

Effective July 1, 2011



# CITY OF MISSION VIEJO

## PUBLIC WORKS FEE SCHEDULE

### GENERAL INSTRUCTIONS

1. This pamphlet lists services available or required to process your project and fees or charges for these services.
2. Fees or deposits are required in advance. The City is prohibited by law from extending credit. The amount of the fee is based on the cost to provide the specified services for an average project. Charges for large or complex projects may be greater than the fees listed. This determination will be made when it is shown that the fee does not cover City costs.
3. Informal consultation with representatives from various City departments processing your application may be scheduled at a mutually agreeable time (no charge).
4. Fees and charges are designed to recover City costs of specific services and are of two types:
  - a. **Fee Schedule** - Schedule is used when actual costs are directly related to project size.
  - b. **Actual Cost** - Charge is used when costs are related to complex factors not solely related to project size. Charge for actual cost includes processing charge based on hourly labor rates plus cost of materials, if any (e.g., copy costs), costs of consultants, and cost of public hearings, if required.
5. **Extraordinary Overtime** - The City Council has authorized the use of overtime for projects taken out of normal sequence at requests of and paid for by individuals. Such projects may not delay other services provided by the City and must be worked on overtime. This service is called "Extraordinary Overtime" and requires that individuals requesting this service pay **one and one-half times** the normal processing fee. This service is available on a first come, first served basis providing there is staff available to perform the work.
6. All fees and charges are subject to annual review and update.
7. Initial grading and improvement plan check submittals made at the City will require a \$400.00 pre-inspection fee. **Upon submittal of the second plan check, it will be necessary to have all the calculated fees paid to the City of Mission Viejo.** The second and final plan checks will not be conducted without full payment of fees.

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**DEPOSITS FOR PRECISE GRADING, MASS/ROUGH GRADING, STREET IMPROVEMENT, AND TRAFFIC SIGNAL PLANS**

<b>Cost Estimate Amount</b>	<b>Deposits</b>	<p>All deposits listed are to be paid at time of first submittal.</p> <p>The City is prohibited by law from extending credit. The amount of the deposit is based on the cost to provide the specified services for an average project. Deposits for large or complex projects may be greater than the deposits listed. This determination will be made by the Director of Public Works or his designee.</p>
\$1 - \$50,000	\$1,500	
\$50,001 - \$200,000	\$3,000	
\$200,001 - \$500,000	\$6,000	
\$500,001 - \$1,000,000	\$9,000	
\$1,000,001 & Up	\$10,000	

**DEPOSITS FOR FINAL MAP CHECKING**

The following will be checked on a Time and Materials basis in accordance with rates on Sheet 10.		<p>All deposits listed are to be paid at time of first submittal.</p> <p>The City is prohibited by law from extending credit. The amount of the deposit is based on the cost to provide the specified services for an average project. Deposits for large or complex projects may be greater than the deposits listed. This determination will be made by the Director of Public Works or his designee.</p>
	<b>Deposits</b>	
City Tracts and Parcel Maps	\$8,000	
Amending Maps	\$2,800/tract \$2,800/parcel	
Certificates of Correction	\$500	
Lot Line Adjustments	\$3,000	
Certificates of Compliance	\$1,500	
Abandonments	\$3,500	
Easement Dedications and Quit Claim Deeds	\$2,000	

**DEPOSITS FOR LANDSCAPE PLAN CHECKING**

Landscape plans will be checked on a Time and Materials basis in accordance with rates on Sheet 10. Additional Inspection Fees apply.		All deposits listed are to be paid at time of first submittal.  The City is prohibited by law from extending credit. The amount of the deposit is based on the cost to provide the specified services for an average project. Deposits for large or complex projects may be greater than the deposits listed. This determination will be made by the Director of Public Services or his designee.  Minimum plan check fee is \$250.
Cost Estimate Amount	Deposits	
\$1 - \$10,000	\$500	
\$10,001 - \$50,000	\$1,250	
\$50,000 - \$100,000	\$2,500	
\$100,001 & Up	\$5,000	

