



City of
Los Banos
At the Crossroads of California

**Community & Economic
Development Department**
520 J St.

Los Banos, CA 93635
Phone: (209) 827-7000 ext. 2431
www.losbanos.org

DONATION BIN SUBMITTAL REQUIREMENTS

- ☐ Completed application, including the following information. *If additional space is needed please attach a separate sheet of paper to this application, as well as any supporting documentation necessary to verify the items listed below:*
 - Name, address, email, website (if available) and telephone number of the applicant
 - Name, address, email, website (if available) and telephone number of the operator of the unattended donation/collection box
 - Name, address, email, website (if available) and telephone number of the property owner of the parcel on which each donation/collection box is located
 - Name, address, email, website (if available) and telephone number of the person responsible for maintaining each donation/collection box
 - Signed notarized statement from the property owner or property owner's agent of the parcel consenting the placement of the unattended donation/collection box
 - If property owner agent, letter of authorization needed
 - Description of the manner in which the donated items will be utilized, whether it shall be used, sold, disposed of, or used for charitable purposes
 - If solicitation of donated item are for charitable purposes, written proof sufficient to establish that the operator who will utilize the unattended donation/collection box is qualified to solicit donations of salvageable personal property pursuant to California Welfare and Institutions Code Section 148.3, as amended
 - Outside dimensions of the unattended donation/collection box not to exceed four (4') feet by four (4') feet by six (6') feet
 - The text of the disclosures that will be made on the unattended donation/collection box as required by Section 9-3.4005(a)(4) and (5)
 - The physical address of the real property where the unattended donation/collection box shall be located
- ☐ Cost Recovery Contract
- ☐ Completed Environmental Checklist
- ☐ Site Plan
 - 8.5" x 11" format

- Depicting the proposed location of the unattended donation/collection box on the real property
- Depicting the size of the proposed unattended donation/collection box
- Application fee - \$432.81 Initial; \$163.24 Renewal

Note: *Staff may determine that supplemental information is necessary to verify compliance with the criteria specified in the submittal requirements referenced above.*



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Uniform Application

In order for Applications to be deemed complete under California Government Code Section 65943, the following items must be provided:

1. Completed Uniform Application
2. Development Plans as required by Submittal Requirements
3. Appropriate Filing Fee

GENERAL REQUIREMENTS (Print Clearly or Type)

Property Owner's Name:		(staff use only)
Address:		File No.:
Home/Cell No.:	Work No.:	Related Files:
E-mail Address:	Fax No.:	
Applicant's Name:		Date Rec'd:
Address:		Rec'd by:
Home/Cell No.:	Work No.:	Fees Paid:
E-mail Address:	Fax No.:	Receipt No.:
Representative's Name:		Approved by:
Address:		Date Approved:
Home/Cell No.:	Work No.:	Resolution No(s).:
E-mail Address:	Fax No.:	

Please Note: If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his or her behalf and both shall sign this application.

TYPE OF APPLICATION (check all that apply)

- | | |
|---|---|
| ☐ Administrative Permit (AP) | ☐ Mobile Food Vendor Permit (MFVP) |
| ☐ Annexation (ANX) | ☐ Planned Development Reclassification (PDR) |
| ☐ Appeal | ☐ Pre-zone |
| ☐ Area Plan | ☐ Rezone (ZC) |
| ☐ Block Party Permit | ☐ Sign Review (SR) |
| ☐ Conditional Use Permit (CUP) | ☐ Site Plan Review (SPR) |
| ☐ Cottage Food Operations (CFO) Permit | ☐ Special Events Permit (SEP) |
| ☐ Donation/Collection Bins Permit | ☐ Temporary Uses Permit (TUP) |
| ☐ Farmers' Market Permit | ☐ Tentative Parcel Map (TPM) |
| ☐ Final Development Plan (FDP) | ☐ Tentative Tract/Subdivision Map (TTM) |
| ☐ General Plan Amendment (GPA) | ☐ Vesting Tentative Tract/Subdivision Map (VTTM) |
| ☐ Initial Environmental Assessment | ☐ Variance |
| ☐ Master Development Plan | ☐ Other: _____ |

PROJECT DESCRIPTION (attach additional sheets if necessary)

Description and purpose of proposal:

Address and Location of Property:

Assessor's Parcel Number(s):

Current Zoning:

Proposed Zoning (if applicable):

Current General Plan (GP) Designation:

Proposed GP Designation (if applicable):

Existing Use of Property:

Description of Surrounding Uses:

NON-RESIDENTIAL PROJECTS OFFICE/ RETAIL/ INDUSTRIAL/ INSTITUTIONAL PROJECT SUMMARY TABLE

SITE AREA DISTRIBUTION

Site Area: Gross acres: _____ Net acres: _____

Proposed Phasing: _____

Building Area: Existing Structures: _____ sq ft New Structures: _____ sq ft

Existing Floor Area Ratio (FAR): _____ Proposed Floor Area Ratio (FAR): _____

Height: _____ sq ft

Number of Floors: _____

For Commercial Developments:

