



City of Mission Viejo Master Fee Schedule

PUBLIC WORKS FEES				
Fee #	Description	Adopted Fee Effective 9/1/2019	Unit	Notes
PRECISE GRADING, MASS/ROUGH GRADING/STREET IMPROVEMENT, AND TRAFFIC SIGNAL PLANS				
1	\$1 - \$50,000 Valuation	\$1,500.00	Initial Deposit	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 Works or his designee.
2	\$50,001 - \$200,000 Valuation	\$3,000.00		
3	\$200,001 - \$500,000 Valuation	\$6,000.00		
4	\$500,001 - \$1,000,000 Valuation	\$9,000.00		
5	\$1,000,001 & Up Valuation	\$10,000.00		

FINAL MAP CHECKING				
1	City Tracts and Maps	\$8,000.00	Initial Deposit	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 Works or his designee.
2	Amending Maps (per tract/parcel)	\$2,800.00		
3	Certificates of Correction	\$500.00		
4	Lot line adjustments	\$3,000.00		
5	Certificates of Correction	\$1,500.00		
6	Abandonments	\$3,500.00		
7	Easement Dedications and Quit Claim Deeds	\$2,000.00		



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LANDSCAPE PLAN CHECKING DEPOSITS				
1.a	Plan Checking - \$1 - \$10,000 Valuation	\$500.00	Initial Deposit	<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 Services or his designee.</p> <p>Minimum plan check fee is \$250.</p>
1.b	Plan Checking - \$10,001 - \$50,000 Valuation	\$1,250.00		
1.c	Plan Checking - \$50,001 - \$100,000 Valuation	\$2,500.00		
1.d	Plan Checking - \$100,001 & Up Valuation	\$5,000.00		
LANDSCAPE INSPECTION FEES				
2.a	Inspection Fees - \$0.00 - \$10,000.00 Valuation	4% of valuation		<p>Minimum inspection fee is \$250.</p> <p>The valuation is calculated based upon the unit prices specified below.</p>
2.b	Inspection Fees - \$10,000.01 - \$100,000.00 Valuation	\$110 + 2.9% of valuation		
2.c	Inspection Fees - \$100,000.01 & Up Valuation	\$1,010 + 2.0% of valuation		
3	Slopes	\$1.53 per s.f		<p>Bond amounts will be based upon approved cost estimate or valuation using SF costs, whichever is less.</p>
4	Parks, Parkways and Entries	\$3.06 per s.f		
5	Median and Quads	\$3.69 per s.f		
6	Flat, Common, Commercial and Industrial Areas	\$2.14 per s.f		
IMPROVEMENT PLAN CHECK AND INSPECTION (STREET, STORM DRAIN, TRAFFIC SIGNAL, ROUGHT & PRECISING GRADING, OTHER IMPROVEMENT PLANS)				
1.a	Improvement Plan Check - \$0 - \$49,999.99 Valuation	4.0% of approved cost estimate		\$250 Minimum
1.b	Improvement Plan Check - \$50,000 + Valuation	\$250 + 3.5% of approved cost estimate		
2	Improvement Plan Revisions	Time & Material Hourly Rate		\$250 Minimum
3.a	Improvement Inspection: Minimum Inspection Fee	\$375.00		



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3.b	Improvement Inspection	5.5% of approved cost estimate		Bond amounts will be based on total cost estimate and construction contingencies. Additional inspection fees may be charged for revisions exceeding \$5,000.
WATER QUALITY MANAGEMENT PLAN REVIEW				
1	Water Quality Management Plan (WQMP) Plan Check & Review. Preliminary and Final WQMPs	\$1,200.00	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.
2	Educational/ Non-Priority Project WQMP Plan Check & Review	\$400.00	Per WQMP	For non-priority projects which primarily includes non-structural BMPs.
FOOD SERVICE ESTABLISHMENT BMP IMPLEMENTATION FORM FILING				
1	Food Service Establishment BMP Implimentation Form	\$50.00	Per Processing	One form per location. Change in operations, management, or ownership requires new filing. Restaurant required to post City-provided FSE Kitchen Operations Poster. Replacement posters free of charge.
MISCELLANEOUS FEES				
1	Pre-Inspection	\$500.00		For all submittals requiring inspection, except for grading of an individual single-family home lot.
2	Re-Inspection	\$325.00		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.



