



**MASTER FEE SCHEDULE**  
**Chapter 2 – General Government Fees**  
**Administrative Fees**  
 City of Chula Vista Finance Department  
 276 Fourth Avenue, Chula Vista, CA 91910

**FEE BULLETIN**  
**2-200**  
 November 2017

**FINANCE**

**1. Returned Check Fee**

Per California Civil Code §1719, any check returned for non-payment shall cause the issuer of said check to be subject to a returned check fee. Issuer shall also be subject to a certified mail fee (see #3 below).

First check returned .....\$25  
 Each subsequent check returned .....\$35

**2. Delinquent Payment Penalty**

Unless otherwise specified in the Master Fee Schedule, Chula Vista Municipal Code, or by ordinance, the fee for delinquency in payment of permit fees or other City charges shall be a basic penalty, plus an additional penalty per month for non-payment of the charge and basic penalty.

Basic penalty, percent of invoice amount ..... 10%  
 Monthly delinquency charge ..... 1.5%  
 Collections fee, if over 90<sup>1</sup> days delinquent .....\$10

**3. Certified Mail Fee**

Per item mailed .....\$5

**4. Small Claims Court Collection Charges**

Process server, single defendant .....\$35  
 Process server, each add'l defendant ..... \$17.50  
 Court fees..... varies<sup>2</sup>

**5. Check Reissuance Fee**

Fee includes 3<sup>rd</sup> party stop-payment charges.

Regular processing, per check.....\$25

**6. Duplicate Payroll Record Fee**

Regular processing (10 business days)..... \$10  
 Expedited processing (2 business days) ..... \$25

**7. Lien Recording Fee**

Any account submitted to the County of San Diego for placement of a lien resulting from non-payment of sewer or trash fees shall be subject to a lien recording fee.

Per delinquent account ..... \$10

**8. Recorded Item Non-Payment Penalty**

Any account submitted to the County of San Diego for collection via property tax bill, following recordation of a lien and continued non-payment, shall be subject to an additional penalty.

Penalty fee, per account ..... \$15

**9. Lien Payoff Demand Letter**

Any account subject to lien by the City may request preparation of a Lien Payoff Demand Letter.

Fee per letter, regular (10 business days) ..... \$25  
 Fee per letter, expedited (2 business days)..... \$50

**10. Lien Release Fee**

Per account..... \$25

**ELECTION RECOUNT**

Per California Election Code §15624.

Election recount fee ..... Full cost recovery

**DOCUMENT CERTIFICATION**

Per document certified ..... \$15

<sup>1</sup> 60 days delinquent for Solid Waste & Recycling service charges.  
<sup>2</sup> Small Claims Court fees are set by the State court system and subject to revision without approval of the Chula Vista City Council. Please contact the Finance Department to confirm current court fees.

**SPECIAL EVENT PERMIT**

In general, any organized activity involving the use of, or having an impact upon City-owned, controlled or maintained property such as City parks, facilities, open space, sidewalks or street areas within the Chula Vista city limits, requires a Special Event Permit issued by the City of Chula Vista's Office of Communications. See City Council Policy 102-06 for additional Special Event Permit information.

- 1. Nonrefundable Application Fee
  - Per event, without street closure .....\$150
  - Per event, with street closure.....\$300
- 2. Additional City Staff Services
  - City staff.....Per Cost Recovery Policy
  - Cost recovery deposit.....Varies by event

**BLOCK PARTY PERMIT**

Per event.....\$50

*Permittee is responsible for providing all safety equipment as required by the Office of Communications.*

**PROFESSIONAL FILMING PERMIT**

- 1. Application Processing Fee
  - Per day, <=10 cast & crew .....\$150
  - Per day, >10 cast & crew .....\$300
- 2. Additional City Staff Services
  - City staff..... Full cost recovery
  - Full cost recovery deposit..... \$1,000

*Applicants must provide proof of valid City of Chula Vista Business License.*

**NOTICE OF INTENT TO CIRCULATE A PETITION FILING**

Per California Elections Code § 9202(b).

Notice of Intent filing fee.....\$200

*In accordance with Elections Code § 9202(b), the fee will be refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition.*

**MASTER LICENSE AGREEMENT (MLA) ADMINISTRATIVE FEES**

Nonrefundable administrative fees, applicable to Master License Agreements for Wireless Facilities on City Poles in the Right-of-Way.

Master License Preparation Fee ..... \$8,000  
 Pole License Processing Fee ..... \$1,000

**FULL COST RECOVERY**

For all full cost recovery fee items, an initial deposit shall be collected to cover the City's full cost, including overhead, incurred in conjunction with review and processing as requested by applicant. Additional funds may be collected, as required, to cover City costs. Should the application be withdrawn at any time, the deposit shall be adjusted to cover the City's actual costs, including overhead, up to that time. Any funds remaining on deposit at the time of the completion or withdrawal of the application shall be returned to the depositor, after accounting for expenses incurred to date.

See Master Fee Schedule Fee Bulletins 1-100 and 1-200 for additional discussion of full cost recovery and current hourly rates.