Market/Service Area: ☐ Neighborhood ☐ City ☐ Regional

Square Footage: _____

For Industrial Developments:

Use: ☐ Warehouse/Distribution ☐ Manufacturing ☐ Multi-tenant ☐ Other

Square Footage: _____ Estimated Employees Per Shift: _____

For Institutional Developments:

Use/Function: _____

Estimated Employees Per Shift: _____

Estimated Number of Occupants: _____

BUILDING INFORMATION

Occupancy Classification: _____

Occupancy Code: _____

Type of Construction: _____

Roof Materials: _____

AREA DISTRIBUTION (based on net area)

Acres/Sq Ft

% of Net Area

Building Coverage: _____

Vehicular (Paved) Coverage: _____

Landscape Coverage: _____

PARKING

Type of Use	Parking Ratio	# of Spaces Required	# of Spaces Provided
TOTALS			

Attach separate sheet(s) if necessary to provide complete Land Use/Unit/Density/Area Parking breakdown.

RESIDENTIAL PROJECT SUMMARY TABLE (if applicable)

PROJECT AREA

Site Area: Gross acres: _____ Net acres: _____

No. of Phases: _____

DWELLING UNITS (based on net acres)		Number	Net Density
Single Family Detached			
Single Family Attached			
Multi-Family/Condominium			
	Studio		
	One Bedroom		
	Two Bedroom		
	Three Bedroom		
	Four or More Bedrooms		
	TOTAL		

AREA DISTRIBUTION (based on net area)		Acres/Sq Ft	% of Net Area
Building Coverage			
Landscape Coverage			
Vehicular (Paved) Coverage			
Common Open Space			
Private Open Space (per unit)			N/A

PARKING	Parking Ratio	# of Units	Spaces Req'd	Spaces Provided
Single-Family Detached				
Single-Family Attached				
Multi-Family/Condominium				
TOTAL				

Attach separate sheet(s) if necessary to provide complete Land Use/Unit/Density/Area Parking breakdown.

PROJECT LOCATION LETTER OF AUTHORIZATION

PROJECT LOCATION

General Location/Address of Project:

Assessor's Parcel No(s):

Precise Legal Description (Attach. Required for the following : Rezoning, Annexation, Street or Alley Abandonment):

AFFIDAVIT

If property owner is a trust, partnership, LLC, then the signature shall be a corporate officer. Attach additional sheets if necessary.

I, _____, hereby certify that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge.

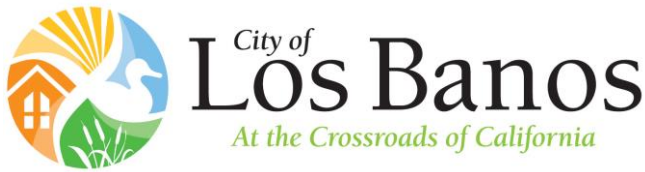
Applicant (signature)

Applicant (print name)

I, _____, hereby certify that I am the owner (if other than the applicant) of real property involved in this application, do hereby consent to the filing of this application. Attach separate sheets if multiple property owners.

Owner (signature)

Owner (print name)



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ENVIRONMENTAL INFORMATION FORM

This questionnaire will assist the Community & Economic Development Department in evaluating the proposed project and its potential environmental impacts. Complete and accurate information will facilitate the environmental assessment and review, and will minimize future requests for additional information.

GENERAL INFORMATION

If the proposal is a component of an overall larger project, describe the phases below and indicate them on the site plan:

If this project (as a whole, or) is part of another project for which a negative declaration or environmental impact report has been prepared by or for the City or County, please indicate name and document below:

Will the project require certification, authorization, or issuance of a permit by any public agency other than the City of Los Banos?

☐ Yes ☐ No

If yes, indicate what agencies: _____

Associated Projects: _____

SCHOOL INFORMATION

School District(s) serving site: _____

ENVIRONMENTAL SETTING (site characteristics)

1. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, any cultural, historical or scenic aspects. Describe any existing structures on the site to be demolished, removed, or reused.

2. Are there any natural or man-made drainage channels through or adjacent to the project site? If yes, explain.

City of Los Banos
Environmental Information Form
Page 2 of 2

3. Describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family residential, apartments, shopping center, office building, etc.), and the scale of development (height, frontage, setback, rear yard etc.).

