

RESOLUTION NO. 2010-3117

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VILLA PARK ESTABLISHING A MASTER FEE SCHEDULE FOR THE SERVICES RENDERED BY CITY DEPARTMENTS AND RESCINDING RESOLUTION NO. 2008-3000.

THE CITY COUNCIL OF THE CITY OF VILLA PARK DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the California Constitution authorizes local government to recover the reasonable costs of providing services; and

WHEREAS, the City processes various permits, applications, reviews, licenses, approvals, and procedural processes; and

WHEREAS, the City Council last adopted an amendment to its Fee Resolution on June 23, 2009; and

WHEREAS, City staff has reviewed the fees charged by the City and, in cases where a fee is to be amended, has conducted a study to determine the appropriate costs for such fee; and

WHEREAS, the City Council has reviewed the proposed fees and found them adequate to recover actual costs plus overhead related to the provision of the specific service.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Villa Park that the following fees for service are adopted.

Section 1: Pursuant to Chapter II, Section 2-1 of the City of Villa Park Municipal Code, the City Clerk, City Treasurer, and other officers and employees of the City shall be covered by Commercial Crime Insurance of not less than \$100,000. Absent said insurance, said employees shall execute bonds to the City of Villa Park in the penal sum of not less than \$100,000 before entering upon the duties of their offices.

Section 2: Administrative Charges. Photocopying (8½ x 11, 8½ x 14) shall be provided at a fee of \$0.25 per page. Facsimile and photocopying (11 x 17) shall be provided at a fee of \$1.00 per page. Copies of City Limit Maps shall be provided at a fee of \$5.00 per map. Digital Video Disc (DVD) copies of City Council meetings shall be provided at a fee of \$10.00 per copy. Returned check fee shall be \$25. Additional business license stickers for additional vehicles under one business license may be purchased for \$5 per sticker. The City Administrative Fee to cover the cost of issuing and administering Business License and Solicitor Permit requirements is \$30.00 for both new applications and renewals.

Section 3: User groups of the Community Room shall be subject to a use fee per the schedule below:

Community Room	1 st Hour Rate	2 nd Hour Rate	Each Additional Hour	Cleaning Fee (Monthly)
Resident Non-Profit*	-	-	-	\$25 w/ Food or Drink
Resident Private	\$35	\$10	\$10	\$25
Non-Resident Non-Profit	\$40	\$20	\$10	\$50
Non-Resident Private	\$40	\$20	\$10	\$50
Commercial**	\$50	\$25	\$10	\$50
Daily User***	Flat rate of \$100 per month			\$75

* Rental fee shall not apply to Resident Non-Profit Organizations. Should the meeting have food or drink, a \$25 cleaning fee will be assessed per meeting.

** Must provide proof of a current City of Villa Park Business License.

*** Greater than 20 uses per month.

Definitions:

- Resident Non-Profit: Villa Park Rotary, VP Foundation, Friends of the VP Library, Orange County Public Library, VP Women's League, and other similar NPO organizations with at least 60% Villa Park members.
- Resident Private: Villa Park resident private event, City Council candidate fundraiser, and other similar organizations.
- Non-Resident Non-Profit: ORWF, Youth Sports Associations, NPO with less than 60% Villa Park members, and other similar organizations.
- Non-Resident Private: AA, BOTGO, Non-Villa Park schools, non-resident private party activity, non-Villa Park civic, social organizations, and other similar organizations.
- Commercial: Businesses using City facilities for commercial purposes, and other similar organizations.
- Non-Profit (NPO): All registered 501(c)3 organizations

Section 4: Pursuant to Chapter VII, Section 7-8.4 (c) of the City of Villa Park Municipal Code, the most current County of Orange Fee Resolution for animal care services adopted by the County shall set the fees pursuant to the Chapter.

Section 5: Pursuant to Chapter IX of the City of Villa Park Municipal Code, the fees established for Uniform Building and Housing Permits shall be set by this resolution. The fee level is based on review by the City, current building trends, and review of applicable building industry data, including the most current edition of the Building Standards Valuation Data Chart as a reference. The fee levels prepared by the City's Building Official and on file with the City Clerk of the City of Villa Park are hereby adopted and incorporated herein by reference (Building Fees). Fees for digital recordation are \$5 per building permit.

Section 6: Pursuant to Chapter X of the Villa Park Municipal Code, the fees related to grading and excavation plan check and inspection are as follows:

A. Grading Plan Check Fee

Per Sheet Deposit (including Title sheet)	\$500.00
Note: Final cost to be actual costs plus a 30% administrative overhead charge. Minimum deposit of \$1,000.00 is required.	

