

## **2.0 SUBMITTAL FORMS AND FEE SCHEDULES**

All plan check submittals will be reviewed for completeness within three (3) working days of submittal. A complete submittal shall include all plans, \*reports and supporting documents applicable to the project along with all required city fees. Incomplete submittals will not be processed until a complete submittal is received. All re-submittals of plans, maps, and reports must include the previous check prints as well as the required submittals.

All plan check submittals shall be submitted to the Engineering Department, 27215 Base Line, Highland, CA 92346.

NOTE: Landscape plans shall be submitted to the Planning Division.

\* All reports that are required to be included with the first plan check as reference material, such as Soils/Geological Investigations, shall be “comb” bound, (or similar), with front and back covers.

Bound copies of reports that are required for review and approval, such as Hydrology/Drainage Studies, Traffic Studies, etc., must be submitted for review with the exception of Water Quality Management Plans which must be in 3-ring binders.

(Note: Fees are subject to change periodically; it shall be the Developer’s responsibility to ensure that he or she is using the latest edition of the Engineering Department Policies, Procedures and Standards Handbook and Fee Schedules prior to submittals.)

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**2.1 Plan Check Submittal Form**

Submittal Date: \_\_\_\_\_  
 Tract or  Parcel Map No \_\_\_\_\_ City Proj. No. \_\_\_\_\_  
Site Address or Location by Cross Streets: \_\_\_\_\_

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**Engineer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**Developer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**FINAL MAP SUBMITTAL - TRACT AND PARCEL MAPS**

- Three (3) complete sets of maps
- One (1) preliminary title report updated in past 90 days
- One (1) set traverse calculations and closures (inverse calculations not acceptable for plan check review)
- One (1) set of reference materials including surrounding maps, deeds, records of survey and centerline ties
- Two (2) complete sets of Composite Development Plan (must be submitted by second check)
- Fees include plan check, microfilming and GIS per latest fee schedule
- One (1) completed set of plan and/or profile checklists

**GRADING/IMPROVEMENT PLAN SUBMITTAL**

- One (1) signed and stamped Engineer's Estimate of Precise Grading (Commercial Projects), street and storm drain improvement costs
- Two (2) sets of street and/or storm drain improvement plans
- Five (5) sets of rough grading plans
- Five (5) sets of precise grading plans
- Two (2) sets of erosion control plans
- One (1) set of water and sewer plans (for reference only)
- Two (2) sets of cross section minimum 50-foot stations where widening existing street
- One (1) set reference street plans 300 feet either direction on existing street connections
- Two (2) sets of hydraulics, drainage study/hydrology and or traffic study reports (where required)
- One (1) completed grading plan checklist
- Three (3) sets of Final WQMP Reports
- Fees include plan check, professional report review, microfilming and GIS per latest fee schedule

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**2.2 List of Engineering Fees and Unit Prices – March 30, 2015**

**FINAL PARCEL MAP REVIEW**

\$2,420 for residential, commercial and industrial parcel maps (4 lots or less)

\$2,420 + \$40/lot for commercial and industrial parcel maps (5 lots or more)

The above map fees include three full plan checks and a fourth "signature" check. Additional deposits will be collected in increments of \$1,000 after third plan check.

**FINAL TRACT MAP REVIEW** .....\$2,255 plus \$40/lot

The above map fee includes three full plan checks and a fourth "signature" check. Additional deposits will be collected in increments of \$1,000 after third plan check.

**FINAL/PARCEL MAP REVISION** ..... Actual Cost/\$1,300 deposit

**REVISIONS TO CONDITIONS OF APPROVAL** ..... Actual Cost/\$1,150 deposit

**BOND PROCESSING**

\$905 per landscape bond

\$755 per other bond (Performance, Labor & Materials, and Maintenance bonds of the same improvement are to be considered as one bond). Bond processing fee to be paid with final map review fee.

**LEGAL DESCRIPTION PREPARATION/REVIEW**

Actual Cost/\$955 deposit per description

Fee covers review of a legal description or preparation of legal description by City for single lot residential (not part of a tract map or parcel map application).

**ANNEXATION TO MAINTENANCE DISTRICT** .....\$1,055 per district

**STREET VACATION REQUEST PROCESSING**

Summary Street Vacation ..... Actual Cost/\$2,700 deposit

Full Street Vacation ..... Actual Cost/\$5,000 deposit

**GIMS MAP PLAN UPDATE**

\$100.00 per map plus "full cost" of San Bernardino County mapping charges

Engineering staff has identified County Mapping charges as follows:

Parcel Map ..... \$173

Tract Map ..... \$317

**MICROFILMING OF MAPS AND PLANS** ..... \$115.00 per project plus \$2.00 per sheet of map/plan

**PROFESSIONAL REPORT REVIEW** .....Actual Cost/\$3,500 deposit

**WQMP REVIEW AND INSPECTION** ..... Actual Cost/\$5,300 deposit

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**ROUGH GRADING PLAN CHECK**

