

**CITY OF COSTA MESA
2003-04 USER FEES AND CHARGES
GLOSSARY**

ADMINISTRATIVE ADJUSTMENT -- Processing fee for a request to the Zoning Administrator for administrative adjustment (minor variation from development standards in the Zoning Code).

ADULT ENTERTAINMENT PERMIT -- Special permit required for the following types of business: escort bureaus, massage parlors, out-call massage services, model studios, and other related businesses.

APPEAL – ALL --Fee charged for any discretionary appeal to the Planning Commission.

BAD CHECK FEE -- Fee charged if a check is returned to the City as NSF, payment stopped, closed account, etc. State Government Code sets this fee at a maximum of \$100.00.

BLUEPRINTS -- Fee charged for copies of City blueprint documents for the public.

BUILDING PERMIT -- Permit required for the construction or modification of a building, as required by the Uniform Building Code.

CERTIFICATION OF DOCUMENTS -- Fee for attesting that a document is an authentic copy of an original document held by the City.

CHRISTMAS TREE LOT PERMIT -- Permit plus cleanup deposit required to sell Christmas trees. Cleanup deposit is fully refundable.

CLEARANCE LETTER -- Letter written by the Police Department that states the charges against an individual have been cleared.

CONDITIONAL USE PERMIT (CUP) -- Processing fee for a request to Planning Commission for a conditional use permit for a specified use in the Zoning Code.

CONDITIONAL USE PERMIT (CUP) - MINOR -- Processing fee for a request to the Zoning Administrator for a minor conditional use permit for specified uses in the Zoning Code.

CONTINUED PUBLIC HEARING -- Fee to cover additional processing costs of private development or land use entitlement application incurred as a result of request to continue item beyond originally scheduled public hearing.

CONTRACT POLICING -- Police services provided for special events on an hourly basis.

CONSTRUCTION ACCESS PERMIT -- A permit issued by the Public Services Department to guarantee the clean-up and protection of existing improvements within public right-of-way during construction on private property. The permit has a fixed issuance fee and a graduated cash deposit amount based upon the dimensions of the private property fronting the public street.

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CURB AND GUTTER PERMIT -- Fee charged for permitting and inspecting construction of curb and gutter.

CURB DRAIN -- Fee charged for permitting and inspecting curb drain.

DESIGN REVIEW -- Fee for Planning Commission review of any residential development, except a planned development, resulting in 3 or more dwelling units on a lot.

DENSITY BONUS REVIEW -- Processing fee for a request to the City Council for a residential density bonus.

DEVELOPMENT AGREEMENT -- Processing fee for a request to the City Council to consider a privately-initiated development agreement.

DEVELOPMENT AGREEMENT ANNUAL REVIEW – City Council -- Processing fee for the City Council to annually review an existing development agreement.

DEVELOPMENT AGREEMENT ANNUAL REVIEW – Planning Commission -- Processing fee for the Planning Commission to annually review an existing development agreement.

DEVELOPMENT REVIEW -- Processing fee for a request to the Planning Division to review a private development project, which conforms to development standards in multi-family residential, commercial, or industrial zones.

DOG LICENSE -- Annual license fee for every person who owns, possesses, keeps or harbors a dog over the age of four months.

DOG LICENSE, SPAYED / NEUTERED -- Annual license fee for every person who owns, possesses, keeps, or harbors a dog over the age of four months which has been spayed or neutered.

DRAINAGE FEE -- Fee required on a per acre basis of land being developed in accordance with the master drainage plan.

DRIVEWAY APPROACH (RESIDENTIAL AND COMMERCIAL) -- Fee charged for permitting and inspecting driveway approaches.

DRUG REGISTRANTS -- Persons convicted of drug related crimes that reside within the City of Costa Mesa must register with the Police Department. This is required by law and there is no fee.

DUI ACCIDENT -- Fee charged to driver causing DUI (Driving Under the Influence) accident requiring police and/or fire response.

ELECTION LATE FILING FEE -- Fee set by Government Code regarding late filing of election materials.

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ELECTRICAL PERMIT -- Permit required for new or modifications to existing electrical sources.

ENCROACHMENT PERMIT -- Processing fee for encroachment of private improvements into public right-of-way.

ENVIRONMENTAL IMPACT REPORT -- Fees charged for contract administration, review, and processing of a private project environmental impact report as required by the California Environmental Quality Act.

FACILITY FEES -- Hourly rental rates for use of the three Community Centers.