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MISCELLANEOUS FEES				
3.a	Temporary Occupancy for Grading Permit Outstanding Work	\$15,000 plus \$250 per 30-day period		At the sole discretion of the Director of Public Works or his designee, approval may be obtained from the Public Works Department for temporary occupancy prior to City Inspector final signoff of precise grading or improvement plans.
3.b	Temporary Occupancy for Non-Grading Permit Outstanding Work	\$5,000.00	Deposit	At the sole discretion of the Director of Public Works or his designee, approval may be obtained from the Public Works Department for temporary occupancy prior to City Inspector final occupancy being granted.
4	Investigation Fees Records Research	\$100.00	per hour	Plus copy costs. Records research fees on a Time and Materials basis at \$75/hour with a minimum fee of \$75.
5.a	Copies	\$0.25	per 8.5" X 11" sheet	Other hardcopy sheet sizes will require a bonded reprographics company, paid for by the document requestor, to make copies.
5.b	Copies	\$0.30	per 8.5" X 14" sheet	
5.c	Copies	\$0.40	per 11" X 17" sheet	
6	Scanning/Filing Fees Precise Grade/Rough Grade/ Improvement/Landscape/Traffic Signal Plans	\$50.00		Charged for each project plan set submitted.
7.a	Special Events Permits - Block Party	\$40/\$80		\$50 to be charged for permits requiring City Council approval.
7.b	Special Events Permits - Special Events	\$40/\$80		\$50 to be charged for permits requiring City Council approval.
8.a	Transportation Permits - Single Trip	\$16.00		Required doc: Certificate of Insurance \$1 million
8.b	Transportation Permits - Annual	\$90.00		Required doc: Certificate of Insurance \$1 million
9.a	Penalties: Valuation \$0 - \$200	4 X Regular Fee		
9.b	Penalties: Valuation \$201 +	3 X Regular Fee		
9.c	Penalties: Any use not covered	5% of construction costs		



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GRADING PLAN CHECK AND INSPECTION			
1.a	Plan Check Fee: Single Family Residential Lot 1 - 500 CY	\$250.00	
1.b	Plan Check Fee: 1 - 500 CY	\$400.00	
1.c	Plan Check Fee: 501 - 1,000 CY	\$175 + \$0.50/CY	Min grading permit fee is \$500
1.d	Plan Check Fee: 1,001 - 10,000 CY	\$605 + \$0.07/CY	
1.e	Plan Check Fee: 10,001 - 100,000 CY	\$1,055 + \$0.025/CY	
1.f	Plan Check Fee: 100,001 CY & Up	\$1,555 + \$0.02/CY	
2.a	Inspection Fee: Single Family Residential Lot 1 - 500	\$250.00	
2.b	Inspection Fee: 1 - 500 CY	\$425.00	
2.c	Inspection Fee: 501 - 1,000 CY	\$145 + \$0.56/CY	Minimum grading permit fee is \$425.
2.d	Inspection Fee: 1,001 - 10,000 CY	\$625 + \$0.08/CY	
2.e	Inspection Fee: 10,001 - 100,000 CY	\$1,125 + \$0.03/CY	
2.f	Inspection Fee: 100,001 CY & Up	\$2,125 + \$0.02/CY	
<p>Cubic yardage fee is determined by the greater of cut or fill cubic yardage plus over-excavation cubic yardage on the approved grading plans and/or approved revisions.</p> <p>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.</p>			

EROSION CONTROL/WATER QUALITY DEVICE PLAN CHECK AND INSPECTION			
1.a	Plan Check Fee: \$1 - \$10,000	4.8% of approved cost estimate	Minimum erosion control plan check fee is \$250.
1.b	Plan Check Fee: \$10,001 - \$50,000	4.8% of approved cost estimate	
1.c	Plan Check Fee: \$50,001 & Up	4.8% of approved cost estimate	



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EROSION CONTROL/WATER QUALITY DEVICE PLAN CHECK AND INSPECTION				
2.a	Inspection Fee: \$1 - \$10,000	8% of approved cost estimate		Minimum erosion control inspection fee is \$525.
2.b	Inspection Fee: \$10,001 - \$50,000	\$320 + 4.8% of approved cost estimate		
2.c	Inspection Fee: \$50,001 & Up	\$1,370 + 2.7% of approved cost estimate		

Inspection and Plan Check fees for erosion control are required on an annual basis.

No charge for single-family residential lot erosion control plan check and inspection associated with a current, valid grading permit.

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:			
1.a	Letters: 1-3 pgs	\$295.00	Maps are considered as pages. A 50% surcharge will be assessed for an expedited turn-around review. The maximum fee for each review will be \$1,750; 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.
1.b	Small Reports: 4 + pages	\$100/page	
1.c	Pavement Section Reports: 1 pavement section	\$340.00	
1.d	Pavement Section Reports: Additional pavement section	\$75.00	A surcharge of \$75 will be assessed for each additional pavement section.
1.e	Response to Geotechnical Review Questions	see above rates	Response reports will be considered as a new submittal (except Single Family Residential Property Report Reviews); rates provided above will apply.



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GEOTECHNICAL REPORT REVIEW			
1.f	Single-Family Residential Property Review Report Fee	\$290.00	Flat rate paid upon the first submittal. No additional review fees apply for resubmittals in response to comments.

