

CITY OF MERCED  
PLANNING DIVISION

**DEVELOPMENT  
APPLICATION  
INFORMATION PACKET**



This packet contains detailed information regarding the City's Development Application (which is available as a separate document).

Information includes descriptions of the different application types; specific requirements to be included on site plans and elevations; digital data guidelines for subdivision maps; Planning Commission meeting dates and application deadlines; and the most current fee schedule.

## REQUIRED DETAILS OF MAPS AND PLANS

Below are items which may be required to be submitted with the application. Items that are not pertinent to the request may be omitted with staff approval; however, all relevant information must be included. Plans that are incomplete may delay the application processing.

**LOCATION MAP:** Dimensioned map showing the subject properties and surrounding properties within 150 feet of the subject property. An assessor's parcel page or city street map may be acceptable if it shows the proper information.

**SITE PLAN:** Location, size, shape and proposed use of all structures and improvements on the site, including (1) square footage devoted to buildings, (2) location and height of walls and fences, (3) facilities for the handicapped, (4) trash enclosures, (5) pedestrian and vehicular circulation patterns including points of ingress and egress, building entrances and exits, location and dimension of streets, walks, and bikeways, (6) dimensions, number and arrangement of parking spaces and loading areas, (7) exterior lighting, and (8) location and sizes of signs.

**PROJECT ELEVATIONS:** Drawings of the front, back, and side views of all proposed buildings with enough detail to show design intent. Exterior materials and colors must also be shown.

**SITE UTILIZATION PLAN:** Shows all information listed under site plan for the entire Planned Development zone.

**PARCEL MAP AND RECORD OF SURVEY:** Maps shall be prepared by a registered civil engineer or licensed surveyor and contain the appropriate information required by the Subdivision Map Act (see page 6).

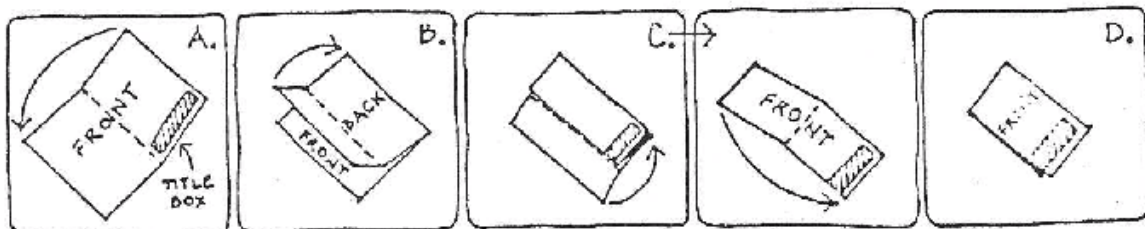
**LANDSCAPE PLAN:** A complete landscaping scheme including the spacing, quantity, size, and location of all plant materials. Plants should be identified by botanical and common name and keyed by number to the location on the plan. A complete sprinkler plan should be included and any trees to be removed must be identified.

**SIGNING PLAN:** Location of signs and other outdoor advertising with sign elevations, colors, and materials.

**EXAMPLES OF CONSTRUCTION MATERIALS:** On 8 ½" x 11" cardboard, affix samples of actual paint color, stain, roofing, and fencing color, and any other descriptive element of a project. Paint and stain colors can be paint/stain chips available at hardware stores. The purpose of the materials board is to show and exact reproduction of the colors involved.

## MAP FOLDING

In order to serve the public more effectively in dealing with subdivision maps and design drawing, The Planning Department would ask the following procedure be followed in folding maps that are turned in to this department. **(1)** Title block should be in lower right-hand or left-hand corner and readable in that position (**see Figure A**). **(2)** Fold the print in half with a crease vertical, back side is now exposed (**see Figure B**). **(3)** Fold loose vertical ends back to the center crease exposing one-fourth the print on each side (**see Figure C**). **(4)** Fold print in half horizontally exposing title block (**see Figure D**).