4. Will the project increase noise, dust, light and glare, or use hazardous materials? If yes, discuss and explain mitigation measures:

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature (Applicant/agent)

Phone No.:

Print Name and Title (Applicant/agent)



COST RECOVERY BASED FEES CONTRACT

There are two types of fees for entitlements: a flat rate or a deposit plus staff time and materials (Cost Recovery). The Cost Recovery Based Fee Contract is for certain entitlements which require a public hearing or are, in general, more complex to process. These applications require a deposit and a completed Cost Recovery Based Fee Contract. This means that the applicant will be billed for the full cost of processing the application based on staff time and materials over and above the amount of the deposit. Staff's hourly rates shall be determined by annual regular work order rates established by the City of Los Banos Finance Department for the given fiscal year(s) in which the application is processed. For applications requesting multiple entitlements, the deposit shall be the sum of the individual application fees and/or deposits.

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Agreement for Payment of
Full Cost Based Recovery Fees for Application Processing

Not required for flat fee applications. Please contact the
Community & Economic Development Department or
Consult the adopted fee schedule if you have questions.

1. Applicant [*Print names of Property Owner (or Authorized Agent) and Applicant (if different from Owner)*] _____

agree(s) to:

2. Pay to the City of Los Banos all reimbursable costs, both direct and indirect, including State-mandated costs, associated with review and processing of the accompanying application for land use approval(s) with respect to the subject property or project located at [*Location, Address or Assessors Parcel Numbers(s)*]: _____

3. Even if the application is withdrawn and/or not approved. Reimbursable costs include but are not limited to all items within the scope of the City's adopted Cost Recovery Program, Resolution No. 4026, as well as the cost of retaining professional and technical consultant services (may require separate reimbursement agreement) and any services necessary to perform functions related to review and processing of the applications and monitoring of the work. Owner and Applicant understand that one or more deposits will be required to be paid by Owner and/or Applicant to cover the costs noted above at such time(s) and of such amounts as requested by the Community & Economic Development Director and/or designee. The City agrees to review and process the application in a timely manner in accordance with this Agreement and all applicable laws, regulations, ordinances, standards, and policies. This agreement applies to all subsequent applications related to the project.

4. Owner and Applicant understand and agree that nonpayment of processing and inspection fees pursuant to the City's Cost Recovery Program may, at the sole and exclusive discretion of the Community & Economic Development Director and/or designee, result in temporary or permanent cessation of processing of the application and, after notice, may result in the denial of the application. Prior to completion of processing of any phase of the project, any and all outstanding amounts due pursuant to this agreement shall be paid. The Community & Economic Development Department will withhold issuance of further plan checks, entitlements, permits, certificates of occupancy, etc. until all required fees have been paid in full.

5. The Applicant agrees that questions regarding specific charges for processing, monitoring, and related services that may be questionable, lack sufficient documentation and/or that may be incorrect must be brought to the City's attention in writing no later than fifteen (15) days following receipt of invoice and corresponding documentation.

6. Failure to comply with the aforementioned procedure within the specific time indicated may, if research of billing information is requested, result in additional charges for clerical time spent and will be billed at our cost recovery rate. Please note that with the exception of documented disputed amounts, finance charges will be assessed at the rate of 10% per annum or .8334% per month on all past due amounts.

7. As part of this application, the Applicant agrees to defend, indemnify, release and hold harmless the City, its agents, offices, attorneys, employees, boards and

commissions from an claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted or incurred by any person or entity, including the Applicant, third parties and/or the indemnities, arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the indemnities.

8. Nothing in this agreement shall prohibit the City from participating in the defense of any claim, action or proceeding. In the event that the Applicant is required to defend the indemnities in connection with any said claim, action or proceeding, the City shall retain the right to (i) approve the counsel to so defend the indemnities, (ii) approve all significant decisions concerning the matter in which the defense is conducted, and (iii) approve any and all settlements, which approvals shall not be unreasonably withheld by the City.

9. The City shall also have the right not to participate in said defense, except that the City agrees to cooperate with the Applicant in the defense of said claim, action or proceeding. If the City chooses to have counsel of its own defend any claim, action or proceeding where the Applicant has already retained counsel to defend the City in such matters, the fees and expenses of the counsel selected by the City shall be paid by the City.

10. The undersigned Owner/Authorized Agent hereby represents that he/she either

- ☐ personally owns the subject property or
- ☐ is a duly authorized agent of the Owner with full authority to execute this Agreement on behalf of Owner.

11. Applicant agrees to be jointly and severally liable with Owner for payment of all fees referenced above. Applicant agrees to notify City in writing prior to any change in ownership and to submit a written assumption of the obligations under this agreement signed by the new owner or his/her authorized agent.

Project Description:

12. Invoices are due and payable within ten (10) days. A penalty will be charged on delinquent accounts at the rate of .8334% per month or 10% per annum. Owner agrees that delinquent amounts shall constitute a lien on the subject property and expressly consents to recordation of a notice of lien and/or copy of this Agreement against the subject property with respect to any amounts which are delinquent.

