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City of Paradise Valley - User Fee Fully Burdened Hourly Rate Calculation

Department	Position	Dept Hours	Total Salary & Benefits	S&B Hourly Rate	O&M		Fully Burdened Hourly Rate	% to Department Admin	Amount to Dept. Overhead
					Direct %	Indirect %			
Department Rates									
Building	Building	8,250	539,028	65.34	82%	10%	130.52		
Planning	Planning	4,950	388,577	78.50	56%	10%	134.77		
Engineering	Engineering	6,600	291,405	44.15	21%	10%	58.82		
Position Rates									
Building	Code Compliance Officer	1,650	81,034	49.11	82%	10%	98.11	0%	-
Building	Building Safety Manager/Fire Marshal	1,650	165,622	100.38	82%	10%	200.52	65%	107,654.30
Building	Plans Examiner/Deputy Fire Marshal	1,650	121,431	73.59	82%	10%	147.02	15%	18,214.65
Building	Building and Zoning Inspector	1,650	94,508	57.28	82%	10%	114.42	15%	14,176.20
Building	Lead Planning & Building Clerk	1,650	76,433	46.32	82%	10%	92.54	90%	68,789.70
Engineering	Senior Engineering Technician	1,650	116,982	70.90	21%	10%	94.45	50%	58,491.00
Engineering	Engineering Services Analyst	1,650	106,367	64.46	21%	10%	85.88	0%	-
Engineering	Administrative Support Specialist	1,650	68,056	41.25	21%	10%	54.95	0%	-
Engineering	Town Engineer - Contractor	1,650	0	125.00	0%	10%	137.50	NA	-
Planning	Planner	1,650	90,836	55.05	56%	10%	94.51	70%	63,585.20
Planning	Community Development Director	1,650	185,112	112.19	56%	10%	192.60	50%	92,556.00
Planning	Senior Planner	1,650	112,629	68.26	56%	10%	117.19	80%	90,103.20
Town Mgr	Town Manager	1,650	255,835	155.05	22%	0%	188.46	80%	204,668.00
Town Mgr	Town Clerk	1,650	127,416	77.22	22%	0%	93.86	80%	101,932.80
Town Atty	Town Attorney	1,650	241,906	146.61	33%	0%	195.67	80%	193,524.80
Default Selection	Select Position or input Contract Employee						-		
Default Selection	Select Position						-		

Based on the Fee Type:
 Flat Fee - Enter the amount of time needed for each position
 Penalty - Nothing needed at this time
 If a fee typically consists of more than one (ie. outlets), enter the time to do 20, and just let me know in the notes column.

2. PLANNING DIVISION - APPLICATION FEES

#	Description	Fee/Charge	Unit	Notes	Authority
2.1.1	Banner Permit	25.00	Each		Zoning §2510

#	Description	Fee	Unit	Notes	Authority
1	Application for Variance	2,305.00			
2	Appeal of Administrative Decision	1,735.00			
3	Request for Continuance by the Applicant	400.00			
4	Applicant for Variance for Non-livable detached structures having less than 10% impact on setback or disturbed area	1,730.00			
5	Administrative Relief from Zoning Code	230.000			

#	Description	Fee	Unit	Notes	Authority
1.a	Application for approval of a preliminary subdivision plat	3,565.00		Plus per lot fee	
1.b	Application for approval of a preliminary subdivision plat	25.00	per lot		
2	Application for approval of a final subdivision	1,985.00			
3	Replat	2,250.00			
4	Application for Subdivision Sign	835.00			
5	Subdivision Premises for Sale Sign	835.000			
6	Major Amendments	7,855.000		To file for a major amendment to the General Plan, each application	
7	Minor Amendments	2,500.000		To file for a minor amendment to the General Plan, each application	
8	To vacate a street or alley	2,195.000	Each application	Plus cost of appraisal	
9	To amend the Zoning Ordinance	6,245.000	Each application		
10.a	Application for Rezoning	3,520.000		Plus per lot fee	
10.b	Application for Rezoning	75.000	per lot	applies to all planning/zoning matters, special use permits, subdivisions, etc.	
11	Request by applicant for a continuance	400.000			
12	Lot Split	2,250.000			
13	Lot Line Adjustment	890.000			
14	Exempt Lot Split Review	890.000			
15	Release of Easement	1,245.000			

#	Description	Fee	Unit	Notes	Authority
1	Additions to existing structures	200.00		(sec. 2204f) requiring engineer approval only	
2.a	In addition to the permit fees established in paragraph 1.1, an application for Hillside Building Committee review of structures in a Hillside Development Area shall pay a fee and reimburse the Town for any fees charged by consultants relevant to the project.	1,470.00			
2.b	Review of plans for addition of a solar photovoltaic or solar hot water heater only application	200.00			
3	Hillside Building Committee Re-approval	500.00			

#	Description	Fee	Unit	Notes	Authority
1	Managerial Amendment	500.00			
2	Minor Amendment	2,500.00			
3	Intermediate Amendment for Schools, Government Buildings, and Places of Worship	4,500.00			
4.a	Intermediate Amendment for all other uses	5,500.00		plus per acre fee	
4.b	Intermediate Amendment for all other uses	110.00			
5	SUP or Major Amendment to SUP for Schools, Government Buildings, and Places of Worship	7,000.00			
6.a	SUP or Major Amendment to SUP for all other uses	8,000.00		plus per acre fee	
6.b	SUP or Major Amendment to SUP for all other uses	110.00			
7	For Private Road, Guardgate, Guardhouse, or Observation Booth	2,760.00			
8	Amateur Radio Antenna Permit	2,360.00			
9	Conditional Use Permit	2,360.00			
10	Temporary Use Permit	175.00			

#	Description	Fee	Unit	Notes	Authority
1	Permits For Special Events Generally Walks, Parades, Bicycle Races, Foot Races, Designer/Showcase Home Events, Home And Garden Tours, Fireworks Displays, Film Productions	750.00		Plus \$90 Per Hour For Permits Requiring More Than 8.5 Hours of Staff Time	
2.a	Permits For Special Events Utilizing Tents: Pre-Approved Tent Location Event	25.00			
2.b	Permits For Special Events Utilizing Tents: Tent Events Without Pre-Approved Locations	125.00			

2.2.2 If the proposed subdivision is partially or wholly within the Hillside Development Area, then the fees established above (§ 2.2.1) are doubled.
 Note: All Special Event Permit Fees will be doubled if request for special event permit is submitted within five business days of event.