B. Grading Permit Issuance and Inspection Fee

1. Issuance Fee	\$75.00
2. Grading Inspection Fee	Time and Material
Note: Final cost to be actual costs plus a 30% administrative overhead charge. Minimum deposit of \$2,000.00 is required.	

Section 7: Pursuant to Chapter XX of the Villa Park Municipal Code, the fees related to Erosion Control plan check and inspection, National Pollution Discharge Elimination System (NPDES) implementation and inspection, Storm Water and Pollution Prevention Program (SWPPP) plan check, Water Quality Management Plant (WQMP) plan check and other related administrative activities are as follows:

A. Erosion Control

1. Plan Check Fee (if separate from Grading Plan)

Per Sheet Deposit	\$500.00
Note: Final cost to be actual costs plus a 30% administrative overhead charge.	

2. Inspection Fee
\$160.00

B. NPDES Fee

1. Erosion, Sediment, & Hazardous Waste Discharge Control Inspection Fee. NPDES fee shall be a tiered fee based on area of disturbed earth, except as otherwise listed. To be collected when no WQMP or SWPPP Plans are required. Fee costs to be collected with the building permit fees.

0 to 299 square feet	\$100.00
300 to 750 square feet	\$200.00
751 to 1199 square feet	\$300.00
1200 square feet and above	\$500.00

C. SWPPP Check Fee

1. Check Fee Deposit \$400.00

Note: Final cost to be actual costs plus a 30% administrative overhead charge.

2. Inspection Fee \$160.00

D. WQMP Check Fee

1. Check Fee Deposit \$500.00

Note: Final cost to be actual costs plus a 30% administrative overhead charge.

2. Inspection Fee \$200.00

E. Administrative Fee

1. Stop Work Order Issuance \$175.00

2. Administrative Citation Order \$ 75.00

3. Appeal Fee \$350.00

Note: The issuance of an Administrative Order begins the Administrative Fine Process pursuant to Chapter 1, Article 1-8.

Section 8: Pursuant to Chapter XVII of the City of Villa Park Municipal Code, the permit fees required for the construction, repair and reconstruction of streets and other construction improvements on public property are established as follows:

A. Curb, Gutter, or Curb and Gutter

For the first 100 linear feet, or less	\$195.00
Each additional linear foot	\$1.95

Note: No extra charge for driveway when taking out curb or sidewalk permit.

B. Sidewalk (if required)

For the first 100 linear feet, or less	\$195.00
Each additional linear foot	\$1.95

Note: Above charge to be made whether curb exists or not. Above charge will apply to filling in between curb and sidewalk if not adjacent to curb.

C. Driveways (measure on curb cut)

Less than 16 feet in width	\$195.00
From 16 feet to 25 feet	\$220.00
Over 25 feet in width	\$240.00

Note: No extra charge for curb and gutter when a driveway permit has been obtained.

D. Pavement

	\$400.00
For each additional square foot	\$0.50
Pavement Bond	\$5,000.00

80% refunded with Permit Final, 20% after one year

Note: Public Utilities exempt from bond requirement, per agreement.

E. Excavations (Not in Pavement)

For first 50 square feet	\$350.00
For each additional square foot	\$0.50
Excavation Bond	\$5,000.00
80% refunded with Permit Final, 20% after one year	

Note: Public Utilities exempt from bond requirement, per agreement.

F. Main Sewer, Including Manholes

For first 100 linear feet, or less	\$550.00
For each additional linear foot	\$1.65
Sewer Bond	\$10,000.00
First 100 feet, additional 10 foot (or portion) increments is \$100	

G. Sewer Lateral

Each	\$500.00
Sewer Lateral Bond	\$5,000.00
80% refunded with Permit Final, 20% after one year	

H. Encroachment Agreement

Each	\$375.00
------	----------

I. Right of Way Permit Issuance

Utilities Only	\$75.00
All Others	\$75.00

Note: The City may, by City Council resolution, exempt a utility or district from paying a fee only. A permit is required for all Right of Way issuances.

Section 9: Pursuant to Chapter XXII of the City of Villa Park Municipal Code, relating to subdivisions are established as follows:

A. Subdivisions

Tentative Parcel Map	\$1,500.00
Tentative Tract Map	\$1,900.00
Mailing Requirements	\$40.00

B. Parcel Map Checking and Processing Fees

Fee Deposit	\$2,000.00
Additional Fee Per Lot	\$50.00
Note: Final costs to be actual costs plus a 30% administrative overhead charge.	

C. Tract Map Checking and Processing Fees

Fee Deposit	\$3,000.00
Additional Fee Deposit Per Lot	\$100.00
Note: Final costs to be actual costs plus a 30% administrative overhead charge.	

D. Improvement Plan Check Fee

Per Sheet (including title sheet)	\$800.00
Note: Minimum deposit of \$1,600.00. Final costs to be actual costs plus a 30% administrative overhead charge.	