Name of Property Owner: _____

Title: _____

Address: _____

Telephone: _____

Name of Applicant: _____

Title: _____

Address: _____

Telephone: _____

Signature of Property Owner

Date:

or

***Signature of Authorized Agent/Written Verification
Signed by Property Owners Must Be Submitted
Designating the Authorized Agent***

Date:

and

Signature of Applicant (if different from Owner)

Date:

Signature of Staff Member Verifying Agreement Complete

Date:

City of Los Banos
Community and Economic Development
Complete Fee Schedule

License/Permit/Entitlement Type	Basic Fees	State Fees	Additional Fees	Notes	Total Fee
Business Licenses					
<i>Commercial</i>					
Commercial Business License Annual Initial Year (less than 20,000 sqft)	\$ 162.52	\$ 4.00		Additional fees may apply	\$ 166.52
Commercial Business License Annual Initial Year Big Box Store (20,000+ sqft)	\$ 1,218.28	\$ 4.00		Additional fees may apply	\$ 1,222.28
Commercial Business License Short Term/6 Months	\$ 124.50	\$ 4.00		Additional fees may apply	\$ 128.50
Commercial Business License Short Term/3 Months	\$ 97.80	\$ 4.00		Additional fees may apply	\$ 101.80
Commercial Business License Temporary (up to 3 days)	\$ 71.09	\$ 4.00		Additional fees may apply	\$ 75.09
Commercial Business License Tenant Improvement			\$ 26.71	One time fee	\$ 26.71
Commercial Business License New Construction			\$ 115.12	One time fee	\$ 115.12
Commercial Business License Renewal	\$ 130.00	\$ 4.00		Additional fees may apply	\$ 134.00
Commercial Business License Delinquent Fee	\$ 65.00		\$ 81.26	Not to exceed 50% of license fees (all fees excluding state fee)	\$ 146.26
Commercial Business License Reprint/Duplicate Fee	\$ 10.00				\$ 10.00
Commercial Business License Fire/Building Reinspection			\$ 144.22	Per occurrence - 3rd+ inspection	\$ 144.22
Commercial Business License ABC (not a bar/tavern)	\$ 162.52	\$ 4.00	\$ 26.71	Annual	\$ 193.23
Commercial Business License ABC (bar/tavern)	\$ 162.52	\$ 4.00	\$ 26.71	Annual	\$ 193.23
Commercial Business License Massage Therapist	\$ 162.52	\$ 4.00	\$ 150.56	Annual	\$ 166.52
Commercial Business License Massage Establishment	\$ 162.52	\$ 4.00	\$ 182.18	Annual	\$ 166.52
Commercial Business License Taxi/Limo Service	\$ 162.52	\$ 4.00	\$ 232.49	Annual	\$ 166.52
Commercial Business License Card Room	\$ 162.52	\$ 4.00	\$ 141.82	Annual	\$ 308.34
Commercial Business License Psychic	\$ 162.52	\$ 4.00	\$ 44.39	Annual	\$ 210.91
Commercial Business License Vehicle Tow	\$ 162.52	\$ 4.00	\$ 44.39	Annual	\$ 210.91
Commercial Business License Special Event	\$ 162.52	\$ 4.00	\$ 53.87	Annual	\$ 220.39
Commercial Business License Mobile Vendor Private Property	\$ 162.52	\$ 4.00	\$ 70.91	Annual	\$ 237.43
Commercial Business License Mobile Vendor Public ROW	\$ 162.52	\$ 4.00	\$ 70.91	Annual	\$ 237.43
Commercial Business License Pawn Broker	\$ 162.52	\$ 4.00	\$ 167.35	Annual	\$ 333.87
Commercial Business License Adult Entertainment (dancing venue, etc.)	\$ 162.52	\$ 4.00	\$ 740.88	Annual	\$ 907.40
Commercial Business License Adult Entertainment Performer	\$ 162.52	\$ 4.00	\$ 316.75	Annual	\$ 483.27
Commercial Business License Adult Entertainment (videos, dvds, etc.)	\$ 162.52	\$ 4.00	\$ 353.88	Annual	\$ 520.40
<i>Home Occupation</i>		\$ 4.00			
Home Occupation Business License Annual Initial Year	\$ 97.80	\$ 4.00		Additional fees may apply	\$ 101.80
Home Occupation Business License Short Term/6 Months	\$ 97.80	\$ 4.00		Additional fees may apply	\$ 101.80
Home Occupation Business License Short Term/3 Months	\$ 71.09	\$ 4.00		Additional fees may apply	\$ 75.09
Home Occupation Business License Temporary (up to 3 days)	\$ 44.39	\$ 4.00		Additional fees may apply	\$ 48.39
Home Occupation Business License Renewal	\$ 26.71	\$ 4.00		Additional fees may apply	\$ 30.71
Home Occupation Business License Delinquent Fee	\$ 13.36		\$ 48.90	Not to exceed 50% of license fee (excluding state fee)	\$ 62.26
Home Occupation Business License Reprint/Duplicate Fee	\$ 10.00				\$ 10.00
<i>Out of Town</i>					
Out of Town Business License Annual Initial Year	\$ 71.09	\$ 4.00		Additional fees may apply	\$ 75.09
Out of Town Business License Short Term/6 Months	\$ 97.80	\$ 4.00		Additional fees may apply	\$ 101.80
Out of Town Business License Short Term/3 Months	\$ 71.09	\$ 4.00		Additional fees may apply	\$ 75.09
Out of Town Business License Temporary (up to 3 days)	\$ 44.39	\$ 4.00		Additional fees may apply	\$ 48.39
Out of Town Business License Renewal	\$ 26.71	\$ 4.00		Additional fees may apply	\$ 30.71
Out of Town Business License Delinquent Fee	\$ 13.36		\$ 48.90	Not to exceed 50% of license fee (excluding state fee)	\$ 62.26
Out of Town Business License Reprint/Duplicate Fee	\$ 10.00				\$ 10.00
Solicitation Permit					
Solicitation Permit Initial	\$ 286.62				\$ 286.62
Solicitation Permit Renewal	\$ 124.50				\$ 124.50
Massage Permits/Registrations					
Massage Establishment Permit Initial	\$ 232.04				\$ 232.04
Massage Establishment Permit Renewal	\$ 232.04				\$ 232.04
Massage Therapist Registration Initial	\$ 79.93				\$ 79.93
Massage Therapist Registration Renewal	\$ 79.93				\$ 79.93
Exempt Massage Therapist Permit Initial	\$ 232.04				\$ 232.04
Exempt Massage Therapist Permit Renewal	\$ 232.04				\$ 232.04
Bingo License					
Bingo License Initial	\$ 124.50				\$ 124.50
Bingo License Renewal	\$ 71.09				\$ 71.09
Taxicab Permits					
Taxicab Business Permit Initial	\$ 596.48				\$ 596.48
Taxicab Business Permit Renewal	\$ 596.48				\$ 596.48
Taxicab Driver Permit/IDs Initial	\$ 207.10				\$ 207.10
Taxicab Driver Permit/IDs Renewal	\$ 207.10				\$ 207.10

