

## MEMORANDUM

To: Rafael Garcia, Angelica Ochoa, Laurie Jester, Marisa Lundstedt  
City of Manhattan Beach

From: Debi Howell-Ardila, MHP, SWCA Senior Architectural Historian

RE: Preliminary Draft, Comparison of Preservation-related Permit Fees

Date: 21 March 2016

## SUMMARY

Per your request, the attached table presents the preliminary results of research on application fees for preservation-related entitlements. As you can see, fees vary quite a bit, even for the most typical permits (such as applications for landmark designation and Mills Act historic property contracts and for processing Certificates of Appropriateness at the staff and commission levels). Since I wanted to offer a wide cross-section of cities, you'll see that data for each permit type was not uniformly available at this stage. If you need additional information, please feel free to let me know, and I will continue populating this table and providing further analysis.

As you see on this table, in order to incentivize preservation, some cities offer fee waivers or reductions for actions such as designation or Mills Act contracts. One interesting case is Redondo Beach, which does not charge a fee for historic designation, the Mills Act program, or Certificates of Appropriateness (unless a variance is involved). Redondo Beach does charge \$3,380 for delisting a property from their register (to dis-incentivize this action).

Another strategy reflected in this data is the use of tiered fees, lower at the application processing stage, and higher once an application is successful and adopted. This tiered strategy seems particularly helpful with the Mills Act program. A lower initial application fee makes it possible for people to apply, with the higher fee kicking in after the application has been approved (so as not to penalize home owners whose applications are not successful). Another incentive is offering fee waivers on Certificates of Appropriateness for designated properties, including contributors within historic districts.

This is just a preliminary first pass, though, so please feel free to let me know if you have any questions or need additional analysis. A selection of representative application forms will follow under separate cover.

## COMPARISON OF PRESERVATION-RELATED APPLICATION FEES (PRELIMINARY DRAFT)

City	Historic Designation	Mills Act	Certificate of Appropriateness (Administrative Review)	Certificate of Appropriateness (before CHC or other discretionary body)	Demolition Permit (if separate)	Other Permit Fees
Berkeley	\$100 (no fee is designated by LPC)	Application processing (one-time payment): \$3,650 Contract monitoring (5-year intervals): \$2,210			Referral of Use Permit for demolition of nonresidential building older than 40 years: \$1,055	Design Review: sign/awning: \$868 Design Review, structural alterations (non-residential): Project valued under \$50,000: \$1,788 Project valued between \$50,001-\$1,999,999 Project valued at \$2 million or more: \$4,550 base fee (25 hours), plus \$180 per staff hour in excess of that covered by base fee
Glendale	No fee for application; \$700 fee for required bronze plaque installation Zone change (adopting Historic District Overlay Zone): \$2,083	Application: \$1,462 (upon applying)		HPC Review of modification or demolition of single-family dwelling: \$4,500 HPC Review of modification or demolition of building/structure/features other than single-family dwelling: \$4,881		
Long Beach	\$912, application fee	Pre application: \$83 Application (per unit): \$1,103 Annual inspection: \$218	Exterior painting and re-roofing: no fee Signs, utilities, and other minor exterior features: \$76.51 Staff-level (administrative) CofA: \$923	Pre-application for CofA: \$437 CHC-level CofA: 1,879	Demolition request: \$3,317	Penalty for noncompliance to an approved CofA (per violation): \$1,355 Penalty for unauthorized work without a CofA: double the cost of the required CofA Reschedule CHC hearing (continuance): \$83 Revision to CofA, staff review: 50% of original CofA fee (but no less than \$72) Revision to CofA, CHC review: 50% of original CofA fee (but no less than \$94) Time extension for CofA: \$142

City	Historic Designation	Mills Act	Certificate of Appropriateness (Administrative Review)	Certificate of Appropriateness (before CHC or other discretionary body)	Demolition Permit (if separate)	Other Permit Fees
						Appeal of CofA decision: 85% of original CofA fee (but no less than \$65)
Los Angeles	No fee listed for Historic-Cultural Landmark application. HPOZ establishment, change, or removal: \$138,017 HPOZ Preservation Plan: \$30,998	Application fee at submittal, \$1,021. If contract approved, contract execution fee of \$564.		HPOZ CofA, not involving new construction or additions: \$473 HPOZ Certificate of Appropriateness or Certificate of Compatibility for new additions or construction up to 750 square feet: \$708 HPOZ Certificate of Appropriateness or Certificate of Compatibility for new additions or construction over 750 square feet: \$1,706	Demolition of primary structure: \$4,317 Demolition of secondary structure: \$2,158	
Monrovia	\$500, filing fee. Owner pays for landmark plaque (with \$50 reimbursement offered through local preservation organization)	\$780				
Oakland	No fee for designation of landmark or historic district	\$600 (up from \$400 in past years)	All design review fees waived for designated properties (individual and district)	All design review fees waived for designated properties (individual and district)		
Palm Springs	No fees for processing Class 1 historic designation applications, (noticing fees of \$872 apply)	Application: \$1,305.		Certificate of Appropriateness for modifications to Class 1 property: \$302	Demolition permit of Class 3 property (anything built before 1969), \$558	CEQA Categorical Exemption: \$333.

City	Historic Designation	Mills Act	Certificate of Appropriateness (Administrative Review)	Certificate of Appropriateness (before CHC or other discretionary body)	Demolition Permit (if separate)	Other Permit Fees
Pasadena	Individual Landmark and Historic District application: \$3,558	No fee to apply. If application approved, one-time processing fee of \$1,075 for single-family homes and \$2,150 for multi-family/commercial properties	Alteration or relocation, Category 1, staff review: \$379		Demolition (primary structure): \$1,180 Demolition (accessory or noncontributing structure): \$98	Variance, Historic Resources: \$3,558
Redondo Beach	No fee	No fee	No fee	No fee (unless involving a variance; for example, for existing nonconforming uses). For CofA with variance, \$1,680		Delisting/rescission of designation: \$3,380
Sacramento	No fee for designation of individual landmark or historic district (reasoning is that research and evaluation are already complete and included in designation application)				Primary building/structure: \$117 + 8% technology charge Accessory structures: no charge. Structure declared immediately dangerous: no charge Additional research required: \$500 research fee (See Sacramento's demolition "investigation report" for example)	
Santa Clara	Historic Landmark Review, \$650	Application, \$2,250		\$610		
South Pasadena	No fee for designation	\$500		\$800, application fee; \$220, public noticing fee		
Ventura	No fee	Mills Act application deposit: \$610 Mills Act certification: \$2,483	\$80 non-refundable	\$235 non-refundable		