Add new fees or fee replacements below

#	Description	Fee	Unit	Notes	Authority
53	Line 53 fee is Planning not Board of Adjustment fee				
48	Call Special Use Permit Review, Not Board of Adjustment				
31	Applicant provides Town the appraisal they pay for, likely ok to leave as shown				
41	Need to add Building Official and Town Engineer and Senior Engineer Tech				
44	Make Concept/Formal Fee				
44	Create a new fee for Combined				
65-67	These fees involve Code Compliance, Building Official and PD - total of 1 hour on main SEP				
47	Add a new fee for Combined Hillside Reviews				

Use columns as needed and we can modify the look of it later on

General Dept Rate

Planning	Planner	Community Development Director	Senior Planner	Town Manager	Town Clerk	Town Attorney	Select Position or input Contract Employee	Select Position or input Contract Employee	Material/3rd Party Cost
\$134.77	\$94.51	\$192.60	\$117.19	\$188.46	\$93.86	\$195.67	\$0.00	\$0.00	

19.00	2.50	0.50	0.50	0.50	4.00			\$175.00
19.00	4.00	0.50	0.50	0.50	2.50			\$175.00
2.00								\$175.00
19.00	2.50	0.50	0.50	0.50	2.50			\$175.00
5.60	1.40	0.00	0.00		0.50			

14.25	1.00	14.25	0.50	0.50	2.00			
9.50	1.00	9.50	0.50	0.50	2.00			
9.50	1.00	9.50	0.50	0.50	1.00			
8.00	1.00	8.00	0.50	0.50				
8.00	1.00	8.00	0.50	0.50				
0.00	18.25	42.75	3.00	1.50	12.00			\$625.00
0.00	3.00	40.00	2.00	1.50	6.00			\$325.00
0.00	2.00	33.50	2.00	1.00	6.00			
16.00	37.00	16.00	5.00	2.00	12.00			\$625.00
12.00	28.00	12.00	2.00	2.00	12.00			\$625.00
0.00	0.00	6.00	0.00	1.00	0.00			
13.00	1.00	13.00	0.50	0.50	2.00			
10.50	1.00	3.50	0.50	0.50	2.00			
10.50	1.00	3.50	0.50	0.50	2.00			
0.00	1.00	30.00	1.00	1.00	5.00			

3.33	0.00	3.33	0.00	0.00	0.00	3.33		
14.67	0.00	14.67	0.00	0.00	0.00	14.67		
4.33	0.00	4.33	0.00	0.00	0.00	4.33		
1.83	0.00	1.83	0.00	0.00	0.00	1.83		

8.00	1.00		2.00		1.00			
25.88	2.00	8.63	1.00	1.00	4.00			\$155.00
20.75	5.00	20.75	2.00	1.00	8.00	1.00		\$325.00
13.33	13.33	13.33	2.00	1.00	8.00	1.00		\$325.00
6.00	36.38	24.38	3.00	1.00	16.00	2.00		\$325.00
6.00	50.00	24.38	3.00	1.00	25.00	2.00		\$325.00
14.88	2.00	14.88	0.50	1.00	3.00	2.00		
17.25	2.00	17.25	1.00	1.00	3.00			\$175.00
17.25	2.00	17.25	1.00	1.00	5.00			\$175.00
8.00	1.00		2.00	1.00				

						1.00		
						1.00		
						1.00		

Revenue Analysis

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Current	Projected	Revenue Δ
\$0.00	#DIV/0!		25		0	0

\$3,434.68	100%		-2305			
\$3,430.08	100%		-1735			
\$364.02	100%		-400			
\$3,141.17	100%		-1730			
\$896.75	100%		-230			

\$3,741.82	100%		-3565			
\$0.00	#DIV/0!		-25			
\$2,736.25	100%		-1985			
\$2,540.58	100%		-2250			
\$2,027.36	100%		-835			
\$2,027.36	100%		-835			
\$12,203.99	100%		-7855			
\$7,282.03	100%		-2500			
\$5,955.78	100%		-2195			
\$14,616.59	100%		-6245			
\$11,470.99	100%		-3520			
\$0.00	#DIV/0!		-75			
\$796.98	100%		-400			
\$3,477.20	100%		-2250			
\$2,127.64	100%		-890			
\$2,127.64	100%		-890			
\$4,968.90	100%		-1245			

\$704.96	100%		-200			
\$3,105.63	100%		-1470			
\$916.66	100%		200			
\$387.41	100%		500			

\$1,521.29	100%		500			
\$5,061.45	100%		2500			
\$7,716.93	100%		-4500			
\$7,750.51	100%		-5500			
\$0.00	#DIV/0!		-110			
\$14,544.45	100%		-7000			
\$18,929.73	100%		8000			
\$0.00	#DIV/0!		-110			
\$4,309.34	100%		-2760			
\$5,081.35	100%		-2360			
\$5,472.70	100%		-2360			
\$1,419.47	100%		-175			

\$0.00	#DIV/0!		-750			
\$0.00	#DIV/0!		-25			
\$0.00	#DIV/0!		-125			

Note:

Process Steps - BofA	Main Components	Est Typical Time	Notes
Review of the Submittal	Review complete submittal/Distribution to staff	1	
	Review against code provisions	2	
	Discuss at DT Meeting	0.5	
	Prepare memo to applicant	1	
	Site visit	0.5	
	Typically phone calls/meetings with applicant	1	
	Typically multiple revisions (assume 2)	3	
Prepare for BA Meeting(s)	Draft action report for study session	0	
	Prepare PowerPoint for study session	0	
	Presentation at the study session	0.5	
	Preparing noticing-advertisement for action meeting	0.5	
	Draft action report -stipulations for action	4	
	Prepare PowerPoint for action	2.5	
	Presentation at the action meeting	1	
Prepare for TC Meeting(s)	Draft action report for study session	0	
	Prepare PowerPoint for study session	0	
	Presentation at the study session	0	
	Preparing noticing-advertisement for action meeting	0	
	Draft action report -stipulations for action	0	
	Prepare PowerPoint for action	0	
Closing out application	Presentation at the action meeting	0	
	Prepare memo back to applicant on results/organizing case file	1.5	
Other staff time			
	TOTAL	19	

Process Steps -Prelim Plat	Main Components	Est Typical Time
Review of the Submittal	Review complete submittal/Distribution to staff	1
	Review against code provisions	2
	Discuss at DT Meeting	0.5
	Prepare memo to applicant	0.5
	Site visit	1
	Typically phone calls/meetings with applicant	2
	Typically multiple revisions (assume 2)	7
Prepare for PC Meeting(s)	Draft action report for study session	4
	Prepare PowerPoint for study session	2
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	0

This is the components above happen a second cycle

	Draft action report for action	1
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	1
Prepare for TC Meeting(s)	Draft action report for study session	1
	Prepare PowerPoint for study session	0.5
	Presentation at the study session	0.5
	Preparing noticing-advertisement for action meeting	0
	Draft action report for action	1
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	0.5
Closing out application	Prepare memo back to applicant on results/organizing case file	1
Other staff time		
	TOTAL	28.5

Review time by CDD Director (1) , Atty (1), Town Manager (0.5), Town Clerk (0.5)

Process Steps -Final Plat	Main Components	Est Typical Time
Review of the Submittal	Review complete submittal/Distribution to staff	1
	Review against code provisions	1
	Discuss at DT Meeting	0.5
	Prepare memo to applicant	0.5
	Site visit	0
	Typically phone calls/meetings with applicant	2
	Typically multiple revisions (assume 2)	2.5
Prepare for PC Meeting(s)	Draft action report for study session	2
	Prepare PowerPoint for study session	1
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	0
	Draft action report for action	1
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	1
Prepare for TC Meeting(s)	Draft action report for study session	1
	Prepare PowerPoint for study session	0.5
	Presentation at the study session	0.5
	Preparing noticing-advertisement for action meeting	0
	Draft action report for action	1
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	0.5
Closing out application	Prepare memo back to applicant on results/organizing case file	1

This is the components above happen a second cycle (1/2 time)

Other staff time

TOTAL 19

Review time by CDD Director (1) , Atty (1), Town Manager (0.5),
Town Clerk (0.5)

Process Steps -RePlat	Main Components	Est Typical Time
Review of the Submittal	Review complete submittal/Distribution to staff	1
	Review against code provisions	1
	Discuss at DT Meeting	0.5
	Prepare memo to applicant	0.5
	Site visit	0
	Typically phone calls/meetings with applicant	2
	Typically multiple revisions (assume 2)	2.5
Prepare for PC Meeting(s)	Draft action report for study session	2
	Prepare PowerPoint for study session	1
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	0
	Draft action report for action	1
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	1
Prepare for TC Meeting(s)	Draft action report for study session	1
	Prepare PowerPoint for study session	0.5
	Presentation at the study session	0.5
	Preparing noticing-advertisement for action meeting	0
	Draft action report for action	1
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	0.5
Closing out application	Prepare memo back to applicant on results/organizing case file	1

This is the components above happen a second cycle (1/2 time)

Other staff time

TOTAL 19

Review time by CDD Director (1) , Atty (1), Town Manager (0.5),
Town Clerk (0.5)

Process Steps -Sub Sign	Main Components	Est Typical Time
Review of the Submittal	Review complete submittal/Distribution to staff	1
	Review against code provisions	1
	Discuss at DT Meeting	0.5
	Prepare memo to applicant	0.5
	Site visit	1
	Typically phone calls/meetings with applicant	2

	Typically multiple revisions (assume 2)	3
Prepare for PC Meeting(s)	Draft action report for study session	0
	Prepare PowerPoint for study session	0
	Presentation at the study session	0
	Preparing noticing-advertisement for action meeting	0
	Draft action report for action	0
	Prepare PowerPoint for action	0
	Presentation at the action meeting	0
Prepare for TC Meeting(s)	Draft action report for study session	2
	Prepare PowerPoint for study session	1
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	0
	Draft action report for action	1
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	0.5
Closing out application	Prepare memo back to applicant on results/organizing case file	1
Other staff time		
	TOTAL	16

This is the components above happen a second cycle (1/2 time)

Review time by CDD Director (1) , Town Manager (0.5), Town Clerk (0.5)

Process Steps -Major SUP	Main Components	Est Typical Time
Review of the Submittal	Review complete submittal/Distribution to staff	2
	Review against code provisions	5
	Discuss at DT Meeting	1
	Prepare memo to applicant	1
	Site visit	1
	Typically phone calls/meetings with applicant	3
	Typically multiple revisions (assume 3)	19.25
Prepare for PC Meeting(s)	Draft action report for study session	6
	Prepare PowerPoint for study session	2
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	1
	Draft action report for action	1
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	1
Prepare for TC Meeting(s)	SOD meeting(s) and prep	5
	Prepare development agreement	0.5

This is the components above happen a second cycle (1/2 time)

