

City of Lincoln

MASTER FEE SCHEDULE - ENGINEERING/INSPECTION/ENCROACHMENT PERMITS

| Activity Description | Deposit or Fee | Fee Structure | Note |
|--|------------------------------------|---------------------------|------|
| 1 Final Subdivision Map / Parcel Map Review | \$5,000 | Deposit | |
| 2 Map Corrections and Amendments | \$3,000 | Deposit | |
| 3 Lot Line Adjustments | \$3,000 | Deposit | |
| 4 Improvement Plan Check | \$25,000 | Deposit | |
| 5 Improvement Inspection | \$50,000 | Deposit | |
| 6 Fire - Flow Test | | | |
| a) Five Lots or Less | \$350 | | |
| b) Subdivisions or Commercial Centers / 5+ Lots | Bill Hourly; \$1,000 Min. Deposit | Deposit | |
| 7 Grading Plan Check - Custom Lot | \$10,000 | Deposit | |
| 8 Grading Plan Check - Other | \$25,000 | Deposit | |
| 9 Grading Inspection - Custom Lot | \$10,000 | Deposit | |
| 10 Grading Inspection - Other | \$50,000 | Deposit | |
| 11 Easement Plan Check | \$5,000 | Deposit | |
| 12 Water Quality Management Plan | \$3,000 | Deposit | |
| 13 Review of Project CC&R's | \$10,000 | Deposit | |
| 14 Technical Review | \$1,500 | Deposit | |
| 15 Encroachment Permit Inspection (Annual) | \$1,500 | Deposit | |
| General Encroachment Permits | | | |
| 16 Encroachment Permit - Pool Construction | \$246 | Fixed Fee | |
| 17 Encroachment Permit - Residential Driveway (Per Opening) | \$574 | Fixed Fee | |
| 18 Encroachment Permit - Temporary Signs | \$82 | Fixed Fee | |
| 19 Encroachment Permit - Temp Bins (e.g. dumpsters, storage containers, etc.) | \$82 | Fixed Fee | |
| 20 Encroachment Permit - All Others (for Work Expected to Last No More Than Two Days) | | | [a] |
| a) Base Fee - Up to Two Days | \$410 | Fixed Fee | |
| b) Each Additional Day | \$164 | Fixed Fee | |
| 21 General Encroachment Permit - All Others (for Work Expected to Last More Than Two Days) | Varies; \$1,000 Minimum | Deposit | [a] |
| 22 Construction and Demolition Materials Management Plan - Application Plan Review and Deposit Administration Fee | \$123 plus Deposit | Fixed Fee plus Deposit | |
| 23 Sidewalk Vending Permit | | | |
| a) Initial | \$164 | Fixed Fee | |
| b) Renewal | \$82 | Fixed Fee | |
| 24 Transportation Permit | | | |
| a) Single Trip | \$16 | Fixed Fee | [b] |
| b) Annual | \$90 | Fixed Fee | [b] |
| 25 Credit Card Transaction Fee | 3% - Direct pass-through to vendor | Fixed Fee | |

City of Lincoln

MASTER FEE SCHEDULE - ENGINEERING/INSPECTION/ENCROACHMENT PERMITS

| Activity Description | Deposit or Fee | Fee Structure | Note |
|---|---|---------------|------|
| 26 Work Without a Permit or Work Beyond Scope of Permit | 2x Permit Fee | Fixed Fee | |
| 27 Additional Inspections (After First Re-inspection) | See Hourly Rate Schedule; 1 hour minimum | Fixed Fee | |
| 28 Missed Inspections | See Hourly Rate Schedule; 1 hour minimum | Fixed Fee | |
| 29 Inspections Outside of Normal Business Hours | See Hourly Rate Schedule; 4 hour minimum | Fixed Fee | |
| 30 Additional Plan Review (After 3rd Plan Check) | See Hourly Rate Schedule; 1 hour minimum | Fixed Fee | |
| Fees for Services Not Identified In Schedule | | | |
| 31 See Hourly Billing Rate Section of the Fee Schedule | See Hourly Rate Schedule | Deposit | |
| Hourly Billing Rates for Deposit-Based Billings | | | |
| 32 See Hourly Billing Rate Section of the Fee Schedule | See Hourly Rate Schedule | Deposit | |

Full Cost Deposits and Deposit Replenishment

| |
|--|
| <p>Applicants for Full Cost Entitlement Applications shall pay for all City staff time required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule (as determined by the Public Works or Community Development Director) will be subject to a full cost reimbursement agreement to be approved by the City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.</p> |
| <p>Initial deposits as shown on the fee schedule will be collected and held by the City in a deposit account at the time the application is submitted. The cost of staff time will be drawn from the deposit account. A positive account balance shall be maintained at all times during the review process. No work will be performed on a project with a negative fund balance. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount no less than 50% of the original deposit.</p> |
| <p>When more than one Full Cost application is submitted, the sum total of the initial full cost deposit amount can be reduced by 20%.</p> |
| <p>Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. The deposit account will be held open for 90 days after project approval for City to complete any miscellaneous clean up items and to account for all project related costs. Any deposit amounts remaining after final project close out will be returned to applicant.</p> |
| <p>As may be required by the Public Works Department or Community Development Department for project evaluation or environmental review, all payment for consultant work shall be the responsibility of the applicant.</p> |

Refund Policy

| |
|---|
| <p>Application fees are not refundable except as follows:</p> <p>A. Refund of 100% shall be made if a determination is made by the Public Works Director or Community Development Director that the permit and associated fee are not required by the City's Municipal Code or adopted City Resolution.</p> <p>B. If an applicant requests to withdraw a fixed fee application prior to project evaluation, refund of 50% of the applicable fee shall be refunded.</p> <p>C. No refund of application fees shall be made after initial project evaluation has commenced, unless a fee waiver is approved by the City Council.</p> |
|---|

[a] General encroachment work includes any activity within the public right of way. Fixed fee permit applies to typical utility work with standard WATCH manual traffic control. More complex work requiring additional plan check/traffic control, plan review, testing, and/or inspection, requires a deposit.

[b] Fee is intended to mirror amounts established by State of California.