



City of Calistoga

Planning Department Processing Fees & Deposits

Effective August 2023

Application Type	Fee	Deposit*
Appeal of administrative decision to Planning Commission	\$870	\$1,000
Appeal of administrative decision to Planning Commission from Calistoga residents only. The fees shall be refunded if the appeals are successful	\$400	
Appeal of Planning Commission decision to City Council	\$1,740	\$2,000
Certificate of Compliance	\$870	
Conceptual Review, Planning Commission	\$1,740	\$2,000
Design Review, administrative review	\$1,740	\$2,000
Design Review, administrative review – amendment	\$580	\$1,000
Design Review, administrative review – time extension	\$580	\$1,000
Design Review, Planning Commission review	\$3,480	\$4,000
Design Review, Planning Commission review – amendment	\$870	\$1,000
Design Review, Planning Commission review – time extension	\$870	\$1,000
Development Agreement	\$17,400	\$25,000
Environmental Analysis, Initial Study	\$5,800	\$2,500
Environmental Analysis, Environmental Impact Report	\$8,700	\$10,000
General Plan Amendment	\$10,440	\$1,500
General Plan Consistency Determination	\$1,160	
Growth Management Allocation <ul style="list-style-type: none"> • with engineered water and wastewater study 	\$1,160	\$500
Home Occupation Permit	\$290	
Lot Line Adjustment	\$870	
Lot Merger	\$580	
Municipal Code Amendment	\$8,700	\$10,000
Parcel Map	\$4,350	\$5,000
Parcel Map – revision	\$1,160	\$2,000
Parcel Map – time extension	\$870	\$1,000
Planned Development Plan	\$4,640	\$5,000
Planned Development Plan – major modification	\$2,320	\$3,000
Planned Development Plan – minor modification	\$1,740	\$2,000

Pre-Application Consultation, administrative review	\$1,160	\$1,000
Public Convenience & Necessity Determination	\$580	\$1,000
Reversion to Acreage	\$580	\$1,000
Sign Permit, administrative review	\$435	
Sign Permit, administrative review – copy change	\$290	
Sign Permit, Planning Commission review	\$870	\$500
Street Vacation	\$1,160	\$750
Temporary Use Permit	\$435	
Tentative Map	\$8,700	\$5,000
Tentative Map – exception	\$1,740	\$750
Tentative Map – revision	\$2,320	\$1,250
Tentative Map – time extension	\$1,160	\$2,000
Use Permit, administrative review	\$1,450	\$2,000
Use Permit, administrative review – amendment	\$580	\$1,000
Use Permit, administrative review – time extension	\$290	\$1,000
Use Permit, Planning Commission review	\$4,640	\$2,500
Use Permit, Planning Commission – amendment	\$1,740	\$500
Use Permit, Planning Commission – time extension	\$1,160	\$2,000
Variance	\$3,480	\$1,500
Zoning Clearance	\$290	
Zoning Map Amendment	\$6,960	\$2,500
Zoning Ordinance Interpretation	\$870	\$500
Zoning Ordinance Text Amendment	\$8,700	\$2,500

*“Developer deposit accounts (DDA)” are used to recover costs for processing more complicated applications. Staff estimates the number of hours of staff time that will be required to process the applications by task, such as meetings with the applicant and their representative(s); reviewing the application for completeness; coordinating the review of other agencies; preparing environmental documentation, public notices, reports, resolutions and ordinances; attending public meetings and following up on application approvals. This number of estimated hours is then multiplied by the hourly staff cost and becomes the deposit required to accompany an entitlement application.

Staff then tracks its hours spent processing the application and deducts the applicable staff rate from the deposit account, resulting in a direct cost recovery from the applicant. As a deposit account is drawn down, staff require additional deposits before further work or action is taken on an application. At the conclusion of the review process, any remaining funds in the account are returned to the applicant and the account is closed.