



CITY OF HOLLISTER PLANNING DIVISION FEE SCHEDULE

Effective October 3, 2022

HOW FEES ARE SET AND CALCULATED

The City Council adopts fees schedules to enable cost recovery of staff time spent processing development permit applications. Each type of permit or process that a project entails results in cumulative fees. If staff work is required beyond the scope of what an established fee covers, additional fees may be charged using established fully-burdened hourly rates for each staff member.

You may request a fee estimate from the Planning Division. Send a fully detailed project description to planning@hollister.ca.gov. You will be charged \$82.00 for staff time spent preparing the estimate.

CITY-WIDE PLANNING FEE

All fees marked with a ^{CP} include a 7.5% citywide planning fee which includes adopted technology recovery fees and general plan update fees.

NO PARTIAL PAYMENT AND RETURNED CHECK CHARGE

Full fee payment is required at the time of application submittal. Some fees, such as the Public Noticing Fee, are not calculated until the application appointment. Applicants who pay with pre-written checks should therefore bring a credit card or additional blank check to ensure full fee payment. If necessary, staff may accept a partially paid application subject to the following conditions:

- Staff review of the application will not commence until all fees are paid in full; and
- If full payment is not received within 14 calendar days of application submittal, the application will be considered void, and staff will initiate a refund of the fees paid, less a Record Retention Fee. At this point, a new application and fully payment of fees would be required to proceed with a project.

Note that checks returned for insufficient funds (NSF) may result in a \$50.00 NSF fee charged by the Finance Department, along with additional processing fees.

PROJECT MANAGEMENT

The following fees are applicable to all consultant-based projects for which the City is the lead agency. These fees are in addition to the contract fees proposed by the consultant performing the work and base City fee for the application as applicable. The applicant shall be responsible for both the contract fee and the City's project management fees.

Historical Evaluations	15% of contract	15% of contract
All Other Contracts		
Up to \$75,000	15% of contract	15% of contract
Between \$75,000-100,000	10% of contract	10% of contract
Greater than \$100,000	5% of contract	5% of contract

NEW DEVELOPMENT / CONSTRUCTION

Fees marked with a ^{CP} show the applicable 7.5% Citywide Planning Fee.

Site & Architectural Review, Residential^{CP}

● Up to 2 residential units - base fee ^{CP}	\$6,055.00	\$454.13	\$6,055.00 + \$454.13
- Each additional unit, from 3 to 24 units ^{CP}	\$157.00	\$11.78	\$157.00 + \$11.78
● 25 residential units - base fee ^{CP}	\$9,993.00	\$749.48	\$9,993.00 + \$749.48
- Each additional unit, from 26 to 49 units ^{CP}	\$66.00	\$4.95	\$66.00 + \$4.95
● 50 residential units - base fee ^{CP}	\$12,610.00	\$945.75	\$12,610.00 + \$945.75
- Each additional unit, 51+ units ^{CP}	\$26.00	\$1.95	\$26.00 + \$1.95

Site & Architectural Review, Non-Residential^{CP}

● Up to 5,000 SF - base fee ^{CP}	\$6,496.00	\$487.20	\$6,496.00 + \$487.20
- Each additional SF, from 5,001 to 49,999 SF ^{CP}	\$0.03	\$0.00	\$0.03 + \$0.0024
● 50,000 SF - base fee ^{CP}	\$8,466.00	\$634.95	\$8,466.00 + \$634.95
- Each additional SF, from 50,001 to 99,999 SF ^{CP}	\$0.03	\$0.00	\$0.03 + \$0.0024
● 100,000 SF - base fee ^{CP}	\$12,658.00	\$949.35	\$12,658.00 + \$949.35
- Each additional SF, from 100,000 SF to 299,999 SF ^{CP}	\$0.01	\$0.00	\$0.01 + \$0.0008
● 300,000 SF - base fee ^{CP}	\$14,900.00	\$1,117.50	\$14,900.00 + \$1,117.50
- Each additional SF, 300,001+ SF ^{CP}	\$0.02	\$0.00	\$0.02 + \$0.0016

Amendment^{CP}

50% Base Fee

Extension^{CP}

\$2,748.00

\$206.10

\$2,748.00 + \$206.10

Variance/Exception^{CP}

\$4,925.00

\$369.38

\$4,925.00 + \$369.38

SIGNS

Fees marked with a ^{CP} show the applicable 7.5% Citywide Planning Fee.

