

# City of Newport Beach Planning Division Fee Schedule

Effective 07/01/2024 per Council Resolution 2024-29

	A	B	C	D	E
1	Application / Activity	Review Authority	Fee	Deposit	Hourly Rate
3	Amendment - General Plan <sup>4</sup>	City Council	-	\$7,500	\$281
4	Local Coastal Program <sup>1, 4</sup>	Coastal Commission		\$3,300	\$281
5	Planned Community <sup>4</sup>	City Council	-	\$7,500	\$281
6	Zoning Code <sup>4</sup>	City Council		\$7,500	\$281
7	Appeals to: City Council <sup>4</sup>	City Council	\$2,116	-	-
8	Planning Commission <sup>4</sup>	Planning Commission	\$2,116	-	-
9	Coastal Development Permit Appeals from Zoning Administrator to Planning Commission	Planning Commission	WAIVED		
10	Approval In Concept Permit	Administrative	\$1,041	-	-
11	Certificate of Compliance \$390 + \$12 County	Administrative	\$402	-	-
12	Coastal Development Permit (Stand-Alone) <sup>2, 4</sup>	Zoning Administrator	\$2,622		
13	Coastal Development Permit / Parcel Map Bundle <sup>2, 4</sup>	Zoning Administrator	\$3,678		
14	Coastal Development Permit (In Conjunction With Other Application) <sup>2, 4</sup>	Zoning Administrator	\$1,000		
15	Coastal Development Permit Waiver / Initial Review	Administrative	\$1,330	-	-
16	Compliance Letters / Minor Records Research	Administrative	\$425	-	-
17	Comprehensive / Heritage / Innovative Sign Program <sup>4</sup>	Zoning Administrator	\$2,422	-	-
18	Condominium Conversion Permit <sup>4</sup>	Zoning Administrator	\$1,590	-	-
19	Development Agreement <sup>4</sup>	City Council	-	\$10,000	\$281
20	Development Agreement Annual Review <sup>4</sup>	Zoning Administrator	\$1,612	-	-
21	Director/Staff Approval	Administrative	\$1,147	-	-
22	Environmental Review/CEQA <sup>3</sup>	-	Footnote 3	-	-
23	Extensions of Time (except Abatement Period)	Administrative	\$212	-	-
24	Limited Term Permit - Less than 90 days	Zoning Administrator	\$747	-	-
25	More than 90 days <sup>4</sup>	Zoning Administrator	\$2,515	-	-
26	Seasonal	Zoning Administrator	\$401	-	-
27	Lot Line Adjustment <sup>4</sup>	Zoning Administrator	\$2,515	-	-
28	Lot Merger <sup>4</sup>	Zoning Administrator	\$2,515	-	-
29	Modification Permit <sup>4</sup>	Zoning Administrator	\$3,496	-	-
30	Nonconforming Abatement Period Extension <sup>4</sup>	Hearing Officer	\$853	-	-
31	Operators License - Application	Police Department	\$1,033	-	-
32	Appeal	City Manager	\$1,033	-	-
33	Planned Community Development Plan <sup>4</sup>	City Council	-	\$10,000	\$281
34	Planned Development Permit <sup>4</sup>	Planning Commission	\$7,195	-	-
35	Preliminary Application for Residential Development	Administrative	\$1,540		
36	Public Noticing Costs	N/A	\$556		
37	Reasonable Accommodation	Hearing Officer	-	-	-
38	Site Development Review - Major <sup>4</sup>	Planning Commission	\$6,324	-	-
39	Minor <sup>4</sup>	Zoning Administrator	\$3,669	-	-
40	Subdivision Parcel Map <sup>4</sup>	Zoning Administrator	\$2,457	-	-
41	Subdivision Tentative / Vesting Tract Map <sup>4</sup>	Planning Commission	\$6,324	-	-
42	Temporary Banner Permit \$60.00 + \$2.00 Record Mgmt. Fee	Administrative	\$62.00	-	-
43	Transfer of Development Rights <sup>4</sup>	City Council	\$5,198	-	-
44	Use Permit - Conditional <sup>4</sup>	Planning Commission	\$6,314	-	-
45	Minor <sup>4</sup>	Zoning Administrator	\$3,530	-	-
46	Variance <sup>4</sup>	Planning Commission	\$5,791	-	-
47	Zoning Plan Check	Administrative	-	-	\$222
48	<b>Park Dedication <sup>5</sup></b>	<b>(Resolution No. 2020-95)</b>	<b>\$38,400</b>	<b>Per New Res. Unit</b>	<b>-</b>
49	1. Additional deposit may be required for Coastal Commission review.				
50	2. If Coastal Development Permit is stand-alone, the cost is a flat fee of \$2,622. If CDP is processed in conjunction with one or more applications, the cost is a flat fee of \$1,000.				
51	3. Consultant contract cost plus 10%				
52	4. Permit requires an additional \$556 public noticing cost per project				
53	5. Per Resolution 2024-75, fee will increase to \$48,987 on 04/08/25, and \$59,575 on 10/08/25. All applicable applications will be assessed at the time the application is deemed complete.				