**City of Los Banos
Community and Economic Development
Complete Fee Schedule**

License/Permit/Entitlement Type	Basic Fees	State Fees	Additional Fees	Notes	Total Fee
Auction Licenses					
Auctioneer's License (up to 3 months)	\$ 305.82			1x time/per quarter	\$ 305.82
Itinerant Merchant Auctioneer's License (daily)	\$ 360.49			1x time/daily	\$ 360.49
Auction Sales License (daily)	\$ 251.16			1x time/daily	\$ 251.16
Mobile/Sidewalk Vendor Permits					
Mobile Vendor Permit Initial	\$ 625.83				\$ 625.83
Mobile Vendor Permit Renewal	\$ 97.62				\$ 97.62
Sidewalk Vendor Permit Initial	\$ 450.00				\$ 450.00
Sidewalk Vendor Permit Renewal	\$ 450.00				\$ 450.00
Cottage Food Operator Permit					
Cottage Food Operator Permit (one time)	\$ 455.43				\$ 455.43
Planning Permits					
Administrative Permit - other	\$ 720.98			Deposit / Cost Recovery Contract	\$ 720.98
Special Events Permit - minor event	\$ 109.33				\$ 109.33
Special Events Permit - major event	\$ 311.14				\$ 311.14
Special Events Permit - minor event: Street Closures (3 blocks or less)	\$ 109.33		\$ 229.60		\$ 338.93
Special Events Permit - major event: Religious Processions (1.25 miles one way max)	\$ 311.14		\$ 444.22		\$ 755.36
Special Events Permit - major event: Street Closures (3 blocks or less)	\$ 311.14		\$ 229.60		\$ 540.74
Special Events Permit - major event: Parades (standard May Day Parade route)	\$ 311.14		\$ 1,517.64		\$ 1,828.78
Residential Neighborhood Block Party Permit	\$ 203.90				\$ 203.90
Farmers' Market Permit	\$ 230.42				\$ 230.42
Temporary Use Permit - minor use	\$ 230.42				\$ 230.42
Temporary Use Permit - major use	\$ 311.14				\$ 311.14
Miscellaneous					
Digital Sign at W. I St./Pacheco Blvd.	\$ 119.52			Per month	\$ 119.52
Sixth Street Banner - installation & removal	\$ 446.40			Per banner per occurrence	\$ 446.40
Donation Collection Bin Initial	\$ 432.81			Non-refundable	\$ 432.81
Donation Collection Bin Renewal	\$ 163.24			Non-refundable	\$ 163.24
Signage					
Master Sign Plan	\$ 1,681.41				\$ 1,681.41
Sign Review	\$ 82.00				\$ 82.00
Temporary Sign Review	\$ 82.00			Per occurrence	\$ 82.00
Planning Project Entitlements					
Annexation	\$ 23,731.72			Deposit / Cost Recovery Contract	\$ 23,731.72
General Plan Amendment	\$ 8,034.82			Deposit / Cost Recovery Contract	\$ 8,034.82
Zone Change/Pre-Zone	\$ 7,489.10			Deposit / Cost Recovery Contract	\$ 7,489.10
Conditional Use Permit	\$ 1,940.24			Deposit / Cost Recovery Contract	\$ 1,940.24
Site Plan Review	\$ 3,133.79			Deposit / Cost Recovery Contract	\$ 3,133.79
Variance	\$ 1,594.30			Deposit / Cost Recovery Contract	\$ 1,594.30
Tentative Subdivision Map - up to 100 lots	\$ 9,259.06			Deposit / Cost Recovery Contract	\$ 9,259.06
Tentative Subdivision Map - 101+ lots	\$ 12,101.86			Deposit / Cost Recovery Contract	\$ 12,101.86
Revised Tentative Map	\$ 4,575.05			Deposit / Cost Recovery Contract	\$ 4,575.05
Planned Development	\$ 4,554.77			Deposit / Cost Recovery Contract	\$ 4,554.77
Development Agreement	\$ 3,500.00			Deposit / Cost Recovery Contract	\$ 3,500.00
Final Development Plan	\$ 2,000.00			Deposit / Cost Recovery Contract	\$ 2,000.00
Environmental Review/Categorical Exemption	\$ 197.75			Deposit / Cost Recovery Contract	\$ 197.75
Negative Declaration/Initial Study	See Notes			Actual Cost + 20% / Deposit / Cost Recovery Contract Required	\$ -
Environmental Impact Report	See Notes			Actual Cost	\$ -
Minor Subdivision/Parcel Map	\$ 1,024.15			Deposit / Cost Recovery Contract	\$ 1,024.15
Lot Line Adjustment/Parcel Merger	\$ 415.16				\$ 415.16
Reimbursement Agreement	\$ 3,500.00			Deposit / Cost Recovery Contract	\$ 3,500.00
Appeal	\$ 2,587.84				\$ 2,587.84
Time Extension	\$ 2,404.91				\$ 2,404.91

