

# City of Rolling Hills Estates Fees & Charges

Fiscal Year  
2016 - 2017

WELCOME TO  
ROLLING HILLS  
ESTATES



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I. FINANCE

<u>Code</u>	<u>Reference</u>	<u>Account Code</u>	<u>Description</u>	<u>Approved Fee</u>
5.08.010		01-3140	<b>Business License Application</b> New License Renewal	\$20.00 \$10.00
5.08.100		01-3140	<b>Business License-Horse Trainers</b> Per Day Per Year	\$30.00 \$450.00
5.12.010		01-3140	<b>Certain Businesses</b> Application Fee Renewal	\$50.00 \$15.00
5.24.020		01-3140	<b>Dance Permit</b>	\$50.00
5.28.030		01-3140	<b>Entertainment Permit</b>	\$100.00
5.28.110			Appeal Revocation	\$100.00
5.20.040		01-3140	<b>Fire/Going Out of Business Sale</b>	\$250.00 & \$10/day Max. 30 days
5.32.060		01-3140	<b>Fortune Telling Permit</b> Application Fee Business License	\$100.00 \$50.00
5.08.130		01-3140	<b>Photography</b> Motion Pictures in non-commercial/non-public areas Motion Pictures in commercial or public areas Still Photography on City Property Still Photography on Other Property	\$500.00/day \$1000.00/day \$200.00/day \$100.00/day
5.48.080		01-3140	<b>Solicitor's Permit (Commercial)</b> Fee per Day Fee per Quarter Fee per Year	\$50.00 \$200.00 \$500.00
			<b>Solicitor's Permit (Non-Commercial)</b>	No fee

II. GENERAL GOVERNMENT

01-3730	<b>Annual Budget</b> (Printed Hardcopy)	\$10.00
	<b>Annual Budget</b> (PDF File on CD)	\$5.00
01-3730	<b>Annual Financial Report</b> (Printed Hardcopy)	\$10.00
	<b>Annual Financial Report</b> (PDF File on CD)	\$5.00
01-3730	<b>Calendar</b>	\$4.00
01-3710	<b>Damage to City Property, Reimbursement</b>	Actual cost + 21% Administrative overhead.

**II. GENERAL GOVERNMENT (continued)**

<b><u>Code Reference</u></b>	<b><u>Account Code</u></b>	<b><u>Description</u></b>	<b><u>Approved Fee</u></b>
	01-3710	<b>Restaurant Stormwater Inspection Reimbursement</b>	\$50.00
	01-3710	<b>Auto Repair/Gas Retail Stormwater Inspection</b>	\$75.00
	01-3730	<b>Fees and Charges Book</b>	\$3.50
	01-3730	<b>Maps:</b>	
		Peninsula Realtors	No Charge
		Trails/Bike Paths	\$0.25
		Zoning Map	\$10.00
	95-3440-402	PVPHA Trail Map	\$20.00
		<b>Parking Permits</b>	\$30.00/permit Non-refundable
10.37.060		<b>Parking Penalties (RHEMC Chapter 10)</b>	\$50.00
10.37.090		<b>Delinquent Parking Violation</b>	\$15.00 Additional Fee
		<b>Peafowl Trap &amp; Removal</b>	\$55.00
	01-3730	<b>DVD Duplication</b>	Actual Cost + 21% admin fee
		<b>Per Audio Tape or CD Duplication</b>	\$30.00
		<b>Photocopies</b>	\$0.25/page
		<b>Resident Handbook</b>	No Charge
		<b>Returned Check</b>	\$25.00

**III. MISCELLANEOUS CODE ENFORCEMENT**

8.08.150	01-3520	<b>Alarm Fines</b>	
		Alarm Permit	No charge
		Install Alarm w/o permit	\$100.00
		Failure to take corrective action:	
		1st Offense	\$50.00
		2nd Offense	\$100.00
		3rd & Subsequent	\$200.00
		Operating audible alarm without 10 minute auto reset	\$100.00
		Operating a direct dial service	\$250.00
8.08.150	01-3520	<b>False Alarm Fines</b>	
		For each false alarm	\$50.00
		Penalty - after 1st notice	\$25.00