**RESOLUTION NO. 2024-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWPORT BEACH, CALIFORNIA, REVISING AND ADOPTING FEES WITHIN THE SCHEDULE OF RENTS, FINES AND FEES, INCLUDING THE CREDIT CARD CONVENIENCE FEE, WASTE DISPOSAL DEPOSITS FOR CONSTRUCTION PROJECTS, AUTHORIZING THE WAIVER OF VEHICLE TOW FEES, AND UPDATING THE METHODOLOGY FOR ANNUAL CONSUMER PRICE INDEX CALCULATIONS**

**WHEREAS**, Section 3.36.010 (Findings) of the Newport Beach Municipal Code ("NBMC") provides that services and programs that primarily benefit a person requesting the service are traditionally funded in whole, or in part, from fees charged to the person requesting the service;

**WHEREAS**, Subsection (C) of Section 3.36.010 (Findings) of the NBMC provides that to ensure fees charged for services are an accurate reflection of costs, the City should conduct a fee study at least once every five years;

**WHEREAS**, Subsection (A) of Section 3.36.030 (Cost Recovery Percentages) of the NBMC provides that the cost recovery percentage appropriate for each user service shall be one hundred percent (100%), unless the amount is modified by Exhibit A to Section 3.36.030 (Cost Recovery Percentages) of the NBMC;

**WHEREAS**, Subsection (B) of Section 3.36.030 (Cost Recovery Percentages) of the NBMC provides that the City Council shall establish, by resolution, the actual fee or charge for each user service based upon the actual cost of providing the user service;

**WHEREAS**, Subsection (C) of Section 3.36.030 (Cost Recovery Percentages) of the NBMC provides that the City Council may, by resolution, modify the amount of fee or charge upon a determination that there has been an increase or decrease in one or more cost factors relevant to the calculation of the actual cost of providing the service;

**WHEREAS**, in 2022, the City retained Clearsource Financial Consulting ("Consultant") to prepare the cost allocation plan and cost-of-services studies for the City on a rotating basis by department;

**WHEREAS**, for the 2023 to 2024 fiscal year (FY 2023-24), the Consultant prepared cost-of-service studies for the City's Finance, Harbor, Public Works, and Utilities Departments as well as for certain other City departments upon their request ("Cost Studies");

**WHEREAS**, statutory fees are mandated or capped by another authority, such as the state;

**WHEREAS**, City staff recommends changing the timeframe for measuring changes in the Consumer Price Index ("CPI") from the current period of March of the prior year to March of the current year as required by Resolution No. 2021-21 to the period of February of the prior year to February of the current year;

**WHEREAS**, City staff recommends that full cost recovery of the increased short-term lodging permit fees for initial applications and renewals be phased in over a two-year period, with full cost recovery effective in FY 2025-26;

**WHEREAS**, the City desires to waive its vehicle towing fees in circumstances where vehicles are towed through no fault of the registered owner or authorized driver, such as where the owner or driver is the victim of a crime;