Freestanding Monument Sign ^{CP}	\$2,575.00	\$193.13	\$2,575.00 + \$193.13
Master Sign Program ^{CP}	\$3,300.00	\$247.50	\$3,300.00 + \$247.50
Administrative Sign Permit, first sign ^{CP}	\$120.00	\$9.00	\$120.00 + \$9.00
● Each additional sign ^{CP}	\$26.00	\$1.95	\$26.00 + \$1.95
A-Frame Sign Permit ^{CP}	\$135.00	\$10.13	\$135.00 + \$10.13

SUBDIVISION

Fees marked with a ^{CP} show the applicable 7.5% Citywide Planning Fee.

Minor Subdivision Map (4 or less lots) ^{CP}	\$7,077.00	\$530.78	\$7,077.00 + \$530.78
Major Subdivision Map ^{CP}			
● 5 to 25 Lots ^{CP}	\$8,392.00	\$629.40	\$8,392.00 + \$629.40
● 26 to 50 lots ^{CP}	\$10,201.00	\$765.08	\$10,201.00 + \$765.08
● 51 to 100 lots - base fee ^{CP}	\$12,908.00	\$968.10	\$12,908.00 + \$968.10
- Each additional lot, 101+ ^{CP}	\$15.00	\$1.13	\$15.00 + \$1.13
Condominium Map ^{CP}	\$8,392.00	\$629.40	\$8,392.00 + \$629.40
Amendment ^{CP}		50% Base Fee	50% Base Fee
Extension ^{CP}	\$2,748.00	\$206.10	\$2,748.00 + \$206.10
Parcel Merger ^{CP}	\$7,077.00	\$530.78	\$7,077.00 + \$530.78

USE PERMIT

Fees marked with a ^{CP} show the applicable 7.5% Citywide Planning Fee.

Conditional Use Permit (CUP) ^{CP}			
● Regular CUP ^{CP}	\$5,227.00	\$392.03	\$5,227.00 + \$392.03
● Amendment ^{CP}	\$2,613.00	\$195.98	\$2,613.00 + \$195.98
● Extension ^{CP}	\$2,613.00	\$195.98	\$2,613.00 + \$195.98
Planned Development ^{CP}	\$8,392.00	\$629.40	\$8,392.00 + \$629.40

Temporary Use Permit ^{CP}				
• Major	^{CP}	\$716.00	\$53.70	\$716.00 + \$53.70
• Minor	^{CP}	\$66.00	\$4.95	\$66.00 + \$4.95
Home Occupation ^{CP}				
• Administrative	^{CP}	\$133.00	\$9.98	\$133.00 + \$9.98
• Conditional Use Permit	^{CP}	\$192.00	\$14.40	\$192.00 + \$14.40
• Residential Care Home	^{CP}	\$1,051.00	\$78.83	\$1,051.00 + \$78.83

ZONING

Fees marked with a ^{CP} show the applicable 7.5% Citywide Planning Fee.

Initiation of Prezone	^{CP}	\$2,009.00	\$150.68	\$2,009.00 + \$150.68
Prezone	^{CP}	\$18,351.00	\$1,376.33	\$18,351.00 + \$1,376.33
Initiation of Rezone	^{CP}	\$1,360.00	\$102.00	\$1,360.00 + \$102.00
Rezone	^{CP}	\$11,760.00	\$882.00	\$11,760.00 + \$882.00

GENERAL PLAN

Fees marked with a ^{CP} show the applicable 7.5% Citywide Planning Fee.

Initiation of General Plan Amendment	^{CP}	\$1,693.00	\$126.98	\$1,693.00 + \$126.98
General Plan Amendment	^{CP}	\$12,009.00	\$900.68	\$12,009.00 + \$900.68
General Plan Text Amendment	^{CP}	\$12,009.00	\$900.68	\$12,009.00 + \$900.68

ENVIRONMENTAL REVIEW

Environmental review fees are based on the required level of clearance as determined by the City of Hollister. County pass-through fees (italicized) are subject to change; visit the County of San Benito website for current fees.

Fees marked with a ^{CP} show the applicable 7.5% Citywide Planning Fee.

