

**Attachment #4**

**Plumas Local Agency Formation Commission  
Schedule of Filing and Processing Fees/Deposits for LAFCO Services**

Annexation of single-family residence for reasons of public health or safety	\$1,000 Initial Deposit toward total Project Cost**
Annexation/Detachment	\$5,775 Initial Deposit toward total Project Cost \$2,887.50 Initial Deposit toward total Project Cost***
District Consolidation/Merger	\$2,500 Initial Deposit toward total Project Cost**
District Dissolution	\$2,000 Initial Deposit toward total Project Cost**
District Formation	\$10,450 Initial Deposit toward total Project Cost
Incorporation or Disincorporation	\$13,200 Initial Deposit toward total Project Cost
Staff Analysis of Environmental Reviews	\$2,750 Initial Deposit toward total Project Cost
Municipal Service Reviews (MSR)*	\$7,500 Initial Deposit toward total Project Cost
Sphere of Influence Update (SOI)*	\$4,500 Initial Deposit toward total Project Cost
Sphere of Influence Amendment	\$4,000 Initial Deposit toward total Project Cost
Out of Agency Service Agreements	\$1,000 Initial Deposit toward total Project Cost
Request for Reconsideration of a LAFCo Determination	\$1,100 Initial Deposit toward total Project Cost
Activation of Latent Powers/Relinquishment of Powers	\$2,750 Initial Deposit toward total Project Cost
GIS Mapping fee deposit required for all Applications excepting Out of Agency Service Review Contracts	\$200.00 Initial Deposit toward Project Cost

**\* MSR and SOI fees will be charged when there is a request to expedite the MSR and SOI process for a given service and (or) agency for MSR's and SOI's not included in the current annual work program.**

**Note: Fees are subject to increase if the Executive Officer determines that the magnitude of the project justifies the increase.**

**\*\*Amended by Resolution 2014-0001- February 10, 2014**

**\*\*\* Amended by Resolution 2014-0001- February 10, 2014 for projects exempt from CEQA, 100% Landowner and Registered Voter Consent developed property, Fire District Reorganizations serving existing development.**

All deposits are initial payments toward the total cost of processing ("project cost"). Project cost is defined as staff time plus materials. Staff charge-out rates are listed below, and include personnel costs plus a percentage of LAFCo administrative overhead. Materials include, but are not limited to, charges for advertisement of hearings, meeting costs and mapping, as well as fees charged for project reviews by affected agencies and consultant charges, as appropriate.

- A) Applicants are also responsible for payment of appropriate State Board of Equalization fees. A schedule of processing fees for the State Board of Equalization is included in the LAFCo application packet.
- B) Applicants are also responsible for any other fees required by another agency or outside consulting firm.
- C) If *LAFCO is required to act as lead agency and* an Environmental Impact Report is required as part of an Environmental Review, the applicant is also responsible for an additional \$7,500 deposit toward the total Project Cost plus actual costs \$110% of the consultant fee. Likewise, for initial studies and negative Declarations, the LAFCO Staff rates shall apply along with a \$4,000.00 deposit or 110% of the consultant fee.
- D) Payment of Fees and Initial Deposits toward Total Project Cost are due when proposals and applications are initially submitted to LAFCo. A supplemental fee may be charged and collected prior to the LAFCo hearing if additional actions are required.
- E) Staff time will be monitored against the deposit on file with LAFCo; if the cost of processing reaches 90% of the deposited amount, additional deposits will be required. Any hearing or other action on the application may be suspended pending receipt of the additional deposit.
- F) If extensive staff assistance is required prior to receipt of an application, a deposit will be required at the time the work is requested.
- G) Absent compelling circumstances, the Commission will not normally adjust or waive deposits and/or fees. However if financial hardship is demonstrated or if application is in response to a LAFCo condition or recommendation, fees may be waived or reduced by LAFCo. In all cases, LAFCO staff will not waive fees.
- H) All final bills must be paid by the applicant prior to filing of the Certificate of Completion.
- I) Charges for Reconsideration of a LAFCo determination are the responsibility of the requesting party.
- J) Deposits on file with LAFCo which exceed the cost of processing the application by \$25 or more will be refunded after LAFCo completes its final filings.
- K) If a LAFCO application is withdrawn any time prior to the completion of proceedings, the unused portion of the initial fee deposit (s) received by LAFCO (deposit less any expended staff time and project expenses) will be returned to the persons paying the initial fee deposit upon receipt of a letter of withdrawal.

2. LAFCo Staff Charge-Out Rates (Including MSR/SOI maintenance fee\*):

Executive Officer:	\$ 189.50/per hour
Clerk:	\$ 139.50/per hour
Attorney:	\$ 249.50 per hour**

**\*MSR and SOI maintenance and preparation fees of \$49.50 per staff hour are included in the above staff charge out rates.**

**\*\* Counsel cost per hour for litigation is \$281.25**

**3. Miscellaneous Costs**

- A) Special Meetings ..... \$1,400 Deposit toward Total Cost  
*The total cost includes Commissioner per diem, mileage, and staff administrative time.*
- B) Staff Research and Studies ..... Project Cost  
*Charges for staff time begin after the first half-hour.*
- C) Agenda Subscription..... \$15/year  
*(Faxed/emailed agendas provided free of charge upon request.)*
- D) Copies of Staff Reports & other documents
  - .25 cents per page Black and White
  - .45 cents per page Color
- E) Mailing and Distribution Costs.....Actual Costs

**4. Authority for Establishment of Fees/Deposits for Sphere of Influence Amendments and associated Municipal Service Reviews**

The Plumas Local Agency Formation Commission is required by California Government Code §56425 to logically plan for the orderly development and coordination of local governmental agencies through the determination and development of spheres of influence for local agencies in Plumas County. The Code requires that Spheres of Influence be *as necessary*, reviewed and updated every five-years. Many agencies in Plumas County have not had their sphere of influence reviewed/amended since 1982/1983.

Government Code §56430 further requires that the Commission conduct a service review of the municipal services provided by the local agency before a sphere of influence can be amended. The reviews will result in a written public report by the Commission and LAFCo Staff making determinations in nine specific information areas designated by the Government Code.

Under Government Code §56383 Plumas LAFCo is provided with the authority to establish and set fees for the funding of sphere of influence and municipal service reviews, such fees are to be paid by the local agencies of Plumas County receiving the services. The Commission has established a schedule of fees and deposits for such services as set forth above.