**WHEREAS**, the City has allowed users the convenience of making payments via credit card but as the City has been incurring costs in processing those payments, the Consultant recommends the City recover its costs from users through a Credit Card Convenience Fee;

**WHEREAS**, contemporaneous with this resolution, Ordinance No. 2024-13 was introduced to amend Section 15.02.085 of the NBMC to require construction projects having a valuation over \$100,000 use franchise haulers to dispose of construction waste and the payment of a deposit;

**WHEREAS**, the City Council desires to adopt a modified Schedule of Rents, Fines and Fees ("SRFF") that reflects: (i) revised rental rates, fines, and fees (collectively "charges") in accordance with the Cost Studies to reflect changes in the costs-of-service; (ii) revised short-term lodging permit fees with full cost recovery to be phased-in over two years; (iii) a new Credit Card Convenience Fee; (iv) new deposits for construction-related demolition waste permits; and (v) adjustments for changes in CPI; and

**WHEREAS**, contemporaneous with this resolution, Ordinance No. 2024-12 was introduced to amend Exhibit A of Section 3.36.030 (Cost Recovery Percentages) of the NBMC to update the modifications to the cost recovery percentages for user services ("Cost Recovery Ordinance").

**NOW, THEREFORE**, the City Council of the City of Newport Beach resolves as follows:

**Section 1:** The City Council does hereby adopt the modified SRFF, including all "FY 24/25 Fee" amounts, as set forth in Exhibit 1, which is attached hereto and incorporated herein by reference.

**Section 2:** Except as provided by Section 3, the charges listed in the modified SRFF shall remain at the "FY 23/24 Fee" amounts through June 30, 2024, shall be set at the "FY 24/25 Fee" amounts effective July 1, 2024, and shall be adjusted for CPI in accordance with this resolution.

**Section 3:** For all charges that were the subject of the Cost Studies, the "FY 23/24 Fee" amounts shall remain in effect until July 12, 2024, the "FY 24/25 Fee" amounts shall be effective July 13, 2024, and the first annual automatic CPI adjustment shall occur on July 1, 2025 in accordance with this resolution.

**Section 4:** The adjusted short-term lodging permit fees shall be phased in over two years, with full cost recovery effective in FY 2025-26, as set forth in Exhibit 1.

**Section 5:** The Police Chief, or his or her designee, is authorized to waive the City's police towing service fees, denominated "Vehicle Release Fee" and "Customer Fee", under the following circumstances:

- a. The registered owner or authorized driver of the towed vehicle is a victim of a crime that led to the towing of the vehicle,
- b. The towed vehicle is ordered held for evidence or investigation by a Police Department employee or officer at no fault of the registered owner or authorized driver,
- c. The vehicle was towed because of driver incapacitation due to an accident or medical emergency, and no alcohol or drug use by the driver is suspected, or
- d. The vehicle was towed because it was a hazard to traffic or otherwise inoperable upon a public roadway, and no alcohol or drug use by the driver is suspected.

**Section 6:** Direct pass through, actual, and statutory fees in the SRFF may be updated by the Finance Director as necessary to ensure recovery of all cost, without further action by the City Council.

**Section 7:** The City Council hereby reaffirms all CPI adjustments to the SRFF that have been implemented prior to the adoption of this resolution.

**Section 8:** All charges within the SRFF that are subject to CPI adjustment shall be automatically adjusted to reflect the percentage change from February of the prior year to February of the current year, as it may be prorated from the approval date of the charge, in the cost of doing business measured by the CPI. CPI shall mean the Los Angeles-Long Beach-Anaheim, CA Area, All Urban Consumers, All Items, Base Period (1982-84=100), or successor index, as published by the United States Department of Labor, Bureau of Labor Statistics. The automatic CPI adjustments to charges shall occur annually on July 1, for three consecutive years, following the date the charges take effect. After the third consecutive annual CPI adjustment, automatic CPI adjustments shall cease until the charge is updated and adopted, upon which automatic CPI adjustments will resume the following July 1. For rental rates listed in the SRFF that are not adjusted by a separate resolution, automatic CPI adjustments shall occur on July 1 following their adoption date and thereafter occur annually indefinitely. Automatic CPI adjustment shall not apply to any fee that is subject to Proposition 218 (California Constitution Articles XIIC and XIID and California Government Code Section 53750).