Consultant-Prepared/Review	^{CP}	\$13,032.00	\$977.40	\$13,032.00 + \$977.40
City-Prepared Initial Study	^{CP}	\$7,668.00	\$575.10	\$7,668.00 + \$575.10
City-Prepared Mitigated Negative Declaration	^{CP}	\$11,313.00	\$848.48	\$11,313.00 + \$848.48
<i>County of San Benito: Clerk Processing Fee</i>			\$50.00	\$50.00
<i>County of San Benito: Fish & Wildlife Notice of Exemption</i>			\$50.00	\$50.00
<i>County of San Benito: Fish & Wildlife (Mitigated) Negative Declaration, Notice of Determination</i>			\$2,480.25	\$2,480.25
<i>County of San Benito: Fish & Wildlife Environmental Impact Report, Notice of Determination</i>			\$3,445.25	\$3,445.25

CANNABIS

Fees marked with a ^{CP} show the applicable 7.5% Citywide Planning Fee.

Application	^{CP}	\$8,755.00	\$656.63	\$8,755.00 + \$656.63
Regulatory Permit Renewal	^{CP}	\$6,399.00	\$479.93	\$6,399.00 + \$479.93
Amended Registration	^{CP}	\$3,199.00	\$239.93	\$3,199.00 + \$239.93

ADDITIONAL APPLICATION REVIEW

Some types of projects require additional review as listed here, which are added to the base application fee.

San Benito Council of Governments pass-through fees (italicized) are subject to change; visit the Council of Governments website for current fees.

Fees marked with a CP show the applicable 7.5% Citywide Planning Fee.

Airport Land Use Commission ^{CP}	\$150.00	\$11.25	\$150.00 + \$11.25
<i>Airport Land Use Commission Council of San Benito Governments</i>		\$300.00	\$300.00
Alquist-Priolo/Seismic Zone ^{CP}	\$407.00	\$30.53	\$407.00 + \$30.53
Flood Zone ^{CP}	\$608.00	\$45.60	\$608.00 + \$45.60
Extra Meeting Fee ^{CP}	\$1,323.00	\$99.23	\$1,323.00 + \$99.23

MINOR APPLICATIONS & ZONING VERIFICATION LETTERS

Fees marked with a ^{CP} show the applicable 7.5% Citywide Planning Fee.

Administrative Permit Review (DRC) ^{CP}	\$1,492.00	\$111.90	\$1,492.00 + \$111.90
Administrative Permit (Over the Counter) ^{CP}	\$146.00	\$10.95	\$146.00 + \$10.95
Accessory Dwelling Unit ^{CP}	\$919.00	\$68.93	\$919.00 + \$68.93
Parklet Application ^{CP}	\$359.00	\$26.93	\$359.00 + \$26.93
Zoning Verification Letters ^{CP}			
• Burn Down/Flood Determination Letter ^{CP}	\$307.00	\$23.03	\$307.00 + \$23.03
• Department of Motor Vehicles (DMV) Zoning Determination ^{CP}	\$235.00	\$17.63	\$235.00 + \$17.63
• Alcoholic Beverage Commission (ABC) Zoning Determination ^{CP}	\$235.00	\$17.63	\$235.00 + \$17.63
• Alcoholic Beverage Commission (ABC) Zoning Affidavit ^{CP}	\$33.00	\$2.48	\$33.00 + \$2.48
Preliminary Review ^{CP}			
• Application/Meeting (No written comment) ^{CP}	\$1,020.00	\$76.50	\$1,020.00 + \$76.50
• Written Comment ^{CP}	\$414.00	\$31.05	\$414.00 + \$31.05

WATER EFFICIENT LANDSCAPE

Fees marked with a ^{CP} show the applicable 7.5% Citywide Planning Fee.