Posting- 2 stakes + 2 signs \$25, ad ~150 each =>325 (PC and TC)

mostly attorney and CDD director

	Prepare Ordinance	3
	Draft action report for study session	0.5
	Prepare PowerPoint for study session	0.5
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	1
	Draft action report for action	0.5
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	0.5
Closing out application	Prepare memo back to applicant on results/organizing case file	3

Other staff time		
	TOTAL	60.75

Review time by CDD Director (6) , Atty (16), Town Manager (3), Town Clerk (1)
1/2 Director and 1/10 Planner & rest Senior Planner; added 6 hours for ord to Director

Process Steps -Intermediate SU	Main Components	Est Typical Time
Review of the Submittal	Review complete submittal/Distribution to staff	2
	Review against code provisions	3
	Discuss at DT Meeting	1
	Prepare memo to applicant	0.5
	Site visit	1
	Typically phone calls/meetings with applicant	3
	Typically phone calls/meetings with applicant	10.5
Prepare for PC Meeting(s)	Typically multiple revisions (assume 2)	4
	Draft action report for study session	3
	Prepare PowerPoint for study session	1
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	1
	Draft action report for action	0.5
Prepare for TC Meeting(s)	Prepare PowerPoint for action	1
	SOD meeting(s) and prep	5
	Presentation at the action meeting	0.5
	Draft action report for study session	0.5
	Prepare PowerPoint for study session	1
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	0.5
	Draft action report for action	0.5
Prepare PowerPoint for action	1	
	Presentation at the action meeting	0.5

This is the components above happen a second cycle (1/2 time)

Posting- 2 stakes + 2 signs \$10, ad ~150 each = >325

Closing out application	Prepare memo back to applicant on results/organizing case file	3
Other staff time		
	TOTAL	40

Review time by CDD Director (5) , Atty (5), Town Manager (2), Town Clerk (1)

Process Steps -Minor SUP		Est Typical Time
	Review of the Submittal	
	Review complete submittal/Distribution to staff	2
	Review against code provisions	4
	Discuss at DT Meeting	1
	Prepare memo to applicant	1
	Site visit	1
	Typically phone calls/meetings with applicant	3
	Typically multiple revisions (assume 2)	12
Prepare for PC Meeting(s)	Draft action report for study session	3
	Prepare PowerPoint for study session	1
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	1
	Draft action report for action	1
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	1
Prepare for TC Meeting(s)	Draft action report for study session	0
	Prepare PowerPoint for study session	0
	Presentation at the study session	0
	Preparing noticing-advertisement for action meeting	0
	Draft action report for action	0
	Prepare PowerPoint for action	0
	Presentation at the action meeting	0
Closing out application	Prepare memo back to applicant on results/organizing case file	2

Every cycle is estimated at 1/2 time of the above

Posting- 1 stake + 1 sign \$5, ad ~150 each = >155

Other staff time		
	TOTAL	34.5

Review time by CDD Director (2) , Atty (4), Town Manager (1), Town Clerk (1)
1/4 Senior and 3/4 Planner

Process Steps -Major GPA	Main Components	Est Typical Time
	Review complete submittal/Distribution to staff	3
	Review against code provisions	3
	Discuss at DT Meeting	1
	Prepare memo to applicant	1

Includes 60-day review notice

	Site visit	1	
	Typically phone calls/meetings with applicant	3	
	Typically multiple revisions (assume 2)	18	Every cycle is estimated at 1/2 time of the above
Prepare for PC Meeting(s)	Draft action report for study session	6	CRWS and WS - (2)
	Prepare PowerPoint for study session	3	CRWS and WS - (2)
	Presentation at the study session	2	CRWS and WS - (2)
	Preparing noticing-advertisement for action meeting	1	(2 display ads) and posting- 2 stakes + 2 sign \$25, ad ~300 each = >625 inc PC and TC
	Draft action report for action	1	
	Prepare PowerPoint for action	1	
	Presentation at the action meeting	1	
Prepare for TC Meeting(s)	Prep work on Citizen Review Plan, 2 TC meetings, PowerPt, etc.	6	
	Draft action report for study session	1	
	Prepare Resolution	2	Senior Planner time only (Attorney and Director in their total)
	Prepare PowerPoint for study session	1	
	Presentation at the study session	1	
	Preparing noticing-advertisement for action meeting	1	
	Draft action report for action	1	
	Prepare PowerPoint for action	1	
	Presentation at the action meeting	1	
Closing out application	Prepare memo back to applicant on results/organizing case file	2	
Other staff time			Review time by CDD Director (4) , Atty (8), Town Manager (3), Town Clerk (1.5)
			1/4 Director and 3/4 Senior Planner; added 4 hours for ord to Diretdcor
	TOTAL	57	

Process Steps -Managerial SUP and TUP		Est Typical Time
	Review of the Submittal	
	Review complete submittal/Distribution to staff	1
	Review against code provisions	2
	Discuss at DT Meeting	0.5
	Prepare memo to applicant	0.5
	Site visit	1
	Typically phone calls/meetings with applicant	2
	Typically multiple revisions (assume 1)	0

	Draft the final approval letter	0.5
Closing out application	Prepare memo back to applicant on results/organizing case file	0.5
Other staff time		
	TOTAL	8

Review time by CDD Director (1) , Atty (1), Town Manager (2), Town Clerk (0)

Process Steps -Private Gate SUP	Main Components	Est Typical Time
Review of the Submittal	Review complete submittal/Distribution to staff	2
	Review against code provisions	3
	Discuss at DT Meeting	1
	Prepare memo to applicant	0.5
	Site visit	1
	Typically phone calls/meetings with applicant	3
	Typically multiple revisions (assume 1)	5.25
Prepare for PC Meeting(s)	Draft action report for study session	3
	Prepare PowerPoint for study session	2
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	1
	Draft action report -stipulations for action	1
	Prepare PowerPoint for action	0.5
Prepare for TC Meeting(s)	Presentation at the action meeting	1
	SOD meeting(s) and prep	4
	Presentation at the action meeting	0.5
	Draft action report for study session	0.5
	Prepare PowerPoint for study session	1
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	0.5
	Draft action report for action	0.5
	Prepare PowerPoint for action	1
	Presentation at the action meeting	0.5
Closing out application	Prepare memo back to applicant on results/organizing case file	1
Other staff time		
	TOTAL	29.75