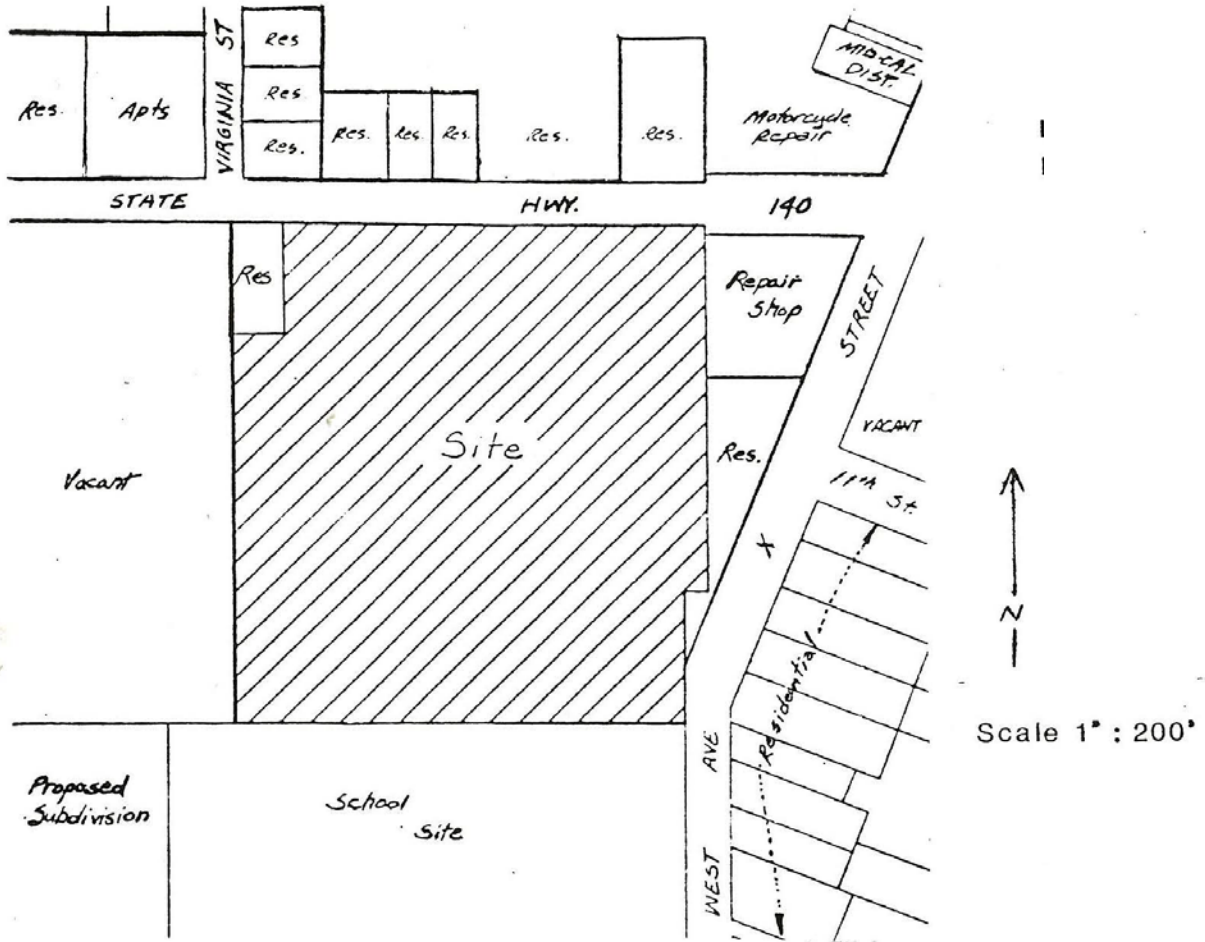
**MAP DRAWING**

All maps must have the following information

1. Applicant's name
2. Date
3. Scale of drawing (i.e. 1/8" = 1')
4. Arrow showing North direction (Drawing should be oriented to the North)

**LOCATION MAP**

LOCATION MAPS MUST SHOW PARCELS AND LAND USES WITHIN 150' OF THE SITE



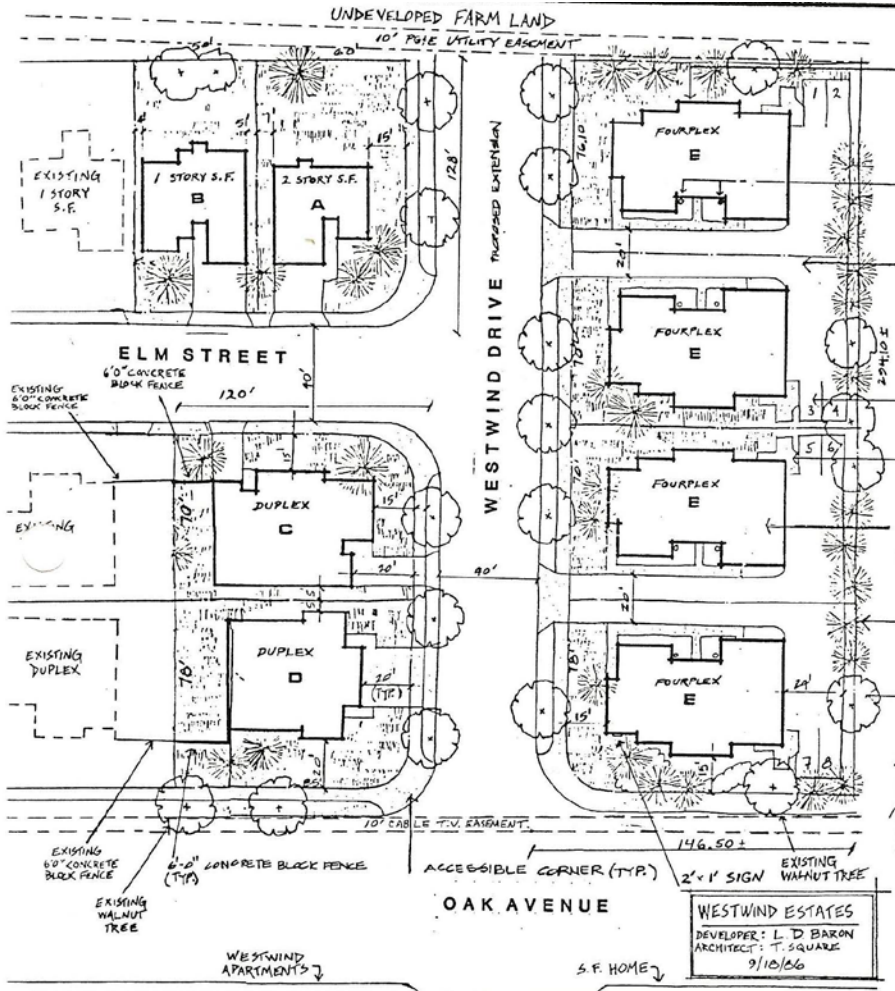


## MAP DRAWING

All maps must have the following information

1. Applicant's name
2. Date
3. Scale of drawing (i.e. 1/8" = 1')
4. Arrow showing North direction (Drawing should be oriented to the North)

