**DEVELOPMENT
APPLICATION
INFORMATION PACKET**



This packet contains detailed information regarding the City's Development Application (which is available as a separate document).

Information includes descriptions of the different application types; specific requirements to be included on site plans and elevations; digital data guidelines for subdivision maps; Planning Commission meeting dates and application deadlines; and the most current fee schedule.

REQUIRED DETAILS OF MAPS AND PLANS

Below are items which may be required to be submitted with the application. Items that are not pertinent to the request may be omitted with staff approval; however, all relevant information must be included. Plans that are incomplete may delay the application processing.

LOCATION MAP: Dimensioned map showing the subject properties and surrounding properties within 150 feet of the subject property. An assessor's parcel page or city street map may be acceptable if it shows the proper information.

SITE PLAN: Location, size, shape and proposed use of all structures and improvements on the site, including (1) square footage devoted to buildings, (2) location and height of walls and fences, (3) facilities for the handicapped, (4) trash enclosures, (5) pedestrian and vehicular circulation patterns including points of ingress and egress, building entrances and exits, location and dimension of streets, walks, and bikeways, (6) dimensions, number and arrangement of parking spaces and loading areas, (7) exterior lighting, and (8) location and sizes of signs.

PROJECT ELEVATIONS: Drawings of the front, back, and side views of all proposed buildings with enough detail to show design intent. Exterior materials and colors must also be shown.

SITE UTILIZATION PLAN: Shows all information listed under site plan for the entire Planned Development zone.

PARCEL MAP AND RECORD OF SURVEY: Maps shall be prepared by a registered civil engineer or licensed surveyor and contain the appropriate information required by the Subdivision Map Act (see page 6).

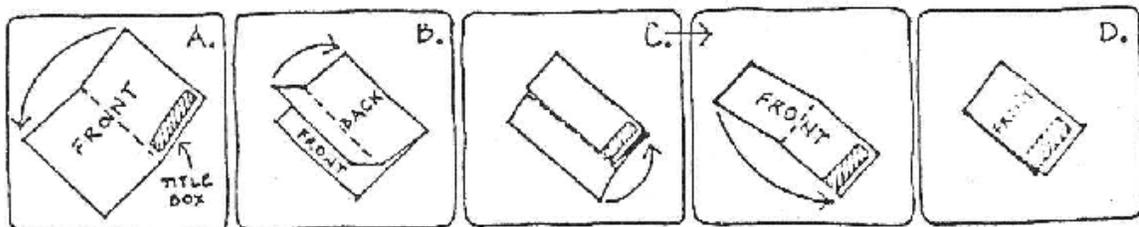
LANDSCAPE PLAN: A complete landscaping scheme including the spacing, quantity, size, and location of all plant materials. Plants should be identified by botanical and common name and keyed by number to the location on the plan. A complete sprinkler plan should be included and any trees to be removed must be identified.

SIGNING PLAN: Location of signs and other outdoor advertising with sign elevations, colors, and materials.

EXAMPLES OF CONSTRUCTION MATERIALS: On 8 ½" x 11" cardboard, affix samples of actual paint color, stain, roofing, and fencing color, and any other descriptive element of a project. Paint and stain colors can be paint/stain chips available at hardware stores. The purpose of the materials board is to show and exact reproduction of the colors involved.

MAP FOLDING

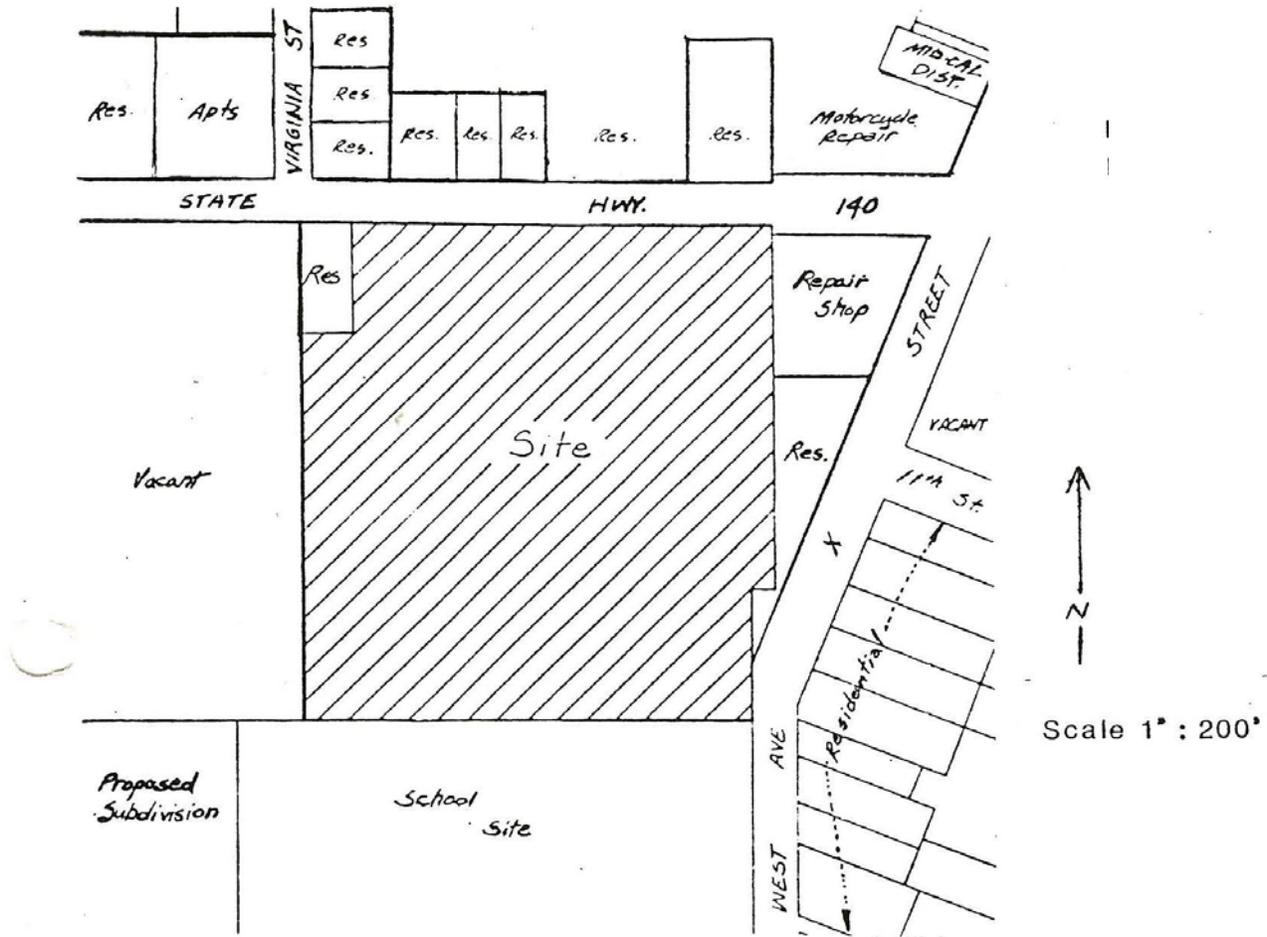
In order to serve the public more effectively in dealing with subdivision maps and design drawing, The Planning Department would ask the following procedure be followed in folding maps that are turned in to this department. **(1)** Title block should be in lower right-hand or left-hand corner and readable in that position (**see Figure A**). **(2)** Fold the print in half with a crease vertical, back side is now exposed (**see Figure B**). **(3)** Fold loose vertical ends back to the center crease exposing one-fourth the print on each side (**see Figure C**). **(4)** Fold print in half horizontally exposing title block (**see Figure D**).