This is the components above happen a second cycle (1/2 time)

Posting- 2 stakes + 2 signs \$10, ad ~150 each = >325

Review time by CDD Director (2) , Atty (1), Town Manager (.5), Town Clerk (.5)

Process Steps -Minor GPA	Main Components	Est Typical Time
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	Review complete submittal/Distribution to staff	3	
	Review against code provisions	2	
	Discuss at DT Meeting	1	
	Prepare memo to applicant	0.5	
	Site visit	1	
	Typically phone calls/meetings with applicant	2.5	
	Typically multiple revisions (assume 2)	10	Every cycle is estimated at 1/2 time of the above
Prepare for PC Meeting(s)	Draft action report for study session	5	CRWS and WS - (2)
	Prepare PowerPoint for study session	3	CRWS and WS - (2)
	Presentation at the study session	2	CRWS and WS - (2)
	Preparing noticing-advertisement for action meeting	1	(2 std ads) and posting- 2 stakes + 2 sign \$25, ad ~150 each =>325 inc PC and TC
	Draft action report for action	1	
	Prepare PowerPoint for action	1	
	Presentation at the action meeting	1	
Prepare for TC Meeting(s)	Prep work on Citizen Review Plan, 2 TC meetings, PowerPt, etc.	0	Not applicable
	Draft action report for study session	1	
	Prepare Resolution	2	Senior Planner time only (Attorney and Director in their total)
	Prepare PowerPoint for study session	1	
	Presentation at the study session	1	
	Preparing noticing-advertisement for action meeting	1	
	Draft action report for action	1	
	Prepare PowerPoint for action	1	
	Presentation at the action meeting	1	
Closing out application	Prepare memo back to applicant on results/organizing case file	2	
Other staff time			Review time by CDD Director (3) , Atty (6), Town Manager (2), Town Clerk (1.5) All under Senior Planner
	TOTAL	40	

Process Steps -Road Abandonm	Main Components	Est Typical Time	
Review of the Submittal	Review complete submittal/Distribution to staff	1	
	Review against code provisions	4	Lot of tile search and past case history work
	Discuss at DT Meeting	1	
	Prepare memo to applicant	1	
	Site visit	1	
	Typically phone calls/meetings with applicant	2	
	Typically multiple revisions (assume 2)	10	This is the components above happen more cycles (1/2 time each)

Prepare for PC Meeting(s)	Draft action report for study session	0	Not applicable
	Prepare PowerPoint for study session	0	Not applicable
	Presentation at the study session	0	Not applicable
	Preparing noticing-advertisement for action meeting	0	Not applicable
	Draft action report for action	0	Not applicable
	Prepare PowerPoint for action	0	Not applicable
	Presentation at the action meeting	0	Not applicable
Prepare for TC Meeting(s)	Executive Session prep	4	
	Prepare development agreement	0	Not applicable
	Prepare Resolution	3	Senior Planner time only (Attorney and Director in their total)
	Draft action report for study session	0.5	
	Prepare PowerPoint for study session	0.5	
	Presentation at the study session	1	
	Preparing noticing-advertisement for action meeting	1	No newspaper ad, mailing and posting applicant pays for (notice prepared by staff)
	Draft action report for action	0.5	
	Prepare PowerPoint for action	0.5	
	Presentation at the action meeting	0.5	
Closing out application	Prepare memo back to applicant on results/organizing case file	2	
Other staff time			Review time by CDD Director (2) , Atty (6), Town Manager (2), Town Clerk (1) Senior Planner
	TOTAL	33.5	

Process Steps -CUP and Radio A	Main Components	Est Typical Time	
Review of the Submittal	Review complete submittal/Distribution to staff	2	
	Review against code provisions	4	
	Discuss at DT Meeting	1	
	Prepare memo to applicant	1	
	Site visit	1	
	Typically phone calls/meetings with applicant	3	
	Typically multiple revisions (assume 2)	12	This is the components above happen a second cycle (1/2 time)
Prepare for PC Meeting(s)	Draft action report for study session	3	
	Prepare PowerPoint for study session	1	
	Presentation at the study session	1	
	Preparing noticing-advertisement for action meeting	1	Posting- 1 stakes + 1 signs \$25, ad ~150 each =>175 (PC)
	Draft action report for action	1	

	Prepare PowerPoint for action	0.5	
	Presentation at the action meeting	1	
Prepare for TC Meeting(s)	SOD meeting(s) and prep	0	Not applicable
	Prepare development agreement	0	Not applicable
	Prepare Ordinance	0	Not applicable
	Draft action report for study session	0	Only applies if appealed
	Prepare PowerPoint for study session	0	
	Presentation at the study session	0	
	Preparing noticing-advertisement for action meeting	0	
	Draft action report for action	0	
	Prepare PowerPoint for action	0	
	Presentation at the action meeting	0	
Closing out application	Prepare memo back to applicant on results/organizing case file	2	
Other staff time			Review time by CDD Director (2) , Atty (4), Town Manager (1), Town Clerk (1) 1/2 Planner and 1/2 Senior Planner
	TOTAL	34.5	