## SITE PLAN



### SITE PLANS MUST SHOW:

1. Title block (name of applicant and date drawn)
2. Scale and north arrow
3. Property lines and dimensions of lot
4. Locations of existing and proposed buildings
5. Proposed use of all buildings
6. Street locations and widths
7. Easement locations, purposes and widths
8. Location of existing and proposed access, driveways, and curb cuts
9. Location of existing and proposed parking spaces and widths (numbered)
10. Fence locations
11. Sign locations
12. Landscaping, to include trees and major plantings only
13. Trash collection areas
14. Exterior lighting
15. Existing vegetation

## SUBDIVISION AND PARCEL MAPS (ADDITIONAL SITE PLAN REQUIREMENTS)

### IN ADDITION TO THE SITE PLAN REQUIREMENTS ON THE PREVIOUS PAGE, SUBDIVISION MAPS MUST INCLUDE:

#### TENTATIVE MAP

Each tentative map shall contain the following information as required by Merced Municipal Code, Section 18.16.080:

- (1) A key or location map on which shall be shown the general area including adjacent property, subdivisions, and roads.
- (2) The tract name, date, north point, scale, and sufficient legal description to define location and boundaries of the proposed subdivision.
- (3) Name and address of recorded owner or owners.
- (4) Name and address of the subdivider.
- (5) Name and business address of the person who prepared the map.
- (6) Acreage of proposed subdivision to the nearest tenth of an acre.
- (7) Contours at .5 foot interval to determine the general slope of the land and the high and low point thereof.
- (8) The locations, names, widths, radii of curves and grades of all existing and proposed roads, streets, highways, alleys and ways in and adjacent to the proposed subdivision or to be offered for dedication.
- (9) Proposed protective covenants.
- (10) Location and description of all easements.
- (11) Locations and size of all existing and proposed public utilities.
- (12) Proposed method of sewage and storm water disposal.
- (13) Location and character of all existing and proposed public open space in and adjacent to the subdivision and a statement of intention with regard to park land dedication or payment of a fee in lieu thereof.
- (14) Lot layout, dimensions and area in square feet of each lot and lot numbers.
- (15) City limit lines occurring within the general vicinity of the subdivision.
- (16) Classification of lots as intended land use, zone, and density.
- (17) Bearings and distances to quarter-section bounds within the general vicinity of the subdivision.
- (18) Proposed public improvements.
- (19) Statement as to whether the subdivision is to be recorded in stages.
- (20) Existing use and ownership of land immediately adjacent to the subdivision.
- (21) Preliminary title report issued not more than 60 days prior to the filing of the tentative map.
- (22) The outline of any existing buildings and indication of those proposed to remain in place and their location in relation to existing or proposed street lot lines.
- (23) Location of all existing trees and indication of those proposed to remain in place, standing within the boundaries of the subdivision.
- (24) Location of all areas subject to inundation or storm water overflow, the location, width and direction of flow of all watercourses and indicate flood zone classification.
- (25) Elevations of sewers at proposed connections.

Any of the foregoing required data which is impossible or impractical to place upon the tentative map shall be submitted in writing with the map.

**DIGITAL DATA Must Also Be Submitted per the Guidelines on Pages 7 and 8.**

### IN ADDITION TO THE SITE PLAN REQUIREMENTS ON THE PREVIOUS PAGE, PARCEL MAPS MUST INCLUDE:

A tentative or final map must be prepared by a registered civil engineer or licensed land surveyor. Blue or black line copies of 18" x 26" with a 1' margin shall be submitted for review. The map shall show:

#### (1). CERTIFICATES

- A. Ownership
- B. Improvement
- C. City Engineer
- D. County Surveyor
- E. County Recorder
- F. Engineers or Surveyors

#### (2). TITLE BLOCK

- A. Name of subdivision or tract number.
- B. Name and address of owner and subdivider.
- C. Name and address of licensed civil engineer or land surveyor who prepared the map.
- D. Approximate acreage of subdivision.
- E. Scale and date.
- F. Public utilities to be used.

#### (3). PARCEL MAP

- A. Sufficient legal description of the land and to describe the location of the Subdivision.
- B. North point.
- C. Location, width and proposed names of all streets within the boundaries of the subdivision and approximate radii of curves.
- D. The approximate grade of all streets or parts of streets.
- E. Location and width of alleys and easements.
- F. Lot lines and approximate dimensions.
- G. Classification of lots as to intended residential, commercial, industrial and other uses.
- H. The approximate location of areas subject to inundation of storm water overflow and the location, width and direction of flow of all watercourses.
- I. Location of all existing buildings, structures and trees.
- J. Location of all existing and proposed public utilities.
- K. Elevation of sewers at proposed connection.
- L. Contours where topography controls the layout of streets and lots.
- M. Proposed method of sewage disposal and storm water drainage.
- N. Proposed and existing street improvements in or adjoining the subdivision.
- O. Proposed protective covenants regarding use of property and building lines.
- P. Proposed tree planting.
- Q. Proposed public areas.
- R. A designation of land to be dedicated for park and recreational purposes, or an indication of the subdivider's desire to pay a fee in lieu thereof, as required by Section 18.40.
- S. Existing use and ownership of property immediately surrounding the subdivision.
- T. Location, names and widths of existing and proposed streets, highways, alleys, easements, railroad and other open spaces in adjacent areas.

Any of the foregoing required data which is impossible or impractical to place upon the tentative map shall be submitted in writing with the map.