| MAP DRAWING | |
|--|--|
| All maps must have the following information | <ol style="list-style-type: none"> 1. Applicant's name 2. Date 3. Scale of drawing (i.e. 1/8" = 1') 4. Arrow showing North direction (Drawing should be oriented to the North) |

LOCATION MAP

LOCATION MAPS MUST SHOW PARCELS AND LAND USES WITHIN 150' OF THE SITE



MAP DRAWING

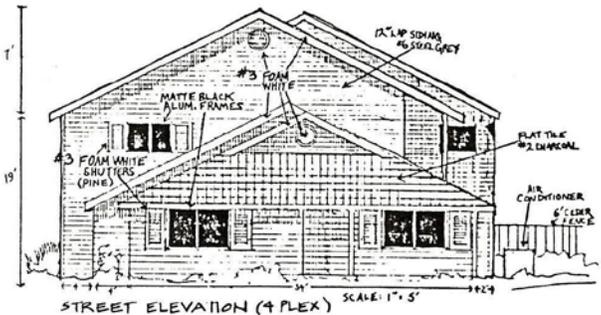
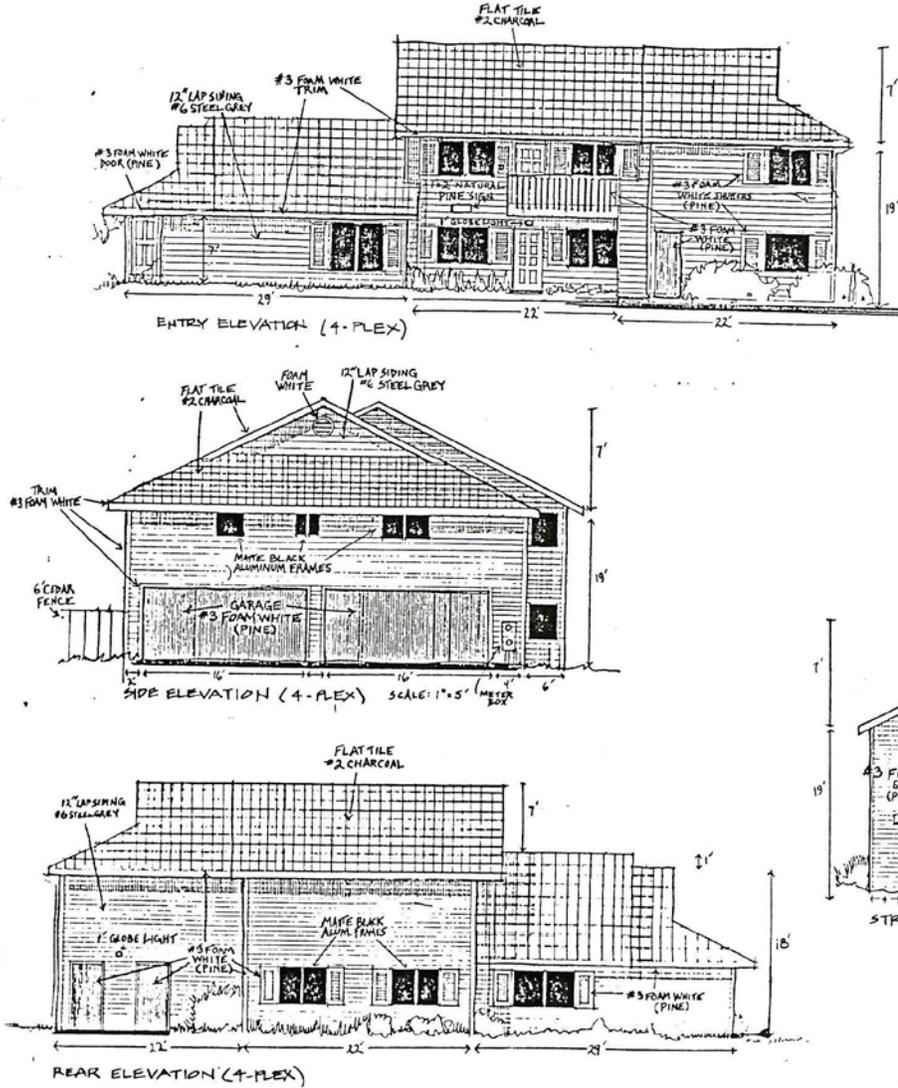
All maps must have the following information

