

City of Rolling Hills Estates

State of California



Fees & Charges Fiscal Year 2024-2025 *July 1, 2024 - June 30, 2025*



Prepared by
Administrative Services Department

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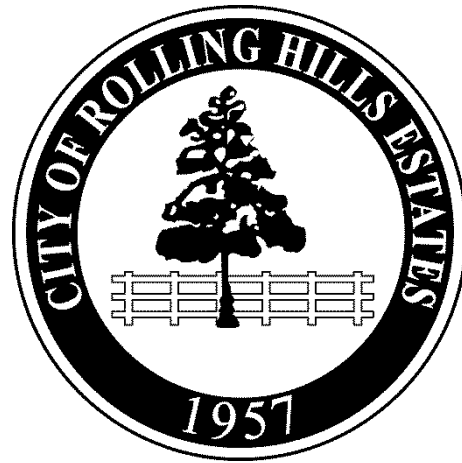
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I. FINANCE

Code Reference	Account Code	Description	Approved Fee
5.08.100	01-3140	Business License and Permits-Horse Trainers (Please See Appendix on Page 14)	
		One Day	\$30.00
		Category 1 per year – Business License	\$363.87
		Category 2 per year	\$613.87
		Includes:	
		Business License	\$363.87
		Permit Fee	\$150.00
		City Property Use Charge	\$100.00
		Category 3 per year	\$913.87
		Includes:	
		Business License	\$363.87
		Permit Fee	\$250.00
		City Property Use Charge	\$300.00
5.20.040	01-3140	Fire/Going Out of Business Sale	\$250.00 & \$10 per day Max. 30 days
5.08.130	01-3140	Photography	
		Motion Pictures in non-commercial/non-public areas	\$500.00 per day
		Motion Pictures in commercial or public areas	\$1000.00 per day
		Still Photography on City Property	\$200.00 per day
		Still Photography on Other Property	\$100.00 per day
5.48.080	01-3140	Solicitor's Permit (Commercial)	
		Fee per Day	\$50.00
		Fee per Quarter	\$200.00
		Fee per Year	\$500.00
		Solicitor's Permit (Non-Commercial)	No fee

II. GENERAL GOVERNMENT

01-3730	Annual Budget (Printed Hardcopy)	\$10.00
01-3730	Annual Financial Report (Printed Hardcopy)	\$10.00
01-3710	Damage to City Property, Reimbursement	Actual cost + 21% Administrative overhead

II. GENERAL GOVERNMENT (continued)

Code Reference	Account Code	Description	Approved Fee
	01-3730	Fees and Charges Book	\$3.50
	01-3730	Maps:	
		PVP Chamber of Commerce	No Charge
	95-3440-402	PVPHA Trail Map	\$20.00
	01-3730	Parking Permits	\$30.00 per permit Non-refundable
10.37.060	01-3730	Parking Penalties (RHEMC Chapter 10)	\$53.00
10.37.090	01-3730	Delinquent Parking Violation	\$15.00 Additional Fee
	01-3730	Peafowl Trap & Removal	
		Application Fee	\$100.00
		Cost Share of Removal	50% after City paid \$600.00
		City pays up to \$600.00 toward removal, thereafter applicant pays 50% shared cost	
	01-3730	DVD Duplication	Actual Cost + 21% admin fee
	01-3730	Per Audio Tape or CD Duplication	\$30.00
	01-3730	Photocopies	\$0.25 per page
	01-3730	Resident Handbook	No Charge
	01-3730	Returned Check	\$25.00

III. MISCELLANEOUS CODE ENFORCEMENT

8.08.150	01-3520	Alarm Fines	
		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	False Alarm Fines	
		For each false alarm	\$50.00
		Penalty - after 1 st notice	\$25.00
8.32.230	01-3510	Noise Variance	
		Application Fee	\$600.00
6.04.030	01-3220	L.A. County Fees & Costs for Animal Services	Actual Costs

III. MISCELLANEOUS CODE ENFORCEMENT (Continued)

Code Reference	Account Code	Description	Approved Fee
8.32.220	01-3510	Sound Amplification	\$50.00
	01-3410	Code Enforcement for Large Projects	\$60.00 per hour