Process Steps -Text Amendmen	Main Components	Est Typical Time	
	Review complete submittal/Distribution to staff	2	
	Review against code provisions/Research	5	
	Discuss at DT Meeting	1	
	Prepare memo to applicant	1	
	Site visit	0	
	Typically phone calls/meetings with applicant	3	
	Typically multiple revisions (assume 4)	24	Every cycle is estimated at 1/2 time of the above
Prepare for PC Meeting(s)	Draft action report for study session	6	CRWS and WS - (2)
	Prepare PowerPoint for study session	3	CRWS and WS - (2)
	Presentation at the study session	2	CRWS and WS - (2)
	Preparing noticing-advertisement for action meeting	1	(2 display ads) and posting- 2 stakes + 2 sign \$25, ad ~300 each = >625 inc PC and TC
	Draft action report for action	1	
	Prepare PowerPoint for action	1	
	Presentation at the action meeting	1	
Prepare for TC Meeting(s)	Prep work on Citizen Review Plan, 2 TC meetings, PowerPt, etc.	0	Not applicable
	Draft action report for study session	1	
	Prepare Ordinance	8	Senior Planner/Planner time only (Attorney and Director in their total)
	Prepare PowerPoint for study session	1	

	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	1
	Draft action report for action	1
	Prepare PowerPoint for action	1
	Presentation at the action meeting	1
Closing out application	Prepare memo back to applicant on results/organizing case file	2
Other staff time		
	TOTAL	64

Review time by CDD Director (5) , Atty (20), Town Manager (5), Town Clerk (2)
1/2 Director and 1/4 Senior Planner and 1/4 Planner; added 5 hours for ord to Director

Process Steps -Rezoning	Main Components	Est Typical Time
	Review complete submittal/Distribution to staff	2
	Review against code provisions/Research	3
	Discuss at DT Meeting	1
	Prepare memo to applicant	1
	Site visit	0
	Typically phone calls/meetings with applicant	3
	Typically multiple revisions (assume 3)	15
Prepare for PC Meeting(s)	Draft action report for study session	5
	Prepare PowerPoint for study session	2
	Presentation at the study session	2
	Preparing noticing-advertisement for action meeting	1
	Draft action report for action	1
	Prepare PowerPoint for action	1
	Presentation at the action meeting	1
Prepare for TC Meeting(s)	Prep work on Citizen Review Plan, 2 TC meetings, PowerPt, etc.	0
	Draft action report for study session	1
	Prepare Ordinance	5
	Prepare PowerPoint for study session	1
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	1
	Draft action report for action	1
	Prepare PowerPoint for action	1
	Presentation at the action meeting	1

Every cycle is estimated at 1/2 time of the above
CRWS and WS - (2)
CRWS and WS - (2)
CRWS and WS - (2)
(2 display ads) and posting- 2 stakes + 2 sign \$25, ad ~300 each = >625 inc PC and TC
Not applicable
Senior Planner/Planner time only (Attorney and Director in their total)

Closing out application	Prepare memo back to applicant on results/organizing case file	2
Other staff time		
	TOTAL	48

Review time by CDD Director (4) , Atty (16), Town Manager (4), Town Clerk (2)
1/2 Director and 1/4 Senior Planner and 1/4 Planner; added 4 hours for ord to Director

Process Steps -Continuance	Main Components	Est Typical Time
	Review complete submittal/Distribution to staff	0
	Review against code provisions/Research	0
	Discuss at DT Meeting	0.5
	Prepare memo to applicant	0.5
	Site visit	0
	Typically phone calls/meetings with applicant	1
	Typically multiple revisions (assume 0)	0
Prepare for PC Meeting(s)	Draft action report for study session	0
	Prepare PowerPoint for study session	0
	Presentation at the study session	0
	Preparing noticing-advertisement for action meeting	0
	Draft action report for action	0
	Prepare PowerPoint for action	0
	Presentation at the action meeting	0
Prepare for TC Meeting(s)	Prep work on Citizen Review Plan, 2 TC meetings, PowerPt, etc.	0
	Draft action report for study session	1
	Prepare Ordinance	0
	Prepare PowerPoint for study session	0.5
	Presentation at the study session	0.5
	Preparing noticing-advertisement for action meeting	0.5
	Draft action report for action	0.5
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	0.5
Closing out application	Prepare memo back to applicant on results/organizing case file	0
Other staff time		
	TOTAL	6

Every cycle is estimated at 1/2 time of the above

CRWS and WS - (2)
CRWS and WS - (2)
(1 display ad) and posting- 2 stakes + 2 sign \$25, ad ~300 each = >325 inc PC or TC

Not applicable

Senior Planner/Planner time only (Attorney and Director in their total)

Review time by CDD Director (0) , Atty (0), Town Manager (0), Town Clerk (1)
all as Senior Planner for general purposes

Process Steps -Lot Split	Main Components	Est Typical Time
Review of the Submittal	Review complete submittal/Distribution to staff	1
	Review against code provisions	3.5
	Discuss at DT Meeting	0.5
	Prepare memo to applicant	0.5
	Site visit	1
	Typically phone calls/meetings with applicant	2
	Typically multiple revisions (assume 1)	4.25
Prepare for PC Meeting(s)	Draft action report for study session	3
	Prepare PowerPoint for study session	2
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	0
	Draft action report for action	1
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	1
Prepare for TC Meeting(s)	Draft action report for study session	0.5
	Prepare PowerPoint for study session	0.5
	Presentation at the study session	0.5
	Preparing noticing-advertisement for action meeting	0
	Draft action report for action	1
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	0.5
Closing out application	Prepare memo back to applicant on results/organizing case file	1.25
Other staff time		
	TOTAL	26

Every cycle is estimated at 1/2 time of the above

Review time by CDD Director (1) , Atty (2), Town Manager (0.5),
Town Clerk (0.5)
1/2 Planner and 1/2 Senior