Notes:
State established \$1.00 fee for Business Licenses as mandated by Senate Bill 1186 effective January 1, 2013. State Fee increased to \$4.00 as mandated by Assembly Bill 2164 effective January 1, 2024 indefinitely.

Fees adopted by City Council Resolution No. 6131 on 9/18/19; fees effective 12/1/19
Commercial Business License renewal basic fee subsidized/reduced by City Council Resolution No. 6158; adopted 11/20/19; fee effective 12/1/19

ARTICLE 40
REGULATION OF UNATTENDED DONATION/COLLECTION BOXES

§ 9-3.4001. Purpose and intent.

The purpose of this article is to regulate the placement of unattended donation/collection boxes within the City. The procedures and requirements of this article are enacted to:

- (a) Promote the community's health, safety, and welfare by regulating unattended donation/collection boxes for clothing or other salvageable personal property within the City;
- (b) Ensure that unattended donation/collection boxes do not pose a hazard to pedestrian and vehicular traffic;
- (c) Ensure that material is not allowed to accumulate outside of the unattended donation/collection boxes where it can be scattered by adverse weather conditions, animal contacts or human activities; and
- (d) Establish criteria that avoid attracting vermin, unsightliness, and public health hazard.

(§ 1, Ord. 1126, eff. February 21, 2015)

§ 9-3.4002. Definitions.

A "commercial fundraiser" is a person or corporation paid by a charity to raise money on the charity's behalf as defined in Government Code Section 12599(a).

"Director" means Director of the Community Development Department or designee.

"Nonprofit organization" means an organization that is exempt from taxation pursuant to Section 501(c)(3) or 501(c)(4) of the United States Internal Revenue Code.

"Operator" means a person, entity, association or organization who places, maintains or operates unattended donation/collection box(es) to solicit the donation or collection of salvageable personal property.

"Permittee" means the property owner or operator who is issued a permit authorizing the placement of unattended donation/collection box(es).

"Property owner" means the person, entity, association or organization who owns the real property where the unattended donation/collection boxes are or are proposed to be located.

"Residential district" includes residential zoning districts as established pursuant to Title 9 Chapter 3 of this Code.

"Unattended donation/collection box" means any unattended container, receptacle, or similar device that is located on any property within the City used for soliciting and collecting donations of clothing or other salvageable personal property. This term does not include recycle bins for the collection of recyclable materials governed or regulated by this Code.