**III. MISCELLANEOUS CODE ENFORCEMENT (Continued)**

<b>Code Reference</b>	<b>Account Code</b>	<b>Description</b>	<b>Approved Fee</b>
8.32.230	01-3510	<b>Noise Variance</b> Application Fee	\$50.00
8.32.220	01-3510	<b>Sound Amplification</b>	\$50.00
	01-3410	Code Enforcement for Large Projects	\$60.00 per hour
<b><u>IV. PLANNING</u></b>			
	01-3410	<b>Actions Requiring City Council or Planning Commission Approval</b> (Encroachment Permit, etc.)	\$900.00
		<b>Application for approval validating an action taken without having first formally sought City approval.</b>	<b>Double fee</b>
	01-3410	<b>Banner Commercial Temporary</b> Application Fee Deposit	50.00 250.00
	01-3410	<b>Conditional Use Permit</b> Single Request Appeal	\$1,600.00 \$800.00
	01-3410	<b>Consultant Design Review</b>	Actual Cost + 21% Administrative overhead
	01-3410	<b>Continuance of Matters before City Council or Planning Commission</b> First request Second request Each subsequent	No fee 50% of original fee 50% + 10% for each request
	01-3410	<b>Entitlement Expeditor</b>	Contractor Cost + 21% Administrative overhead
	01-3410	<b>Extension of permit time</b>	50% of original fee
8.12.280	01-3410	<b>Demolition/Rehab Processing Fees</b> Preparation of job specs City Council Approval Compliance Inspection Billing Assessment Filing Fee Rehearing by Planning Commission on substandard declaration	Actual cost \$80.00 Actual cost \$150.00 \$150.00 \$150.00
	01-3410	<b>Environmental Assessment</b>	Actual Cost + 21% Administrative overhead

**IV. PLANNING (continued)**

<u>Code Reference</u>	<u>Account Code</u>	<u>Description</u>	<u>Approved Fee</u>
	01-3410	<b>Environmental Review</b> (Consultant/Legal Services)	Actual Cost + 21% Administrative overhead
	01-3410	<b>Environmental Costs</b> (Miscellaneous Costs)	Actual Cost + 21% Administrative overhead
	01-3410	<b>Family Day Care</b> Application Appeal	\$1,300.00 \$650.00
	01-3410	<b>General Plan Amendment</b> Single request Appeal	\$1,600.00 \$800.00
	01-3410	<b>General Plan Update Fee</b> Applies to new mixed use projects, & new single or multifamily homes, and all new non-residential projects. This fee shall be collected prior to zone clearance.	\$0.59 per square foot (excluding non-habitable areas)
	01-3410	<b>Grading Permit</b> 10-20 cubic yards (Administrative approval) 21 cubic yards and up Appeal	\$300.00 \$1,100.00 \$550.00
17.38.060	01-3410	<b>Landmark Permit</b> (See Appendix A for description of Landmark Permit Classes)	
			<u>Fee</u> <u>Appeal</u>
		Class (1)	\$500.00    \$250.00
		Class (2)	\$700.00    \$350.00
		Class (3)	\$900.00    \$450.00
		Class (4)	\$1,100.00    \$550.00
	01-3410	<b>Landscaping Fees</b>	Subcontractor Actual cost + 21% Administrative overhead
	01-3410	<b>Maps</b> Blueprints of City Maps (Zoning Maps, etc.)	\$10.00
	01-3410	<b>Minor Deviation</b> Appeal to City Council	\$1,100.00 \$550.00
16.16.030(b)	01-3410	<b>Minor Land Subdivision</b> Filing Tentative Map	LA County fees + 21%
16.16.130		Appeal	½ of Cost
	01-3410	<b>Multiple Applications</b>	Cost of most expensive application; all others ½ cost