1. Applicant's name
2. Date
3. Scale of drawing (i.e. 1/8" = 1')
4. Arrow showing North direction (Drawing should be oriented to the North)

ELEVATIONS

ELEVATIONS MUST SHOW:

1. Buildings (existing and proposed) as seen from all 4 directions.
2. Heights and other dimensions of existing and proposed buildings.
3. Location, dimensions, and materials/colors of all signs.
4. Fence locations, heights, and materials.
5. Building materials and colors
6. Mechanical equipment and appurtenances, including roof vents, air conditioners, gas & water meters, electrical boxes, etc.
7. Exterior lighting.



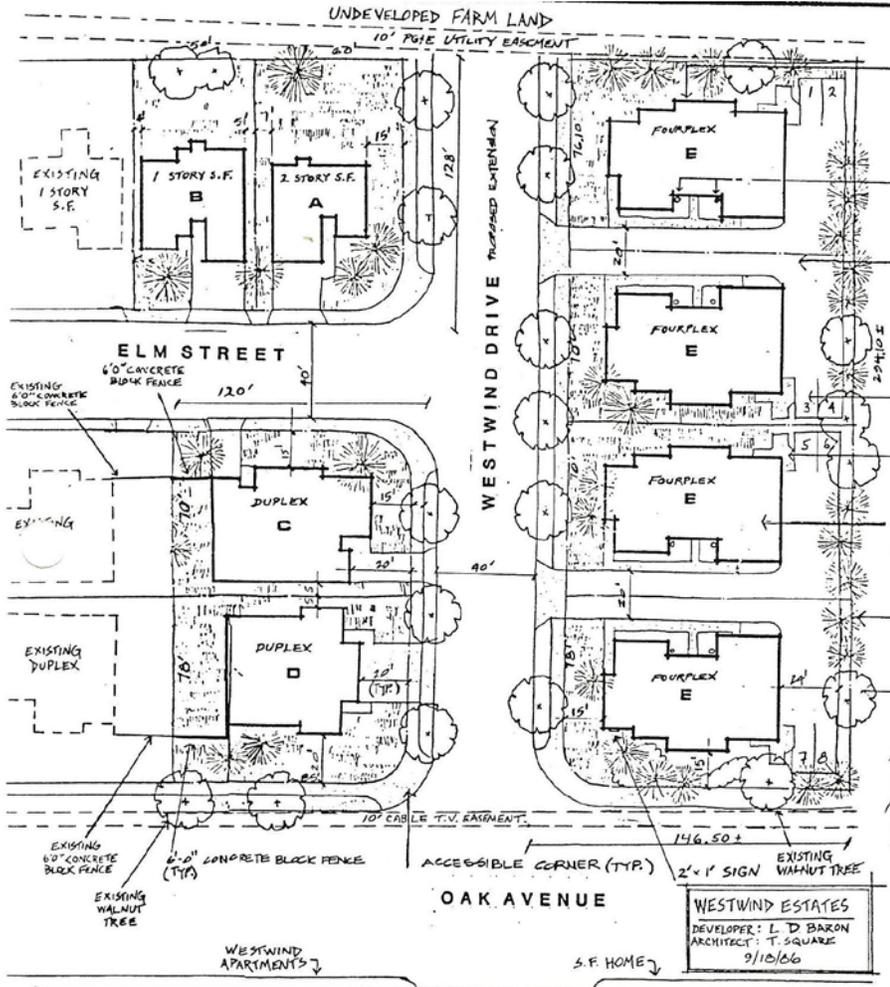
NOTE: Elevations must NOT show site or background details (e.g. mounding, trees, plantings, mountains, etc.) unless reasonable facsimiles will be put in initial project.

MAP DRAWING

All maps must have the following information

1. Applicant's name
2. Date
3. Scale of drawing (i.e. 1/8" = 1')
4. Arrow showing North direction (Drawing should be oriented to the North)

SITE PLAN



SITE PLANS MUST SHOW:

1. Title block (name of applicant and date drawn)
2. Scale and north arrow
3. Property lines and dimensions of lot
4. Locations of existing and proposed buildings
5. Proposed use of all buildings
6. Street locations and widths
7. Easement locations, purposes and widths
8. Location of existing and proposed access, driveways, and curb cuts
9. Location of existing and proposed parking spaces and widths (numbered)
10. Fence locations
11. Sign locations
12. Landscaping, to include trees and major plantings only
13. Trash collection areas
14. Exterior lighting
15. Existing vegetation

SUBDIVISION AND PARCEL MAPS (ADDITIONAL SITE PLAN REQUIREMENTS)

IN ADDITION TO THE SITE PLAN REQUIREMENTS ON THE PREVIOUS PAGE, SUBDIVISION MAPS MUST INCLUDE:

TENTATIVE MAP

Each tentative map shall contain the following information a required by Merced Municipal Code, Section 18.16.080:

- (1) A key or location map on which shall be shown the general area including adjacent property, subdivisions, and roads.
- (2) The tract name, date, north point, scale, and sufficient legal description to define location and boundaries of the proposed subdivision.
- (3) Name and address of recorded owner or owners.
- (4) Name and address of the subdivider.
- (5) Name and business address of the person who prepared the map.
- (6) Acreage of proposed subdivision to the nearest tenth of an acre.
- (7) Contours at .5 foot interval to determine the general slope of the land and the high and low point thereof.
- (8) The locations, names, widths, radii of curves and grades of all existing and proposed roads, streets, highways, alleys and ways in and adjacent to the proposed subdivision or to be offered for dedication.
- (9) Proposed protective covenants.
- (10) Location and description of all easements.
- (11) Locations and size of all existing and proposed public utilities.
- (12) Proposed method of sewage and storm water disposal.
- (13) Location and character of all existing and proposed public open space in and adjacent to the subdivision and a statement of intention with regard to park land dedication or payment of a fee in lieu thereof.
- (14) Lot layout, dimensions and area in square feet of each lot and lot numbers.
- (15) City limit lines occurring within the general vicinity of the subdivision.
- (16) Classification of lots as intended land use, zone, and density.
- (17) Bearings and distances to quarter-section bounds within the general vicinity of the subdivision.
- (18) Proposed public improvements.
- (19) Statement as to whether the subdivision is to be recorded in stages.
- (20) Existing use and ownership of land immediately adjacent to the subdivision.
- (21) Preliminary title report issued not more than 60 days prior to the filing of the tentative map.
- (22) The outline of any existing buildings and indication of those proposed to remain in place and their location in relation to existing or proposed street lot lines.
- (23) Location of all existing trees and indication of those proposed to remain in place, standing within the boundaries of the subdivision.
- (24) Location of all areas subject to inundation or storm water overflow, the location, width and direction of flow of all watercourses and indicate flood zone classification.
- (25) Elevations of sewers at proposed connections.

Any of the foregoing required data which is impossible or impractical to place upon the tentative map shall be submitted in writing with the map.

DIGITAL DATA Must Also Be Submitted per the Guidelines on Pages 7 and 8.

IN ADDITION TO THE SITE PLAN REQUIREMENTS ON THE PREVIOUS PAGE, PARCEL MAPS MUST INCLUDE:

A tentative or final map must be prepared by a registered civil engineer or licensed land surveyor. Blue or black line copies of 18" x 26" with a 1' margin shall be submitted for review. The map shall show:

(1). CERTIFICATES

- A. Ownership
- B. Improvement
- C. City Engineer
- D. County Surveyor
- E. County Recorder
- F. Engineers or Surveyors

(2). TITLE BLOCK

- A. Name of subdivision or tract number.
- B. Name and address of owner and subdivider.
- C. Name and address of licensed civil engineer or land surveyor who prepared the map.
- D. Approximate acreage of subdivision.
- E. Scale and date.
- F. Public utilities to be used.

(3). PARCEL MAP

- A. Sufficient legal description of the land and to describe the location of the Subdivision.
- B. North point.
- C. Location, width and proposed names of all streets within the boundaries of the subdivision and approximate radii of curves.
- D. The approximate grade of all streets or parts of streets.
- E. Location and width of alleys and easements.
- F. Lot lines and approximate dimensions.
- G. Classification of lots as to intended residential, commercial, industrial and other uses.
- H. The approximate location of areas subject to inundation of storm water overflow and the location, width and direction of flow of all watercourses.
- I. Location of all existing buildings, structures and trees.
- J. Location of all existing and proposed public utilities.
- K. Elevation of sewers at proposed connection.
- L. Contours where topography controls the layout of streets and lots.
- M. Proposed method of sewage disposal and storm water drainage.
- N. Proposed and existing street improvements in or adjoining the subdivision.
- O. Proposed protective covenants regarding use of property and building lines.
- P. Proposed tree planting.
- Q. Proposed public areas.
- R. A designation of land to be dedicated for park and recreational purposes, or an indication of the subdivider's desire to pay a fee in lieu thereof, as required by Section 18.40.
- S. Existing use and ownership of property immediately surrounding the subdivision.
- T. Location, names and widths of existing and proposed streets, highways, alleys, easements, railroad and other open spaces in adjacent areas.

Any of the foregoing required data which is impossible or impractical to place upon the tentative map shall be submitted in writing with the map.

Guidelines/Checklist
Tentative Map Application

Date: _____

Name: _____

Agency: _____

Phone: _____

Subdivision/Development: _____

Data Layers List:

AutoCAD Compatible Layer Name
(If different from labels on data layers list)

Existing/Proposed:

- | | | |
|--------------------------|--------------------------|-------|
| <input type="checkbox"/> | Fire hydrants | _____ |
| <input type="checkbox"/> | Gutter flow lines | _____ |
| <input type="checkbox"/> | Parcel/lot lines | _____ |
| <input type="checkbox"/> | Public utility easements | _____ |
| <input type="checkbox"/> | Road center lines | _____ |
| <input type="checkbox"/> | Sewer lines | _____ |
| <input type="checkbox"/> | Sidewalks | _____ |
| <input type="checkbox"/> | Storm drain lines | _____ |
| <input type="checkbox"/> | Water lines | _____ |

Guidelines/Checklist
Final Map Application

Date: _____

Name: _____

Agency: _____

Phone: _____

Subdivision/Development: _____

Application must include improvement plans and final map in electronic form. All digital data must conform to the City's datum/coordinate system: Horizontal – U.S. State Plane, California

Data Layers List

AutoCAD Compatible Layer Name
 (If different from labels on data layers list)

