



**Planning and Building Department  
Minimum Deposits for Cannabis Projects  
December 5, 2016**

On October 4, 2016 the Board of Supervisors adopted a new schedule of fees for all county departments. The new fees for the Planning and Building Department went into effect on December 5, 2016. The minimum deposit collected for cannabis projects has increased due to the adoption of a 50% overhead fee. Projects are still billed on a full cost recovery basis. The current application deposits for cannabis projects are below and specific fee itemization can be found in the attached worksheets.

Use Permit Application Deposit	\$5,162.45*
Special Permit Application Deposit	\$4,690.45*
Zoning Clearance Certificate Application Deposit	\$2154.45*

**\*These amounts may vary slightly depending on whether or not an applicant has already paid for an application assistance meeting.**

The Planning and Building Department understands that this increase in minimum deposits has caught many customers by surprise. If complete payment at the time of submittal will cause an undue hardship on the applicant, we will accept partial payment. However the partial payment must meet the minimums collected under the previous fee schedule. If an application is submitted with less than the new minimum deposit amount, processing of the application will occur only as far as funds are available. Once received, applications will be evaluated for completeness pursuant to the Permit Streamlining Act. Complete applications will be processed accordingly and referred to state and local agencies for further review and comment. Applications deemed incomplete will be placed in suspense until requested items are received including any unpaid deposit balance.

The Planning and Building Department accepts cash, check, money order and credit cards. Credit cards are charged a 2.35% transaction fee.

In addition to the application fees above, **a separate check or money order is also required** for cultural resource referrals to the Northwest Information Center (NWIC). Check or money order must be made **payable to Sonoma State University NWIC** in the amount of **\$75**. Payment must be a check or money order. Cash or credit cards are not accepted for the NWIC fee.



## CANNABIS SERVICES DIVISION - Conditional Use Permit

PERMIT REVIEW - FULL COST RECOVERY	<i>Effective December 5, 2016</i>	Deposit	Amount
Application Assistance /Pre-Application Fee <b>Cannabis</b>		\$ 260.00	\$ 260.00
Conditional Use Permit <b>Cannabis</b>		\$ 4,000.00	\$ 4,000.00
Conditions, Mitigation and Annual Monitoring <b>Cannabis</b>		\$ 2,500.00	
Contracted Services Permit <b>Cannabis</b>	<b>Contract Rate + 20%</b>		
Enforcement Agreement <b>Administrative</b>		\$ 250.00	
Environmental Impact Report Preparation <b>Public Hearing</b>		\$ 5,000.00	
Extension & Modification <b>Cannabis</b>		\$ 875.00	
GIS & Map Data Request		\$ 150.00	
Permit: Owner Transfer <b>Cannabis</b>		\$ 1,000.00	
Provisional Approval Compliance Agreement Review <b>Cannabis</b>		\$ 175.00	
Site Inspection/Visit <b>Cannabis</b>		\$ 350.00	
Special Permit <b>Cannabis</b>		\$ 3,800.00	
Zoning Clearance <b>Cannabis</b>		\$ 1,750.00	
OTHER FEES & CHARGES		Fee/Deposit	Amount
Technology Fee: Administrative Review Permit		\$ 45.00	
Technology Fee: Public Hearing Review Permit	\$0 .05 X total permit fee	varies	\$ 200.00
<b>PLANNING DIVISION AMOUNT</b>			<b>\$ 4,460.00</b>

This worksheet includes fees charged by the Cannabis Services Division and other reviewing agencies. The deposit estimates listed are used for typical applications. Actual costs and processing time may be more or less than the estimate.

OTHER DEPARTMENT REVIEW FEES	<i>Effective November 7, 2016</i>	Deposit	Amount
<b>ASSESSOR</b>			
Map Revision Fee [subdivisions per parcel / lot]		\$ 102.00	
<b>BUILDING DIVISION</b>			
Review Fee [per inspection]		\$ 99.45	\$ 99.45
<b>ENVIRONMENTAL HEALTH DIVISION</b>			
Extensions [.5 hr minimum]		\$ 149.00	
Final Map Inspection / Land Use Permits for Commercial Development		\$ 298.00	\$ 298.00
Project Review [additional charge over 1 hr is \$149/hr]			
Project Appeal		\$ 596.00	
<b>COUNTY COUNSEL</b> [deposit listed based on per hour]			
Administrative Review Process			
Administrative Coastal Development Permit / Public Hearing Extension	deposit	\$ 123.00	\$ 123.00
Information Request	deposit	\$ 123.00	
Public Hearing Review Process			
Planning Commission Hearing	deposit	\$ 554.00	
Zoning Administrator Hearing	deposit	\$ 123.00	
Post Application Review			
Appeal to Board of Supervisors	deposit	\$ 492.00	
Code Compliance	deposit	\$ 44.00	
<b>PUBLIC WORKS LAND USE</b>			
Base Project Review Fees [highest base fee used for projects with multiple components]			
Coastal Development Permit		\$ 142.00	
Conditional Use Permit		\$ 182.00	\$ 182.00
Preliminary Review [actual costs 1st two hrs free]	minimum + 45% overhead	\$ 50.00	
Special Permit		\$ 188.00	
Zoning Clearance Certificate	deposit	\$ 225.00	
Other Project Fees [in addition to base project review fees]			
Appeal or Rehearing + 45% overhead	deposit	\$ 240.00	
Extensions - all others		\$ 48.50	
Revised Map / Revised Project Description / Modification [other than tentative map]		\$ 182.00	
Revised Tentative Subdivision Map / Revised Project Description / Modification		\$ 303.00	
<b>AMOUNT COLLECTED FOR OTHER DEPARTMENTS</b>			<b>\$ 702.45</b>
<b>CANNABIS SERVICES DIVISION FEES</b> (from previous page)			<b>\$ 4,460.00</b>
<b>TOTAL PAYABLE TO HUMBOLDT COUNTY PLANNING</b>			<b>\$ 5,162.45</b>