Guidelines/Checklist  
Tentative Map Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_

Subdivision/Development: \_\_\_\_\_

Data Layers List:

AutoCAD Compatible Layer Name

(If different from labels on data layers list)

Existing/Proposed:

- |   |       |
|---|-------|
| <input type="checkbox"/> Fire hydrants            | _____ |
| <input type="checkbox"/> Gutter flow lines        | _____ |
| <input type="checkbox"/> Parcel/lot lines         | _____ |
| <input type="checkbox"/> Public utility easements | _____ |
| <input type="checkbox"/> Road center lines        | _____ |
| <input type="checkbox"/> Sewer lines              | _____ |
| <input type="checkbox"/> Sidewalks                | _____ |
| <input type="checkbox"/> Storm drain lines        | _____ |
| <input type="checkbox"/> Water lines              | _____ |

Guidelines/Checklist  
Final Map Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_

Subdivision/Development: \_\_\_\_\_

Application must include improvement plans and final map in electronic form. All digital data must conform to the City’s datum/coordinate system: Horizontal – U.S. State Plane, California

Data Layers List

AutoCAD Compatible Layer Name  
(If different from labels on data layers list)

- Backflow preventors \_\_\_\_\_
- Catch basins, inlets & outfalls \_\_\_\_\_
- Electric meters for City facilities \_\_\_\_\_
- Fire hydrants \_\_\_\_\_
- Gutter flow lines \_\_\_\_\_
- Irrigation lines \_\_\_\_\_
- Irrigation manholes \_\_\_\_\_
- Irrigation water valves \_\_\_\_\_
- Parcels \_\_\_\_\_
- Public utility easements \_\_\_\_\_
- Road center lines \_\_\_\_\_
- Sewer cleanouts \_\_\_\_\_
- Sewer lines \_\_\_\_\_
- Sewer manholes \_\_\_\_\_
- Sewer pump stations \_\_\_\_\_
- Sewer grease, sand, & oil separators \_\_\_\_\_
- Sidewalks \_\_\_\_\_
- Street lights \_\_\_\_\_
- Storm drain inlets & outlets \_\_\_\_\_
- Storm drain lines \_\_\_\_\_
- Storm drain pump stations \_\_\_\_\_
- Storm drain manholes \_\_\_\_\_
- Traffic signals & cabinets \_\_\_\_\_
- Water blow-offs \_\_\_\_\_
- Water lines \_\_\_\_\_
- Water meters \_\_\_\_\_
- Water sampling points \_\_\_\_\_
- Water valves \_\_\_\_\_
- Wells, water, monitoring, etc. \_\_\_\_\_



**ANNEXATION** is the process of bringing county land into the City of Merced. Substantial development of adjacent county properties first requires annexation to the City. Annexations are generally the most complicated and time consuming process of local government. This is due to the involvement of various agencies and the application of laws requiring adequate public notice. The Planning Commission will make a recommendation to the City Council. If the City Council approves the annexation, an application must be submitted to the Local Agency Formation Commission (LAFCO) who makes the final decision on annexation. Most annexations take 12 to 18 months to complete if there are few complications.

**APPEALS** of decisions made by any body may be made to the next highest decision-making body. Appeals may be made by any citizen or group, including the applicant and the City. All decisions are final at the City Council level. When filing an appeal, specific actions, conditions, and reasons must be given for the appeal. At the appeal hearings, the decision-making body may review and act on all aspects of the use, not just those being appealed.

**CONDITIONAL USE PERMITS** allow the proper integration into the community of uses which may be suitable only in specific locations. Conditional uses must be designed or laid out on the site in a particular manner to reduce adverse impacts on the surrounding neighborhood. If certain findings are made, conditional uses may be denied. Likewise, a conditional use may be conditioned to enable the city to control the extent of the use. Also, if conditions are not met, the CUP may be revoked and the use caused to cease. The Planning Commission approves conditional use permits (CUP) which takes approximately 8 weeks.

**DETERMINATIONS** by the Planning Commission are required if the Zoning Ordinance is unclear regarding a given topic. The Planning Commission will make a decision which may result in a Zoning Ordinance amendment. Inquire at the Planning Department to see if a determination may be necessary for a project.

**GENERAL PLAN AMENDMENTS** are the way to change the designation of a planned and/or future land use on the General Plan. The General Plan outlines the goals of the community and sets forth where and how the community should grow. The Planning Commission recommends to the City Council who makes the final decision. The amendment process takes approximately 16 to 18 weeks.

**MINOR SUBDIVISIONS** include parcel maps (creating four or fewer lots), boundary adjustments (moving a property line, but keeping the same number of lots), or lot mergers (combining two or more lots) and are reviewed by the Minor Subdivision Committee. The Minor Subdivision Review Committee determines whether a proposal complies with existing codes and ordinances, and conditions maps appropriately. Only property owners of all affected properties may apply for a minor subdivision. Most minor subdivisions take 2 to 4 weeks to process. A parcel map must be drawn by a registered engineer and requires a public hearing which lengthens the process by at least 2 weeks.

**PLANNED DEVELOPMENT ESTABLISHMENT** provides a zone which allows initial flexibility in design and zoning requirements while at the same time imposing specific developmental controls and plans to protect the character and quality of adjacent uses. Once a planned development zone is established, all future development must comply with these newly established controls and plans. Controls can include style of architecture, setbacks, land uses, circulation, landscaping, building size, signage and other requirements. The City Council makes the final action on planned development establishments giving consideration to the Planning Commission recommendation. It takes a minimum of 16 to 18 weeks to process the application. All future development within a planned development requires site plan review.

**PRE-ZONING** is an associated step in the annexation process. A city may pre-zone unincorporated territory adjoining the city for the purpose of determining the zoning that will apply to the property in the event of subsequent annexation to the City. The method of accomplishing pre-zoning is the same method used in re-zoning property within the city limits. Pre-zoning becomes effective zoning on the property at the same time that the annexation becomes effective. If a pre-zoning application is not approved, the property will be automatically zoned R-1-6 ( single-family residential) upon annexation. The City Council makes the final decision on pre-zonings following recommendations from the Planning Commission.