- | | | |
|--------------------------|--------------------------------------|-------|
| <input type="checkbox"/> | Backflow preventors | _____ |
| <input type="checkbox"/> | Catch basins, inlets & outfalls | _____ |
| <input type="checkbox"/> | Electric meters for City facilities | _____ |
| <input type="checkbox"/> | Fire hydrants | _____ |
| <input type="checkbox"/> | Gutter flow lines | _____ |
| <input type="checkbox"/> | Irrigation lines | _____ |
| <input type="checkbox"/> | Irrigation manholes | _____ |
| <input type="checkbox"/> | Irrigation water valves | _____ |
| <input type="checkbox"/> | Parcels | _____ |
| <input type="checkbox"/> | Public utility easements | _____ |
| <input type="checkbox"/> | Road center lines | _____ |
| <input type="checkbox"/> | Sewer cleanouts | _____ |
| <input type="checkbox"/> | Sewer lines | _____ |
| <input type="checkbox"/> | Sewer manholes | _____ |
| <input type="checkbox"/> | Sewer pump stations | _____ |
| <input type="checkbox"/> | Sewer grease, sand, & oil separators | _____ |
| <input type="checkbox"/> | Sidewalks | _____ |
| <input type="checkbox"/> | Street lights | _____ |
| <input type="checkbox"/> | Storm drain inlets & outlets | _____ |
| <input type="checkbox"/> | Storm drain lines | _____ |
| <input type="checkbox"/> | Storm drain pump stations | _____ |
| <input type="checkbox"/> | Storm drain manholes | _____ |
| <input type="checkbox"/> | Traffic signals & cabinets | _____ |
| <input type="checkbox"/> | Water blow-offs | _____ |
| <input type="checkbox"/> | Water lines | _____ |
| <input type="checkbox"/> | Water meters | _____ |
| <input type="checkbox"/> | Water sampling points | _____ |
| <input type="checkbox"/> | Water valves | _____ |
| <input type="checkbox"/> | Wells, water, monitoring, etc. | _____ |

ANNEXATION is the process of bringing county land into the City of Merced. Substantial development of adjacent county properties first requires annexation to the City. Annexations are generally the most complicated and time consuming process of local government. This is due to the involvement of various agencies and the application of laws requiring adequate public notice. Most annexations take 6 to 10 months to complete if there are few complications.

APPEALS of decisions made by any body may be made to the next highest decision-making body. Appeals may be made by any citizen or group, including the applicant and the City. All decisions are final at the City Council level. When filing an appeal, specific actions, conditions, and reasons must be given for the appeal. At the appeal hearings, the decision-making body may review and act on all aspects of the use, not just those being appealed.

CONDITIONAL USE PERMITS allow the proper integration into the community of uses which may be suitable only in specific locations. Conditional uses must be designed or laid out on the site in a particular manner to reduce adverse impacts on the surrounding neighborhood. If certain findings are made, conditional uses may be denied. Likewise, a conditional use may be conditioned to enable the city to control the extent of the use. Also, if conditions are not met, the CUP may be revoked and the use caused to cease. The Planning Commission approves conditional use permits (CUP) which takes six weeks. A CUP must be used within one year or it becomes void.

DETERMINATIONS by the Planning Commission are required if the Zoning Ordinance is unclear regarding a given topic. The Planning Commission will make a decision which may result in a Zoning Ordinance amendment. Inquire at the Planning Department to see if a determination may be necessary for a project.

GENERAL PLAN AMENDMENTS are the way to change the designation of a planned and/or future land use on the General Plan. The General Plan outlines the goals of the community and sets forth where and how the community should grow. Because the concepts of the General Plan are interrelated and comprehensive, the City has chosen to limit amending the General Plan to only three times per year. That way, the City can look at trends rather than individual projects. The Planning Commission recommends to the City Council who makes the final decision. The amendment process takes approximately twelve weeks.

MINOR SUBDIVISIONS include parcel maps (creating four or fewer lots), boundary adjustments (moving a property line, but keeping the same number of lots), or lot mergers (combining two or more lots) and are reviewed by the Minor Subdivision Committee. The Minor Subdivision Review Committee determines whether a proposal complies with existing codes and ordinances, and conditions maps appropriately. Only property owners of all affected properties may apply for a minor subdivision. Most minor subdivisions take two to three weeks to process. A parcel map must be drawn by a registered engineer and requires a public hearing which lengthens the process by two weeks.

PLANNED DEVELOPMENT ESTABLISHMENT provides a zone which allows initial flexibility in design and zoning requirements while at the same time imposing specific developmental controls and plans to protect the character and quality of adjacent uses. Once a planned development zone is established, all future development must comply with these newly established controls and plans. Controls can include style of architecture, setbacks, land uses, circulation, landscaping, building size, signage and other requirements. The City Council makes the final action on planned development establishments giving consideration to the Planning Commission recommendation. It takes a minimum of twelve weeks to process the application. All future development within a planned development requires conditional use permit approval.

PRE-ZONING is an associated step in the annexation process. A city may pre-zone unincorporated territory adjoining the city for the purpose of determining the zoning that will apply to the property in the event of subsequent annexation to the City. The method of accomplishing pre-zoning is the same method used in re-zoning property within the city limits. Pre-zoning becomes effective zoning on the property at the same time that the annexation becomes effective. If a pre-zoning application is not approved, the property will be automatically zoned R-1-6 (single-family residential) upon annexation. The City Council makes the final decision on pre-zonings following recommendations from the Planning Commission.

SEWER/WATER requests provide the opportunity for county residents to abandon their well or septic tank and hook up to City sewer or water services. The City only approves sewer or water requests to county residents if there is a documented (by the County Health Department) health hazard or if an annexation is pending. The City Council may act on sewer/water requests without a Planning Commission recommendation. This process may only take three to four weeks. The applicant should check on Engineering Department fees, installation charges, and plumber's costs before pursuing this application. Costs can be substantial.

SITE UTILIZATION PLAN REVISION is the means by which a planned development condition or design element may be changed. To revise conditions or design of a planned development, the applicant must demonstrate compelling reasons why a change is necessary. Revisions should be kept to a minimum because a planned development involves the integration of various concepts which should not be unraveled by numerous revisions. The Planning Commission makes a recommendation to the City Council, who makes the final decision. The process generally takes twelve weeks.