**Fees Payable to Others**

Archeological Review: Payable to Sonoma State University NWIC	\$ 75.00
Archeological Review: Payable to Bear River Band THPO Department	\$ 30.00
Archeological Review: Payable to Blue Lake Rancheria THPO	\$ 30.00
Archeological Review: Payable to Wiyot Tribe Cultural Department	\$ 30.00

- ~ Applicant is responsible for paying 100% of the actual Cannabis Services Division permit costs.
- ~ If processing costs exceed 80% of the deposit an additional deposit will be required to continue application processing.
- ~ Fees for other County of Humboldt Departments are collected at the time of application submittal.
- ~ Double fees are assessed for all projects started without required permits.
- ~ Additional charges may be required for administratively approved projects if a public hearing is requested.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_



## CANNABIS SERVICES DIVISION - Special Permit

PERMIT REVIEW - FULL COST RECOVERY	<i>Effective December 5, 2016</i>	Deposit	Amount
Application Assistance /Pre-Application Fee <b>Cannabis</b>		\$ 260.00	\$ 260.00
Conditional Use Permit <b>Cannabis</b>		\$ 4,000.00	
Conditions, Mitigation and Annual Monitoring <b>Cannabis</b>		\$ 2,500.00	
Contracted Services Permit <b>Cannabis</b>	<b>Contract Rate + 20%</b>		
Enforcement Agreement <b>Administrative</b>		\$ 250.00	
Environmental Impact Report Preparation <b>Public Hearing</b>		\$ 5,000.00	
Extension & Modification <b>Cannabis</b>		\$ 875.00	
GIS & Map Data Request		\$ 150.00	
Permit: Owner Transfer <b>Cannabis</b>		\$ 1,000.00	
Provisional Approval Compliance Agreement Review <b>Cannabis</b>		\$ 175.00	
Site Inspection/Visit <b>Cannabis</b>		\$ 350.00	
Special Permit <b>Cannabis</b>		\$ 3,800.00	\$ 3,800.00
Zoning Clearance <b>Cannabis</b>		\$ 1,750.00	
OTHER FEES & CHARGES		Fee/Deposit	Amount
Technology Fee: Administrative Review Permit		\$ 45.00	\$ 45.00
Technology Fee: Public Hearing Review Permit	\$0 .05 X total permit fee	varies	
<b>PLANNING DIVISION AMOUNT</b>			<b>\$ 4,105.00</b>

This worksheet includes fees charged by the Cannabis Services Division and other reviewing agencies. The deposit estimates listed are used for typical applications. Actual costs and processing time may be more or less than the estimate.

OTHER DEPARTMENT REVIEW FEES	<i>Effective November 7, 2016</i>	Deposit	Amount
<b>ASSESSOR</b>			
Map Revision Fee [subdivisions per parcel / lot]		\$ 102.00	
<b>BUILDING DIVISION</b>			
Review Fee [per inspection]		\$ 99.45	\$ 99.45
<b>ENVIRONMENTAL HEALTH DIVISION</b>			
Extensions [.5 hr minimum]		\$ 149.00	
Final Map Inspection / Land Use Permits for Commercial Development		\$ 298.00	\$ 298.00
Project Review [additional charge over 1 hr is \$149/hr]			
Project Appeal		\$ 596.00	
<b>COUNTY COUNSEL</b> [deposit listed based on per hour]			
Administrative Review Process			
Administrative Coastal Development Permit / Public Hearing Extension	deposit	\$ 123.00	
Information Request	deposit	\$ 123.00	
Public Hearing Review Process			
Planning Commission Hearing	deposit	\$ 554.00	
Zoning Administrator Hearing	deposit	\$ 123.00	
Post Application Review			
Appeal to Board of Supervisors	deposit	\$ 492.00	
Code Compliance	deposit	\$ 44.00	
<b>PUBLIC WORKS LAND USE</b>			
Base Project Review Fees [highest base fee used for projects with multiple components]			
Coastal Development Permit		\$ 142.00	
Conditional Use Permit		\$ 182.00	
Preliminary Review [actual costs 1st two hrs free]	minimum + 45% overhead	\$ 50.00	
Special Permit		\$ 188.00	\$ 188.00
Zoning Clearance Certificate		\$ 225.00	
Other Project Fees [in addition to base project review fees]			
Appeal or Rehearing + 45% overhead	deposit	\$ 240.00	
Extensions - all others		\$ 48.50	
Revised Map / Revised Project Description / Modification [other than tentative map]		\$ 182.00	
Revised Tentative Subdivision Map / Revised Project Description / Modification		\$ 303.00	
<b>AMOUNT COLLECTED FOR OTHER DEPARTMENTS</b>			<b>\$ 585.45</b>
<b>CANNABIS SERVICES DIVISION FEES</b> (from previous page)			<b>\$ 4,105.00</b>
<b>TOTAL PAYABLE TO HUMBOLDT COUNTY PLANNING</b>			<b>\$ 4,690.45</b>