**IV. PLANNING (continued)**

<u>Code Reference</u>	<u>Account Code</u>	<u>Description</u>	<u>Approved Fee</u>
8.38.000	01-3410	<b>National Pollutant Discharge Elimination System (NPDES) Review &amp; Compliance</b>	Subcontractor Actual cost + 21% Administrative overhead
	01-3410	<b>Neighborhood Compatibility Study Reports</b>	\$10.00/copy
	01-3410	<b>Neighborhood Compatibility Appeal</b>	\$1,600.00 \$800.00
3.20.030	01-3170	<b>New Construction</b>	\$500/unit
	01-3410	<b>On-Site Inspection</b>	\$200.00
	01-3410	<b>Over the Counter Approval</b>	\$100.00
	01-3410	<b>Over the Counter Approval</b> (Requiring Site Inspection)	\$300.00
17.58.030	01-3410	<b>Precise Plan of Design</b> (See Appendix A for description of PPD Classes)	
			<u>Fee</u> <u>Appeal</u>
		Class (1)	\$400.00                      \$200.00
		Class (2)	\$800.00                      \$400.00
		Class (3)	\$900.00                      \$450.00
		Class (4)	\$1,200.00                      \$600.00
		+ \$0.15 per sq. ft. in excess 10,000 sq. ft.	
		Class (5)	\$1,600.00                      \$800.00
		+ \$0.01 per sq. ft. in excess 50,000 sq. ft.	
	01-3410	<b>Pre-Application Fee</b> To be applied to large project application. If completed project filed then fee shall be applied to cost of application	\$800.00
17.74.030	01-3410	<b>Public Facilities Impact Fees for New Development</b>	
		General Plan Update Fee	\$0.60 per square foot
		Library Fee      Single Family Residence	\$2,752.00
		Multi-Fam Res. Unit	\$1,835.00
		Quimby Fee      Single Family Residence	\$17,826.00
		Multi-Fam Res. Unit	\$11,885.00
		Commercial District Traffic Fee	
		Single Family Residence	\$3,233.00
		Multi-Fam Res. Unit	\$2,343.00
		per each 1,000 ft <sup>2</sup> .Retail Development	\$4,454.00
		per each 1,000 ft <sup>2</sup> .Office Development	\$5,246.00
	01-3420	<b>Radius Maps &amp; Address Labels</b> Multiple parcels under one application shall be assessed an additional \$100 per parcel. Projects that require an updated mailing list shall be assessed new fees.	\$300.00 per parcel
	01-3410	<b>Reasonable Accommodation Application</b>	No charge per State
5.52.040	01-3410	<b>Residential Building Records</b> with Site Inspection	\$100.00 \$200.00
	01-3730	<b>Residential Development Standards</b>	\$5.00
	01-3410	<b>Revisions to Plans</b> Req. Staff Review & Approval	\$300.00

**IV. PLANNING (continued)**

<b><u>Code Reference</u></b>	<b><u>Account Code</u></b>	<b><u>Description</u></b>	<b><u>Approved Fee</u></b>
5.56.030	01-3730	<b>Searchlight Permit</b>	\$100.00/day
	01-3730	<b>Second Dwelling Unit – Admin Processing Fee</b> Planning Commission Review	\$800.00 \$1,600.00
	01-3410	<b>Sign Permit</b> <b>Sign Banners for Environmental Review</b> <b>Signs - Temporary (in right-of-way)</b>	\$400.00 \$300.00 \$25/application & Government Entities Exempt from Fee
	01-3410	<b>Special Use Permit</b> Appeal	\$1,600.00 \$800.00
16.04.050	01-3410	<b>Subdivision</b>  <b>Appeal</b>	LA County fees + development/vesting consultant fees + 21% ½ of cost
	01-3410	Subpoena of Public Record Requests	\$60/hr + any outsourcing + 21% admin overhead fee
5.64.030	01-3410	<b>Temporary Use Permit</b>	\$600.00
		<b>Traffic Impact Analysis Surcharge</b>	Direct Costs + 21%
	01-3410	<b>Traffic Mitigation</b>	TBD
	01-3410	<b>Variance</b> Appeal	\$1,600.00 \$800.00
	01-3410	<b>View Preservation Site Inspection</b>	\$200.00
	01-3410	<b>Zone Change</b> Single request Appeal	\$1,600.00 \$800.00
	01-3410	Each additional request <b>Zoning Verification Letter</b>	50% of basic fee \$300.00

**V. RECREATION**

<b>Code Reference</b>	<b>Account Code</b>	<b>Description</b>	<b>Approved Fee</b>
	01-3440	<b>Ernie Howlett Park Equestrian Center Rental</b>	

