

ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT



PLANNING DIVISION FEES

EFFECTIVE MARCH 20, 2021 PER RESOLUTION 2021-C01

213 E. Foothill Boulevard, Azusa, California 91702

Planner on Duty (POD): (626) 812-5235 FAX: (626)334-5464

www.azusaca.gov/planning planning@azusaca.gov

PERMIT TYPE		BASE FEE	TECH FEE ⁵	GENERAL PLAN FEE ⁶	TOTAL DUE	
General Plan Amendment	GPA	15,000.00	750.00	1,500.00	17,250.00	D
Zone Change	Z	5,000.00	250.00	500.00	5,750.00	D
Annexations	ANN	10,000.00	500.00	1,000.00	11,500.00	D
Development Agreement:						
Development Agreement Review		10,000.00	500.00	1,000.00	11,500.00	D
Development Agreement Annual Monitoring		5,000.00	250.00	500.00	5,750.00	D
Specific Plan						
Specific Plan Review	SP	10,000.00	500.00	1,000.00	11,500.00	D
Specific Plan Amendment	SPA	5,000.00	250.00	500.00	5,750.00	D
Development Code Amendment	CA	5,000.00	250.00	500.00	5,750.00	D
Special Event Permit	SEP	5,000.00	250.00	500.00	5,750.00	D
Use Permit						
Use Permit	UP	6,215.00	310.75	621.50	7,147.25	
Modification to Use Permit	ModUP	3,122.00	156.10	312.20	3,590.30	
Minor Use Permit	MUP	1,184.00	59.20	118.40	1,361.60	
Modification to Minor Use Permit	ModMUP	654.00	32.70	65.40	752.10	
Variance						
Variance	V	5,302.00	265.10	530.20	6,097.30	
Variance for single family residential	SFV	1,000.00	50.00	100.00	1,150.00	
Minor Variance	MV	1,601.00	80.05	160.10	1,841.15	
Zoning Clearance:						
Business License Application Review		89.00	4.45	8.90	102.35	
Over-The-Counter Review		89.00	34.45	8.90	132.35	
Zoning Letter (per parcel):						
Zoning Letter - Single Family Residence	ZL	178.00	8.90	17.80	204.70	
Zoning Letter - Other	ZL	534.00	26.70	53.40	614.10	
Preliminary Plan Review	PPR	1,923.00	96.15	192.30	2,211.45	
Design Review:						
Minor construction ¹	DR	2,123.00	106.15	212.30	2,441.45	
Director's review ²	DR	4,762.00	238.10	476.20	5,476.30	
Major Project review ³	DR	10,000.00	500.00	1,000.00	11,500.00	D
Temporary Use:						
Temporary Use Permit	TUP	574.00	28.70	57.40	660.10	
Temporary Use Permit (25% discount for Azusa-based non-profit)	TUP	430.00	21.50	43.00	494.50	
Signage:						