ENCROACHMENT PERMITS			
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.			
Fees are calculated as the sum of the types and quantities of work below. Applicant shall provide types and quantities upon request and are subject to field verification. In the event field verification yields additional types and quantities, additional fees are due.			
1	Permit Issuance Fee	\$75.00	This fee is in addition to any other fees listed below.
2	Access - Personal Homeowner	\$75.00	Flat rate fee.
3	Access - Commercial	\$265.00	Flat rate fee.
4	Temporary Fencing	\$176.97 + \$1.06/LF	
5	Road Closure	\$1,340.00 per segment per day	
6.a	Lane Closure - First Day	\$175.00 per location	
6.b	Lane Closure - Additional Day	\$85.00	Each additional day thereafter for the same location.
7.a	Underground Utilities - Trenching 0 - 100 LF	\$125.00	The fee is per location/per continuous excavation.
7.b	Underground Utilities - Trenching 101 - 1,000 LF	\$75 + \$0.20/LF	
7.c	Underground Utilities - Trenching 1,001 + LF	\$125 + \$0.15/LF	
8	Aerial Utilities	\$175.00 per location	Installation of temporary above ground power or telecommunication lines. Time duration as specified on permit.



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ENCROACHMENT PERMITS				
9	Stockpiling/Storage	\$90.00 per week		<p>7 days use in the public right-of-way. Includes storage containers in the public right-of-way.</p> <p>Maximum stockpiling/storage time with traffic control demarcating or barriers protecting the work site is as determined by the Public Works Director or his designee.</p> <p>Maximum storage container placement time on residential streets is 168 hours (one week).</p>
10.a	Driveway Approaches - Residential First Driveway on a parcel	\$225.00		
10.b	Driveway Approaches - Residential Additional Driveway	\$175.00		
10.c	Driveway Approaches - Residential Relocated Driveway on same parcel	\$150.00		
10.d	Driveway Approaches - Commercial & Industrial First Driveway	\$350.00		
10.e	Driveway Approaches - Commercial & Industrial Additional Driveway	\$175.00		
10.f	Driveway Approaches - Commercial & Industrial Relocated Driveway	\$610.00		
11	Curb Cores	\$15.00 each core		No charge for first core.
12.a	Curb & Gutter 0 - 50 LF	\$140.00		
12.b	Curb & Gutter 51 + LF	\$129 + \$0.22 per LF		
13.a	Sidewalks 0 - 50 SF	\$140.00		
13.b	Sidewalks 51 + SF	\$124 + \$0.32 per SF		
14.a	Paving 0 - 100 SF	\$250.00		
14.b	Paving 101 + SF	\$250 + \$0.10 per SF		
15.a	Slurry Seal 0 - 100 SF	\$250.00		
15.b	Slurry Seal 101 + SF	\$245 + \$0.05 per SF		
16	Parkway Culverts	\$720.00 each		
17.a	Storm Drain Entries - 0" - 17" diameter	\$705.00 each		
17.b	Storm Drain Entries - 18" - 48" diameter	\$810.00 each		
17.c	Storm Drain Entries - 49" + diameter	\$1,410.00 each		
18	Catch Basin	\$970.00 each		



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ENCROACHMENT PERMITS				
19	Traffic Control	Time and Material hourly rate		Deposit required for the estimated time and materials as determined by Director of Public Works or City Engineer.
20	Street Curb Addressing	\$750.00		\$500 cash bond; permit for 30 days only
21	Haul Route	Time and Material hourly rate		2 hour minimum.
22	All other encroachments not listed	Time and Material hourly rate		Deposit required for the estimated time and material as determined by Director of PW or City Engineer.
23.a	Monitoring Wells - Drilling or Redrilling permit	\$640.00		\$2,500 cash bond required.
24.b	Monitoring Wells - Annual Inspection Fee	\$230.00 per year		\$2,500 cash bond required.

TIME AND MATERIALS HOURLY RATES				
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 1.25 times the time and materials rates listed below for a minimum of 4 hours.				
1	Director of Public Works/Director of Public Services	\$270.00	per hour	
2	City Engineer	\$240.00	per hour	
3	Traffic Engineer	\$225.00	per hour	
4	Assistant City Engineer	\$190.00	per hour	
5	Environmental Program Administrator	\$165.00	per hour	
6	Assistant Engineer	\$105.00	per hour	
7	Transportation Analyst	\$140.00	per hour	
8	City Inspector	\$175.00	per hour	
9	Senior Engineering Technician	\$120.00	per hour	
10	Administrative Assistant	\$100.00	per hour	
11	All Consultant Services	Consultant invoice + 36% City overhead		
* At the descretion of the Public Works Director a separate cost analysis may be required based on project needs				