<b>Activity</b>	<b>Event</b>	<b>Charge/Day</b>
A	English, Western, or combination using all 5 arenas	\$1000.00/day
B	English, Western, or combination using two arenas	\$500.00
C	Dressage show using dressage ring and a warm-up ring	\$400.00
D	Clinics or demonstrations that charge participants or spectators using two or more rings	\$300.00
E	Dressage or non-dressage clinics or demonstrations that charge participants or spectators using only one ring. Usage great than 5 hours.	\$200.00
F	Dressage or non-dressage clinics or demonstrations that charge participants or spectators using only one ring. Usage up to 5 hours.	\$100.00
G	Clinics and other uses that are free to public and participants	No charge
H	Park Use Fee – Early Set-Up / Late Break-Down	\$250.00
I	Dog Shows – Use of Equestrian Center’s turf area	\$200.00
<b>Activity</b>	<b>Refundable Event</b>	<b>Charge</b>
A – I	Clean-up deposit	\$200.00

**V. RECREATION (continued)**

<b>Code Reference</b>	<b>Account Code</b>	<b>Description</b>	<b>Approved Fee</b>
	01-3440	<b>Howlett Park Stall Rental:</b>	
		Box Stall	\$25.00/day
		Paddock	\$25.00/day
		Combo	\$50.00/day
		Entire Barn Rental (10 Stalls)	\$500.00/day
		Renter is responsible for own feeding, cleaning, and shavings.	
Ordinance 610		<b>Park Permit</b>	
		Groups of 20-30	\$20.00
		Groups of 31-50	\$40.00
		Groups of 51-100	\$60.00
		Refundable Deposit	\$50.00
	01-3620	<b>Rental Kitchen Facilities</b>	
		Ernie Howlett Park (Non-refundable)	\$35.00
		<b><u>Special Recreation Events:</u></b>	
	95-3440, 401	<b>Cross Country Run</b>	
		Registration (with shirt)	\$30.00/registrant
		Pre-Registered Groups of 20 or more	\$25.00/registrant
		On-Site Registration	\$40.00/registrant
	95-3440, 400	<b>Tracy Austin Tournament</b>	
		Doubles Team (with shirts)	\$52.00

**V. RECREATION (continued)**

<b><u>Code</u></b>	<b><u>Account Code</u></b>	<b><u>Description</u></b>	<b><u>Approved Fee</u></b>
		<b>Tennis Center Fees:</b>	
	01-3461	<b>Individual New Memberships</b>	
		Resident	\$90.00
		Non-Resident	\$100.00
		<b>Individual Renewals</b>	
		Before July 15, 2015 (resident)	\$85.00
		Before July 15, 2015 (non-resident)	\$95.00
		After July 15, 2015 (resident)	\$90.00
		After July 15, 2015 (non-resident)	\$100.00
		<b>Family New Memberships</b>	
		Resident	\$140.00
		Non-Resident	\$150.00
		<b>Family Renewals</b>	
		Before July 15, 2015 (resident)	\$125.00
		Before July 15, 2015 (non-resident)	\$135.00
		After July 15, 2015 (resident)	\$140.00
		After July 15, 2015 (non-resident)	\$150.00
		<b>Transient Marine League Memberships</b>	
		Resident	\$50.00
		Non-Resident	\$55.00
	01-3460	<b>Hourly Court Admission Fees</b>	
		Resident Members:	
		Weekdays (8 a.m. to Noon)	\$8.00
		Weekends/Holidays	\$9.00
		Non-Resident Members:	
		Weekdays (8 a.m. to Noon)	\$9.00
		Weekends/Holidays	\$10.00
		Non-Members:	
		Weekdays (8 a.m. to Noon)	\$10.00
		Weekends/Holidays	\$11.00
		Marine League Fee (3 courts for 3 hours)	\$68.00
		USTA League Hourly Rage	\$8.00
		Men's Doubles / Women's Doubles (Per court, per hour, for Members)	\$9.00
	01-3460	Tennis Tournaments: Court fees as determined above, plus surcharge per court	\$2.00
	01-3460	Ball Machine Rental	\$5.00
	01-3460	<b>Tennis Balls</b>	\$3.50/can
	01-3460	<b>Replace Tennis Membership ID Card</b>	\$5.00