SUBDIVISIONS involve the creation of five or more lots or condominiums. Subdivision maps must be drawn by a registered engineer. Subdivisions are reviewed according to the provisions of the State of California Subdivision Map Act and local codes and ordinances. However, any condition may be applied to the subdivision to protect the interest of the project, surrounding property and neighborhood. The review process is quite lengthy because of interim meetings with the applicant, engineer and utility companies. It is generally eight weeks before the Planning Commission takes action. After the Planning Commission's approval, the applicant has two years to file for a final subdivision map unless an extension is requested and approved.

ZONE CHANGES allow for changing the boundaries of zoning districts whenever the public necessity, convenience, and general welfare require such amendments. An amendment may be initiated by the City Council, by the Planning Commission, or by application from one or more owners of property affected by the proposed amendment. **THE APPLICANT MUST DEMONSTRATE THAT THE PUBLIC NECESSITY, CONVENIENCE, AND GENERAL WELFARE REQUIRE THE AMENDMENT.** Most often, a General Plan amendment must accompany a zone change application. The City Council acts on zone changes after hearing the recommendation of the Planning Commission.

| SEQUENTIAL STEPS IN THE APPLICATION PROCESS | | | | | | | | |
|--|--|--|---|---|--|---|---|---|
| APPLICATION | Applicant has preliminary discussion with a staff member to discuss the project. | Applicant submits appropriate application, maps, environmental review forms, title report, and fee to Planning Department. | Planning staff members prepares staff report. | Planning Commission holds public hearing and approves or denies conditions. | Applicant may appeal Planning Commission action to City Council within 5 days of action. | Planning Commission holds public hearing and recommends to City Council to approve or deny application. | City Council holds public hearing and upholds or reverses Planning Commission action. | City notifies applicant of actions taken. |
| ANNEXATION | STEP 1 | 2 | 3 | | | 4 | 5 | 6* |
| APPEAL | STEP 1 | 2 | 3 | | 4 or 5 | | 4 | 5 |
| CONDITIONAL USE PERMIT | STEP 1 | 2 | 3 | 4 | 5 | | | 6 |
| DETERMINATION | STEP 1 | 2 | 3 | 4 | | 4 | 5 | 6 |
| GENERAL PLAN AMENDMENT | STEP 1 | 2 | 3 | | | 4 | 5 | 6 |
| PLANNED DEVELOPMENT ESTABLISHMENT | STEP 1 | 2 | 3 | | | 4 | 5 | 6 |
| PREZONING | STEP 1 | 2 | 3 | | | | 4 ** | 6 |
| SEWER/WATER | STEP 1 | 2 | 3 | | | 4 | 5 | 6 |
| SITE UTILIZATION PLAN REVISION | STEP 1 | 2 | 3 | | | 4 | 5 | 6 |
| ZONE CHANGE | STEP 1 | 2 | 3 | | | | | |

| FOR SUB-DIVISIONS | Applicant has preliminary discussion with staff member to discuss project. | Applicant submits appropriate application, maps, environmental review forms, title report, and fee to Planning Department. | Planning and Engineering Departments prepare conditions of approval. | Subdivision Review Committee holds hearing to establish conditions of approval. | Planning Commission holds public hearing to approve, modify, or deny application. | Applicant may appeal Planning Commission action to City Council within 5 days of action. | Applicant prepares improvement plans and submits Final Map Application to Planning Department. | Engineering Department reviews plans and notifies applicant of any corrections. | Applicant posts bond and submits corrected plans. | City Council approves subdivision map. | Engineering Department records map. |
|----------------------------------|--|--|--|---|---|--|--|---|---|--|-------------------------------------|
| TENTATIVE SUBDIVISION MAP | STEP 1 | 2 | 3 | 4 | 5 | 6 | | | | | |
| FINAL MAP | | | | | | | STEP 1 | 2 | 3 | 4 | 5 |
| PARCEL MAP | STEP 1 | 2 | 3 | 4 | | 5 | | | | | |
| BOUNDARY ADJUSTMENT | STEP 1 | 2 | 3 | | | | | | | | |
| LOT MERGER | STEP 1 | 2 | 3 | | | | | | | | |

*** Following City Council action, the applicant must apply to LAFCO. LAFCO holds annexation hearings. City Council annexes property.**

** City Council may take action without a recommendation from the Planning Commission.

ATTACHMENTS:

- 1. Planning Commission Meeting Dates and associated application submittal deadlines for the most current year**
- 2. Planning and Development Fee Schedule for the most current year**

2016/2017 PLANNING COMMISSION MEETING DATES

| <u>MEETING DATES</u> | <u>APPLICATIONS MUST BE SUBMITTED BY</u> |
|---|--|
| January 6, 2016 | Monday, November 23, 2015 |
| CITY COUNCIL, <u>TUESDAY</u> , JANUARY 19, 2016 January 20, 2016 | Monday, December 7, 2015 |
| February 3, 2016 | Monday, December 21, 2015 |
| CITY COUNCIL, <u>TUESDAY</u> , FEBRUARY 16, 2016 February 17, 2016 | Monday, January 4, 2016 |
| **March 9, 2016 (Includes General Plan Amendments) | Monday, January 25, 2016 |
| March 23, 2016 | Monday, February 8, 2016 |
| April 6, 2016 | Monday, February 22, 2016 |
| April 20, 2016 | Monday, March 7, 2016 |
| May 4, 2016 | Monday, March 21, 2016 |
| May 18, 2016 | Monday, April 4, 2016 |
| **June 8, 2016 (Includes General Plan Amendments) | Monday, April 25, 2016 |
| June 22, 2016 | Monday, May 9, 2016 |
| CITY COUNCIL, <u>TUESDAY</u> , JULY 5, 2016 July 6, 2016 | Monday, May 23, 2016 |
| July 20, 2016 | Monday, June 6, 2016 |
| **August 3, 2016 (Includes General Plan Amendments) | Monday, June 20, 2016 |
| August 17, 2016 | Tuesday, July 5, 2016 |
| CITY COUNCIL, <u>TUESDAY</u> , SEPTEMBER 6, 2016 September 7, 2016 | Monday, July 25, 2016 |
| September 21, 2016 | Monday, August 8, 2016 |
| October 5, 2016 | Monday, August 22, 2016 |
| October 19, 2016 | Tuesday, September 6, 2016 |
| **November 9, 2016 (Includes General Plan Amendments) | Monday, September 26, 2016 |