Process Steps -Exempt Lot Split and LLA	Main Components	Est Typical Time
Review of the Submittal	Review complete submittal/Distribution to staff	1
	Review against code provisions	3.5
	Discuss at DT Meeting	0.5
	Prepare memo to applicant	0.5
	Site visit	1
	Typically phone calls/meetings with applicant	2
	Typically multiple revisions (assume 1)	4.25
Prepare for PC Meeting(s)	Draft action report for study session	0
	Prepare PowerPoint for study session	0
	Presentation at the study session	0
	Preparing noticing-advertisement for action meeting	0

Every cycle is estimated at 1/2 time of the above

	Draft action report for action	0
	Prepare PowerPoint for action	0
	Presentation at the action meeting	0
Prepare for TC Meeting(s)	Draft action report for study session	0
	Prepare PowerPoint for study session	0
	Presentation at the study session	0
	Preparing noticing-advertisement for action meeting	0
	Draft action report for action	0
	Prepare PowerPoint for action	0
	Presentation at the action meeting	0
Closing out application	Prepare memo back to applicant on results/organizing case file	1.25
Other staff time		
	TOTAL	14

Review time by CDD Director (1) , Atty (2), Town Manager (0.5),
Town Clerk (0.5)
3/4 Planner and 1/4 Senior

Process Steps -Release Easement	Main Components	Est Typical Time
Review of the Submittal	Review complete submittal/Distribution to staff	1
	Review against code provisions	4
	Discuss at DT Meeting	1
	Prepare memo to applicant	1
	Site visit	1
	Typically phone calls/meetings with applicant	3
	Typically multiple revisions (assume 1)	5.5
Prepare for PC Meeting(s)	Draft action report for study session	0
	Prepare PowerPoint for study session	0
	Presentation at the study session	0
	Preparing noticing-advertisement for action meeting	0
	Draft action report for action	0
	Prepare PowerPoint for action	0
	Presentation at the action meeting	0
Prepare for TC Meeting(s)	Executive Session prep	4
	Prepare development agreement	0
	Prepare Resolution	3
	Draft action report for study session	0.5
	Prepare PowerPoint for study session	0.5
	Presentation at the study session	1
	Preparing noticing-advertisement for action meeting	1

Lot of title search and past case history work

This is the components above happen more cycles (1/2 time each)

Not applicable
Not applicable
Not applicable
Not applicable
Not applicable
Not applicable
Not applicable

Not applicable

Senior Planner time only (Attorney and Director in their total)

No newspaper ad, mailing and posting applicant pays for (notice prepared by staff)

	Draft action report for action	0.5
	Prepare PowerPoint for action	0.5
	Presentation at the action meeting	0.5
Closing out application	Prepare memo back to applicant on results/organizing case file	2
Other staff time		
	TOTAL	30

Review time by CDD Director (1) , Atty (6), Town Manager (1),
Town Clerk (1)
Senior Planner

Process Steps -Hillside Concept/Formal	Main Components	Est Typical Time
	Review complete submittal/Distribution to staff	1
	Review against code provisions	4
	Discuss at Staff Meeting	0.5
	Prepare memo to applicant	1
	Site visit	1
	Typically phone calls/meetings with applicant	3
	Typically multiple revisions (assume 2)	10.5
Prepare for Hillside Committee	Draft action report for concept session	6
	Prepare PowerPoint for concept session	3
	Presentation at the concept session	2
	Preparing noticing-advertisement for action meeting	1
	Final review against code provisions	6
	Draft action report for formal action	1
	Prepare PowerPoint for formal action	1
	Presentation at the action meeting	1
Closing out application	Prepare memo back to applicant on results/organizing case file	2
Other staff time		
	TOTAL	44

Includes 60-day review notice

Every cycle is estimated at 1/2 time of the above

Review notice, applicant posts and mails (done twice- concept and formal)

Review time by CDD Director (0) , Atty (0), Town Manager (0),
Town Clerk (0)
1/3 Building Official; 1/3 Senior Planner; 1/3 Planner

Process Steps -Hillside Combined	Main Components	Est Typical Time
	Review complete submittal/Distribution to staff	1
	Review against code provisions	4
	Discuss at Staff Meeting	0.5
	Prepare memo to applicant	1
	Site visit	1

Includes 60-day review notice

	Typically phone calls/meetings with applicant	3	
	Typically multiple revisions (assume 2)	10.5	Every cycle is estimated at 1/2 time of the above
Prepare for Hillside Committee	Draft action report for concept session	0	
	Prepare PowerPoint for concept session	0	
	Presentation at the concept session	0	
	Preparing noticing-advertisement for action meeting	0.5	Review notice, applicant posts and mails (done twice- concept and formal)
	Final review against code provisions	6	
	Draft action report for formal action	1	
	Prepare PowerPoint for formal action	1	
	Presentation at the action meeting	1	
Closing out application	Prepare memo back to applicant on results/organizing case file	1.5	
Other staff time			Review time by CDD Director (0) , Atty (0), Town Manager (0), Town Clerk (0)
	TOTAL	32	1/3 Building Official; 1/3 Senior Planner; 1/3 Planner

Process Steps -Special Event	Main Components	Est Typical Time	
	Receive, if tents involved or fireworks, send to BO and PD for review	0.5	Tents just go to Building Official
	Once approvals obtained, enter into Accella	0.25	
Closing out application	E-mail approved to applicant and people	0.25	
Other staff time			Review time by Building Official (); PD ()
	TOTAL	1	1/3 Building Official; 1/3 Senior Planner; 1/3 Planner

Process Steps - BofA Appeal of	Main Components	Est Typical Time
Review of the Submittal	Review complete submittal/Distribution to staff	1
	Review against code provisions	2
	Discuss at DT Meeting	0.5
	Prepare memo to applicant	1
	Site visit	0.5
	Typically phone calls/meetings with applicant	1
	Typically multiple revisions (assume 2)	3
Prepare for BA Meeting(s)	Draft action report for study session	0
	Prepare PowerPoint for study session	0
	Presentation at the study session	0.5
	Preparing noticing-advertisement for action meeting	0.5
	Draft action report -stipulations for action	4