**SEWER/WATER** requests provide the opportunity for county residents to abandon their well or septic tank and hook up to City sewer or water services. The City only approves sewer or water requests to county residents if there is a documented (by the County Health Department) health hazard or if an annexation is pending. The City Council may act on sewer/water requests without a Planning Commission recommendation. This process may only take 4 to 6 weeks. The applicant should check on Engineering Department fees, installation charges, and plumber's costs before pursuing this application. Costs can be substantial.

**SITE UTILIZATION PLAN REVISION** is the means by which a planned development condition or design element may be changed. To revise conditions or design of a planned development, the applicant must demonstrate compelling reasons why a change is necessary. Revisions should be kept to a minimum because a planned development involves the integration of various concepts which should not be unraveled by numerous revisions. The Planning Commission makes a recommendation to the City Council, who makes the final decision. The process generally takes 16 to 18 weeks.

**SUBDIVISIONS** involve the creation of five or more lots or condominiums. Subdivision maps must be drawn by a registered engineer. Subdivisions are reviewed according to the provisions of the State of California Subdivision Map Act and local codes and ordinances. However, any condition may be applied to the subdivision to protect the interest of the project, surrounding property and neighborhood. The review process is quite lengthy because of interim meetings with the applicant, engineer and utility companies. It is generally 8 to 10 weeks before the Planning Commission takes action. After the Planning Commission's approval, the applicant has two years to file for a final subdivision map unless an extension is requested and approved.

**ZONE CHANGES** allow for changing the boundaries of zoning districts whenever the public necessity, convenience, and general welfare require such amendments. An amendment may be initiated by the City Council, by the Planning Commission, or by application from one or more owners of property affected by the proposed amendment. **THE APPLICANT MUST DEMONSTRATE THAT THE PUBLIC NECESSITY, CONVENIENCE, AND GENERAL WELFARE REQUIRE THE AMENDMENT.** Most often, a General Plan amendment must accompany a zone change application. The City Council acts on zone changes after hearing the recommendation of the Planning Commission. The process generally takes 16 to 18 weeks.

SEQUENTIAL STEPS IN THE APPLICATION PROCESS								
<b>APPLICATION</b>	Applicant has preliminary discussion with a staff member to discuss the project.	Applicant submits appropriate application, maps, environmental review forms, title report, and fee to Planning Department.	Planning staff members prepares staff report.	Planning Commission holds public hearing and approves or denies conditions.	Applicant may appeal Planning Commission action to City Council within 5 days of action.	Planning Commission holds public hearing and recommends to City Council to approve or deny application.	City Council holds public hearing and upholds or reverses Planning Commission action.	City notifies applicant of actions taken.
<b>ANNEXATION</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>			<b>4</b>	<b>5</b>	<b>6*</b>
<b>APPEAL</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>		<b>4 or 5</b>		<b>4</b>	<b>5</b>
<b>CONDITIONAL USE PERMIT</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>			<b>6</b>
<b>DETERMINATION</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>	<b>4</b>		<b>4</b>	<b>5</b>	<b>6</b>
<b>GENERAL PLAN AMENDMENT</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>			<b>4</b>	<b>5</b>	<b>6</b>
<b>PLANNED DEVELOPMENT ESTABLISHMENT</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>			<b>4</b>	<b>5</b>	<b>6</b>
<b>PREZONING</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>				<b>4 **</b>	<b>6</b>
<b>SEWER/WATER</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>			<b>4</b>	<b>5</b>	<b>6</b>
<b>SITE UTILIZATION PLAN REVISION</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>			<b>4</b>	<b>5</b>	<b>6</b>
<b>ZONE CHANGE</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>					

<b>FOR SUB-DIVISIONS</b>	Applicant has preliminary discussion with staff member to discuss project.	Applicant submits appropriate application, maps, environmental review forms, title report, and fee to Planning Department.	Planning and Engineering Departments prepare conditions of approval.	Subdivision Review Committee holds hearing to establish conditions of approval.	Planning Commission holds public hearing to approve, modify, or deny application.	Applicant may appeal Planning Commission action to City Council within 5 days of action.	Applicant prepares improvement plans and submits Final Map Application to Planning Department.	Engineering Department reviews plans and notifies applicant of any corrections.	Applicant posts bond and submits corrected plans.	City Council approves subdivision map.	Engineering Department records map.
<b>TENTATIVE SUBDIVISION MAP</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>					
<b>FINAL MAP</b>							<b>STEP 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>PARCEL MAP</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>	<b>4</b>		<b>5</b>					
<b>BOUNDARY ADJUSTMENT</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>								
<b>LOT MERGER</b>	<b>STEP 1</b>	<b>2</b>	<b>3</b>								

**\* Following City Council action, the applicant must apply to LAFCO. LAFCO holds annexation hearings. City Council annexes property.**

\*\* City Council may take action without a recommendation from the Planning Commission.