| | |
|---|----------------------------|
| #November 23, 2016 | Monday, October 10, 2016 |
| December 7, 2016 | Monday, October 24, 2016 |
| #December 21, 2016 | Monday, November 7, 2016 |
| January 4, 2017 | Monday, November 21, 2016 |
| CITY COUNCIL, <u>TUESDAY</u> , JANUARY 17, 2017 | |
| January 18, 2017 | Monday, December 5, 2016 |
| February 8, 2017 | Tuesday, December 27, 2016 |
| February 22, 2017 | Monday, January 9, 2017 |
| March 8, 2017 (Includes General Plan Amendments) | Monday, January 23, 2017 |
| March 22, 2017 | Monday, February 6, 2017 |

*Placement of items on Planning Commission agendas are subject to adjustment depending on the number of pending development applications, length of environmental review required, application completeness etc.
 **General Plan amendments are only considered four times per calendar year per City policy.
 # (Strong possibility this meeting will be cancelled.)

CITY OF MERCED
PLANNING AND DEVELOPMENT FEE SCHEDULE

[Effective January 1, 2016, per Annual Adjustment (CPI = 2.56%) allowed per City Council Resolution
#09-74]

| <u>Application Type</u> | <u>Application Fee</u> |
|--|---|
| ANNEXATION & PRE-ZONING (See Note #3) | |
| Single R-1 Lot (1 acre or less) (See Note #2) | \$1,154 |
| All Other Annexations (See Note #5) | \$2,309 |
| | +\$172/acre |
| | 5Actual Cost w/ \$30,000 Deposit (Over 200 ac) |
| Pre-Annex Development Agmt (Payable to Planning Dept) | \$3,463 |
| Pre-Annex Development Agmt (Payable to City Atty) | \$5,772 |
| APPEALS (See Note #10) | |
| Conditional Use Permits (CUP) | \$346 |
| Tentative Subdivision Map | \$346 |
| Design Review Commission (Appeal to Council) | \$231 |
| Appeal of Certification of Alteration | \$58 |
| <i>Minor Subdivisions:</i> | |
| Lot Splits/Parcel Maps | \$231 |
| Site Plan Review Committee | \$260 |
| Miscellaneous Appeals | \$260 |
| CONDITIONAL USE PERMITS (CUP) | |
| Admin CUP's for Signs (Staff Approval only) | \$231 |
| Minor: (Signs, walls, etc. if goes to Planning Commission) | \$577 |
| Regular CUP (R-1 type uses, churches, Land use or design only; interface overlay, etc.) | \$2,886 |
| Major CUP (Land use and design; P-D's) | \$2,886 |
| | +\$115/acre |
| DESIGN REVIEW & HISTORIC PRESERVATION | |
| Painting and Small Signs (Staff) | \$29 |
| Signs, Awnings, and Simple Modifications (Staff) | \$87 |
| Remodels and Site Improvements (DRC) | \$577 |
| New Developments (DRC) | \$1,385 |
| <u>Historic Preservation Applications (DRC/HPC)</u> | |
| Application for Historic Resource (DRC & Council) | \$289 |
| Certificate of Alteration for an Historic Resource | \$173 |
| DETERMINATIONS/INTERPRETATIONS | |
| By Planning Commission | |
| Single R-1 Lot | \$577 |
| Other | \$577 |
| By Staff | \$58 |

| <u>Application Type</u> | <u>Application Fee</u> |
|--|---|
| ENVIRONMENTAL REVIEW | |
| Categorical Exemption | \$115 |
| Negative Declaration | \$1,154 |
| Mitigated Negative Declaration | \$5,772 |
| Expanded Initial Study | \$5,772 |
| Environmental Impact Report | Based on Cost (See Note #5) (Deposit Required) |
| <u>Additional Related Fees</u> | |
| Merced County Clerk Filing Fee (Required of all) | \$50 check made out to "Merced County" |
| EIR/EIS Contract Management Fee | 10% of Cost |
| <i>State Fish & Game Fees:</i> (Check needs to be made out to Merced County and must accompany the NOD) (See Note #8) | |
| For Negative Declarations | \$2,210.25 |
| For EIR's | \$3,070.00 |
| EXTENSIONS | |
| Tentative/Final Subdivision Maps | \$231 |
| Minor Subdivisions | \$87 |
| Variances | \$115 |
| FINAL SUBDIVISION MAPS | |
| Final Subdivision Map | \$4,618 |
| Final Subdivision Map Extensions/Amendment to Agreement | \$866 |
| Reversion to Acreage (Requires a Final Map) | \$4,618 |
| Engineering Plan Check | 3/4% of the public improvement value |
| GENERAL PLAN AMENDMENTS | |
| | \$2,309 +\$115/acre |
| MINOR SUBDIVISIONS | |
| Lot Splits/Parcel Maps | \$924 |
| Lot Line Adjustment | \$462 |
| Lot Mergers | \$462 |
| Subdivision Map Exemption Investigation | \$231 |
| Reversion to Acreage | See Final Maps (Above) |
| Certificate of Compliance | \$173 |

