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ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT



MUP: \$ 2,246.35
 UP: \$ 8,770.30

ADU: \$ 1,425.70

PLANNING DIVISION FEES

DR: \$ 3,404.20 (Minor) EFFECTIVE MARCH 18, 2023 PER RESOLUTION 2023-C02
 : \$ 10,885.45 (Director) 213 E. Foothill Boulevard, Azusa, California 91702
 : \$ 12,211.10 (Major) 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	7,008.00	350.40	700.80	8,059.20	
Modification to Use Permit	ModUP	3,521.00	176.05	352.10	4,049.15	
Minor Use Permit	MUP	1,335.00	66.75	133.50	1,535.25	
Modification to Minor Use Permit	ModMUP	738.00	36.90	73.80	848.70	
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	1,806.00	90.30	180.60	2,076.90	
Zoning Clearance:						
Business License Application Review		100.00	30.00	10.00	140.00	
Over-The-Counter Review		100.00	30.00	10.00	140.00	
Zoning Letter (per parcel):						
Zoning Letter - Single Family Residence	ZL	201.00	30.00	20.10	251.10	
Zoning Letter - Other	ZL	602.00	30.10	60.20	692.30	
Preliminary Plan Review	PPR	2,168.00	108.40	216.80	2,493.20	
△ Design Review:						
Minor construction ¹	DR	2,394.00	119.70	239.40	2,753.10	
Director's review ²	DR	5,369.00	268.45	536.90	6,174.35	
Major Project review ³	DR	10,000.00	500.00	1,000.00	11,500.00	D
Temporary Use:						
Temporary Use Permit	TUP	647.00	32.35	64.70	744.05	
Temporary Use Permit (25% discount for Azusa-based non-profit)	TUP	485.00	30.00	48.50	563.50	

Signage:						
Sign Permit	S	101.00	30.00	10.10	141.10	D
Temporary Sign Permit	TSP	101.00	30.00	10.10	141.10	D
Master Sign Plan	MSP	1,104.00	55.20	110.40	1,269.60	
Temporary Occupancy Review		698.00	34.90	69.80	802.70	
Continuance Processing		803.00	40.15	80.30	923.45	
Time Extension:						
Director Review	EXT	602.00	30.10	60.20	692.30	
Planning Commission	EXT	1,354.00	67.70	135.40	1,557.10	
Non-Conforming Use	EXT	1,003.00	50.15	100.30	1,153.45	
Tentative Parcel Maps:	TPM	9,848.00	492.40	984.80	11,325.20	
Tentative Tract Maps:						
5 – 20 lots	TTM	10,272.00	513.60	1,027.20	11,812.80	
21 – 50 lots	TTM	11,973.00	598.65	1,197.30	13,768.95	
51 – 100 lots	TTM	16,131.00	806.55	1,613.10	18,550.65	
101 or more lots	TTM	18,020.00	901.00	1,802.00	20,723.00	
Minor Land Division:						
Lot Split	LS	770.00	38.50	77.00	885.50	
Lot Line Adjustment	LLA	2,170.00	108.50	217.00	2,495.50	
Lot Merger	LM	2,081.00	104.05	208.10	2,393.15	
Reversion to Acreage		3,336.00	166.80	333.60	3,836.40	
Certificate of Compliance		1,771.00	88.55	177.10	2,036.65	
Condominium Conversion Map:						
Map Fee (plus consultant fee at actual cost)		7,835.00	391.75	783.50	9,010.25	
Street Naming/Addressing:						
Street Naming	SN	1,720.00	86.00	172.00	1,978.00	
Street Name - Change	SNC	2,322.00	116.10	232.20	2,670.30	
Building Address Assignment	AD	1,118.00	55.90	111.80	1,285.70	
Building Address - Change	ADC	803.00	40.15	80.30	923.45	
Environmental Review:						
* Categorical Exemption Review		401.00	30.00	40.10	471.10	
Initial Study		5,957.00	297.85	595.70	6,850.55	
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	1,147.00	57.35	114.70	1,319.05	
Massage Parlor Permit Renewal	MPP	572.00	30.00	57.20	659.20	
Marijuana (Residential Only):						
Indoor Marijuana Permit	RIMP	523.00	30.00	52.30	605.30	
Indoor Marijuana Permit Renewal	RIMP	262.00	131.00	26.20	419.20	
Accessory Dwelling Unit (ADU):						
Accessory Dwelling Unit (Zoning Clearance)	ADU	100.00	30.00	10.00	140.00	
Historic Preservation						
Designation of Historic Landmark, Historic District, Potential Historic Landmark, and Potential Historic District	HP	615.00	30.75	61.50	707.25	
Mills Act Contract	MAC	985.00	49.25	98.50	1,132.75	
Mill Act Contract Extension	MAC-EXT	295.00	30.00	29.50	354.50	

Major Certificate of Appropriateness	HP	320.00	30.00	32.00	382.00
Minor Certificate of Appropriateness	HP	148.00	30.00	14.80	192.80
Landscape Plan Review					
Residential	LR	217.00	40.85	21.70	279.55
Non-Residential	LR	468.00	53.40	46.80	568.20
Covenants (per hour):					
Covenant Review		281.86	30.00	28.19	340.05
Covenant Conditions & Restrictions Review		281.86	30.00	28.19	340.05
Appeals:					
To Planning Commission	AP	500.00	30.00	50.00	580.00
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)		42.00			37.00
Zoning or General Plan Map (6ft X 6ft)		82.00			72.00
Public Noticing		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		201.00	30.00	20.10	251.10
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)

88.42.080. - Condominium Conversions.