## **ATTACHMENTS:**

- 1. Planning Commission Meeting Dates and associated application submittal deadlines for the most current year**
- 2. Planning and Development Fee Schedule for the most current year**

## 2024-2025 PLANNING COMMISSION MEETING DATES

<u>MEETING DATES</u>	<u>APPLICATIONS MUST BE SUBMITTED BY</u>
CITY COUNCIL, <u>TUESDAY</u> , JANUARY 2, 2024 January 3, 2024	Monday, November 6, 2023
CITY COUNCIL, <u>TUESDAY</u> , JANUARY 16, 2024 January 17, 2024	Monday, November 20, 2023
February 7, 2024	Monday, December 11, 2023
CITY COUNCIL, <u>TUESDAY</u> , FEBRUARY 20, 2024 February 21, 2024	Tuesday, December 26, 2023
March 6, 2024	Monday, January 8, 2024
March 20, 2024	Monday, January 22, 2024
April 3, 2024	Monday, February 5, 2024
April 17, 2024	Monday, February 19, 2024
May 8, 2024	Monday, March 11, 2024
May 22, 2024	Monday, March 25, 2024
June 5, 2024	Monday, April 8, 2024
June 20, 2024	Monday, April 22, 2024
July 3, 2024	Monday, May 6, 2024
July 17, 2024	Monday, May 20, 2024
August 7, 2024	Monday, June 10, 2024
August 21, 2024	Monday, June 24, 2024
CITY COUNCIL, <u>TUESDAY</u> , SEPTEMBER 5, 2024 September 4, 2024	Monday, July 8, 2024
September 18, 2024	Monday, July 22, 2024
October 9, 2024	Monday, August 12, 2024
October 23, 2024	Monday, August 26, 2024

<u>MEETING DATES</u>	<u>APPLICATIONS MUST BE SUBMITTED BY</u>
November 6, 2024	Monday, September 9, 2024
#November 20, 2024	Monday, September 23, 2024
December 4, 2024	Monday, October 7, 2024
#December 18, 2024	Monday, October 21, 2024
January 8, 2025	Tuesday, November 12, 2024
CITY COUNCIL, <u>TUESDAY</u> , JANUARY 21, 2025 January 22, 2025	Monday, November 25, 2024
February 5, 2025	Monday, December 9, 2024
CITY COUNCIL, <u>TUESDAY</u> , FEBRUARY 18, 2025 February 19, 2025	Monday, December 23, 2024
March 5, 2025	Monday, January 6, 2025
March 19, 2025	Tuesday, January 21, 2025

Notes:

1. Placement of items on Planning Commission agendas are subject to adjustment depending on the number of pending development applications, length of environmental review required, application completeness, meeting cancellations, etc. Meeting the application deadlines above is not a guarantee that the item will be placed on that agenda.
2. As a Charter City, the City can consider General Plan Amendments at any time.
3. Please note that if a Planning Commission item requires City Council approval, that the City Council meeting date will generally be approximately 6 weeks from the Planning Commission date, but could be extended depending on workload and other factors noted in #2 above.

# (Strong possibility this meeting will be cancelled.)

**CITY OF MERCED**  
**PLANNING AND DEVELOPMENT FEE SCHEDULE**

*[Effective January 1, 2024, per Annual Adjustment (CPI = 2.76%) per City Council Resolution #09-74]*

<b><u>Application Type</u></b>	<b><u>Application Fee</u></b>
<b>ANNEXATION &amp; PRE-ZONING</b> <i>(See Note #3)</i>	
Single R-1 Lot (1 acre or less) <i>(See Note #2)</i>	\$1,509
All Other Annexations <i>(See Note #5)</i>	\$3,018
	+\$224/acre
	Actual Cost w/ \$30,000
	Deposit (Over 200 ac)
Pre-Annex Development Agmt (Payable to Planning Dept)	\$4,528
Pre-Annex Development Agmt (Payable to City Atty)	\$7,546
<b>APPEALS</b> <i>(See Note #10)</i>	
Conditional Use Permits (CUP)	\$453
Tentative Subdivision Map	\$453
Design Review Commission (Appeal to Council)	\$302
Appeal of Certification of Alteration	\$75
<i>Minor Subdivisions:</i>	
Lot Splits/Parcel Maps	\$302
Site Plan Review Committee	\$340
Miscellaneous Appeals	\$340
<b>COMMERCIAL CANNABIS BUSINESS PERMITS</b>	
<b>(CCBP)</b> <i>(See Note #11)</i>	
<i>City Council Resolutions #2017-67 &amp; #2021-43</i>	
<u>CCBP Application Fees</u>	
Phase 1 (All Types)	\$1,185
Phase 2 (Merit-Based)	\$10,544
Phase 2 (Non-Merit Based)	\$7,683
Background Checks for Owners of 5%+ Over 1 Owner (Phase 2)	\$1,761
Annual CCBP Renewal	\$2,744
Appeal of a CCBP	\$460
Appeal of a CCBP Renewal	\$581
<u>Annual Regulatory Fees</u>	
Cultivation--Up to 10,000 SF (2 Inspections/Yr)	\$9,350
Cultivation--Nursery Only (2 Inspections/Year)	\$9,350
Distribution (2 Inspections/Year)	\$8,942
Manufacturing (2 Inspections/Year)	\$9,350
Retail Sales (2 Inspections/Year)	\$8,942
Testing (2 Inspections/Year)	\$7,501
<b>CONDITIONAL USE PERMITS (CUP)</b>	
Admin CUP's for Signs and Minor Use Permits (Staff Approval only)	\$302
Minor: (Signs, walls, etc. if goes to Planning Commission)	\$755
Regular CUP (R-1 uses, churches, Land use or design only, etc.)	\$3,773
Major CUP (Land use and design; P-D's)	\$3,773
<i>Note: No Charge for CUP's for Community Gardens</i>	+\$149/acre