**Fees Payable to Others**

Archeological Review: Payable to Sonoma State University NWIC	\$ 75.00
Archeological Review: Payable to Bear River Band THPO Department	\$ 30.00
Archeological Review: Payable to Blue Lake Rancheria THPO	\$ 30.00
Archeological Review: Payable to Wiyot Tribe Cultural Department	\$ 30.00

- ~ Applicant is responsible for paying 100% of the actual Cannabis Services Division permit costs.
- ~ If processing costs exceed 80% of the deposit an additional deposit will be required to continue application processing.
- ~ Fees for other County of Humboldt Departments are collected at the time of application submittal.
- ~ Double fees are assessed for all projects started without required permits.
- ~ Additional charges may be required for administratively approved projects if a public hearing is requested.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_



## CANNABIS SERVICES DIVISION - Zoning Clearance Certificate

PERMIT REVIEW - FULL COST RECOVERY	Effective December 5, 2016	Deposit	Amount
Application Assistance /Pre-Application Fee <b>Cannabis</b>		\$ 260.00	\$ 260.00
Conditional Use Permit <b>Cannabis</b>		\$ 4,000.00	
Conditions, Mitigation and Annual Monitoring <b>Cannabis</b>		\$ 2,500.00	
Contracted Services Permit <b>Cannabis</b>	Contract Rate + 20%		
Enforcement Agreement <b>Administrative</b>		\$ 250.00	
Environmental Impact Report Preparation <b>Public Hearing</b>		\$ 5,000.00	
Extension & Modification <b>Cannabis</b>		\$ 875.00	
GIS & Map Data Request		\$ 150.00	
Permit: Owner Transfer <b>Cannabis</b>		\$ 1,000.00	
Provisional Approval Compliance Agreement Review <b>Cannabis</b>		\$ 175.00	
Site Inspection/Visit <b>Cannabis</b>		\$ 350.00	
Special Permit <b>Cannabis</b>		\$ 3,800.00	
Zoning Clearance <b>Cannabis</b>		\$ 1,750.00	\$ 1,750.00
OTHER FEES & CHARGES		Fee/Deposit	Amount
Technology Fee: Administrative Review Permit		\$ 45.00	\$ 45.00
Technology Fee: Public Hearing Review Permit	\$0 .05 X total permit fee	varies	
<b>PLANNING DIVISION AMOUNT</b>			<b>\$ 2,055.00</b>

This worksheet includes fees charged by the Cannabis Services Division and other reviewing agencies. The deposit estimates listed are used for typical applications. Actual costs and processing time may be more or less than the estimate.

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<b>ASSESSOR</b>			
Map Revision Fee [subdivisions per parcel / lot]		\$ 102.00	
<b>BUILDING DIVISION</b>			
Review Fee [per inspection]		\$ 99.45	\$ 99.45
<b>ENVIRONMENTAL HEALTH DIVISION</b>			
Extensions [.5 hr minimum]		\$ 149.00	
Final Map Inspection / Land Use Permits for Commercial Development		\$ 298.00	
Project Review [additional charge over 1 hr is \$149/hr]			
Project Appeal		\$ 596.00	
<b>COUNTY COUNSEL</b> [deposit listed based on per hour]			
Administrative Review Process			
Administrative Coastal Development Permit / Public Hearing Extension	deposit	\$ 123.00	
Information Request	deposit	\$ 123.00	
Public Hearing Review Process			
Planning Commission Hearing	deposit	\$ 554.00	
Zoning Administrator Hearing	deposit	\$ 123.00	
Post Application Review			
Appeal to Board of Supervisors	deposit	\$ 492.00	
Code Compliance	deposit	\$ 44.00	
<b>PUBLIC WORKS LAND USE</b>			
Base Project Review Fees [highest base fee used for projects with multiple components]			
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<b>AMOUNT COLLECTED FOR OTHER DEPARTMENTS</b>			<b>\$ 99.45</b>
<b>CANNABIS SERVICES DIVISION FEES</b> (from previous page)			<b>\$ 2,055.00</b>
<b>TOTAL PAYABLE TO HUMBOLDT COUNTY PLANNING</b>			<b>\$ 2,154.45</b>

**Fees Payable to Others**

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