**V. RECREATION (continued)**

<b><u>Code Reference</u></b>	<b><u>Account Code</u></b>	<b><u>Description</u></b>	<b><u>Approved Fee</u></b>
	01-3440	<b>Non-Resident Recreation Class surcharge</b>	10% of class fee
	01-3440	<b>Sports Field Rental Fees:</b> Peninsula Resident Group Non-Peninsula Resident Group AYSO Soccer (3 Fields) PV Girls Softball League (1 Field) Silver Spur Little League (2 Fields) Peninsula Pony-Colt League (1 Field)	\$14.25 per hour \$28.50 per hour \$4,284.00 per year \$1,428.00 per year \$2,856.00 per year \$2,004.00 per year
	01-3440	<b>Portable Public Address System Rental:</b> Rental Fee Refundable Deposit	\$250.00/day \$200.00
	01-3440	<b>Race Time Clock Display Rentals:</b> One Digital Display Refundable Deposit	\$250.00/day \$200.00
	01-3440	<b>Trail Rental Fees for a Race:</b> 5K Race 10K Race	\$200.00/day \$400.00/day
	01-3620	<b>City Hall Council Chambers Rental:</b> Hourly Rental Fee (2 hours minimum) Refundable Key Deposit	\$40.00 \$250.00

## APPENDIX

### **Landmark Permit CLASSES:**

#### Class 1

- Alterations to exterior of a structure, including signs.
- Additions to an existing building not exceeding 500 square feet in floor area.
- Construction of a new structure not exceeding 500 square feet in floor area.
- Alterations to existing vehicle parking and/or landscaping area.

#### Class 2

- Additions to an existing structure exceeding 500 square feet and/or development of a new building providing that such construction does not exceed 1,000 square feet of total floor area.

#### Class 3

- Additions to an existing building and/or construction of a new building exceeding 1,000 square feet of floor area.

#### Class 4

- Construction of multiple structures and/or additions.

### **Precise Plan of Design (PPD) CLASSES:**

#### Class 1

- Alterations to exterior of structures.
- Additions to existing buildings in commercial districts not exceeding 400 sq. ft. floor area.
- Construction of new structure not exceeding 400 sq. ft. floor area.
- Alterations to existing vehicle parking and/or landscaping area.

#### Class 2

- Additions to existing structure exceeding 400 sq. ft. and/or development of new building in an existing developed commercial center providing that such additions do not exceed 2,000 sq. ft. of total floor area.

#### Class 3

- Additions to existing and/or new buildings to be developed commercial centers exceeding 2,000 sq. ft. of floor space, but less than 10,000 sq. ft. of floor area.
- Development of a previously undeveloped commercial site not exceeding 10,000 sq. ft. of floor area.

#### Class 4

- All commercial development exceeding 10,000 sq. ft. of floor area and not exceeding 50,000 sq. ft.

#### Class 5

- All commercial development exceeding 50,000 sq. ft. of floor area.

**APPENDIX (Continued)**

**The following items provide additional information related to Fees and Charges:**

The City charges various fees on a **cost recovery basis** only.

**Park Land Dedication Fee:** Refer to Municipal Code Sections 16.08

**Business Licenses:** Refer to Municipal Code Sections 5.04-5.64

**AB 939 Fees:** There is a 10% charge on all businesses located in the City, excluding home occupations.

**Franchise fees:** The City has exclusive franchise agreements based on a fixed percentage of gross receipts with the following companies:

Fees for Southern California Edison, Southern California Gas, and California Water Service Company are all based on 2% of gross receipts arising from the use, operation or possession of the franchise and no less than 1% of the gross receipts derived from the sale of electricity, gas, and water, respectively; Cox Communications Palos Verdes, Inc. provides franchise fees for cable television based on 5% of gross receipts; and Browning-Ferris Industries franchise fees for residential solid waste are based on 10% of gross receipts.

The City also has non-exclusive franchise agreements for commercial haulers of solid waste in the City based on 12% of gross receipts which is the same rate charged on the exclusive residential refuse franchise.

**City of Rolling Hills Estates Municipal Code Section 3.04.060 Fees.**

From and after the effective date of the ordinance codified in this section, unless otherwise specified by state law, and excluding those fees established for contract services provided by the county of Los Angeles and others, all permit fees, city service charges and other fees, charges, extractions, and required payments for municipal services, inspections, enforcement activities or for any other purpose, may be established, amended, fixed or modified by resolution of the city council, in addition to any other method prescribed by the Rolling Hills Estates Municipal Code or other law or regulation pertaining thereto. When so prescribed by resolution, the amount thus established shall prevail over any inconsistent provision of the municipal code. (Ord. 519 § 1, 1990)