**LANDSCAPE INSPECTION FEES**

Inspection (Cost of Improvement) \$0.00 - \$10,000.00 \$10,000.01 - \$100,000.00 \$100,000.01 & Up	4.0% of valuation \$110 + 2.9% of valuation \$1,010 + 2.0% of valuation	Minimum inspection fee is \$250.  The valuation is calculated based upon the unit prices specified below.
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**For the basis of landscape inspection fee calculation, the following unit prices shall be used:**

Slopes	\$1.53/SF	Bond amounts will be based upon approved cost estimate or valuation using SF costs, whichever is less.
Parks, Parkways and Entries	\$3.06/SF	
Medians and Quads	\$3.69/SF	
Flat, Common, Commercial and Industrial Areas	\$2.14/SF	

<b>IMPROVEMENT PLAN CHECK AND INSPECTION</b>		
<b>STREET, STORM DRAIN, TRAFFIC SIGNAL, ROUGH &amp; PRECISE GRADING, OTHER IMPROVEMENT PLANS</b>		
Improvement Plan Check (Cost of Improvement) \$0 - \$49,999.99 \$50,000+	4.0% of approved cost estimate \$250 + 3.5% of approved cost estimate	Minimum plan check fees: In-House           \$150 City Consultant   \$250
Improvement Plan Revisions	Revisions will be plan checked on a Time and Materials basis in accordance with the rates on Sheet 10, or based on the above schedule (whichever is greater).	Minimum plan check fees: In-House           \$150 City Consultant   \$250
Improvement Inspection	4.8% of approved cost estimate	Minimum inspection fee is \$250. Bond amounts will be based on total cost estimate and construction contingencies. <b>NOTE:</b> Additional inspection fees may be charged for revisions exceeding \$5,000.

<b>WATER QUALITY MANAGEMENT PLAN REVIEW</b>		
Water Quality Management Plan (WQMP) Plan Check & Review Preliminary and Final WQMPs	\$1,200 per WQMP	For priority projects with structural best management practices (BMPs) which may include low impact development techniques and/or hydro-modification detention or infiltration facilities.
Educational / Non-Priority Project Water Quality Management Plan (WQMP) Plan Check & Review	\$325 per WQMP	For non-priority projects which primarily includes non-structural BMPs.

<b>MISCELLANEOUS FEES</b>		
Pre-Inspection	\$400	For all submittals requiring inspection, except for grading of an individual single-family home lot.
Re-Inspection	\$275	If inspection is called for and contractor is not ready, the Director of Public Works or his designee may require payment of this fee prior to any further inspections.
Temporary Occupancy	\$250 per 30-day period plus \$15,000 cash deposit	Approval may be obtained from the Public Works Department for temporary occupancy prior to City Inspector final signoff of precise grading or improvement plans at the sole discretion of the Director of Public Works or his designee.
Investigation Fees Records Research	Minimum \$50 plus copy costs	Records research fees on a Time and Materials basis at \$75/hour with a minimum fee of \$50.
Copies	\$0.25 per sheet for 8.5" x 11" sheets \$0.30 per sheet for 8.5" x 14" sheets \$0.40 per sheet for 11" x 17" sheets	Other hardcopy sheet sizes will require a bonded reprographics company, paid for by the document requestor, to make copies.
Scanning Fees Precise Grade/Rough Grade/Improvement/ Landscape/Traffic Signal Plans	\$50	Charged for each project plan set submitted.