	Prepare PowerPoint for action	2.5
	Presentation at the action meeting	1
Prepare for TC Meeting(s)	Draft action report for study session	0
	Prepare PowerPoint for study session	0
	Presentation at the study session	0
	Preparing noticing-advertisement for action meeting	0
	Draft action report -stipulations for action	0
	Prepare PowerPoint for action	0
	Presentation at the action meeting	0
Closing out application	Prepare memo back to applicant on results/organizing case file	1.5
Other staff time		
	TOTAL	19

Process Steps - BofA Administration	Main Components	Est Typical Time
Review of the Submittal	Review complete submittal/Distribution to staff	1
	Review against code provisions	1
	Discuss at DT Meeting	0.5
	Prepare memo to applicant	1
	Site visit	0.5
	Typically phone calls/meetings with applicant	1
	Typically multiple revisions (assume 2)	1
Prepare for BA Meeting(s)	Draft action report for study session	0
	Prepare PowerPoint for study session	0
	Presentation at the study session	0
	Preparing noticing-advertisement for action meeting	0
	Draft action report -stipulations for action	0
	Prepare PowerPoint for action	0
	Presentation at the action meeting	0
Prepare for TC Meeting(s)	Draft action report for study session	0
	Prepare PowerPoint for study session	0
	Presentation at the study session	0
	Preparing noticing-advertisement for action meeting	0
	Draft action report -stipulations for action	0
	Prepare PowerPoint for action	0
	Presentation at the action meeting	0
Closing out application	Prepare memo back to applicant on results/organizing case file	1
Other staff time		
	TOTAL	7

Process Steps -Hillside Combined Solar Panel	Main Components	Est Typical Time	
	Review complete submittal/Distribution to staff	1	Includes 60-day review notice
	Review against code provisions	1	
	Discuss at Staff Meeting	0.5	
	Prepare memo to applicant	1	
	Site visit	1	
	Typically phone calls/meetings with applicant	1	
	Typically multiple revisions (assume 2)	2	Every cycle is estimated at 1/2 time of the above
Prepare for Hillside Committee	Draft action report for concept session	0	
	Prepare PowerPoint for concept session	0	
	Presentation at the concept session	0	
	Preparing noticing-advertisement for action meeting	0.5	Review notice, applicant posts and mails (done twice- concept and formal)
	Final review against code provisions	1	
	Draft action report for formal action	1	
	Prepare PowerPoint for formal action	1	
	Presentation at the action meeting	1	
Closing out application	Prepare memo back to applicant on results/organizing case file	1	
Other staff time			Review time by CDD Director (0) , Atty (0), Town Manager (0), Town Clerk (0)
	TOTAL	13	1/3 Building Official; 1/3 Senior Planner; 1/3 Planner

Process Steps -Hillside Administrative Chair Review	Main Components	Est Typical Time	
	Review complete submittal/Distribution to staff	1	Includes 60-day review notice
	Review against code provisions	1	
	Discuss at Staff Meeting	0.5	
	Prepare memo to applicant	1	
	Site visit	1	
	Typically phone calls/meetings with applicant	2	
	Typically multiple revisions (assume 2)	2.5	Every cycle is estimated at 1/2 time of the above
Prepare for Hillside Committee	Draft action report for concept session	0	
	Prepare PowerPoint for concept session	0	
	Presentation at the concept session	0	
	Preparing noticing-advertisement for action meeting	0	Review notice, applicant posts and mails (done twice- concept and formal)
	Final review against code provisions	0	
	Draft action report for formal action	0	

	Prepare PowerPoint for formal action	0
	Presentation at the action meeting	0
Closing out application	Prepare memo back to applicant on results/organizing case file	1
Other staff time		
	TOTAL	10

Review time by CDD Director (0) , Atty (0), Town Manager (0),
Town Clerk (0)
1/3 Building Official; 1/3 Senior Planner; 1/3 Planner

Process Steps - BofA 105 Variance	Main Components	Est Typical Time
Review of the Submittal	Review complete submittal/Distribution to staff	1
	Review against code provisions	2
	Discuss at DT Meeting	0.5
	Prepare memo to applicant	1
	Site visit	0.5
	Typically phone calls/meetings with applicant	1
	Typically multiple revisions (assume 2)	3
Prepare for BA Meeting(s)	Draft action report for study session	0
	Prepare PowerPoint for study session	0
	Presentation at the study session	0.5
	Preparing noticing-advertisement for action meeting	0.5
	Draft action report -stipulations for action	4
	Prepare PowerPoint for action	2.5
	Presentation at the action meeting	1
Prepare for TC Meeting(s)	Draft action report for study session	0
	Prepare PowerPoint for study session	0
	Presentation at the study session	0
	Preparing noticing-advertisement for action meeting	0
	Draft action report -stipulations for action	0
	Prepare PowerPoint for action	0
	Presentation at the action meeting	0
Closing out application	Prepare memo back to applicant on results/organizing case file	1.5
Other staff time		
	TOTAL	19

Process Steps -Hillside Committee ReApproval	Main Components	Est Typical Time
	Review complete submittal/Distribution to staff	0.5
	Review against code provisions	0.5
	Discuss at Staff Meeting	0.5
	Prepare memo to applicant	0.5

	Site visit	0.5
	Typically phone calls/meetings with applicant	0.5
	Typically multiple revisions (assume 2)	0.5
Prepare for Hillside Committee	Draft action report for concept session	0
	Prepare PowerPoint for concept session	0.5
	Presentation at the concept session	0.5
	Preparing noticing-advertisement for action meeting	0.5
	Final review against code provisions	0
	Draft action report for formal action	0
	Prepare PowerPoint for formal action	0
	Presentation at the action meeting	0
Closing out application	Prepare memo back to applicant on results/organizing case file	0.5
Other staff time	TOTAL	5.5