FALSE ALARM -- Fee charged for the activation of an alarm system through mechanical failure, accidental tripping, misoperation, malfunction, misuse, or the neglect of the owner or lessee of an alarm system, or of their employees or agents.

FILM PERMIT --Written authorization, accompanied by a fee, that a production company or individual(s) shall obtain prior to staging, filming and commercial still photography on any City-owned property, or when filming on private property includes the use of specified items as described in Title 9, Chapter V., Filming Activities, of the Costa Mesa Municipal Code.

FINAL MAP CHECK -- Final review of tract and parcel map.

FINGERPRINTING -- Fee charged to fingerprint individuals for bonding, insurance purposes, pushcart operators, etc.

FIRE CLEARANCE INSPECTION -- Fee for state-mandated inspection of day care centers, drug rehab centers, some in-house convalescent care in which the center is funded by the State Department of Social Services. State allows a fee to be charged as of August 14, 1992.

FIRE INCIDENT REPORT -- Fee for providing a copy of Fire Reports.

FIREWORKS STAND PERMIT -- Permit plus cleanup deposit required of a non-profit organization to sell fireworks. Cleanup deposit is fully refundable.

FLOOD INSURANCE / ZONING CONFIRMATION LETTER -- Fee assessed for preparation of a letter certifying the status of a piece of property in relation to the Federal Flood Insurance Rate Map or the zoning of property relating to the status of building permits, complaints, and non-conforming use status.

GENERAL PLAN AMENDMENT -- Processing fee for privately-initiated request to the City Council to amend the General Plan.

GENERAL PLAN AMENDMENT SCREENING -- Processing fee for a request to the City Council for initial screening of privately-initiated General Plan Amendment.

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HAZARDOUS MATERIALS -- Fee assessed by Fire Prevention to track and record stored hazardous materials.

HIGH RISE BUILDING INSPECTION -- Annual inspection for State high-rise certification for all fire hazard and life safety considerations.

HOME OCCUPATION PERMIT -- Permit fee required for a business operating out of a residence.

JAIL BOOKING FEE -- Fee charged to all individuals booked at the Costa Mesa jail or charged to other agencies to use the jail facility.

JOB CENTER PROCESSING FEE -- Fee charged to employers using the City Job Center services to locate day hires.

LANE CLOSURE PERMIT -- Fee assessed for any lane closure of City street(s).

LARGE PARTY DISTURBANCE -- Fee charged for the assignment of police officers in response to a return or second call to the same location after the distribution of a written warning that a large party, gathering or event violates the law.

LATE FEES FOR PERMIT PROCESSING -- Fee charged for special event permits not procured in a timely manner.

LOCATION RIGHT OF WAY FEE -- Fee charged to use public right of way for the filming activities.

LOT LINE ADJUSTMENT -- Processing fee for a request to the Zoning Administrator for an adjustment between parcel lot lines.

MESSAGE ESTABLISHMENT EXAM -- Processing fee assessed by the Police Department to administer the Costa Mesa Massage Establishment Municipal Code Exam and the Massage Professional's Establishment and Manager's Exam.

MESSAGE ESTABLISHMENT PERMIT -- Processing fee assessed by the Police Department to regulate and monitor Massage Establishments.

MESSAGE ESTABLISHMENT RENEWAL -- Processing fee assessed by the Police Department to renew Massage Establishment Permit.

MESSAGE MANAGER EXAM -- Processing fee assessed by the Police Department to administer the Massage Professional's Exam, Establishment and Manager's Exam and the Costa Mesa Municipal Code Massage Practitioner's Exam.

MESSAGE MANAGER PERMIT -- Processing fee assessed by the Police Department for background checks and monitoring of Massage Establishment Practitioners.

MESSAGE MANAGER RENEWAL -- Processing fee assessed by the Police Department to renew Massage Manager Permit.

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MESSAGE PRACTITIONERS EXAM -- Processing fee assessed by the Police Department to administer the Massage Professional's Exam and the Costa Mesa Municipal Code Massage Practitioners Exam.

MESSAGE PRACTITIONER PERMIT -- Processing fee assessed by the Police Department for background checks and monitoring of Massage Establishment Permit.

MESSAGE PRACTITIONER RENEWAL -- Processing fee assessed by the Police Department to renew Massage Practitioner Permit.

MASTER PLAN AND AMENDMENT (I & R and C1-5 Zones) -- Processing fee for a request to the Planning Commission for a master plan or an amendment to an approved master plan for institutional developments, shopping centers in the C1-S zone, and public parks.

