



**CITY OF MERCED  
 PLANNING DIVISION  
 DEVELOPMENT PRE-APPLICATION  
 678 W. 18<sup>th</sup> Street  
 Merced, CA 95340  
 (209) 385-6858  
 FAX (209) 725-8775**

For Office Use Only

|              |             |
|--------------|-------------|
| RECEIPT NO.  | PRE-APP NO  |
| FILING FEE   | DATE        |
| CHECK NUMBER | RECEIVED BY |

Name of Property Owner: \_\_\_\_\_ Address/City/State/Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Address/City/State/Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Street Address or Location of Property (Be Specific): \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_ Present Zoning: \_\_\_\_\_

Detailed Description of Proposed Project: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE  
 (Required)

PROPERTY OWNER'S ADDRESS

**\*NOTE:** If the property owner(s) is an LLC or a corporation, we require documentation that shows the person(s) who is signing the application is authorized to sign for the LLC or corporation.

**GENERAL INFORMATION ABOUT PRE-APPLICATIONS**

Pre-applications are designed for all types of development applications to get the initial reaction of the city staff regarding a particular project. We encourage all applicants to begin a project with a pre-application. It involves minimal costs and time and often, in fact, saves time and money in the long run if an applicant can plan the project according to projected requirements rather than be required to change a project in mid-stream. This will make the public hearing and construction approval much smoother for all concerned. The staff will review a preliminary set of plans or concepts and suggest revisions if necessary. After a pre-application is reviewed, an official application must be submitted by the applicant to continue the decision-making process. Final decisions on all applications must be made by the Planning Commission or City Council.

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**MATERIALS TO SUBMIT**

One copy of drawings, sketches, photos and/or a written description of the item(s) for review should be submitted along with the application. Any other pertinent information that will assist staff in reviewing your proposal should also be submitted. It is not necessary to prepare architectural/engineering quality drawings for a pre-application. However, sketches or a written description must be detailed enough to allow efficient review by staff.

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**PRE-APPLICATION REVIEW COMMENTS**

A pre-application may be submitted at any time. Staff usually reviews development projects on Thursday afternoons. Pre-applications are usually reviewed within two weeks of application. The applicant will receive a phone call from the Project Planner notifying you of when your project will be reviewed. The applicant is encouraged to attend the meeting, but if you are unable to, the Project Planner will phone you as soon as possible after the meeting to review staff comments. After receiving staff comments, it is up to the applicant to file an official development application to proceed with the project.

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**CREDIT FOR FEE**

A pre-application review charge will be assessed on any request to consider a particular piece of property for development activity. This charge will be credited against any development application deposit subsequently received from the applicant for the subject project.

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**FOR OFFICE USE ONLY****TYPE OF PROJECT FOR REVIEW (Check Appropriate Box)**

- |   |  |
|---|--|
| <input type="checkbox"/> Annexation   | <input type="checkbox"/> Rezoning                        |
| <input type="checkbox"/> Conditional Use Permit   | <input type="checkbox"/> Sewer/Water Agreement           |
| <input type="checkbox"/> Determination  | <input type="checkbox"/> Subdivision                     |
| <input type="checkbox"/> General Plan Amendment   | <input type="checkbox"/> Site Utilization Plan Revision  |
| <input type="checkbox"/> Minor Subdivision (Lot Split, Boundary Adjustment, Lot Merger) | <input type="checkbox"/> Zone Change From _____ to _____ |
| <input type="checkbox"/> Planned Development Establishment                              | <input type="checkbox"/> Other _____                     |

**ITEMS FOR REVIEW (Check Appropriate Box)**

- |  |   |
|--|---|
| <input type="checkbox"/> Site Planning             | <input type="checkbox"/> Proposed Use(s) – Describe Below |
| <input type="checkbox"/> Architecture              | <input type="checkbox"/> Streets and Access               |
| <input type="checkbox"/> Zoning                    | <input type="checkbox"/> Signs                            |
| <input type="checkbox"/> Density                   | <input type="checkbox"/> Landscaping                      |
| <input type="checkbox"/> Sewer/Water Availability  | <input type="checkbox"/> Trash Collection Options         |
| <input type="checkbox"/> On-Site Circulation       | <input type="checkbox"/> Fencing                          |
| <input type="checkbox"/> Public Improvement        | <input type="checkbox"/> Other: _____                     |
| <input type="checkbox"/> Parking Layout and Ratios |   |

Additional Comments/Descriptions:

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*N:Shared:Application Forms:Development Pre-Application*

**CITY OF MERCED**  
**PLANNING AND DEVELOPMENT FEE SCHEDULE**

*[Effective January 1, 2019, per Annual Adjustment (CPI = 4.36%) per City Council Resolution #09-74]*

| <u>Application Type</u>   | <u>Application Fee</u>  |
|---|-------------------------|
| <b>ANNEXATION &amp; PRE-ZONING</b> (See Note #3)  |                         |
| Single R-1 Lot (1 acre or less) (See Note #2)   | \$1,281                 |
| All Other Annexations (See Note #5)   | \$2,562                 |
|   | +\$191/acre             |
|   | Actual Cost w/ \$30,000 |
|   | Deposit (Over 200 ac)   |
| Pre-Annex Development Agmt (Payable to Planning Dept)                                   | \$3,844                 |
| Pre-Annex Development Agmt (Payable to City Atty)                                       | \$6,406                 |
| <b>APPEALS</b> (See Note #10)   |                         |
| Conditional Use Permits (CUP)   | \$384                   |
| Tentative Subdivision Map   | \$384                   |
| Design Review Commission (Appeal to Council)  | \$256                   |
| Appeal of Certification of Alteration   | \$64                    |
| <i>Minor Subdivisions:</i>  |                         |
| Lot Splits/Parcel Maps  | \$256                   |
| Site Plan Review Committee  | \$288                   |
| Miscellaneous Appeals   | \$288                   |
| <b>COMMERCIAL CANNABIS BUSINESS PERMITS (CCBP)</b> (See Note #11)                       |                         |
| <i>City Council Resolution #2017-67 (Adopted 12/18/17)</i>                              |                         |
| <u>CCBP Application Fees</u>  |                         |
| Phase 1 (All Types)   | \$1,006                 |
| Phase 2 (Merit-Based)   | \$8,951                 |
| Phase 2 (Non-Merit Based)   | \$6,523                 |
| Annual CCBP Renewal   | \$2,329                 |
| Appeal of a CCBP  | \$390                   |
| Appeal of a CCBP Renewal  | \$494                   |
| <u>Annual Regulatory Fees</u>   |                         |
| Cultivation--Up to 10,000 SF (4 Inspections/Year)                                       | \$18,986                |
| Cultivation--Nursery Only (4 Inspections/Year)  | \$15,941                |
| Distribution (4 Inspections/Year)   | \$13,103                |
| Manufacturing (4 Inspections/Year)  | \$34,016                |
| Retail Sales (6 Inspections/Year)   | \$21,832                |
| Testing (2 Inspections/Year)  | \$6,532                 |
| <b>CONDITIONAL USE PERMITS (CUP)</b>  |                         |
| Admin CUP's for Signs and Minor Use Permits (Staff Approval only)                       | \$256                   |
| Minor: (Signs, walls, etc. if goes to Planning Commission)                              | \$641                   |
| Regular CUP (R-1 type uses, churches, Land use or design only; interface overlay, etc.) | \$3,203                 |
| Major CUP (Land use and design; P-D's)  | \$3,203                 |
| <i>Note: No Charge for CUP's for Community Gardens</i>                                  | +\$127/acre             |

| <u>Application Type</u>  | <u>Application Fee</u>                            |
|--|---|
| <b>DESIGN REVIEW &amp; HISTORIC PRESERVATION</b>   |   |
| Painting and Small Signs (Staff )  | \$32  |
| Signs, Awnings, and Simple Modifications (Staff)   | \$96  |
| Remodels and Site Improvements (DRC)   | \$641   |
| New Developments (DRC)   | \$1,537   |
| <u>Historic Preservation Applications (DRC/HPC)</u>  |   |
| Application for Historic Resource (DRC & Council)  | \$320   |
| Certificate of Alteration for an Historic Resource   | \$192   |
| <b>DETERMINATIONS/INTERPRETATIONS</b>  |   |
| By Planning Commission   |   |
| Single R-1 Lot   | \$641   |
| Other  | \$641   |
| By Staff   | \$64  |
| <b>ENVIRONMENTAL REVIEW</b>  |   |
| Categorical Exemption  | \$128   |
| Negative Declaration   | \$1,281   |
| Mitigated Negative Declaration   | \$6,406   |
| Expanded Initial Study   | \$6,406   |
| Environmental Impact Report  | Based on Cost (See Note #5)<br>(Deposit Required) |
| <u>Additional Related Fees</u>   |   |
| Merced County Clerk Filing Fee (Required of all)   | \$50 check made out to<br>"Merced County"         |
| EIR/EIS Contract Management Fee  | 10% of Cost                                       |
| <i>State Fish &amp; Game Fees:</i> (Check needs to be made out to Merced<br>County and must accompany the NOD) (See Note #8) |   |
| For Negative Declarations  | \$2,354.75  |
| For EIR's  | \$3,271.00  |
| <b>EXTENSIONS</b>  |   |
| Tentative/Final Subdivision Maps   | \$256   |
| Minor Subdivisions   | \$96  |
| Variances  | \$128   |
| <b>FINAL SUBDIVISION MAPS</b>  |   |
| Final Subdivision Map  | \$5,125   |
| Final Subdivision Map Extensions/Amendment to Agreement  | \$961   |
| Reversion to Acreage (Requires a Final Map)  | \$5,125   |
| Engineering Plan Check   | 3/4% of the public<br>improvement value           |
| <b>GENERAL PLAN AMENDMENTS</b>   |   |
|  | \$2,562<br>+\$127/acre                            |