GRADING PLAN CHECK AND INSPECTION			
CUBIC YARDS	PLAN CHECK FEE	INSPECTION FEE	COMMENTS
Single Family Residential Lot 1 - 500	\$250 flat rate	\$250 flat rate	Cubic yardage fee is determined by approved grading plans and/or approved revisions.
1 - 500	\$400 flat rate	\$425 flat rate	
501 - 1,000	\$175 + \$0.50/CY	\$145 + \$0.56/CY	
1,001 - 10,000	\$605 + \$0.07/CY	\$625 + \$0.08/CY	Grading bond to be based on \$1.75/CY x 0.3 + improvement costs + erosion control costs as determined by City's Engineer's Estimate Form.
10,001 - 100,000	\$1,055 + \$0.025/CY	\$1,125 + \$0.03/CY	
100,001 & Up	\$1,555 + \$0.02/CY	\$2,125 + \$0.02/CY	
<b>MINIMUM GRADING PERMIT FEE IS \$500</b>			

EROSION CONTROL/WATER QUALITY DEVICE PLAN CHECK AND INSPECTION			
EROSION CONTROL VALUATION*	PLAN CHECK FEE	INSPECTION FEE	COMMENTS
\$1 - \$10,000	4.8% of approved cost estimate	8.0% of approved cost estimate	Inspection and Plan Check fees for erosion control are required on an annual basis.
\$10,001 - \$50,000	4.8% of approved cost estimate	\$320 + 4.8% of approved cost estimate	The minimum annual plan check fee is <b>\$250</b> . The minimum annual inspection fee is <b>\$350</b> .
\$50,001 & Up	4.8% of approved cost estimate	\$1,370 + 2.7% of approved cost estimate	No charge for single-family residential lot erosion control plan check and inspection associated with a current, valid grading permit.

\*Based on approved cost estimate.

### GEOTECHNICAL REPORT REVIEW

All soils report and pavement section review fees are to be paid at the time of report submittal.

Interim reports and revision reports shall be determined on a project-by-project basis.

Lump sum fees will be charged for report review in accordance with the following schedule, exceptions noted below:

Letters (1½ spacing, one-sided): 1-3 pages (including attachments and appendices)	\$195	Maps are considered as pages.  A 50% surcharge will be assessed for an expedited turn-around review.
Small Reports (1½ spacing, one-sided): 4-7 pages (including attachments and appendices)	\$75/page	The maximum fee for each review will be <b>\$1,250</b> ; however, additional time and materials fees will be charged for reports containing slope stability analyses, earthquake engineering, excessive settlement analysis, specialty foundation engineering, and for reports deemed by the Director to be non-customary, or for report reviews requiring significant comments, revisions, or interaction with the preparer.
Medium to Large Reports (1½ spacing, one-sided): 8 or more pages (including Attachment and Appendices)	\$70/page	
Pavement Section Reports: 1 pavement section	\$225	A surcharge of \$50 will be assessed for each additional pavement section.
Response to Geotechnical Review Questions	See above rates.	Response reports will be considered as a new submittal; rates provided above will apply.

SPECIAL EVENTS PERMITS		
Block Party Permit**	\$25/\$50*	All special events permit applications shall provide the required general liability insurance naming the City of Mission Viejo as additional insured. Insurance must meet City requirements.  *\$50 to be charged for permits requiring City Council approval.  **The City reserves the right to charge additional permit fees for unique special events or for special events that require a significant amount of staff time or resources on a time and materials basis in accordance with the rates listed on Sheet 10.
Special Events Permit**	\$25/\$50*	

TRANSPORTATION PERMITS		
Single-Trip Permit	\$16	<b>Required documentation:</b> Certificate of insurance for \$1 million Auto Liability or Commercial General Liability; proof of Workers' Compensation Insurance; City named as additional insured.
Annual Permit	\$90	

MONITORING WELLS		
Drilling or Redrilling Permit	\$285	\$2,500 bond required, proof of Workers' Compensation Insurance, Certificate of Insurance for \$1 million.
Annual Inspection Fee	\$64/year	