MECHANICAL PERMIT -- Permit required for installation of new or modifications of existing mechanical devices (e.g., heaters, air conditioners, etc.).

MINOR DESIGN REVIEW -- Fee for Zoning Administrator review of specified two-story residential development or additions resulting in no more than 2 dwelling units on a lot.

MOBILE HOME PARK CONVERSION -- Processing fee for a request to the Planning Commission to allow the conversion of an existing mobile home park to another type of land use.

MUNICIPAL CODE ANNUAL SUPPLEMENT -- Fee charged to obtain an annual update to the Costa Mesa Municipal Code.

MUNICIPAL CODE BOOK -- Fee charged for a copy of the entire Costa Mesa Municipal Code.

NEGATIVE DECLARATION -- Fee charged for the preparation of initial study and negative declaration for private development project as required by California Environmental Quality Act.

OFF-SITE HAZARDOUS WASTE FACILITY – CONDITIONAL USE -- Processing fee for request to the City Council for a conditional use permit for an off-site hazardous waste facility.

OFF-SITE HAZARDOUS WASTE FACILITY - LOCAL ASSESSMENT COMMITTEE -- Fee charged to offset costs of establishing and convening the Local Assessment Committee as required by State law.

OFF-SITE HAZARDOUS WASTE FACILITY - NOTICE OF INTENT -- Fee charged to process a notice of intent, and carry out all notification requirements as required by State law.

OFF-SITE PLAN CHECK -- Plan check for street improvements such as medians, trenching, storm drains, flow lines, grading, slurry seal, pavement replacement, etc.

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OPERATOR PERMIT -- Permit required for the driver of a commercial vehicle who engages in the vending of goods or merchandise from a vehicle.

OVERSIZE LOAD PERMIT -- Permit required to operate or move a vehicle or combination of vehicles of a size or weight that exceeds the maximum specified in the California Vehicle Code.

PARAMEDIC FEE - NON-RESIDENT (BASIC AND ADVANCED) -- Fee charged for paramedic services to non-residents.

PARK RESERVATION FEE -- Fee charged for the reservation of parks, picnic areas, etc.

PARK UTILITIES FEE (GAS OR ELECTRIC) -- Fee charged for the use of park gas grill or electrical outlet.

PATH OF TRAVEL DISABILITY ACCESS -- Fee charged for review of plans proposed on private property to ensure proper access is provided as required by the Americans with Disabilities Act.

PHOTOCOPIES - CITYWIDE -- Fee charged to make photocopies of documents for the public.

PHOTOGRAPH -- Fee charged for sale of photographs taken by the Police Department. Photographs can be requested by attorneys, insurance companies and individuals involved in traffic accidents. Cost recovered is for processing of film only, not the taking of pictures.

PLAN CHECK -- Fee for City to review plans and specifications to ensure their compliance with all appropriate codes.

PLANNED DEVELOPMENT -- Processing fee for a request to the City Council to review a master plan in the Town Center and planned development zones.

PLANNED SIGNING PROGRAM -- Processing fee for a request to the Zoning Administrator for review and approval of a planned signing program.

PLANNING ACTION TIME EXTENSION/RENEWAL -- Processing fee for a request for an extension of time or renewal of a variance or conditional use permit.

PLUMBING PERMIT -- Permit required for installation of new or modification of existing plumbing.

POLICE REPORT COPY -- Fee for providing a copy of Police and Traffic reports.

PUBLIC ENTERTAINMENT PERMIT -- Permit required for a single event, a series of events, or an ongoing activity or business in which the public is invited to watch, listen, or participate.

PUBLIC RIGHT-OF-WAY INSPECTION -- Fee for inspection of all non-City projects occurring in the public right-of-way.

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PUBLIC SAFETY COMMUNICATIONS TAPE -- Fee charged to make copies of 9-1-1 calls.

RECREATION FEES -- Fees for participation in various City-provided programs.

REDEVELOPMENT ACTION -- Processing costs for a request to the Redevelopment Agency for review and approval of a privately-initiated project in the Downtown Redevelopment Project Area.

REHEARING / APPEAL ALL DECISIONS -- Processing fee for request for rehearing or an appeal of an action by the Planning Division, Zoning Administrator, Redevelopment Agency or City Council.

