



City of West Covina Planning Division Fee Schedule

Planning Service/Application	Fee
Additional Planning Application Review (per hour with a minimum of one hour)	\$87.00
Administrative Review	\$565.00
Administrative Use Permit	
Residential -- No Construction*	\$640.00
Residential -- Construction*	\$1,290.00
Commercial*	\$1,375.00
*Additional fee plus actual cost of Attorney fees if a public hearing is required and/or requested charged against an initial deposit as determined by the Director.	\$3,065.00
Adult Oriented Business	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Amendment to Conditions of Approval	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Annexation/Deannexation Processing	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Appeal to Planning Commission/ City Council	
Hearing Item - plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	\$3,065.00
Non-Hearing Item - plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	\$2,565.00
Appeal of Revocation Hearing	\$4,205.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	
Art In Public Places	\$1,260.00
Code Amendment	\$7,720.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	
Code, Covenants, & Restrictions (CC&R) Review	\$130.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	
Conditional Use Permit	
Commercial - plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	\$5,555.00
Residential - plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	\$4,750.00
*Fee includes one (1) public hearing. Additional public hearings will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit determined by the Director.	
Covenant Preparation	\$210.00
Design Review	
Addition of Floor Area (Subcommittee Review) Non-Floor Area Revisions (Staff Approved)	\$580.00 \$85.00
Development Agreement	\$3,175.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	
Film Permit*	
Application Fee (All)	\$950.00
Additional fee, if a public hearing is required and/or requested plus actual cost of Attorney fees charged against an initial deposit as determined by the Director.	\$3,065.00
Film (Photography/Motion Picture) Permit - Fully Allocated Hourly Rate of staff.	
Film (Major Production) Permit - Fully Allocated Hourly Rate of staff. Security and cleaning deposit as determined by the Director.	
*For each type of permit - normally, one police officer will be required on site at the Fully Allocated Hourly Rate.	
General Plan Amendment	\$13,215.00
Plus actual cost of Attorney fees charged against an initial deposit as determined by the Director. The base fee includes the first 65 hours of the Planning Manager.	
Hourly rate of additional hours charged against an initial deposit as determined by the Director.	\$150.00
General Plan Update Surcharge	17.70%
Percent of the Building permit fee for all projects that require a zoning clearance with the exception of solar which is excluded by State Law.	
Historic Property Certificate of Appropriateness	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Commercial Landscape / Irrigation Plan Check and Inspection	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Residential Landscape / Irrigation Plan Check and Inspection	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Massage Technician Review	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Model Home Marketing Complex	\$1,805.00
Multiple Applications	
Full cost for the most expensive application + 50% of the fee for each addnl. application processed at the same time.	



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Precise Plan of Design-Administrative Review	
Base Fee:	
10 or less Units	\$11,245.00
11 to 20 Units	\$14,010.00
More than 20 units	\$15,855.00
Plus actual cost of Attorney fees and/or City Architect charged against an initial deposit as determined by the Director. Additional hours of the Planning Manager and Project Planner will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit determined by the Director.	
Precise Plan of Design-Planning Commission	\$21,430.00
Plus actual cost of Attorney fees and/or City Architect charged against an initial deposit as determined by the Director. Fee includes one (1) public hearing and the first 80 hours of the Project Planner & 30 hours of the Planning Manager. Additional public hearings and hours of the Planning Manager and Project Planner will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit determined by the Director.	
Planning Division Plan Review Surcharge	
Percent of the building valuation	0.238%
Minimum	\$40.00
Preliminary Review Meeting	\$3,305.00
Prospective Homeowner Awareness Package (PHAP) Review	\$790.00
Public Right-of-Way Banner	
Planning Review of each banner. Installation and removal are charged for separately by Public Works.	\$280.00
Reasonable Accommodation Processing	\$960.00
Second Unit Review	
New construction and/or new floor area addition	\$960.00
Existing structure conversion	\$615.00
Site Plan Review-Minor	
Minor/Other	\$1,545.00
Fence/Wall/Color	\$515.00
Sign Review	
Sign Administrative Review - per sign	\$555.00
Sign Permit Clearance - per sign	\$65.00
Sign Criteria Review	\$1,375.00
Slight Modification	\$1,660.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	
Minor Modification	\$460.00
Special Event Review	
Permit	\$495.00
Special Event Banner, for all banners submitted at the same time	\$135.00
Special Exception Review (Downtown Plan)	\$610.00
Temporary Use Permit Review	\$535.00
Fee waived for City Sponsored/Partnered Events when application of City sponsorship is submitted by March of the Fiscal year prior to the event date. Fee waived for the first event of any calendar year organized by a 501c3 nonprofit. After the first event, fee reduced to 3 hours of staff time (0.5 planning assistant and 2.5 Fire protection specialist) for every event thereafter.	
Tentative Parcel Map Processing	\$6,315.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director. Fee includes one (1) public hearing. Additional public hearings will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit determined by the Director.	
Tentative Tract Map Processing	\$12,150.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director. Fee includes one (1) public hearing. Additional public hearings will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit determined by the Director.	
Time Extension	
Planning Commission Public Hearing Item	\$1,050.00
Miscellaneous Permits / Requests	\$780.00
Tree Removal - Private Property	
Permit - for the 1st tree	\$255.00
Each additional tree	\$20.00
Variance Review	\$12,315.00
Plus actual cost of Attorney fees charged against an initial deposit as determined by the Director. Fee includes one (1) public hearing and the first 60 hours of the Project Planner & 25 hours of the Planning Manager. Additional public hearings and hours of the Planning Manager and Project Planner will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit determined by the Director.	
Zone Change	\$9,835.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	
Zoning Verification Letter	\$475.00