<u>Application Type</u>	<u>Application Fee</u>
<b>DESIGN REVIEW &amp; HISTORIC PRESERVATION</b>	
Painting and Small Signs (Staff)	\$37
Signs, Awnings, and Simple Modifications (Staff)	\$113
Remodels and Site Improvements (DRC)	\$755
New Developments (DRC)	\$1,811
<u>Historic Preservation Applications (DRC/HPC)</u>	
Application for Historic Resource (DRC & Council)	\$377
Certificate of Alteration for an Historic Resource	\$226
<b>DETERMINATIONS/INTERPRETATIONS</b>	
By Planning Commission	
Single R-1 Lot	\$755
Other	\$755
By Staff	\$75
<b>ENVIRONMENTAL REVIEW</b>	
Categorical Exemption	\$151
Negative Declaration	\$1,509
Mitigated Negative Declaration	\$7,546
Expanded Initial Study	\$7,546
Environmental Impact Report	Based on Cost (See Note #5) (Deposit Required)
<u>Additional Related Fees</u>	
Merced County Clerk Filing Fee (Required of all)	\$50 check made out to "Merced County"
EIR/EIS Contract Management Fee	10% of Cost
<i>State Fish &amp; Game Fees:</i> (Check needs to be made out to Merced County and must accompany the NOD) (See Note #8)	
For Negative Declarations	\$2,916.75
For EIR's	\$4,051.25
<b>EXTENSIONS</b>	
Tentative/Final Subdivision Maps	\$306
Minor Subdivisions	\$115
Variances	\$153
<b>FINAL SUBDIVISION MAPS</b>	
Final Subdivision Map	\$6,115
Final Subdivision Map Extensions/Amendment to Agreement	\$1,147
Reversion to Acreage (Requires a Final Map)	\$6,115
Engineering Plan Check	3/4% of the public improve- ment value
<b>GENERAL PLAN AMENDMENTS</b>	\$3,057 +\$149/acre



<u>Application Type</u>	<u>Application Fee</u>
<b>MINOR SUBDIVISIONS</b>	
Lot Splits/Parcel Maps	\$1,207
Lot Line Adjustment	\$604
Lot Mergers	\$604
Subdivision Map Exemption Investigation	\$302
Reversion to Acreage	See Final Maps
Certificate of Compliance	\$226
<b>MISCELLANEOUS</b>	
Administrative Revision to Site Plans or Elevations (Or Minor Modification Permits)	\$226
Abandonment (Street)	\$226
<i>Building Permit--Planning Site Plan Review Only</i>	
Residential/Remodals/Tenant Imp/Pools/Signs	\$75
Commercial (New Construction)	\$302
Industrial (New Construction)	\$302
Continuance Requests - Planning Commission Public Hearings (After agenda is published)	\$226
Covenants of Easement	\$453
Encroachment Permits (If have to go to City Council)	\$453
Home Occupation Permits (Minor) [Major Home Occupations are charged the Minor Use Permit Fee]	\$38
Restaurant Encroachment Permit ( <i>See Note #9</i> )	\$226
Staff Research Time	\$65 per 1/2 hour
Street Closures: ( <i>See Note #9</i> )	
Staff Review	\$75
Council Review	\$453
Temporary Outdoor Use Permit	\$75
Will Serve Letter (Utilities)	\$151
Zoning Compliance Letter (Involves City Atty)	\$604
Zoning Verification Letter (Planning Staff Only)	\$113
<b>NAME CHANGES</b>	
Subdivision Names (once public hearing notice has been published)	\$377
Street Names (for subdivisions, once final map has been approved)	\$1,509
<b>PRE-APPLICATION REVIEW</b> (See Note #1)	
Annexation Pre-Applications (Includes City Council Review-Note #12)	\$1,509
Minor (CUP's, Site Plan Review, etc.)	\$189
Major (Zone Changes, General Plan Amendments, SUP Revisions, Tentative Maps, etc.)	\$302

<u>Application Type</u>	<u>Application Fee</u>
<b>SERVICE (WATER &amp; SEWER) REQUESTS</b> (County Property) Staff Review City Council Review	\$226 \$302 + \$20/acre or portion thereof
<b>SITE PLAN REVIEW</b> Minor: (Minor change in existing site or change in use with minor design adjustments) Major: (Major redesign of existing site or design of vacant site) ( <i>Large projects may be charged on an hourly basis</i> ) (See Note #6) <i>Other:</i> <i>Accessory Dwelling Units (Minor Use Permit) &amp; Community Gardens</i> <i>Recycling Centers</i>	\$906 \$1,509 No Charge \$302
<b>SITE UTILIZATION PLAN ESTABLISHMENT</b> Residential Planned Development (RP-D) and Planned Development (P-D)	\$4,528 +\$149/acre
<b>SITE UTILIZATION PLAN REVISIONS</b> (See Note #4) (Fee also applies to Special Project Permits)	\$2,264 +\$149/acre
<b>TENTATIVE SUBDIVISION MAPS</b> 1-50 Lots 50+ Lots	\$4,528 \$7,546
<b>VARIANCE</b> Single R-1 lot All Others Multiple on one application	\$1,283 \$1,509 \$2,264
<b>ZONE CHANGES</b> (Including to Planned Developments)	\$4,528 +\$149/acre
<b>ZONING TEXT AMENDMENTS</b> (Amendments to Title 20 of Merced Municipal Code) Re: Standards (Setbacks, signs, etc.) Re: Land Use (Adding a land use to a zone, adjusting requirements for a specific land use, etc.)	\$1,509 \$2,264

**NOTES**

1. Pre-Application Review Charge may be assessed on any request to consider a particular piece of property for development activity, including change of zoning, preliminary site plan review, preliminary review of a subdivision layout, or as otherwise determined by the Director of Development Services. This charge will be credited against any “Application Fee” subsequently received from the applicant for the subject project.
2. R-1 Type Uses. Those uses eligible for consideration as conditional uses in an R-1 residential zone or any R-1 use (principally permitted or otherwise) when considered for a conditional use permit in another zone.

