



**CITY OF MERCED
 PLANNING DIVISION
 DEVELOPMENT PRE-APPLICATION
 678 W. 18th Street
 Merced, CA 95340
 (209) 385-6858
 FAX (209) 725-8775**

For Office Use Only

RECEIPT NO.	PRE-APP NO
FILING FEE	DATE
CHECK NUMBER	RECEIVED BY

Name of Property Owner: _____ Address/City/State/Zip Code: _____ Phone: _____

E-mail: _____
 Name of Applicant: _____ Address/City/State/Zip Code: _____ Phone: _____

E-mail: _____
 Street Address or Location of Property (Be Specific): _____

Assessor's Parcel Number(s): _____ Present Zoning: _____

Detailed Description of Proposed Project: _____

PROPERTY OWNER'S SIGNATURE
 (Required)

PROPERTY OWNER'S ADDRESS

***NOTE:** If the property owner(s) is an LLC or a corporation, we require documentation that shows the person(s) who is signing the application is authorized to sign for the LLC or corporation.

GENERAL INFORMATION ABOUT PRE-APPLICATIONS

Pre-applications are designed for all types of development applications to get the initial reaction of the city staff regarding a particular project. We encourage all applicants to begin a project with a pre-application. It involves minimal costs and time and often, in fact, saves time and money in the long run if an applicant can plan the project according to projected requirements rather than be required to change a project in mid-stream. This will make the public hearing and construction approval much smoother for all concerned. The staff will review a preliminary set of plans or concepts and suggest revisions if necessary. After a pre-application is reviewed, an official application must be submitted by the applicant to continue the decision-making process. Final decisions on all applications must be made by the Planning Commission or City Council.

MATERIALS TO SUBMIT

One copy of drawings, sketches, photos and/or a written description of the item(s) for review should be submitted along with the application. Any other pertinent information that will assist staff in reviewing your proposal should also be submitted. It is not necessary to prepare architectural/engineering quality drawings for a pre-application. However, sketches or a written description must be detailed enough to allow efficient review by staff.

PRE-APPLICATION REVIEW COMMENTS

A pre-application may be submitted at any time. Staff usually reviews development projects on Thursday afternoons. Pre-applications are usually reviewed within two weeks of application. The applicant will receive a phone call from the Project Planner notifying you of when your project will be reviewed. The applicant is encouraged to attend the meeting, but if you are unable to, the Project Planner will phone you as soon as possible after the meeting to review staff comments. After receiving staff comments, it is up to the applicant to file an official development application to proceed with the project.

CREDIT FOR FEE

A pre-application review charge will be assessed on any request to consider a particular piece of property for development activity. This charge will be credited against any development application deposit subsequently received from the applicant for the subject project.

FOR OFFICE USE ONLY**TYPE OF PROJECT FOR REVIEW (Check Appropriate Box)**

- | | |
|---|--|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Sewer/Water Agreement |
| <input type="checkbox"/> Determination | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Site Utilization Plan Revision |
| <input type="checkbox"/> Minor Subdivision (Lot Split, Boundary Adjustment, Lot Merger) | <input type="checkbox"/> Zone Change From _____ to _____ |
| <input type="checkbox"/> Planned Development Establishment | <input type="checkbox"/> Other _____ |

ITEMS FOR REVIEW (Check Appropriate Box)

- | | |
|--|---|
| <input type="checkbox"/> Site Planning | <input type="checkbox"/> Proposed Use(s) – Describe Below |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Streets and Access |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Density | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Sewer/Water Availability | <input type="checkbox"/> Trash Collection Options |
| <input type="checkbox"/> On-Site Circulation | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Public Improvement | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Parking Layout and Ratios | |

Additional Comments/Descriptions:

N:Shared:Application Forms:Development Pre-Application

CITY OF MERCED
PLANNING AND DEVELOPMENT FEE SCHEDULE

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

<u>Application Type</u>	<u>Application Fee</u>
ANNEXATION & PRE-ZONING <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
APPEALS <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
COMMERCIAL CANNABIS BUSINESS PERMITS	
(CCBP) <i>(See Note #11)</i>	
<i>City Council Resolutions #2017-67 & #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
CONDITIONAL USE PERMITS (CUP)	
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>
DESIGN REVIEW & HISTORIC PRESERVATION	
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
DETERMINATIONS/INTERPRETATIONS	
By Planning Commission	
Single R-1 Lot	\$755
Other	\$755
By Staff	\$75
ENVIRONMENTAL REVIEW	
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 & 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
EXTENSIONS	
Tentative/Final Subdivision Maps	\$306
Minor Subdivisions	\$115
Variances	\$153
FINAL SUBDIVISION MAPS	
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
GENERAL PLAN AMENDMENTS	\$3,057 +\$149/acre

<u>Application Type</u>	<u>Application Fee</u>
MINOR SUBDIVISIONS	
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
MISCELLANEOUS	
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
NAME CHANGES	
Subdivision Names (once public hearing notice has been published)	\$377
Street Names (for subdivisions, once final map has been approved)	\$1,509
PRE-APPLICATION REVIEW (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>
SERVICE (WATER & SEWER) REQUESTS (County Property) Staff Review City Council Review	\$226 \$302 + \$20/acre or portion thereof
SITE PLAN REVIEW 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) & Community Gardens</i> <i>Recycling Centers</i>	\$906 \$1,509 No Charge \$302
SITE UTILIZATION PLAN ESTABLISHMENT Residential Planned Development (RP-D) and Planned Development (P-D)	\$4,528 +\$149/acre
SITE UTILIZATION PLAN REVISIONS (See Note #4) (Fee also applies to Special Project Permits)	\$2,264 +\$149/acre
TENTATIVE SUBDIVISION MAPS 1-50 Lots 50+ Lots	\$4,528 \$7,546
VARIANCE Single R-1 lot All Others Multiple on one application	\$1,283 \$1,509 \$2,264
ZONE CHANGES (Including to Planned Developments)	\$4,528 +\$149/acre
ZONING TEXT AMENDMENTS (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