

# 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	\$15,000	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	
<b>General Encroachment Permits</b>			
16 Encroachment Permit - Pool Construction	\$254	Fixed Fee	
17 Encroachment Permit - Residential Driveway (Per Opening)	\$592	Fixed Fee	
18 Encroachment Permit - Temporary Signs	\$85	Fixed Fee	
19 Encroachment Permit - Temp Bins (e.g. dumpsters, storage containers, etc.)	\$85	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	\$423	Fixed Fee	
b) Each Additional Day	\$169	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	\$127 plus deposit	Fixed Fee plus Deposit	
23 Sidewalk Vending Permit			
a) Initial	\$169	Fixed Fee	
b) Renewal	\$85	Fixed Fee	
24 Transportation Permit			
a) Single Trip	\$16	Fixed Fee	[b]
b) Annual	\$90	Fixed Fee	[b]

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25 Credit Card Transaction Fee	3% - Direct pass-through to vendor	Fixed Fee	
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	
<b>Fees for Services Not Identified In Schedule</b>			
31 See Hourly Billing Rate Section of the Fee Schedule	See Hourly Rate Schedule	Deposit	
<b>Hourly Billing Rates for Deposit-Based Billings</b>			
32 See Hourly Billing Rate Section of the Fee Schedule	See Hourly Rate Schedule	Deposit	

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<b>Full Cost Deposits and Deposit Replenishment</b>			
<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>			
<b>Refund Policy</b>			
<p>Application fees are not refundable except as follows:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul>			

[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.