(§ 1, Ord. 1126, eff. February 21, 2015)

§ 9-3.4003. Permits.

- (a) Unless otherwise exempt, it is unlawful and a public nuisance for any property owner or operator to place, operate, maintain or allow unattended donation/collection box(es) on real property unless the property owner or operator first obtains a permit pursuant to this article and the unattended donation/collection box is placed, operated and maintained in accordance with all provisions in this article.
- (b) One permit application per parcel shall be completed and filed, listing all unattended donation/collection box locations on the parcel. The permit application shall be made on a form provided by the Director and shall include the following information:
 - (1) The name, address, email, website (if available) and telephone number of the applicant;
 - (2) The name, address, email, website (if available) and telephone number of the operator of the unattended donation/collection box;
 - (3) The name, address, email, website (if available) and telephone number of the property owner of the parcel on which each unattended donation/collection box is located;
 - (4) The name, address, email, website (if available) and telephone number of the person who is responsible for maintaining each unattended donation/collection box;
 - (5) A signed notarized statement from the property owner or the property owner's agent of the parcel consenting to the placement of the unattended donation/collection box on the property;
 - (6) The manner in which the donated items will be used, sold, disposed of; whether the donated items will be used for charitable purposes and if so, a description of those charitable purposes;
 - (7) If the operator will be soliciting donations for charitable purposes written proof sufficient to establish that the operator who will utilize the unattended donation/collection box is qualified to solicit donations of salvageable personal property pursuant to California Welfare and Institutions Code Section 148.3, as amended;
 - (8) The outside dimensions of the unattended donation/collection box not to exceed four (4') feet by four (4') feet by six (6') feet;
 - (9) The text of the disclosures that will be made on the unattended donation/collection box as required by Section 9-3.4005(a)(4) and (5); and
 - (10) The physical address of the real property and a drawing sufficient to indicate the proposed location of the unattended donation/collection box on the real property, as well as the size of the proposed unattended donation/collection box(es).

- (c) Each application shall be accompanied by a nonrefundable fee in the amount established by resolution of the City Council. This fee shall be in addition to any fee or tax imposed by the City pursuant to any other provision of this Code.
 - (d) Applications shall be filed with the Director.
 - (e) Within 30 days of receiving a completed application, the Director shall issue a permit or deny the issuance of a permit.
 - (f) The Director shall not issue a permit unless:
 - (1) The property owner has submitted a complete and accurate application accompanied by the applicable fee;
 - (2) The proposed unattended donation/collection box is in compliance with all the requirements of this article; and
 - (3) The proposed location and placement of the unattended donation/collection box on the real property is in compliance with all applicable zoning and building regulations; this Code; State laws; and will not impede pedestrian, bicycle, site distances on to adjacent streets or vehicular traffic.
 - (g) If the Director denies an application the Director shall provide the applicant, in writing, the specific reasons for denial.
 - (h) A permit issued hereunder shall be valid for a maximum of three unattended donation/collection boxes per parcel of property. Each parcel of property where an unattended donation/collection box is located shall have its own individual permit.
 - (i) The term of the permit shall expire one year from the date of issuance.
 - (j) No person or operator to whom a permit has been issued shall transfer, assign, or convey such permit to another person or operator.
 - (k) Prior to expiration of the permit, the permittee may voluntarily cancel the permit by notifying the Director in writing of the intent to cancel the permit. The permit shall become void upon the Director's receipt of a written notice of intent to cancel the permit.
- (§ 1, Ord. 1126, eff. February 21, 2015)

§ 9-3.4004. Renewal of permits.

- (a) A permittee may apply for permit renewal by submitting to the Director, before the expiration of the permit, a renewal application and a non-refundable renewal fee in an amount set by resolution of the City Council.
- (b) The Director shall either approve or deny the renewal of a permit within 30 days of receipt of the complete renewal application and payment of the renewal fee.
- (c) The Director shall approve the renewal of a permit if he or she finds that no circumstances existed during the term of the permit, existed at the time of

submission of an application for renewal, or existed at any time during the review of the application for renewal, that are inconsistent with any finding required for approval of a new permit as specified in Section 9-3.4003, or that would justify the revocation of the permit as specified in Section 9-3.4006.

(§ 1, Ord. 1126, eff. February 21, 2015)

§ 9-3.4005. Requirements and maintenance.