Sign Permit	S	90.00	4.50	9.00	103.50	D
Temporary Sign Permit	TSP	90.00	4.50	9.00	103.50	D
Master Sign Plan	MSP	979.00	48.95	97.90	1,125.85	
Temporary Occupancy Review		619.00	30.95	61.90	711.85	
Continuance Processing		712.00	35.60	71.20	818.80	
Time Extension:						
Director Review	EXT	534.00	26.70	53.40	614.10	
Planning Commission	EXT	1,201.00	60.05	120.10	1,381.15	
Non-Conforming Use	EXT	890.00	44.50	89.00	1,023.50	
Tentative Parcel Maps:	TPM	8,733.00	436.65	873.30	10,042.95	
Tentative Tract Maps:						
5 – 20 lots	TTM	9,110.00	455.50	911.00	10,476.50	
21 – 50 lots	TTM	10,618.00	530.90	1,061.80	12,210.70	
51 – 100 lots	TTM	14,305.00	715.25	1,430.50	16,450.75	
101 or more lots	TTM	15,981.00	799.05	1,598.10	18,378.15	
Minor Land Division:						
Lot Split	LS	683.00	34.15	68.30	785.45	
Lot Line Adjustment	LLA	1,924.00	96.20	192.40	2,212.60	
Lot Merger	LM	1,846.00	92.30	184.60	2,122.90	
Reversion to Acreage		2,958.00	147.90	295.80	3,401.70	
Certificate of Compliance		1,570.00	78.50	157.00	1,805.50	
Condominium Conversion Map:						
Map Fee (plus consultant fee at actual cost)		6,948.00	347.40	694.80	7,990.20	
Street Naming/Addressing:						
Street Naming	SN	1,526.00	76.30	152.60	1,754.90	
Street Name - Change	SNC	2,059.00	102.95	205.90	2,367.85	
Building Address Assignment	AD	992.00	49.60	99.20	1,140.80	
Building Address - Change	ADC	712.00	35.60	71.20	818.80	
Environmental Review:						
Categorical Exemption Review		356.00	17.80	35.60	409.40	
Initial Study		5,283.00	264.15	528.30	6,075.45	
EIR Preparation		10,000.00	500.00	1,000.00	11,500.00	D
EIR Review		10,000.00	500.00	1,000.00	11,500.00	D
Mitigation Negative Declaration		10,000.00	500.00	1,000.00	11,500.00	D
Mitigated Monitoring – CEQA Monitoring		5,000.00	250.00	500.00	5,750.00	D
Massage Parlor						
Massage Parlor Permit	MPP	1,017.00	50.85	101.70	1,169.55	
Massage Parlor Permit Renewal	MPP	508.00	25.40	50.80	584.20	
Marijuana (Residential Only):						
Indoor Marijuana Permit	RIMP	464.00	23.20	46.40	533.60	
Indoor Marijuana Permit Renewal	RIMP	233.00	11.65	23.30	267.95	
Accessory Dwelling Unit:						
Plan Check Only	ADU	89.00	34.45	8.90	132.35	
Over-the-Counter (OTC) Permit	ADU	263.07	43.15	26.31	332.52	
Discretionary Permit	ADU	2,123.00	106.15	212.30	2,441.45	
Discretionary Permit - Amendment	ModADU	1,044.00	52.20	104.40	1,200.60	
Historic Preservation						
Designation of Historic Landmark, Historic District, Potential Historic Landmark, and Potential Historic District	HP	546.00	27.30	54.60	627.90	
Mills Act Contract	MAC	873.00	43.65	87.30	1,003.95	

Mill Act Contract Extension	MAC-EXT	262.00	13.10	26.20	301.30
Major Certificate of Appropriateness	HP	284.00	14.20	28.40	326.60
Minor Certificate of Appropriateness	HP	131.00	6.55	13.10	150.65
Landscape Plan Review					
Residential	LR	193.00	39.65	19.30	251.95
Non-Residential	LR	468.00	53.40	46.80	568.20
Covenants (per hour):					
Covenant Review		249.97	12.50	25.00	287.47
Covenant Conditions & Restrictions Review		249.97	12.50	25.00	287.47
Appeals:					
To Planning Commission	AP	500.00	25.00	50.00	575.00
To City Council	AP	1,000.00	50.00	100.00	1,150.00
Other Administrative Fees:					
Zoning or General Plan Map (3ft X 5ft)		37.00			37.00
Zoning or General Plan Map (6ft X 6ft)		72.00			72.00
Public Notice Radius Maps and Labels		240.00			240.00
Audio copy service (Planning Commission meetings)		10.00			10.00
Photo copies		.65 + .20/page			varies
Returned check - 1st Check (must be cash or money order plus returned check amount)		35.00			35.00
Returned check - 2nd Check (must be cash or money order plus returned check amount)		25.00			25.00
Special Building Inspection		178.00	8.90	17.80	204.70
Notary Service (per signature)		15.00			15.00
Community Development Newspaper publication		Varies on Publication			varies

D = Deposit: Where a permit with a set fee amount is combined with one requiring a deposit, the total combined fees are collected and are considered a deposit.

1 = 2nd story or large room additions (more than 30%) to single-family homes; Nonresidential façades; outdoor sales, displays, dining, or storage; mobile recycling facilities; small additions (less than 500 square feet) to nonresidential buildings; tenant improvements – resulting in an intensification of property.

2 = Single-family home(s) up to 4 units, and parcel maps; Multi-family residential projects; New nonresidential buildings, and large additions (greater than 500 s.f.); 2nd Unit or carriage house.

3 = Any project that is combined with a Tentative Tract Map, Specific Plan, Development Agreement or requires an EIR.

4 = Application fee shall be refunded for appeals approved by Commission and/or Council and 50% refunded for appeals of individual conditions of approval which are approved by the Commission or Council.

5 = Tech Fee: Technical Enhancement Fee approved by Council on January 3, 2017, effective March 20, 2017. (5% of permit and plan check fee \$30.00 minimum)

6 = General Plan Fee: General Plan Fee approved by Council on January 22, 2019, effective March 23, 2019. (10% of permit and plan check fee)