Where multi-family structures are allowed by Article 2 (Urban Standards), their conversion to condominiums shall comply with the regulations of this section.

- A. **Purpose.** The requirements of this section for the conversion of existing nonresidential rental units or buildings and multi-family rental housing to condominiums are intended to:
1. Reduce the impact of conversions on residents in rental housing who may be required to relocate due to the conversion of apartments to condominiums;
 2. Ensure that the purchasers of converted nonresidential units or buildings and housing have been properly informed of the physical condition of the structure offered for purchase;
 3. Ensure that converted housing and nonresidential uses achieves high quality appearance and safety, is consistent with the goals of the general plan, and complies or is legally nonconforming with the residential density and building intensity requirements of the general plan;
 4. Attempt to provide an opportunity for housing ownership of all types, for all levels of income and in a variety of locations, and a variety of business ownership types; and
 5. Attempt to maintain a supply of rental housing for low and moderate income persons and families.
- B. **Date of Conversion.** As used in this section, the date of conversion for condominium conversions shall mean the date that the final map for the project is approved by the council.
- C. **Permit Requirement.** Use permit approval (Section 88.51.050) shall be required to convert existing dwelling units or nonresidential units or buildings to a condominium subdivision.
- D. **Application Requirements.** In addition to the application requirements in Section 88.50 (Planning Permit Filing and Processing), the application for a condominium conversion shall include the following.
1. **Physical Elements Report.** The applicant shall provide a physical elements report, which shall include the following.
 - a. **Property Condition.** A report detailing the condition and estimating the remaining useful life of each element of the project proposed for conversion: roofs, foundations, exterior paint, paved surfaces, mechanical systems, electrical systems, plumbing systems, including sewage systems, swimming pools, sprinkler systems for landscaping, utility delivery systems, central or community heating and air conditioning systems, fire protection systems including automatic sprinkler systems, alarm systems or standpipe systems and structural elements. The report shall be prepared by a licensed architect or by a registered civil or structural engineer other than the owner. A replacement cost shall be provided for any element with a useful life of less than five years.

- b. **Structural Pest Control Report.** A structural pest control report prepared by a licensed structural pest control operator in compliance with Business and Professions Code 8516; and
- c. **Building History.** A building history report including the following information.
 - (1) The date of construction of all elements of the project.
 - (2) A statement of the major uses of the project since construction.
 - (3) The date and description of each major repair or renovation of any structure or structural element since the date of construction. For the purposes of this subsection, the term "major repair" means any repair for which an expenditure of more than \$1,000.00 was made.

Failure to provide information required by subsections D.1.c(1) through D.1.c(3) shall be accompanied by a declaration, given under penalty of perjury, setting forth reasonable efforts undertaken to discover the information and reasons why the information cannot be obtained.

2. **Additional Information Required.** The application shall also include the following information.

- a. Rental rate history for each type of unit for the previous five years;
- b. Makeup of existing tenant households, including family size, length of residence, age of tenants, and whether any tenants are receiving federal or state subsidies;
- c. Proposed sale price of unit;
- d. Proposed homeowner's association fees;
- e. Names and addresses of all tenants; and
- f. Evidence that a certified letter of notification of intent to convert was sent to each tenant for whom a signed copy of the notice is not submitted.

Failure to provide the above information shall be accompanied by declaration given under penalty of perjury setting forth reasonable efforts undertaken to discover the information and reasons why the information cannot be obtained.

3, **Fees.** In addition to the application filing fees required by Section 88.50.040, a per dwelling unit filing fee, as established by council resolution, shall be required with each request for a condominium conversion.

E. **Public Hearing Notice.** In addition to the public hearing notice requirements in Chapter 88.58 (Public Hearings), notice of the hearing shall be mailed to each tenant at least ten days prior to the public hearing on the use permit application. Notice of the hearing shall also be posted on the property at least ten days prior to the hearing.

F. **Physical Development Standards.** The conversion of an existing condominium shall require compliance with the following standards prior to a unit being offered for sale.