**Section 9:** Any portion of any prior resolution or SRFF that conflicts with this resolution, including Section 5 of Resolution 2021-21, is hereby repealed and of no further force or effect.

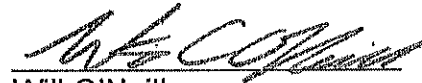
**Section 10:** The recitals provided in this resolution are true and correct and are incorporated into the operative part of this resolution.

**Section 11:** If any section, subsection, sentence, clause or phrase of this resolution is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The City Council hereby declares that it would have passed this resolution, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**Section 12:** The City Council finds the adoption of this resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

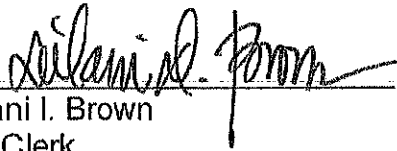
**Section 13:** This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting the resolution.

**ADOPTED** this 23rd day of April, 2024.



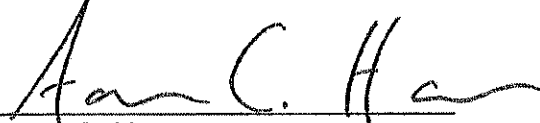
Will O'Neill  
Mayor

**ATTEST:**



Leilani I. Brown  
City Clerk

**APPROVED AS TO FORM:  
CITY ATTORNEY'S OFFICE**



Aaron C. Harp  
City Attorney

Attachment: Exhibit 1 – 2024 Update to SRFF

STATE OF CALIFORNIA                    }  
COUNTY OF ORANGE                    }        ss.  
CITY OF NEWPORT BEACH                }

I, Leilani I. Brown, City Clerk of the City of Newport Beach, California, do hereby certify that the whole number of members of the City Council is seven; the foregoing resolution, being Resolution No. 2024-29 was duly introduced before and adopted by the City Council of said City at a regular meeting of said Council held on the 23<sup>rd</sup> day of April, 2024; and the same was so passed and adopted by the following vote, to wit:

AYES: Mayor Will O'Neill, Mayor Pro Tem Joe Stapleton, Councilmember Brad Avery, Councilmember Noah Blom, Councilmember Robyn Grant, Councilmember Lauren Kleiman, Councilmember Erik Weigand  
NAYS: None

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of said City this 24<sup>th</sup> day of April, 2024.

  
\_\_\_\_\_  
Leilani I. Brown  
City Clerk  
Newport Beach, California



# CITY OF NEWPORT BEACH

## PUBLIC WORKS DEPARTMENT

1 CIVIC CENTER DRIVE

P.O. BOX 1768, NEWPORT BEACH, CA 92659-1768

(949) 644-3311

## MEMORANDUM

**TO:** PLANNING DEPARTMENT

**FROM:** TRAFFIC ENGINEER

**DATE:** June 13, 2024

**SUBJECT:** REVISED FAIR SHARE FEES – UPDATE 2024

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Per City Ordinance 94-19, the Fair Share Fees are to be adjusted effective July 1 of each year based on the Consumer Price Index (the Los Angeles – Long Beach – Anaheim, All Urban Consumer Index). For 2024, the fee will be revised 3.9%, from \$261.30/trip to \$271.49/trip.

A revised Fair Share Fee Summary Table of various land uses as defined by the 1996 NBTAM is attached for your use.

If you have any questions regarding the new fee or help with fee calculations, please contact me at ext. 3326.