| <u>Application Type</u>   | <u>Application Fee</u> |
|---|------------------------|
| <b>MINOR SUBDIVISIONS</b>   |                        |
| Lot Splits/Parcel Maps  | \$1,025                |
| Lot Line Adjustment   | \$512                  |
| Lot Mergers   | \$512                  |
| Subdivision Map Exemption Investigation   | \$256                  |
| Reversion to Acreage  | See Final Maps (Above) |
| Certificate of Compliance   | \$192                  |
| <b>MISCELLANEOUS</b>  |                        |
| Administrative Revision to Site Plans or Elevations (Or Minor Modification Permits)             | \$192                  |
| Abandonment (Street)  | \$192                  |
| <i>Building Permit--Planning Site Plan Review Only</i>  |                        |
| Residential/Remodals/Tenant Imp/Pools/Signs   | \$64                   |
| Commercial (New Construction)   | \$256                  |
| Industrial (New Construction)   | \$256                  |
| Continuance Requests - Planning Commission Public Hearings (After agenda is published)          | \$192                  |
| Covenants of Easement   | \$384                  |
| Encroachment Permits (If have to go to City Council)  | \$384                  |
| Home Occupation Permits (Minor) [Major Home Occupations are charged the Minor Use Permit Fee]   | \$32                   |
| Restaurant Encroachment Permit ( <i>See Note #9</i> )   | \$192                  |
| Staff Research Time   | \$57 per 1/2 hour      |
| Street Closures: ( <i>See Note #9</i> )   |                        |
| Staff Review  | \$64                   |
| Council Review  | \$384                  |
| Temporary Outdoor Use Permit  | \$64                   |
| Will Serve Letter (Utilities)   | \$128                  |
| Zoning Compliance Letter (Involves City Atty)   | \$512                  |
| Zoning Verification Letter (Planning Staff Only)  | \$96                   |
| <b>NAME CHANGES</b>   |                        |
| Subdivision Names (once public hearing notice has been published)                               | \$320                  |
| Street Names (for subdivisions, once final subdivision map has been submitted to City Council)  | \$1,281                |
| <b>PRE-APPLICATION REVIEW</b> (See Note #1)   |                        |
| Minor (CUP's, Site Plan Approval, etc.)   | \$160                  |
| Major (Zone Changes, General Plan Amendments, Annexations, SUP Revisions, Tentative Maps, etc.) | \$256                  |