IV. COMMUNITY DEVELOPMENT

	01-3410	Actions Requiring City Council or Planning Commission Approval (Encroachment Permit, etc.)	\$900.00
		Application for approval validating an action taken without having first formally sought City approval	Double fee
	01-3410	Banner Commercial Temporary Application Fee Deposit	50.00 250.00
	01-3410	Commercial District Mixed-Use Development Application Fee	2,400.00
	01-3410	Conditional Use Permit Single Request Appeal	\$1,600.00 \$800.00
	01-3410	Minor Conditional Use Permit Appeal	\$800.00 \$400.00
	01-3410	Consultant Design Review	Actual Cost + 21% Administrative overhead
	01-3410	Continuance of Matters before City Council or Planning Commission First request Second request Each subsequent	No fee 50% of original fee 50% + 10% for each request
	01-3410	Community Benefits Density Bonus Request (5 or more residential units in C-G District) Single Request Appeal	\$1,600.00 \$1,200.00
	01-3410	Entitlement Expeditor	Contractor Cost + 21% Administrative overhead
	01-3410	Extension of permit time	50% of original fee
8.12.280	01-3410	Demolition/Rehab Processing Fees 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	Environmental Assessment	Actual Cost + 21% Administrative overhead

IV. COMMUNITY DEVELOPMENT (continued)

Code Reference	Account Code	Description	Approved Fee
	01-3410	Environmental Review (Consultant/Legal Services)	Actual Cost + 21% Administrative overhead
	01-3410	Environmental Costs (Miscellaneous Costs)	Actual Cost + 21% Administrative overhead
	01-3410	Family Day Care Application	\$1,300.00
		Appeal	\$650.00
	01-3410	General Plan Amendment Single request	\$1,600.00
		Appeal	\$800.00
	01-3410	Grading Permit 10-20 cubic yards (Administrative approval)	\$300.00
		21 cubic yards and up	\$1,100.00
		Appeal	\$550.00
17.38.060	01-3410	Landmark Permit (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	Landscaping Fees	Subcontractor Actual cost + 21% Administrative overhead
	01-3410	Maps Blueprints of City Maps (Zoning Maps, etc.)	\$10.00
	01-3410	Minor Deviation Appeal to City Council	\$1,100.00 \$550.00
16.16.030(b)	01-3410	Minor Land Subdivision Filing Tentative Map	Subcontractor Actual Cost
16.16.130		Appeal	½ of Cost
	01-3410	Multiple Applications Cost of most expensive application; all others ½ cost	
8.38.000	01-3410	National Pollutant Discharge Elimination System (NPDES) Review & Compliance Administrative overhead	Subcontractor Actual cost + 21%
	01-3410	Neighborhood Compatibility Study Reports	\$10.00 per copy
	01-3410	Neighborhood Compatibility Appeal	\$1,600.00 \$800.00

IV. COMMUNITY DEVELOPMENT (continued)

Code Reference	Account Code	Description	Approved Fee
3.20.030	01-3170	New Construction	\$500.00 per unit
	01-3410	On-Site Inspection	\$200.00
	01-3410	Over the Counter Approval	\$100.00
	01-3410	Over the Counter Approval (Requiring Site Inspection)	\$300.00
17.58.030	01-3410	Precise Plan of Design (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	Pre-Application Fee	\$800.00
		To be applied to large project application. If completed project filed, then fee shall be applied to cost of application	
17.74.030		Public Facilities Impact Fees for New Development	
	99-3195	General Plan Update Fee*	\$0.73 per square foot
	01-1074	Library Fee	
		Single Family (detached)	\$3,073.00 per unit
		Multi-Family*	\$2,302.00 per unit
	10-3180	Park Facilities Fee: Single Family Residence	\$21,090.00 per unit
		Multi-Family*	\$15,797.00 per unit
		Retail/Commercial	\$2,712.00 per 1,000 sq. ft.
		Office	\$3,567.00 per 1,000 sq. ft.
		Hotel	\$604.00 per 1,000 sq. ft.
	98-3190	Transportation Facilities Fee	
		Single Family (detached)	\$4,566.00 per unit
		Multi-Family*	\$3,059.00 per unit
		Retail/Commercial	\$6,201.00 per 1,000 sq. ft.
		Office	\$6,898.00 per 1,000 sq. ft.
		Hotel	\$2,557.00 per room
		*Applies to accessory dwelling units > 750 sq. ft.	
	01-3420	Radius Maps & Address Labels	\$400.00 per parcel
		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.	
	01-3410	Reasonable Accommodation Application	No charge per State
5.52.040	01-3410	Presale Report - Permit Records	\$200.00
		with Site Inspection	\$300.00
	01-3730	Residential Development Standards	\$5.00
	01-3410	Revisions to Plans Req. Staff Review & Approval	\$300.00