Brad Sommers  
City Traffic Engineer

Attachment

I:\Users\PBW\Shared\TRAFFIC\Fair Share Fee\fairsharememo2024.doc



**FAIR SHARE FEE SUMMARY TABLE**

06.13.24

<b>FAIR SHARE FEE SUMMARY TABLE</b>				
Fair Share Fee Per Trip				\$271.49
	USE	GEN RATE	UNIT	FEE/UNIT
1	Res-Low (SFD)	11.00	DU	\$2,986
2	Res-Medium (SFA)	8.60	DU	\$2,335
3	Apartment	6.50	DU	\$1,765
4	Elderly Residential	4.00	DU	\$1,086
5	Mobile Home	6.00	DU	\$1,629
6	Motel	10.10	ROOM	\$2,742
7	Hotel	10.50	ROOM	\$2,851
8	Resort Hotel	6.00	ROOM	\$1,629
9	Regional Commercial	22.00	TSF	\$5,973
10	General Commercial	40.00	TSF	\$10,860
11	Comm./Recreation	40.00	ACRE	\$10,860
12	Resort Commercial	35.00	TSF	\$9,502
13	Restaurant	66.90	TSF	\$18,163
14	Family Restaurant	177.87	TSF	\$48,290
15	Fast Food Restaurant	142.00	TSF	\$38,552
16	Auto Dealer/Sales	47.91	TSF	\$13,007
17	Yacht Club	50.00	TSF	\$13,575
18	Health Club	40.00	TSF	\$10,860
19	Tennis Club	44.30	CRT	\$12,027
20	Marina	0.50	SLIP	\$136
21	Theater	1.50	SEAT	\$407
22	Newport Dunes	5.70	ACRE	\$1,547
23	General Office	13.00	TSF	\$3,529
24	Medical Office	45.00	TSF	\$12,217
25	R & D	9.50	TSF	\$2,579
26	Industrial	5.00	TSF	\$1,357
27	Mini-Storage/Warehouse	2.61	TSF	\$709
28	Pre-School/Day Care	67.00	TSF	\$18,190
29	Elementary/Private School	1.00	STU	\$271
30	Junior/High School	1.40	STU	\$380
31	Civic Center/Museum	32.00	TSF	\$8,688
32	Library	41.80	TSF	\$11,348
33	Post Office	86.80	TSF	\$23,565
34	Hospital	11.40	BED	\$3,095
35	Nursing/Conv. Home	2.70	PAT	\$733
36	Church	7.70	TSF	\$2,090
37	Youth Ctr/Service	4.00	TSF	\$1,086
38	Park	6.00	ACRE	\$1,629
39	Regional Park	5.00	ACRE	\$1,357
40	Golf Course	6.00	ACRE	\$1,629
41	Resort Golf Course	3.00	ACRE	\$814



**Transportation Corridor Agencies™**

**MAJOR THOROUGHFARE AND BRIDGE FEE PROGRAM  
FY 2025 RATES**

**EFFECTIVE JULY 1, 2024 – JUNE 30, 2025**

**SAN JOAQUIN HILLS TRANSPORTATION CORRIDOR AGENCY**

**ZONE A:**

Single Family	\$6,547/unit
Multi-Family	\$3,813/unit
Non-Residential	\$8.78/sq. ft.

**ZONE B:**

Single Family	\$5,074/unit
Multi-Family	\$2,960/unit
Non-Residential	\$6.48/sq. ft.

**On July 1 of each year, the fee rate schedule will increase by:**

San Joaquin Hills TCA 2.667%

**125 Pacifica, Suite 100, Irvine, CA 92618-3304 • (949) 754-3400 Fax (949) 754-3467**

*TheTollRoads.com*

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# Major Thoroughfare and Bridge Fee Program Frequently Asked Questions

May 2024

## When are fees due? Can a builder pay the fees prior to pulling of a building permit to avoid an increase in the fee amount?

The fees are due at the time the permit for the building structure is issued. Fees should not be collected on preliminary permits such as grading or foundation permits. Fees should be paid to the TCA member agency issuing the permit. The fee rate applied is the rate in effect on the day of permit issuance. Fees cannot be paid prior to issuance of a permit to avoid a fee increase.

## What are the criteria for determining whether a single family or multi-family rate is applicable for residential projects?

