

How to find out the ADU Development Impact Fee Percentage For SINGLE-FAMILY:

1. If the ADU size is **750 SF or larger than Development Impact Fees apply**
2. Identify the square footage of the ADU (see approved plans or application, we are adding a requirement to place a DIF Proportional Calculation on the Cover Sheet)
3. Verify the existing building square footage on the cover sheet of the approved plans within the Code Analysis or Building Data.
4. In the spreadsheet below enter the ADU SF and then the (E) Residence SF
5. The number in the green box is what you enter into ePALS under the DIF files.

ADU SF		(E) RESIDENCE SF	PERCENTAGE
<input type="text"/>	/	<input type="text"/>	<input type="text"/>

How to find out the ADU Development Impact Fee Percentage For MULTI-FAMILY:

1. If the ADU size is **750 SF or larger than Development Impact Fees apply**
2. Identify the square footage of the ADU (see approved plans or application, we are adding a requirement to place a DIF Proportional Calculation on the Cover Sheet)
3. Look up on the [Assessor Portal](#) the address, then scroll down to where the Assessor lists the Summary and look up the Avg SqFt/Unit information.
4. In the spreadsheet below enter the ADU SF and then the (E) Residence SF
5. The number in the green box is what you enter into ePALS under the DIF files.

ADU SF		(E) RESIDENCE SF	PERCENTAGE
<input type="text"/>	/	<input type="text"/>	<input type="text"/>

For purposes of calculating the fees for an ADU on a lot with a multifamily dwelling, the proportionality shall be based on the average square footage of the units within that multifamily dwelling structure. For ADUs converting existing space with a 150 square-foot expansion, a total ADU square footage over 750square feet could trigger the proportionate fee requirement. (Gov. Code, § 65852.2, subd. (f)(3)(A).)

ePALS Development Impact Fee Fields for ADU's:

1. Under the Activity Details select the Edit function
 - a. Select the Development Fee Required Checkbox & Update
2. Under the Finance Manager select Fees
 - a. Under the Valuation change the DEVELOPMENT Fee Date to today's date & Save Valuation
3. Under the Development Fees
 - a. There are 3 categories:
 - i. Market – This is typically what all Single-Family ADU's will use. It is meant for market rate units.
4. Check the Boxes next to the following DIF Fees; **a) Transp, b) Fire, c) PD, d) Lib, e) Parks, & f) IT** and then enter the number from the spreadsheet above for all of these DIF's and save Fees.
5. DIF Admin is to be left blank, then calculate the fees.
6. The calculated fees are to be entered into the DIF Admin portion, so that the 5% can be calculated on the overall fees.

Example of the Fees, based upon the numbers in the spreadsheet above:

DEVELOPMENT FEES			
	Fee Description	Units	Amount
<input checked="" type="checkbox"/>	DIF-SFD-Market-Rate-Transp	<input type="text" value="63"/>	\$5,515.02
<input checked="" type="checkbox"/>	DIF-SFD-Market-Rate-Fire	<input type="text" value="63"/>	\$263.97
<input checked="" type="checkbox"/>	DIF-SFD-Market-Rate-PD	<input type="text" value="63"/>	\$200.97
<input checked="" type="checkbox"/>	DIF-SFD-Market-Rate-Lib	<input type="text" value="63"/>	\$990.36
<input checked="" type="checkbox"/>	DIF-SFD-Market-Rate-Parks	<input type="text" value="63"/>	\$1,461.60
<input checked="" type="checkbox"/>	DIF-SFD-Market-Rate-IT	<input type="text" value="63"/>	\$238.14
<input checked="" type="checkbox"/>	DIF-SFD-Market-Rate-Admin	<input type="text" value="8,670.06"/>	\$0.00
<input type="checkbox"/>	DIF-SFD-Additional Affordable-Transp	<input type="text"/>	\$0.00
<input type="checkbox"/>	DIF-SFD-Additional Affordable-Fire	<input type="text"/>	\$0.00
<input type="checkbox"/>	DIF-SFD-Additional Affordable-PD	<input type="text"/>	\$0.00
<input type="checkbox"/>	DIF-SFD-Additional Affordable-Lib	<input type="text"/>	\$0.00

ePALS Development Impact Fee Fields for all other developments:

1. Under the Activity Details select the Edit function
 - a. Select the Development Fee Required Checkbox & Update
2. Under the Finance Manager select Fees
 - a. Under the Valuation change the DEVELOPMENT Fee Date to today's date & Save Valuation
3. Under the Development Fees
 - a. There are 3 categories:
 - i. Required Affordable – This is for Multi-Family Units that have a specific number of required ADU's. Only the required number of units is placed in here.
 - ii. Additional Affordable – this s for Multi-Family Units that have a more units than are specifically required per the agreement with the city. Only the additional units are placed in here.
4. Check the Boxes next to the following DIF Fees; **a) Transp, b) Fire, c) PD, d) Lib, e) Parks, & f) IT** and then enter the number of units and save Fees.
5. DIF Admin is to be left blank, then calculate the fees.
6. The calculated fees are to be entered into the DIF Admin portion, so that the 5% can be calculated on the overall fees.

Example of Fees based upon a Multi-Family that has Required Affordable and Additional Affordable Units:

Required Affordable Units - 10 units
 Additional Affordable Units - 5 units

FINANCE MANAGER						<input type="checkbox"/> Ready To Pay Online	Reset	Calculate	Save Fees
DEVELOPMENT FEES						Required			
	Fee Description	Units	Amount		Fee Description	Units	Amount		
<input type="checkbox"/>	Administration Fee		\$0.00	<input type="checkbox"/>	DIF-SFD-Market-Rate-Transp		\$0.00		
<input checked="" type="checkbox"/>	DIF-SFD-Required Affordable-Transp	10	\$73,320.00	<input type="checkbox"/>	DIF-SFD-Market-Rate-Fire		\$0.00		
<input checked="" type="checkbox"/>	DIF-SFD-Required Affordable-Fire	10	\$3,500.00	<input type="checkbox"/>	DIF-SFD-Market-Rate-PD		\$0.00		
<input checked="" type="checkbox"/>	DIF-SFD-Required Affordable-PD	10	\$2,680.00	<input type="checkbox"/>	DIF-SFD-Market-Rate-Lib		\$0.00		
<input checked="" type="checkbox"/>	DIF-SFD-Required Affordable-Lib	10	\$13,170.00	<input type="checkbox"/>	DIF-SFD-Market-Rate-Parks		\$0.00		
<input checked="" type="checkbox"/>	DIF-SFD-Required Affordable-Parks	10	\$19,430.00	<input type="checkbox"/>	DIF-SFD-Market-Rate-IT		\$0.00		
<input checked="" type="checkbox"/>	DIF-SFD-Required Affordable-IT	10	\$3,170.00	<input type="checkbox"/>	DIF-SFD-Market-Rate-Admin		\$0.00		
<input checked="" type="checkbox"/>	DIF-SFD-Required Affordable-Admin	115270.00	\$5,763.50	<input checked="" type="checkbox"/>	DIF-SFD-Additional Affordable-Transp	5	\$27,360.00		
<input checked="" type="checkbox"/>	DIF-SFD-Additional Affordable-Parks	5	\$7,250.00	<input checked="" type="checkbox"/>	DIF-SFD-Additional Affordable-Fire	5	\$1,305.00		
<input checked="" type="checkbox"/>	DIF-SFD-Additional Affordable-IT	5	\$1,180.00	<input checked="" type="checkbox"/>	DIF-SFD-Additional Affordable-PD	5	\$1,000.00		
<input checked="" type="checkbox"/>	DIF-SFD-Additional Affordable-Admin	43,005.00	\$2,150.25	<input checked="" type="checkbox"/>	DIF-SFD-Additional Affordable-Lib	5	\$4,910.00		