IV. COMMUNITY DEVELOPMENT (continued)

Code Reference	Account Code	Description	Approved Fee
5.56.030	01-3730	Searchlight Permit	\$100.00 per day
	01-3730	Accessory Dwelling Unit – Admin Processing Fee Planning Commission Review	No Charge Applicable Entitlement Fees
	01-3410	Sign Permit	\$400.00
		Sign Banners for Environmental Review	\$300.00
		Signs - Temporary (in right-of-way)	\$25/application & Government Entities Exempt from Fee
	01-3410	Special Use Permit	\$1,600.00
		Appeal	\$800.00
16.04.050	01-3410	Subdivision	Subcontractor Actual Cost development/vesting consultant fees + 21% ½ of cost
		Appeal	
	01-3410	Subpoena of Public Record Requests	\$60/hr. + any outsourcing + 21% admin overhead fee
	01-3410	Special Event Permit (Comm. Dev.)	\$350.00
		Traffic Impact Analysis Surcharge	Direct Costs + 21%
	01-3410	Variance	\$1,600.00
		Appeal	\$800.00
	01-3410	View Preservation Site Inspection	\$200.00
	01-3410	Zone Change	
		Single request	\$1,600.00
		Appeal	\$800.00
		Each additional request	50% of basic fee
	01-3410	Zoning Verification Letter	\$300.00

V. RECREATION

Code Reference	Account Code	Description	Approved Fee
	01-3440	Ernie Howlett Park Equestrian Center Rental	

Activity	Event	Charge/Day
A	English, Western, or combination using all 5 arenas	\$1,093.00
B	English, Western, or combination using two arenas	\$546.00
C	Dressage show using dressage ring and a warm-up ring	\$437.00
D	Clinics or demonstrations that charge participants or spectators using two or more rings	\$328.00
E	Dressage or non-dressage clinics or demonstrations that charge participants or spectators using only one ring. Usage great than 5 hours.	\$218.00
F	Clinics and other uses that are free to public and participants	No charge
G	Park Use Fee – Early Set-Up / Late Break-Down	\$274.00
H	Dog Shows – Use of Equestrian Center’s turf area	\$218.00
Activity	Refundable Event	Charge
A – H	Clean-up deposit	\$200.00

Code Reference	Account Code	Description	Approved Fee
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01-3440	Howlett Park Stall Rental:		
	Box Stall		\$26.00 per day
	Paddock		\$26.00 per day
	Combo		\$52.00 per day
	Entire Barn Rental (10 Stalls)		\$515.00 per day
	Renter is responsible for own feeding, cleaning, and shavings.		

01-3440	Park Permit		
	Groups of 20-30		\$25.00
	Groups of 31-50		\$45.00
	Groups of 51-100		\$65.00
	Refundable Deposit		\$50.00

01-3440	Rental Kitchen Facilities		
	Ernie Howlett Park		\$40.00

Special Recreation Events:

95-3440, 401	Cross Country Run		
	Registration		\$35.00 per registrant
	Early Registration/Registered Groups of 20 or more		\$25.00 per registrant
	On-Site (day-of) Registration		\$40.00 per registrant
	Virtual Race Registration		\$25.00 per registrant

95-3440, 400	Tracy Austin Tournament		
	Doubles Team (\$35 per player)		\$70.00

V. RECREATION (continued)

Code Reference	Account Code	Description	Approved Fee
		Tennis Center Fees:	
	01-3461	Individual New Memberships	
		Resident	\$100.00
		Non-Resident	\$110.00
		Individual Renewals	
		Before July 31, 2024 (resident)	\$90.00
		Before July 31, 2024 (non-resident)	\$100.00
		After July 31, 2024 (resident)	\$95.00
		After July 31, 2024 (non-resident)	\$105.00
		Family New Memberships	
		Resident	\$150.00
		Non-Resident	\$160.00
		Family Renewals	
		Before July 31, 2024 (resident)	\$140.00
		Before July 31, 2024 (non-resident)	\$150.00
		After July 31, 2024 (resident)	\$145.00
		After July 31, 2024 (non-resident)	\$155.00
		Half-Year Marine League Memberships	
		Resident	\$50.00
		Non-Resident	\$55.00
		USTA Quarterly Memberships	\$30.00
		One-Time Half-Year Memberships (after January 1) (New members only – not available for existing members)	
		Resident	\$55.00
		Non-Resident	\$60.00
		Family, Resident	\$75.00
		Family, Non-Resident	\$80.00
	01-3460	Tennis Hourly Court Admission Fees	
		Resident Members:	
		Weekdays (8 a.m. to Noon)	\$11.00
		Weekends/Holidays	\$12.00
		Non-Resident Members:	
		Weekdays (8 a.m. to Noon)	\$10.00
		Weekends/Holidays	\$11.00
		Non-Members:	
		Weekdays (8 a.m. to Noon)	\$12.00
		Weekends/Holidays	\$13.00
		Marine League Fee (3 courts for 3 hours)	\$72.00
		USTA League Hourly Rate	\$8.00
		Men's Doubles / Women's Doubles (Per court, per hour, for Members)	\$10.00