E. Miscellaneous Fees

Inspection of Improvements	4% of approved construction costs
Note: Final costs to be actual costs plus a 30% administrative overhead charge.	
Sewer Acreage Fees	\$600.54 per acre
Legal Document Review, Research & Preparation (Easement dedications, deeds, vacations, certificates of compliance, etc.)	\$750.00 deposit
Note: Final costs to be actual costs plus a 30% administrative overhead charge.	

F. Extension of Time Requests

Each	\$210.00
------	----------

G. Environmental Document Preparation Fees

Initial Study/Negative Declaration	\$1,000.00 Deposit
EIR	\$3,000.00
Minimum Deposit	
Note: Final costs to be actual costs plus a 30% administrative overhead charge. EIR Deposit based on work estimate.	

H. Acreage Reversion Petition

Per Petition	\$900.00
--------------	----------

Section 10: Pursuant to Chapter XXIII of the City of Villa Park Municipal Code, the fees relating to zoning are established as follows:

A. Sign Permit Fees

Basic Permit	\$50.00
Plus \$2.00 for each square foot	
Change of Copy for Existing Signs	\$35.00
Temporary Signage/Banner (30 day period)	\$25.00

B. Sign Variance

Per Application	\$ 75.00
-----------------	----------

C. Sign Variance Appeals

Per Application	\$50.00
-----------------	---------

D. Removal of Exempt Signs

Deposit	\$200.00
---------	----------

E. Removal of Temporary Signs

Per Sign	\$25.00
----------	---------

F. Conditional Use Permits (Residential and Commercial-Neighborhood)

Per Application	\$600.00
After-The-Fact	\$800.00
Modification	\$550.00
Annual Renewal (if applicable)	\$125.00

G. Variance

Per Application	\$675.00
After-The-Fact	\$875.00

H. Zone Changes

Per Application	\$1,500.00
Note: Final costs to be actual costs plus a 30% administrative overhead charge.	

I. General Plan Amendment

Per Application	\$1,500.00
Note: Final costs to be actual costs plus a 30% administrative overhead charge.	

J. Lot Line Adjustment

Per Application	\$275.00 per lot
-----------------	------------------

K. Site Plan Review

Secondary Unit	\$325.00
Per Application	\$150.00
Minor Site Plan	\$50.00
Landscape Plan Review (if required)	\$100.00

L. Address Change/Addition

Per Application	\$175.00
-----------------	----------

M. Architectural Review Appeal

Per Application	\$325.00
-----------------	----------

N. Expired Permit Re-Issuance

Per Application	\$500.00
Note: Final costs include total cost of permits re-issued plus fee.	

O. Environmental Document Preparation Fees

Initial Study/Negative Declaration	\$1,000.00 Deposit
EIR	\$3,000.00 Deposit

Note: Final costs to be actual costs plus a 30% administrative overhead charge.

P. State and County Environmental Filing Fees

County of Orange	
Document Recordation Fee	\$50.00
Department of Fish & Game (CEQA)	
Negative Declaration/Mitigated ND	\$1,800.00
EIR	\$2,500.00

Q. Street, Sidewalk and Swimming Pool Bonds

Construction Bond (if required)	\$2,000.00
Swimming Pool Bond (if required)	\$2,000.00
Landscape Installation Bond (if required)	\$500.00/\$1,000.00
Administrative Fee	\$75.00

R. Special Events Permits

Per Application	\$50.00
-----------------	---------

Section 11: Commercial Filming Permits for filming within the City limits, whether on public or private property, shall be \$100.00 per day. Non-commercial and student filming permits shall be \$50.00 per week. Applicants for film permits must utilize the recognized film permit application at time of filing and shall adhere to conditions placed upon said permit by the City Manager to include communication with the appropriate public safety agency and implementation of traffic, pedestrian, or crowd controls.

BE IT FURTHER RESOLVED, the business license and solicitor permit administrative fee will become effective upon the adoption of this Resolution.

BE IT FURTHER RESOLVED, the Use of Facilities fees will become effective upon the adoption of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Villa Park at a regular meeting of the City Council held on the 27th day of July, 2010.

W. Bill MacAloney, Mayor
City of Villa Park

ATTEST:

Jarad L. Hildenbrand, City Clerk
City of Villa Park

STATE OF CALIFORNIA }
COUNTY OF ORANGE } SS
CITY OF VILLA PARK }

I, **JARAD L. HILDENBRAND**, City Clerk of the City of Villa Park **DO HEREBY CERTIFY** that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Villa Park held on the 27th day of July, 2010, and was carried by the following roll call vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Jarad L. Hildenbrand, City Clerk
City of Villa Park