<u>No. Cubic Yards</u>	<u>Fee</u>
5,000 cubic yards or Less .....	\$1,670 minimum
5,001 - 10,000 cubic yards .....	\$1,670 plus \$.220/c.y. exceeding 5,000 c.y.
10,001 - 15,000 cubic yards .....	\$2,770 plus \$.080/c.y. exceeding 10,000 c.y.
15,001 - 20,000 cubic yards .....	\$3,170 plus \$.060/c.y. exceeding 5,000 c.y.
20,001 - 35,000 cubic yards .....	\$3,470 plus \$.040/c.y. exceeding 20,000 c.y.
35,001 - 50,000 cubic yards .....	\$4,070 plus \$.035/c.y. exceeding 35,000 c.y.
50,001 - 100,000 cubic yards .....	\$4,595 plus \$.025/c.y. exceeding 50,000 c.y.
100,001 and greater .....	\$5,845 plus \$.015/c.y. exceeding 100,000 c.y.

Fee includes three full plan checks and a fourth "signature" check. Additional deposits will be collected in increments of \$1,500. If rough grading plan is combined with precise grading plan, applicant shall pay the higher of the plan check fee for rough grading plan or precise grading plan, but not both fees.

**PRECISE GRADING PLAN CHECK**

Residential (with subdivision map)

<u>No. of Lots</u>	<u>Fee</u>
1 - 10 .....	\$1,340
11 - 50 .....	\$1,340 + \$44/lot over 10 lots
51 - 100 .....	\$3,100 + \$33/lot over 50 lots
101 - 200 .....	\$4,750 + \$22/lot over 100 lots
Over 200 .....	\$6,950 + \$11/lot over 200 lots

Commercial, Industrial and Residential (without subdivision map).

<u>Construction Cost</u>	<u>Fee</u>
\$1.00 - \$20,000 .....	\$ 1,670
\$20,001 - \$30,000 .....	\$ 1,620 + 2.25% of project costs exceeding \$20,000
\$30,001 - \$150,000 .....	\$ 1,895 + 2.15% of project costs exceeding \$30,000
\$150,001 - \$400,000 .....	\$ 4,475 + 2.05% of project costs exceeding \$150,000
\$400,001 - \$600,000 .....	\$ 9,600 + 1.80% of project costs exceeding \$400,000
More than \$600,000 .....	\$13,200 + 1.60% of project costs exceeding \$600,000

Fee includes three full plan checks and a fourth "signature" check. Additional deposits will be collected in increments of \$1,500. If rough grading plan is combined with precise grading plan, applicant shall pay the higher of the plan check fee for rough grading plan or precise grading plan, but not both fees.

**PRECISE GRADING PLAN REVISION** .....Actual Cost/\$700 deposit

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**ROUGH GRADING INSPECTION**

<u>No. Cubic Yards</u>	<u>Fee</u>
Up to 5,000 cubic yards .....	\$1,670 minimum
5,001 - 10,000 cubic yards .....	\$1,670 plus \$.220/c.y. exceeding 5,000 c.y.
10,001 - 15,000 cubic yards .....	\$2,770 plus \$.080/c.y. exceeding 10,000 c.y.
15,001 - 20,000 cubic yards .....	\$3,170 plus \$.060/c.y. exceeding 15,000 c.y.
20,001 - 35,000 cubic yards .....	\$3,470 plus \$.040/c.y. exceeding 20,000 c.y.
35,001 - 50,000 cubic yards .....	\$4,070 plus \$.035/c.y. exceeding 35,000 c.y.
50,001 - 100,000 cubic yards .....	\$4,595 plus \$.025/c.y. exceeding 50,000 c.y.
100,001 and greater .....	\$5,845 plus \$.015/c.y. exceeding 100,000 c.y.

The above fee divided by \$57 equals the number of days for which the permit is valid. After that number of days, additional charges will be the hourly rate of all personnel involved plus any other related fully allocated costs.

**PRECISE GRADING INSPECTION**

Residential (with subdivision map)

<u>No. of Lots</u>	<u>Fee</u>
1 - 10 .....	\$1,110
11 - 50 .....	\$1,110 + \$50/lot over 10 lots
51 - 100 .....	\$3,110 + \$33/lot over 50 lots
101 - 200 .....	\$4,760 + \$22/lot over 100 lots
Over 200 .....	\$6,960 + \$16/lot over 200 lots

Commercial, Industrial and Residential (without subdivision map)

<u>Construction Cost</u>	<u>Fee</u>
\$1.00 - \$20,000 .....	\$1,670
\$20,001 - \$30,000 .....	\$1,670 + 2.25% of project costs exceeding \$ 20,000
\$30,001 - \$150,000 .....	\$1,895 + 2.15% of project costs exceeding \$ 30,000
\$150,001 - \$400,000 .....	\$4,470 + 2.05% of project costs exceeding \$150,000
\$400,001 - \$600,000 .....	\$9,600 + 1.80% of project costs exceeding \$400,000
More than \$600,000 .....	\$13,200 + 1.60% of project costs exceeding \$600,000

The above fee divided by \$57 equals the number of days for which the permit is valid. After that number of days, additional charges will be the hourly rate of all personnel involved plus any other related fully allocated costs.