Residential ^{CP}			
• Up to 5,000 SF -base fee ^{CP}	\$211.00	\$15.83	\$211.00 + \$15.83
- Each additional unit, 2+ units ^{CP}	\$79.00	\$5.93	\$79.00 + \$5.93
• 5,001 SF to 7,500 SF - base fee ^{CP}	\$318.00	\$23.85	\$318.00 + \$23.85
- Each additional unit, 2+ units ^{CP}	\$29.00	\$2.18	\$29.00 + \$2.18
• 7,501 SF to 10,000 SF - base fee ^{CP}	\$424.00	\$31.80	\$424.00 + \$31.80
- Each additional unit, 2+ units ^{CP}	\$79.00	\$5.93	\$79.00 + \$5.93
• 10,001+ SF - base fee ^{CP}	\$530.00	\$39.75	\$530.00 + \$39.75
- Each additional unit, 2+ units ^{CP}	\$79.00	\$5.93	\$79.00 + \$5.93
Non-residential ^{CP}			
• Up to 2,500 SF ^{CP}	\$211.00	\$15.83	\$211.00 + \$15.83
• 2,501 SF to 5,000 SF ^{CP}	\$318.00	\$23.85	\$318.00 + \$23.85
• 5,001 SF to 7,500 SF ^{CP}	\$424.00	\$31.80	\$424.00 + \$31.80
• 7,501 SF to 10,000 SF ^{CP}	\$530.00	\$39.75	\$530.00 + \$39.75
• 10,001+ SF ^{CP}	\$637.00	\$47.78	\$637.00 + \$47.78

PUBLIC NOTICING

Fees marked with a ^{CP} show the applicable 7.5% Citywide Planning Fee.

Newspaper ^{CP}	\$417.00	\$31.28	\$417.00 + \$31.28
300' Mailing ^{CP}	\$103.00	\$7.73	\$103.00 + \$7.73

OTHERFees marked with a ^{CP} show the applicable 7.5% Citywide Planning Fee.

Use Determination ^{CP}	\$4,165.00	\$312.38	\$4,165.00 + \$312.38
Appeal ^{CP}			
• To Planning Commission ^{CP}	\$1,347.00	\$101.03	\$1,347.00 + \$101.03
• To City Council ^{CP}	\$3,235.00	\$242.63	\$3,235.00 + \$242.63
Continuance Request by Applicant ^{CP}	\$1,173.00	\$87.98	\$1,173.00 + \$87.98
Miscellaneous Meeting Fee ^{CP}	\$3,200.00	\$240.00	\$3,200.00 + \$240.00
Growth Management ^{CP}			
• Allocation Application - base fee ^{CP}	\$5,190.00	\$389.25	\$5,190.00 + \$389.25
- per each unit ^{CP}	\$13.00	\$0.98	\$13.00 + \$0.98
Performance Agreement ^{CP}	\$15,131.00	\$1,134.83	\$15,131.00 + \$1,134.83
Performance Agreement, amendment ^{CP}	\$9,034.00	\$677.55	\$9,034.00 + \$677.55
Development Agreement ^{CP}	\$15,131.00	\$1,134.83	\$15,131.00 + \$1,134.83
Development Agreement, amendment ^{CP}	\$9,034.00	\$677.55	\$9,034.00 + \$677.55
Specific Plan Preparation ^{CP}	\$9,616.00	\$721.20	\$9,616.00 + \$721.20
Specific Plan Amendment ^{CP}	\$8,867.00	\$665.03	\$8,867.00 + \$665.03
Master Plan Preparation ^{CP}	\$9,616.00	\$721.20	\$9,616.00 + \$721.20
Master Plan Amendment ^{CP}	\$8,867.00	\$665.03	\$8,867.00 + \$665.03
Hotel Incentive Program Application ^{CP}	\$7,057.00	\$529.28	\$7,057.00 + \$529.28
Historical Evaluation Assessment ^{CP}	\$688.00	\$51.60	\$688.00 + \$51.60
Standard Copy Fees			
• 8 1/2" x 11" b&w, per page		\$0.11	\$0.11
• 8 1/2" x 11" color, per page		\$0.16	\$0.16
• 11" x 17" b&w, per page		\$0.11	\$0.11
• 11" x 17" color, per page		\$0.16	\$0.16
• 8 1/2" x 14" b&w, per page		\$0.11	\$0.11
• 8 1/2" x 14" color, per page		\$0.16	\$0.16
Large-format Copy Fees			
• 24" x 36" first page		\$9.00	\$9.00
- Each additional page		\$7.00	\$7.00
• 36" x 48" first page		\$18.00	\$18.00
- Each additional page		\$10.00	\$10.00
Scanned Documents (on USB Drive/CD provided by the City)		\$49.13	\$49.13