<b>ENCROACHMENT PERMITS</b>		
Time to complete work shall be 60 days unless otherwise noted on the permit.		
Security and/or proof of insurance may be required to protect City property from injury or to provide indemnity for any injury resulting from the issuance of a permit.		
Permit Issuance Fee	\$50	This fee is in addition to any other fees listed below.
Access – Personal Homeowner	\$50	
Access – Commercial	\$190	
Temporary Fencing	\$20 + \$0.50/LF	
Road Closure	\$575 per segment per day	
Lane Closure	\$125 per location for the first day, \$60 each additional day thereafter for the same location	
Underground Utilities – Trenching 0 - 100 LF 101 - 1,000 LF 1,001+ LF	\$125 flat rate \$75 + \$0.20/LF \$125 + \$0.15/LF	The fee is per location/per continuous excavation.
Aerial Utilities	\$353 per antenna	Installation or replacement of an aerial utility structure such as an antenna mounted on top of a streetlight pole or safety light.
Stockpiling/Storage	\$42 per week	\$1,000 cash bond required; maximum stockpiling/storage time is 30 days only
Driveway Approaches – Residential	\$150 for the first driveway on a parcel, \$125 for each additional driveway, plus \$100 per relocated driveway on the same parcel	
Driveway Approaches – Commercial & Industrial	\$250 for the first driveway on a parcel, \$125 for each additional driveway, plus \$405 per relocated driveway on the same parcel	

<b>ENCROACHMENT PERMITS</b>		
Curb Cores	No additional charge beyond the permit issuance fee for the first core; \$10 for the second and each additional core.	
Curb & Gutter		
0 – 50 LF	\$140 flat rate	
51+ LF	\$129 + \$0.22 LF	
Sidewalks		
0 – 50 SF	\$140 flat rate	
51+ SF	\$124 + \$0.32 SF	
Paving		
0 - 100 SF	\$250 flat rate	
101+ SF	\$240 + \$0.10 SF	
Slurry Seal		
0 – 100 SF	\$250 flat rate	
101+ SF	\$245 + \$0.05/SF	
Parkway Culverts	\$460 each	
Storm Drain Entries		
0" - 17" diameter	\$500	
18" - 48" diameter	\$690	
49+" diameter	\$1,010	
Catch Basin	\$780 each	
Traffic Control	Time and materials hourly rate	Deposit required for the estimated time and materials as determined by Director of Public Works or City Engineer.
Bus Benches/Shelters	\$50 each	
Street Curb Addressing	\$500	\$500 cash bond; permit for 30 days only
Haul Route	Time and materials hourly rate (2 hours minimum)	
All Other Encroachments Not Listed Above	Time and materials hourly rate	Deposit required for the estimated time and materials as determined by Director of Public Works or City Engineer.

**PENALTIES**

Should any person commence any work for which a permit and/or fee is required for work within the City right-of-way without having first obtained and paid such fees, or if a permit was obtained but has expired, or if emergency work is not called in if required, said person shall pay penalty fees as follows:

Valuation: \$0 - \$200	4 x regular fee
\$201 +	3 x regular fee
Any Use Not Covered	5% of construction costs

**OVERTIME INSPECTION**

Inspections requested on holidays, weekends, and weekdays after 4:00 p.m. and before 7:00 a.m. shall pay an amount equal to 1.5 times the time and materials rates listed below for a minimum of 4 hours.

**TIME AND MATERIALS HOURLY RATES**

Director of Public Works	\$175	For positions not listed, the Administrative Services Department will provide the hourly rate.
Director of Public Services		
City Engineer	\$150	
Traffic Engineer	\$125	
Assistant City Engineer	\$120	
Associate Engineer	\$105	
Senior Management Analyst		
Environmental Program Administrator		
Program Engineer	\$95	
Transportation Analyst		
City Inspector	\$90	
Engineering Technician	\$75	
Senior Engineering Technician		
Administrative Assistant	\$65	
All Consultant Services	Consultant invoice + 36% City overhead	