| <u>Application Type</u> | <u>Application Fee</u> |
|---|--------------------------------|
| MISCELLANEOUS | |
| Administrative Revision to Site Plans or Elevations | \$173 |
| Abandonment (Street) | \$173 |
| <i>Building Permit--Planning Site Plan Review Only</i> | |
| Residential/Remodals/Tenant Improvements/ Pools/Signs | \$58 |
| Commercial (New Construction) | \$231 |
| Industrial (New Construction) | \$231 |
| Continuance Requests - Planning Commission Public Hearings (After agenda is published) | \$173 |
| Covenants of Easement | \$346 |
| Encroachment Permits (If have to go to City Council) | \$346 |
| Home Occupation Permits | \$29 |
| Restaurant Encroachment Permit (See Note #9) | \$173 |
| Staff Research Time | \$53 per 1/2 hour |
| <i>Street Closures: (See Note #9)</i> | |
| Staff Review | \$58 |
| Council Review | \$346 |
| Temporary Outdoor Uses | \$58 |
| Will Serve Letter (Utilities) | \$115 |
| Zoning Compliance Letter (Involves City Atty) | \$462 |
| Zoning Verification Letter (Planning Staff Only) | \$87 |
| NAME CHANGES | |
| Subdivision Names (once public hearing notice has been published) | \$289 |
| Street Names (for subdivisions, once final subdivision map has been submitted to City Council) | \$1,154 |
| PRE-APPLICATION REVIEW (See Note #1) | |
| Minor (CUP's, Site Plan Approval, etc.) | \$144 |
| Major (Zone Changes, General Plan Amendments, Annexations, SUP Revisions, Tentative Maps, etc.) | \$231 |
| SERVICE (WATER & SEWER) REQUESTS | |
| (County Property) | |
| Staff Review | \$173 |
| City Council Review | \$231 |
| | + \$15/acre or portion thereof |

| <u>Application Type</u> | <u>Application Fee</u> |
|---|--|
| SITE PLAN REVIEW Minor (Minor change in existing site or change in use with minor design adjustments) Major (Major redesign of existing site or design of vacant site) (<i>Large projects may be charged on an hourly basis</i>) (See Note #6) <i>Other:</i> <i>Second Residential Units</i> <i>Recycling Centers</i> | \$693 \$1,154 No Charge \$231 |
| SITE UTILIZATION PLAN ESTABLISHMENT Residential Planned Development (RP-D) and Planned Development (P-D) | \$3,463 +\$115/acre |
| SITE UTILIZATION PLAN REVISIONS (See Note #4) | \$1,732 +\$115/acre |
| TENTATIVE SUBDIVISION MAPS 1-50 Lots 50+ Lots | \$3,463 \$5,772 |
| VARIANCE Single R-1 lot All Others Multiple on one application | \$981 \$1,154 \$1,732 |
| ZONE CHANGES (Including to Planned Developments) | \$3,463 +\$115/acre |
| ZONING TEXT AMENDMENTS (Amendments to Title 20 of Merced Municipal Code) Re: Standards (Setbacks, signs, etc.) Re: Land Use (Adding a land use to a zone, adjusting requirements for a specific land use, etc.) | \$1,154 \$1,732 |

NOTES

1. Pre-Application Review Charge may be assessed on any request to consider a particular piece of property for development activity, including change of zoning, preliminary site plan review, preliminary review of a subdivision layout, or as otherwise determined by the Director of Development Services. This charge will be credited against any "Application Fee" subsequently received from the applicant for the subject project.

2. R-1 Type Uses. Those uses eligible for consideration as conditional uses in an R-1 residential zone or any R-1 use (principally permitted or otherwise) when considered for a conditional use permit in another zone.

| <u>Application Type</u> | <u>Application Fee</u> |
|-------------------------|------------------------|
|-------------------------|------------------------|

3. Annexations. Fees paid at time of application are for processing by the City. If approved by the City Council, additional fees (payable to LAFCO) will be required with the new application due to the Local Agency Formation Commission (LAFCO) at that time. The final step in a completed annexation is submission to the California State Board of Equalization, which will require an additional fee (payable to the State). The base fee, a minimum of several hundred dollars, is tied to acreage and increases as the size of the annexation increases. (If an applicant wants more information on these prospective fees, please call the Merced County Planning Department at 385-7654.)
4. Site Utilization Plan Revisions. A Conditional Use Permit is also required before construction.
5. Based on Cost (Deposit Required). Application fee is based on the actual cost of time, services, and materials incurred in processing the application. With the exception of environmental reviews, the deposit is due upon application. Any costs above the deposit are due and payable prior to final Planning Commission/City Council action. The deposit and actual cost for environmental reviews will be determined on a case by case basis after the application is accepted, and the deposit is due before work commences.
6. Fee Increases or Waivers. Per MMC 20.78.020 and 20.78.030, the Director of Development Services shall have the authority to increase the fee in any individual case, not to exceed the actual cost of staff time, or waive the payment for another government agency, or non-profit, tax exempt organization, or where good cause appears.
7. Refunds. Refunds can be given if applications are withdrawn prior to public hearing. However, the cost of actual staff time spent on the application will be deducted from the original amount prior to a refund being granted. Please note that refunds can only be given within 1 year after application submittal due to budgeting constraints.
8. State Fish & Game Fees: These are fees charged by the State of California to fund programs for the CA Department of Fish & Game. This is not a City or County fee but the City is obliged to comply with the State law in order to complete your environmental review process. The project planner will ask the project applicant to submit these fees at least 5 days prior to the final Planning Commission or City Council action on the project, so the Notice of Determination (which limits the time frame for filing CEQA lawsuits) can be filed with these fees. These fees are subject to an annual increase each January 1st. Please check with the City Planning Division for the most current fee before submitting.
9. Fees Established By Code: Certain Applications are set by the Merced Municipal Code (M.M.C.): Restaurant Encroachment Permit (MMC Title 12.36.060) and Street Closure (MMC Title 12.42.050)
10. Appeal Fee: If a decision is made in the appellant's favor, the City will refund the appeal fee.