**IMPORT PLAN REVIEW AND INSPECTION..... Actual Cost/\$1,400 deposit**

**WALL INSPECTION**

<u>Construction Cost</u>	<u>Fee</u>
\$0.00 - \$2,500 .....	\$250 minimum
\$2,501.00 - \$5,000 .....	\$500
\$5,001.00 - \$10,000 .....	\$500 plus 5% of project costs exceeding \$5,000
\$10,001.00 - \$300,000 .....	\$750 plus 2% of project costs exceeding \$10,000
\$300,001.00 and up .....	\$6,550 plus 1% of project costs exceeding \$300,000

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**GROVE REMOVAL REVIEW/PERMIT**

<u>No. Gross Acres</u>	<u>Fee</u>
0 – 2 .....	\$1,100
>2 - 20 .....	\$1,100 +\$25/acre over 2 acres
>20 – 40 .....	\$1,550 +\$15/acre over 20 acres
Over 40 .....	\$1,850 + \$5/acre over 40 acres

**STREET IMPROVEMENT PLAN CHECK**

<u>Construction Cost</u>	<u>Fee</u>
\$1.00 - \$20,000 .....	\$525 minimum
\$20,001 - \$ 30,000 .....	\$525 plus 2.45% of project costs exceeding \$20,000
\$30,001 - \$150,000 .....	\$770 plus 2.25% of project costs exceeding \$30,000
\$150,001 - \$400,000 .....	\$3,470 plus 1.95% of project costs exceeding \$150,000
\$400,001 - \$600,000 .....	\$8,345 plus 1.60% of project costs exceeding \$400,000
\$600,001 and up .....	\$11,545 plus 1.50% of project costs exceeding \$600,000

Fee includes three full plan checks and a fourth "signature" check. Additional deposits will be collected in increments of \$1,000.

**DRAINAGE IMPROVEMENT PLAN CHECK**

<u>Construction Cost</u>	<u>Fee</u>
\$1.00 - \$ 20,000 .....	\$525 minimum
\$20,001 - \$ 30,000 .....	\$525 plus 2.25% of project costs exceeding \$ 20,000
\$30,001 - \$150,000 .....	\$750 plus 2.05% of project costs exceeding \$ 30,000
\$150,001 - \$400,000 .....	\$3,210 plus 1.65% of project costs exceeding \$150,000
\$400,001 - \$600,000 .....	\$7,335 plus 1.00% of project costs exceeding \$400,000
\$600,001 and up .....	\$9,335 plus 0.50% of project costs exceeding \$600,000

Fee includes three full plan checks and a fourth "signature" check. Additional deposits will be collected in increments of \$1,000.

**ENGINEERING PLAN REVISION** .....Actual Cost/\$1,100 deposit

**RETAINING WALL CALCS REVIEW** .....Actual Cost/\$780 deposit

**TRAFFIC CONTROL PLAN REVIEW** .....Actual Cost/\$1,150 deposit  
**AND INSPECTION**

**RIGHT-OF-WAY ENCROACHMENT REQUEST** .....Actual Cost/\$1,300 deposit

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**PUBLIC WORKS CONSTRUCTION INSPECTION**

<u>Construction Cost</u>	<u>Fee</u>
\$1.00 - \$5,000 .....	\$280 minimum
\$5,001 - \$10,000 .....	\$560
\$10,001 - \$20,000 .....	\$560 plus 3.75% of project costs exceeding \$10,000
\$20,001 - \$600,000 .....	\$935 plus 2.60% of project costs exceeding \$20,000
\$600,001 - \$1,000,000 ...	\$16,015 plus 2.30% of project costs exceeding \$600,000
\$1,000,001 - and up .....	\$25,215 plus 1.80% of project costs exceeding \$1,000,000

The above fee divided by \$57 equals the number of days for which the permit is valid. After that number of days, additional charges will be the hourly rate of all personnel involved plus any other related fully allocated costs.

Fixed fee of 10% of above, if work is to replace existing improvement voluntarily.

**EXCAVATION INSPECTION**

Fixed fee based on lineal feet of excavation as follows:

EXISTING STREETS

0 - 50' .....	\$135
51 - 100' .....	\$270
101 - 200' .....	\$405
201 - 500' .....	\$405 + \$1.40/LF
501 - 1,000' .....	\$825 + \$1.20/LF
Above 1,000' .....	\$1,425 + \$1.00/LF

NEW DEVELOPMENTS

0 - 50' .....	\$105
51 - 100' .....	\$210
101 - 200' .....	\$315
201 - 500' .....	\$315 + \$1.10/LF
501 - 1,000' .....	\$645 + \$.70/LF
1,001 - 3,000' .....	\$995 + \$.50/LF

**OVERSIZE/OVERWEIGHT VEHICLE PERMIT REVIEW**

Single Trip Permit.....	\$16.00
Annual Permit.....	\$90.00
Deposit against actual cost for special services such as engineering, escort, investigator, tree trimming, etc. ....	\$500.00