1. **Compliance with Other Codes, Standards and Policies.**

- a. Each residential building shall comply with the minimum standards of city and state housing codes as of the date of conversion.
- b. Each buildings shall on the date of conversion comply with the exit and occupancy requirements and the height and area requirements for the type of construction and occupancy involved as outlined in the California Building Standards Code.
- c. Each building as of the date of conversion shall comply with all applicable requirements of this Development Code, the Municipal Code, and the goals and policies of the general plan, except where the building is nonconforming in compliance with Chapter 88.54 (Nonconforming Uses, Structures, and Parcels).
- d. Each condominium project shall comply with all applicable provisions of the Subdivision Map Act (Government Code 66410 et seq.).

2. **Utility Metering.**

- a. The consumption of water, gas, and electricity within each unit shall be separately metered so that the unit owner can be separately billed for each utility. A water shutoff valve shall be provided for each unit and plumbing fixture. Each unit shall have access which shall not require entry through another unit to its own meter and heater.
- b. Each unit shall have its own panel or access thereto for all electrical circuits which serve the unit.

3. **Condition of Equipment and Appliances.** The applicant shall provide written certification to the buyer of each unit on the initial sale after conversion that any dishwashers, garbage disposals, stoves, refrigerators, hot water tanks, and air conditioners that are provided are in proper working condition as of the close of escrow. At such time as the homeowner's association takes over management of the development, the applicant shall provide written certification to the association that any pool and pool equipment and any appliances and mechanical equipment to be owned in common by the association are in proper working condition.

4. **Refurbishing and Restoration.** All main buildings, structures, fences, patio enclosures, carports, accessory buildings, sidewalks, driveways, landscaped areas, irrigation systems, and additional elements as required by the use permit shall be refurbished and restored as necessary to achieve high quality appearance and safety.

5. **Common Attic Area.** All common attic areas over individual dwelling units shall be separated by sound-rated assemblies from the top of wall to bottom of roof sheathing over all common or party walls, and the appropriate access to each attic space shall be provided in compliance

with the California Building Standards Code.

G. Tenant Rights.

1. **Notice of Intent.** A notice of intent to convert shall be delivered to each tenant's dwelling unit. Evidence of delivery shall be submitted with the application for conversion. The form of notice shall be as approved by the director and shall contain not less than the following:
 - a. Name and address of current owner;
 - b. Name and address of the proposed subdivider;
 - c. Approximate date on which the use permit application is to be filed;
 - d. Approximate date on which the tentative map is proposed to be filed;
 - e. Approximate date on which the final map or parcel map is to be filed;
 - f. Approximate date on which the use is to be vacated by non-purchasing tenants;
 - g. Tenant's right to purchase;
 - h. Tenant's right of notification to vacate;
 - i. Tenant's right of termination of lease;
 - j. Statement of limitations on rent increase;
 - k. Provision for special cases; and
 - l. Provision of moving expenses.
 2. **Tenant's Right to Purchase.** As provided in Government Code 66427.1D., any present tenant of any unit shall be given a nontransferable right of first refusal to purchase the unit occupied at a price no greater than the price offered to the general public. The right of first refusal shall extend for at least 90 days from the date of issuance of the subdivision public report or commencement of sales, whichever date is later.
- H. **Vacation of Units.** Each non-purchasing tenant not in default under the obligations of the rental agreement or lease under which he occupies his unit shall have not less than 180 days from the date of receipt of notification from the owner of his intent to convert, or from the filing date of the final subdivision map, whichever date is later, to find substitute housing and to relocate. Once notice of intent to convert is served to a tenant, any existing long-term lease agreement may be rescinded by the tenant without penalty. Notification of such termination shall be submitted in writing to the landlord 30 days prior to the termination of the lease.
- I. **Increase in Rents.** From the date of approval of the tentative map until the date of conversion, no tenant's rent shall be increased more frequently than once every six months, and at a rate not greater than 50 percent of the rate of increase in the Consumer Price Index (all items, Los Angeles—Long Beach), on an annualized basis, for the same period. This limitation shall not apply if rent increases are provided for in leases or contracts in existence prior to the filing date of the tentative map.

- J. **Moving Expenses.** The subdivider shall provide moving expenses of one and one-half times the monthly rent, but in no case less than \$500.00, to any tenant who relocates from the building to be converted after approval of the condominium conversion by the city, except when the tenant has given notice of his intent to move prior to receipt of notification from the subdivider of his intent to convert.
- K. **Notice to New Tenants.** After submittal of the application to convert, any prospective tenants shall be notified in writing of the intent to convert prior to leasing or renting any unit and shall not be subject to subsections D. and E. of this section.
- L. **Copy to Buyers.** For a condominium conversion, the original owner shall provide each purchaser with a copy of all reports, in their final, acceptable form, along with the department of real estate white report, prior to the purchaser's completing an escrow agreement or other contract to purchase a unit in the project, and the developer shall give the purchaser sufficient time to review the reports. Copies of the reports shall be made available at all times at the sales office and shall be posted at various locations, as approved by the city, at the project site.

(Ord. No. 06-06, § 1B, 8-7-06)