REMOVAL OF SIGNS IN PUBLIC RIGHT-OF-WAY -- Fee assessed for the removal of signs posted in the public right-of-way, including parkways, medians, and utility and sign poles.

RESIDENTIAL BUILDING RECORDS / INSPECTIONS -- Optional fee assessed for all resale transactions to review existing building permit records for zoning compliance and physical inspection of the property at the time of sale.

RESIDENTIAL COMMON INTEREST DEVELOPMENT CONVERSION -- Processing fee for a request to the Planning Commission to allow the conversion of a previously occupied apartment complex to a residential common interest development.

REZONE -- Processing fee for a request to the City Council to change zoning of private property.

SEASONAL AGRICULTURAL PERMIT -- Fee charged for permitting the sale of a seasonal agricultural (i.e. fruit or vegetable) within the City.

SEX REGISTRANTS -- Persons convicted of drug related crimes that reside within the City of Costa Mesa must register with the Police Department. This is required by law and there is no fee.

SIDEWALK PERMIT (COMMERCIAL AND RESIDENTIAL) -- Fee charged for permitting and inspecting the construction of a sidewalk.

SIDEWALK / PARKING LOT SALE -- Special permit required for a business to conduct a sidewalk or parking lot sale.

SITE ACCESS PERMIT (COMMERCIAL AND RESIDENTIAL) -- Permit required to enter or cross right-of-way for construction or improvement purposes to a job site.

SOLICITATION PERMIT -- Required when an individual, group, association, firm, organization, etc., solicits donations for charitable purposes.

SPECIAL EVENT PERMIT -- Processing fee for review of special events (parades, rallies, or similar activities) sponsored by organizations or businesses.

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SPECIFIC PLAN AMENDMENT -- Processing fee for a request to the City Council to amend an adopted specific plan.

SPECIFIC PLAN CONFORMITY REVIEW -- Processing fee for a request to the Planning Commission for a Specific Plan Conformity Review.

STORAGE DUMPSTER PERMIT -- Fee charged to place a storage bin in the public right-of-way.

STORM DRAIN CONNECTION -- Fee charged for permitting and inspecting connection to storm drain.

STREET CUT (LOCAL AND ARTERIAL) -- Fee charged for permitting and inspecting a street cut.

STREET IMPROVEMENT PLAN CHECK -- Processing fee to insure improvement plans meet City standards.

TEMPORARY VENDOR PERMIT -- Permit required for a temporary sale of merchandise, etc., at a place other than normal place of business (e.g. hotel).

TRACT AND PARCEL MAP -- Processing and reviewing fee for tract maps and parcel maps for a private development project.

TRASH HAULER PERMIT -- Permit required for monitoring of solid waste collected for compliance with AB 939.

UNIFORM FIRE CODE PERMIT INITIAL / RENEWAL -- Permit required for various types of activities such as an auto repair business, businesses where people congregate (movie theaters), installation of underground tanks, storage of flammable liquids or hazardous materials, etc.

UTILITY PERMIT -- Fee charged for permitting and inspecting utility hook-ups.

VACATION / ABANDONMENT OF RIGHT-OF-WAY -- Fee charged to process applications of individuals requesting City to vacate or abandon easements, etc.

VARIANCE -- Processing fee for a request to the Planning Commission for a variance from a Zoning Code development standard.

VEHICLE IMPOUND / STORAGE (PRIVATE PROPERTY) -- Fee charged to process and track a towed vehicle. Towing initiated by private property owner. This fee is in addition to all applicable towing fees.

VEHICLE IMPOUND / STORAGE (PUBLIC PROPERTY) -- Fee charged to process and track a towed vehicle. Towing initiated by Police Department personnel. This fee is in addition to all applicable towing fees.

VIDEO TAPE DUPLICATION -- Charges to duplicate a videotaping event by the City.

VIDEOTAPING OF EVENT -- Fee charged to videotape a non-City event.

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WATER DISTRICT PERMIT -- Permit issued for permitting and inspecting water hook-up. Fee waived per Government Code.

WATER EVACUATION -- Charge for removal of excess water from structures upon request.

WHEELCHAIR RAMP -- Fee charged for permitting and inspecting construction of a wheelchair ramp.

ZONING ADMINISTRATOR APPEAL -- Processing fee for an appeal to the Planning Commission of a decision made by the Zoning Administrator.

ZONING ADMINISTRATOR TIME EXTENSION/RENEWAL -- Processing fee for a request to the Zoning Administrator for extension of time or renewal of a previously approved application.