In 1992, the TCA adopted an interpretation of the Fee Program (Interpretation 92-1) which clarified the criteria for determining the correct category (single family or multi-family) for residential projects. A new structure generally is considered a residential unit if it contains spaces for living, sleeping, bathroom, and kitchen/ kitchen hookups (sink, stove/oven or hookups, dishwasher/ refrigerator space, etc.) Please contact the TCA if you have questions regarding classification of a structure as a residential unit.

When a new residential unit is added, or created from an existing structure, the two sets of criteria for classifying units (irrespective of zoning) are:

<u>Single Family</u>	<u>Multi-Family</u>
(1) Separate lot	(1) No separate lot
(2) Detached	(2) Attached
(3) 1,500 square feet or larger	(3) Less than 1,500 square feet

Individual units will be classified as “single family” if they exhibit two or more characteristics of that category, and units will be classified as “multi-family” if they exhibit two or more characteristics of that category.

The possibility exists, based on this method of categorizing units that both single family and multi-family units will occur within the same tract/development.

## How are fees calculated for an Accessory Dwelling Unit (ADU)?

Effective January 1, 2020, if an ADU is determined to be a residential unit (living space, bathroom, and kitchen, or kitchen hookups), and is 750 square feet or greater, then it should be classified and assessed fees at the multi-family residential rate in proportion to the existing primary dwelling unit. For example, if a single family dwelling is 1675 square feet and a new ADU of 850 square feet is proposed to be built, divide the square footage of the ADU by the square footage of the existing primary dwelling unit ( $850 / 1675 = 0.507463$  at least six decimal points) and multiply this proportion times the current multi-family dwelling rate for the applicable zone to determine the fees due. If an ADU is less than 750 square feet, then fees are not due. If an ADU square footage is equal to or greater than the primary unit square footage, then the full multi-family dwelling rate should be used.

## Is credit given for demolition of a structure?

Yes. Reconstruction of non-residential buildings on the same legal building site (although not necessarily in the same footprint) as the demolished structure are exempt from paying fees, provided the structure is the same square footage or less than the demolished structure. If the new non-residential structure is larger than the demolished structure, fees would be collected for the net square footage increase. Credit is given for demolition (by unit, not by square footage) of residential units (single or multi-family) on the same lot. Calculation of the demolition credit should use the rate applicable to the issue date of the new construction permit.

## When are fees increased? What determines the amount of the fee increase?

The fees are currently increased by a fixed percentage on July 1st of each year. The percentages are:

Foothill/Eastern Areas of Benefit:	2.206%
San Joaquin Hills Areas of Benefit:	2.667%

## How are fees charged for a hotel?

A hotel is assessed at the non-residential rate for the gross

square feet, including each floor of multiple story buildings. A timeshare facility also is assessed at the non-residential rate for the gross square feet.

### **Are fees due for the addition of a building mezzanine?**

Per the Fee Program, any expansion of a non-residential structure is subject to fees for the net increase of gross square feet.

### **Which projects are exempt from payment of fees?**

Please consult the permitting agency and/or TCA to confirm if an exemption applies to your project. The following are examples of projects that may be exempt from fees.

- Projects that provide documentation of exemption from property taxes.
- On-site leasing offices and common structures in residential tracts such as a pool building, provided that the use is limited to residents.
- Governmental structures such as fire stations and schools, to the extent that they shall not be used for generating revenue or commercial purposes.
- Parking structures built for the parking of vehicles used for travel to and from the nonresidential development served by the structure. Fully enclosed (not open to the elements) square footage within non-residential parking structures is not exempt. Structures used for the repair, maintenance, cleaning, sale, rental or display of vehicles, or for the storage of vehicles at the site of the development, are not exempt.
- Structures that are permanently open to the elements – meaning that they do not have 4 walls, a door, and a roof (examples include gas station canopies, restaurant outdoor patio dining areas, etc.).