- (a) The permittee and operator shall be individually and severally responsible for operating and maintaining, or causing to be operated and maintained, all unattended donation/collection boxes located in the City as follows:
 - (1) Unattended donation/collection boxes shall be maintained in good condition and appearance with no structural damage, holes, or visible rust, and shall be free of graffiti;
 - (2) Unattended donation/collection boxes shall be no more than four (4') feet by four (4') feet by six (6') feet;
 - (3) Unattended donation/collection boxes shall be locked or otherwise secured;
 - (4) Unattended donation/collection boxes shall contain the following contact information in two (2") inch type visible from the front of each unattended donation/collection box: the name, address, email, and phone number of both the permittee and operator;
 - (5) The front of every unattended donation/collection box shall display conspicuously a statement in at least two (2") inch font that either reads: "This collection box is owned and operated by a for-profit organization," or "This collection box is owned and operated by a nonprofit organization." For purposes of this article, a commercial fundraiser shall be classified as a for-profit organization. The unattended donation/collection box shall be marked clearly to identify the type of salvageable materials to be deposited.
 - (A) If the unattended donation/collection box is owned by a nonprofit organization, the front of the unattended donation/collection box shall also conspicuously display a statement describing the charitable cause that will benefit from the items donated.
 - (B) If the unattended donation/collection box is owned by a for-profit entity, the front of the unattended donation/collection box shall also conspicuously display a statement that reads "This collection is not tax deductible." If the unattended collection box is owned and operated by a commercial fundraiser, the commercial fundraiser may post notice of collections to a charitable cause only on the sides of the box. This notice shall always be smaller in size than the for-profit entity's name and address and shall constitute only 25% of the notice space of the box.
- (6) The permittee and operator shall place a copy of the permit in a prominent and visible location in the front of the box in plain view for inspection by the public

and City officials.

- (7) Unattended donation/collection boxes shall be serviced and emptied as needed, but at least once per month, or within five business days of a request by the Director.
- (b) The permittee and operator shall be individually and severally responsible for maintaining, or causing to be maintained, the area surrounding the unattended donation/collection boxes free of any junk, garbage, trash, debris or other refuse material.
- (c) The permittee and operator shall be individually and severally responsible for abating and removing all junk, garbage, trash, debris and other refuse material in the area surrounding the unattended donation/collection boxes within 24 hours of written or verbal notice from the City.
- (d) The permittee and operator shall be individually and severally responsible for all costs for abating and removing any junk, garbage, trash, debris and other refuse material from the area surrounding the unattended donation/collection boxes.
- (e) It is unlawful for any property owner or operator to place an unattended donation/collection box in any residential district.
- (f) No unattended donation/collection box location shall be placed within four hundred (400') feet from another unattended donation/collection box location.
- (g) No unattended donation/collection box shall be placed on required parking spaces, or within five (5') feet of the public right-of-way, or within any corner vision triangle, and shall not constitute a traffic hazard.
- (h) No more than three unattended donation/collection boxes shall be placed on each parcel of real property.
- (i) Failure to maintain an unattended donation/collection box in accordance with this section is a public nuisance.
- (§ 1, Ord. 1126, eff. February 21, 2015)

§ 9-3.4006. Revocation of permit, removal of unattended donation/collection boxes and liability.

The Director shall have the right to revoke any permit issued hereunder if any of the grounds to refuse issuance of the initial permit exists. In addition, the failure of the permittee to comply with the provisions of this article, or other provisions of this Code or other law, shall also constitute grounds for revocation of the permit. The Director shall provide a written notification to the permittee stating the specific grounds for revocation. Upon revocation, the unattended donation/collection box shall be removed from the permittee's real property within 30 calendar days and, if not removed within this time period, the City may remove, store and dispose of the unattended donation/collection box at the permittee's sole cost and expense. Upon revocation, a permittee shall be prohibited from applying for a permit for a period of one year. Any violation of

the provisions of this article is a public nuisance subject to abatement pursuant to this Code or as otherwise permitted by law.
(§ 1, Ord. 1126, eff. February 21, 2015)

§ 9-3.4007. Violation—Penalty.

In addition to any other remedy or penalty set forth in this article or this Code, administrative penalties may be imposed pursuant to applicable provisions of Chapter 11 Title 4 of this Code against any responsible party, in violation of any of the provisions of this article. Imposition, enforcement, collection and administrative review of administrative penalties imposed shall be conducted pursuant to Chapter 11 Title 4 of this Code. Nothing in this article shall limit the City from using any remedy legally available for violations of this article.
(§ 1, Ord. 1126, eff. February 21, 2015)

§ 9-3.4008. Appeals.

The decision of the Community and Economic Development Director or designee may be appealed as provided by the appeal procedure provided in Part 6 of Article 23 of this chapter.
(§ 1, Ord. 1126, eff. February 21, 2015, as amended by § 17, Ord. 1137, eff. October 2, 2015)

§ 9-3.4009. Administrative fees.

The City Council may by resolution establish reasonable fees and deposits to defray the cost of processing applications, proposals and for the administration of this article.
(§ 1, Ord. 1126, eff. February 21, 2015)

§ 9-3.4010. Exemption.

Unattended donation/collection boxes located entirely within the interior of a building are exempt from the requirements of this article.
(§ 1, Ord. 1126, eff. February 21, 2015)