**NOTES (Continued)**

3. Annexations. Fees paid at time of application are for processing by the City. If approved by the City Council, additional fees (payable to LAFCO) will be required with the new application due to the Local Agency Formation Commission (LAFCO) at that time. The final step in a completed annexation is submission to the California State Board of Equalization, which will require an additional fee (payable to the State). The base fee, a minimum of several hundred dollars, is tied to acreage and increases as the size of the annexation increases. (If an applicant wants more information on these prospective fees, please call the Merced County Planning Department at 385-7654.)
4. Site Utilization Plan Revisions. A Site Plan Review Permit is also required before construction. A Special Project Permit has a similar review process as SUP Revisions, so the fee would be the same.
5. Based on Cost (Deposit Required). Application fee is based on the actual cost of time, services, and materials incurred in processing the application. With the exception of environmental reviews, the deposit is due upon application. Any costs above the deposit are due and payable prior to final Planning Commission/City Council action. The deposit and actual cost for environmental reviews will be determined on a case by case basis after the application is accepted, and the deposit is due before work commences.
6. Fee Adjustments. Per MMC 20.66.030(D), the Director of Development Services shall have the authority to lower or increase the fee in any individual case, not to exceed the actual cost of staff time, or waive the payment for another government agency, or non-profit, tax exempt organization, or where good cause appears. In the case where no application fee has been adopted, the Director will determine which adopted fee to charge that would be equivalent based on the similar level of effort and review required.
7. Refunds. Partial refunds can be given if applications are withdrawn prior to public hearing. However, the cost of actual staff time or direct costs spent on the application will be deducted from the original amount prior to a refund being granted. Please note that refunds can only be given within 1 year after application submittal due to budgeting constraints.
8. State Fish & Game Fees: These are fees charged by the State of California to fund programs for the CA Department of Fish & Game. This is not a City or County fee but the City is obliged to comply with the State law in order to complete your environmental review process. The project planner will ask the project applicant to submit these fees at least 5 days prior to the final Planning Commission or City Council action on the project, so the Notice of Determination (which limits the time frame for filing CEQA lawsuits) can be filed with these fees. These fees are subject to an annual increase each January 1st. Please check with the City Planning Division for the most current fee before submitting.
9. Fees Established By Code: Certain Applications are set by the Merced Municipal Code (M.M.C.): Restaurant Encroachment Permit (MMC Title 12.36.060) and Street Closure (MMC Title 12.42.050)
10. Appeal Fee: If a decision is made in the appellant's favor, the City will refund the appeal fee.

**NOTES (Continued)**

11: Commercial Cannabis Business Permits (CCBP): Per City Council Resolutions #2017-67 (adopted 12/18/17) and #2021-43 (adopted 6/7/21), CCBP Application fees are due and payable upon submittal of a Commercial Cannabis Business Permit Application. The amount of the fees are adjusted annually to account for inflation by using the Consumer Price Index (CPI). In no event, shall the fees in any year be less than the preceding year. The Regulatory Fee is to be due and payable prior to opening the business and thereafter on or before the anniversary date. The Regulatory Fee may be amended from time to time based upon actual costs. The amount of the fees are adjusted annually to account for inflation by using the Consumer Price Index (CPI). In no event, shall the fees in any year be less than the preceding year.

12: Annexation Pre-Application (Includes City Council Review): Annexation Pre-applications are different from regular pre-applications that are only reviewed by City Staff in that Annexation Pre-applications are also reviewed by the City Council and Merced County Local Agency Formation Commission (LAFCO) staff to provide early guidance on annexation requests. Please see the separate "Annexation Pre-Application" application form for details regarding submittals and process. Fee charged is the same as a "Major Site Plan Review" permit and can be credited toward an official annexation application.



**City of Merced**  
**Commercial Cannabis Business Permit (CCBP) Application Fees and Cannabis**  
**Business Annual Regulatory Fees**

<u>CCBP Application Fees</u>	<u>Fee (2024)</u>
Phase 1 (All Types)	\$1,185
Phase 2 (Merit-Based)	\$10,544
Phase 2 (Non-Merit Based)	\$7,683
Background Checks for Owners over 5%+ Over 1 Owner (Phase 2)	\$1,761
Annual CCBP Renewal	\$2,744
Appeal of a CCBP	\$460
Appeal of a CCBP Renewal	\$581

Note: Application fees are due and payable upon submittal of a Commercial Cannabis Business Permit Application. The amount of the fees shall be adjusted annually (starting on January 1, 2019) to account for inflation by using the Consumer Price Index (CPI). In no event, shall the fees in any year be less than the preceding year.

<u>Annual Regulatory Fees</u>	<u>Fee (2024)</u>	<u># of Inspections/Year</u>
Cultivation--Up to 10,000 SF	\$9,350	2
Cultivation--Nursery Only	\$9,350	2
Distribution	\$8,942	2
Manufacturing	\$9,350	2
Retail Sales	\$8,942	2
Testing	\$7,501	2

Note: The Regulatory Fee is to be due and payable prior to opening the business and thereafter on or before the anniversary date. The Regulatory Fee may be amended from time to time based upon actual costs. The amount of the fees shall be adjusted annually (starting on January 1, 2019) to account for inflation by using the Consumer Price Index (CPI). In no event, shall the fees in any year be less than the preceding year.

**EXHIBIT A of City Council Resolution #2017-67 & #2021-43 as Amended through Annual Adjustment by CPI of 2.76%, Effective January 1, 2024**