### **What about self-storage projects? How are the fees charged?**

Fees are collected for the gross square feet of the project which includes all enclosed storage units. If there is a manager's residence on site, a residential fee (instead of non-residential fee) would be collected for that portion of the project. The criteria for classifying residential units would apply in determining whether the manager's residence was a single family or multi-family unit.

### **How should fees be calculated for a senior citizen housing project?**

The only exception to the collection rules for senior housing is for congregate care projects. For example, senior apartments are charged at the multi-family rate; a convalescent hospital would be charged at the non-residential rates. A congregate care facility is a licensed community care facility offering long-term accommodations for senior citizens along with a full range of related services, such as a common dining area, doctor's office, beauty salon, administrative offices, exercise room, etc. For

those projects that qualify under this definition, please refer to Fee Program Interpretation 87-1 or contact TCA for details.

If the congregate care facility is housed in a single-family structure, the project is subject to single family residential rates. Any future conversions of this type of facility to any other use shall be subject to full fee assessment at that time.

### **How does a builder appeal the fees?**

The builder must pay the fees in protest and file an appeal to the Agencies' Chief Executive Officer (CEO) within ten (10) days following the date on which the fee is required to be paid. To file an appeal, the builder must send a petition and supporting evidence on why the fees were not due or how they were calculated incorrectly to the TCA Administrative Offices. The CEO will hear the appeal and issue a decision. Decisions of the CEO may be appealed to the Board of Directors.

### **What if there is an overpayment of fees?**

The builder or the member agency needs to submit a request for repayment of fees. Documentation of the reason for the overpayment and copies of the receipt for the payment of fees must be submitted. The TCA will review the request and, if approved, will issue a refund check.

### **What if the permit expires and the builder comes in to renew it? Are fees due?**

If a permit has expired, credit will be given for the fees already paid and the difference will be assessed. For example, if the fee amount per square foot was \$4.00 when the original permit was issued and, at the request for renewal, the fees are \$4.25 per square foot, 25 cents per square foot would be due.

### **What if the permit is extended? Are fees due?**

If the permit does not expire and is extended with no lapse, no fees are due. However, as a matter of practice, after the permit has been extended twice, fees will be recomputed, and the difference charged.

### **To where should member agencies send fee payments?**

Checks should be made payable to "San Joaquin Hills Transportation Corridor Agency" or "Foothill Eastern Transportation Corridor Agency" according to the zone for which the fees are collected. All payments and the corresponding remittance forms should be collected by member agencies and sent directly to our trust company at the following address:

**Altrice Briscoe**  
**Representative, Client Processing**  
**BNY Mellon**  
**Client Financial Management**  
**500 Ross Street, Room 154-1000**  
**Pittsburgh, PA 15262**

Our office also must be provided with summary sheets that include the following information by corridor: date the permit was issued, amount received, whom it was collected from, permit location (including city, zone, lot, block, tract, address, as applicable) and building permit number.

**If you prefer to wire the funds, please use the following wire instructions.**

For Foothill/Eastern Transportation Corridor fees:

**The Bank of New York Mellon**  
**ABA# 021000018**  
**Account# 1146428400**  
**Reference: FE Revenue DIF Account**  
**Attn: Janette San Luis, (415 )263-2439**

For San Joaquin Hills Transportation Corridor fees:

**The Bank of New York Mellon**  
**ABA# 021000018**  
**Account# 7397028400**  
**Reference: SJH Revenue DIF Account**  
**Attn: Janette San Luis, (415) 263-2439**

**Who should be contacted if there are questions on the administration of the program or program rules?**

Please contact the TCA. You can reach:

**Greg Walker at (949) 754-3438 or by email at [gwalker@thetollroads.com](mailto:gwalker@thetollroads.com), or**

**Andrew Seibly, at (949) 754-3425 or by email at [aseibly@thetollroads.com](mailto:aseibly@thetollroads.com)**

If we are not available, please leave a message and we will get back to you as soon as possible.

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**TheTollRoads.com**

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# San Joaquin Hills Transportation Corridor Area of Benefit(AOB)

## AOB Fee Zones

 ZONE A

 ZONE B

City Boundary 