V. RECREATION (continued)

Code Reference	Account Code	Description	Approved Fee
	01-3460	Tennis Tournaments: Court fees as determined above, plus surcharge per court	\$2.00
	01-3460	Ball Machine Rental	\$5.00
	01-3460	Tennis Balls (per can)	\$5.00
	01-3460	Pickleball Hourly Court Admission Fees	
		Resident Members:	
		Weekdays (8 a.m. to Noon)	\$6.00
		Weekends/Holidays	\$7.00
		Non-Resident Members:	
		Weekdays (8 a.m. to Noon)	\$7.00
		Weekends/Holidays	\$8.00
		Non-Members:	
		Weekdays (8 a.m. to Noon)	\$8.00
		Weekends/Holidays	\$9.00
	01-3440	Non-Resident Recreation Class surcharge	10% of class fee
	01-3440	Sports Field Rental Fees:	
		Peninsula Resident Group	\$16.67 per hour
		Non-Peninsula Resident Group	\$33.34 per hour
		AYSO Soccer (3 Fields)	\$5,019.51 per year
		PV Girls Softball League (1 Field)	\$1,673.71 per year
		Silver Spur Little League (2 Fields)	\$3,335.38 per year
		Peninsula Junior League (1 Field)	\$2,347.39 per year
	01-3440	Special Event Permit: <i>(Rolling Hills Estates Neighborhood Block Parties will not be charged Permit Fee and will only pay corresponding refundable deposit)</i>	
		Special Event Application Fee	\$50.00
		Participants of 100-300	
		Resident/Non-Profit	\$75.00
		Non-Resident/For Profit	\$95.00
		Refundable Deposit	\$50.00
		Participants of 301-600	
		Resident/Non-Profit	\$150.00
		Non-Resident/For Profit	\$170.00
		Refundable Deposit	\$100.00
		Participants of 601-999	
		Resident/Non-Profit	\$250.00
		Non-Resident/For Profit	\$270.00
		Refundable Deposit	\$150.00

V. RECREATION (continued)

Code Reference	Account Code	Description	Approved Fee
		Participants of 1,000 or more	
		Resident/Non-Profit	\$300.00
		Non-Resident/For Profit	\$350.00
		Refundable Deposit	\$300.00
01-3440		Portable Public Address System Rental:	
		Rental Fee	\$250.00 per day
		Refundable Deposit	\$200.00
01-3440		Race Time Clock Display Rentals:	
		One Digital Display	\$250.00 per day
		Refundable Deposit	\$200.00
01-3440		Trail Rental Fees for a Race:	
		5K Race	\$200.00 per day
		10K Race	\$400.00 per day
01-3440		Ernie Howlett Park Equipment Rentals	
		Installation of Temp. Chain Link Fence Panels:	\$10.00 per panel
		Table Rental (6' or 8' Folding Table):	\$10.00 per table
		Metal Folding Chair Rentals:	\$2.50 per chair
		10' X 10' Canopy (open sides):	\$75.00 per day
		4' X 4' Carpeted Riser:	\$10.00 per day per riser
01-3620		City Hall Council Chambers Rental:	
		Rental Fee for First 2 Hours	\$60.00
		Each Additional Half-Hour	\$15.00
		Refundable Key Deposit	\$250.00
01-3440		Contract Recreation Fee for Non-City Facility Classes:	
		Percentage of Gross Revenue	20.0% of Registration Fee
		(Excluding Non-Resident Class surcharge which is retained 100% by the City)	

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.

Horse Trainers, (Page 4)

Any horse trainer conducting business in the City of RHE is required to obtain a business license at the cost of \$363.87 as well as the following permits:

Category 1: Horse trainers that operate at a private facility and do not use the City's public horse arenas or the City's public trail system or parks. Business License Tax of \$363.87 per year. Total Cost = \$363.87.

Category 2: Horse trainers that use only the City's public horse arenas no more than once per week. Business License Tax of \$363.87, a Permit Fee of \$150.00, and a City property use charge of \$100 (not applicable to PWEC use only). Total Cost = \$613.87.

Category 3: Horse trainers or trail riding operators whose business significantly relies on use of the City's public arenas and/or the City's public trail system or parks. Business License Tax of \$363.87, a Permit Fee of \$250.00, and a City property use charge of \$300. Total Cost = \$913.87.

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 Title 5 – Business Licenses and Regulations.

Franchise fees: The City has exclusive franchise agreements based on a fixed percentage of gross receipts with the following companies included but not limited to.

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; Solid Waste Hauler’s franchise fees for residential solid waste are based on percent of gross receipts per agreement.

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).