| <u>Application Type</u>   | <u>Application Fee</u>                           |
|---|--|
| <b>SERVICE (WATER &amp; SEWER) REQUESTS</b><br>(County Property)<br>Staff Review<br>City Council Review   | \$192<br>\$256<br>+ \$17/acre or portion thereof |
| <b>SITE PLAN REVIEW</b><br>Minor: (Minor change in existing site or change in use with minor design adjustments)<br>Major: (Major redesign of existing site or design of vacant site) ( <i>Large projects may be charged on an hourly basis</i> ) ( <i>See Note #6</i> )<br><i>Other:</i><br><i>Accessory Dwelling Units (Minor Use Permit) &amp; Community Gardens</i><br><i>Recycling Centers</i> | \$769<br>\$1,281<br>No Charge<br>\$256           |
| <b>SITE UTILIZATION PLAN ESTABLISHMENT</b><br>Residential Planned Development (RP-D) and<br>Planned Development (P-D)   | \$3,844<br>+\$127/acre                           |
| <b>SITE UTILIZATION PLAN REVISIONS</b><br>( <i>See Note #4</i> ) (Fee also applies to Special Project Permits)  | \$1,922<br>+\$127/acre                           |
| <b>TENTATIVE SUBDIVISION MAPS</b><br>1-50 Lots<br>50+ Lots  | \$3,844<br>\$6,406                               |
| <b>VARIANCE</b><br>Single R-1 lot<br>All Others<br>Multiple on one application  | \$1,089<br>\$1,281<br>\$1,922                    |
| <b>ZONE CHANGES</b><br>(Including to Planned Developments)  | \$3,844<br>+\$127/acre                           |
| <b>ZONING TEXT AMENDMENTS</b><br>(Amendments to Title 20 of Merced Municipal Code)<br>Re: Standards (Setbacks, signs, etc.)<br>Re: Land Use (Adding a land use to a zone, adjusting requirements for a specific land use, etc.)   | \$1,281<br>\$1,922                               |

**NOTES**

- 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.
- 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> |
|-------------------------|------------------------|
|-------------------------|------------------------|

**NOTES (Continued)**

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 Site Plan Review Permit is also required before construction. A Special Project Permit has a similar review process as SUP Revisions, so the fee would be the same.
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 Adjustments. Per MMC 20.66.030(D), the Director of Development Services shall have the authority to lower or 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. In the case where no application fee has been adopted, the Director will determine which adopted fee to charge that would be equivalent based on the similar level of effort and review required.
7. Refunds. Partial refunds can be given if applications are withdrawn prior to public hearing. However, the cost of actual staff time or direct costs 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.

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

**NOTES (Continued)**

11: Commercial Cannabis Business Permits (CCBP): Per City Council Resolution #2017-67, adopted 12/18/17, CCBP Application fees are due and payable upon submittal of a Commercial Cannabis Business Permit Application. The amount of the fees shall be adjusted annually (starting on January 1, 2019) to account for inflation by using the Consumer Price Index (CPI). In no event, shall the fees in any year be less than the preceding year. The Regulatory Fee is to be due and payable prior to opening the business and thereafter on or before the anniversary date. The Regulatory Fee may be amended from time to time based upon actual costs. The amount of the fees shall be adjusted annually (starting on January 1, 2019) to account for inflation by using the Consumer Price Index (CPI). In no event, shall the fees in any year be less than the preceding year.





**City of Merced**  
**Commercial Cannabis Business Permit (CCBP) Application Fees and Cannabis**  
**Business Annual Regulatory Fees**

| <u>CCBP Application Fees</u> | <u>Fee (2019)</u> |
|------------------------------|-------------------|
| Phase 1 (All Types)          | \$1,006.00        |
| Phase 2 (Merit-Based)        | \$8,951.00        |
| Phase 2 (Non-Merit Based)    | \$6,523.00        |
| Annual CCBP Renewal          | \$2,329.00        |
| Appeal of a CCBP             | \$390.00          |
| Appeal of a CCBP Renewal     | \$494.00          |

Note: Application fees are due and payable upon submittal of a Commercial Cannabis Business Permit Application. The amount of the fees shall be adjusted annually (starting on January 1, 2019) to account for inflation by using the Consumer Price Index (CPI). In no event, shall the fees in any year be less than the preceding year.

| <u>Annual Regulatory Fees</u> | <u>Fee (2019)</u> | <u># of Inspections/Year</u> |
|-------------------------------|-------------------|------------------------------|
| Cultivation--Up to 10,000 SF  | \$18,986.00       | 4                            |
| Cultivation--Nursery Only     | \$15,941.00       | 4                            |
| Distribution                  | \$13,103.00       | 4                            |
| Manufacturing                 | \$34,016.00       | 4                            |
| Retail Sales                  | \$21,832.00       | 6                            |
| Testing                       | \$6,532.00        | 2                            |

Note: The Regulatory Fee is to be due and payable prior to opening the business and thereafter on or before the anniversary date. The Regulatory Fee may be amended from time to time based upon actual costs. The amount of the fees shall be adjusted annually (starting on January 1, 2019) to account for inflation by using the Consumer Price Index (CPI). In no event, shall the fees in any year be less than the preceding year.

**EXHIBIT A of City Council Resolution 2017-67** (Adopted December 18, 2017) as Amended through Annual Adjustment by CPI of 4.36%, Effective January 1, 2019