

# **TOWN OF PORTOLA VALLEY**

## **Proposed Update to Fee Schedule**



**For Town Council Review  
April 26, 2023**

**Town of Portola Valley**  
**Master Fee Schedule**  
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## **Administrative Fees & Permits**

<b>Activity</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	
<b>Banner/Sign Fee</b>	<b>\$32</b>	<b>\$34</b>	
<b>Business License</b>			
a) Fixed place of business within Portola Valley	<b>\$127</b>	<b>\$134</b>	
i) Employee Fee 30+ hours week	<b>\$25</b>	<b>\$27</b>	each/per year
ii) Employee Fee 15-30 hours week	<b>\$13</b>	<b>\$13</b>	
b) Not Fixed place of business			
i) General Contractor (3 or more subcontractors)	<b>\$508</b>	<b>\$535</b>	
ii) General Contractor (less than 3 subcontractors)	<b>\$127</b>	<b>\$134</b>	
iii) Subcontractor	<b>\$127</b>	<b>\$134</b>	
iv) General License/Home Occupation	<b>\$127</b>	<b>\$134</b>	
	<b>\$32</b>	<b>\$34</b>	
<b>Classes</b>			
a) Town registration fees	<b>20%</b>	<b>20%</b>	of fees received
b) Insurance (if supplied by the Town)			
i) Non-Sports Instruction	<b>Current carrier rate</b>	<b>Current carrier rate</b>	
ii) Sports Instruction	<b>Current carrier rate</b>	<b>Current carrier rate</b>	
<b>Copying Fees</b>			
a) Compact Disc (CD)/Flash Drive Copying	<b>\$13</b>	<b>\$14</b>	per CD
b) Paper Documents	<b>\$0.32</b>	<b>\$0.34</b>	per copy
<b>Electric Vehicle Charging Station</b>			
a) First hour	<b>Free</b>	<b>Free</b>	
b) Each additional hour (at cost, not to exceed)	<b>\$13</b>	<b>\$14</b>	per hour

## Facility Rental Fees/Deposits

### a) Community Hall

i) Resident Only Fee	\$2,576	<b>\$2,712</b>	per day
ii) Deposit	\$1,000	\$1,000	

### b) Community Hall – Memorial Service

i) Current/Past Resident Only	\$1,056	<b>\$1,356</b>	per day
ii) Deposit	\$500	\$500	

### c) Community Hall – Local Non-profit within Town limits

i) No Fundraiser	No charge	No charge	
ii) No Fundraiser – Deposit	\$1,000	\$1,000	
iii) Fundraiser	\$948	<b>\$998</b>	
iv) Fundraiser – Deposit	\$1,000	\$1,000	

### d) Alder or Buckeye Room minimum rental = 2 hours meetings; 4 hours parties

i) Resident Fee	\$103	<b>\$108</b>	per hour
ii) Deposit	\$250	\$250	

### e) Kitchen (must rent with room)

i) Rented with Community Hall	No charge	No charge	
ii) Rented with Alder or Buckeye Room -- Resident	\$103	<b>\$108</b>	per event
iii) Deposit	\$100	\$100	

### f) Redwood Grove (Weddings only)

i) Resident Fee	\$160	<b>\$168</b>	per event
ii) Deposit	\$100	\$100	

### g) Staff Time/Consultation for Rentals

i) First hour	Free	Free	
ii) Each additional hour (fully burdened staff hourly rate)	\$60	<b>\$63</b>	per hour

### Horse Permit

a) New	\$63	<b>\$66</b>	per horse/year
b) Renewal – Residential	\$19	<b>\$20</b>	per horse/year
c) Renewal – Commercial	\$25	<b>\$26</b>	per horse/year
d) Inspection	Per hour as billed	Per hour as billed	

### Sport User Fees

a) Town Fields			
i) Town Sponsored; Schools (Town Council; Town Committees; PV School District; Woodside Priory)	\$0	\$0	no fees/no deposit
ii) Local Organized Youth Leagues (Alpine/West Menlo Little League; AYSO; Kidz Love Soccer)	\$41	<b>\$43</b>	per person/season
iii) Local Organized Youth Clubs (Alpine Strikers; CYSO)	\$62	<b>\$65</b>	per person/season
iv) Local Organized Adult Leagues (PV Adult Soccer League; PV Softball)	\$62	<b>\$65</b>	per person/season
v) Local Organized Adult Clubs (PV Soccer Club)	\$93	<b>\$98</b>	per person/season
vi) Deposit for ii. through v. above	\$500	\$500	
b) Private Parties, Picnics, Pick-up Games			
i) Local Informal Groups	\$3	\$3	per person/use
ii) Deposit - 50 or fewer	\$100	\$100	
iii) Deposit - greater than 50	\$500	\$500	
c) Commercial Use (clinics and classes)	15%	15%	of gross revenue
i) Deposit	\$500	\$500	

### Special Events Permit

a) Litter Deposit	\$121	<b>\$127</b>	
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**Credit Card Fees**

Fees paid by credit card or other payment platform may be subject to third party transaction or other fees.

The Town is adding options that allow users to make payments by credit card and other convenient payment platforms. People who elect to use these types of payment options will be responsible for paying any transaction fees or similar expenses incurred by the Town in connection with such payment.

## Planning Fees & Permits

Activity	Current Deposit	Proposed Deposit	Current Fee	Proposed Fee
<b>Pre-Application Meeting</b>	\$1,000	\$1,000	\$768	\$809
<b>Architectural Review</b>				
a) New Residence	\$6,000	\$6,000	\$1,479	\$1,557
b) Guest House/Addition	\$5,000	\$5,000	\$876	\$922
c) Amendment	\$3,500	\$3,500	\$444	\$468
<b>Site Development Permit</b>				
a) 51-100 Cubic Yards	\$3,000	\$3,000	\$1,390	\$1,464
b) 101-1,000 Cubic Yards	\$4,000	\$4,000	\$2,964	\$3,121
c) Greater than 1,000 Cubic Yards	\$5,000	\$5,000	\$3,758	\$3,957
<b>Conditional Use Permit</b>				
a) Standard (New or Major Amendment)	\$9,000	\$9,000	\$5,269	\$5,548
b) Planned Unit Development	\$6,000	\$6,000	\$7,909	\$8,328
c) Amendment (Minor)	\$6,000	\$6,000	\$2,641	\$2,781
d) Cannabis	\$6,000	\$6,000	\$872	\$918
<b>Variance</b>	\$8,000	\$8,000	\$3,117	\$3,282
<b>Lot Line Adjustment</b>	\$8,000	\$8,000	\$2,133	\$2,246
<b>Geology Review</b>				
a) Building Permit	none	none	\$330	\$347
b) Map Modification	\$3,500	\$3,500	\$1,320	\$1,390
c) Deviation	\$6,000	\$6,000	\$1,155	\$1,216
<b>Subdivision Preliminary Map</b>	\$6,000	\$6,000	\$4,050	\$4,265
<b>Subdivision - Tentative Map</b>	\$8,000	\$8,000	\$6,176	\$6,503
<b>Subdivision - Final Map</b>	\$3,500	\$3,500	\$1,765	\$1,859
<b>Map Time Extension</b>	\$1,000	\$1,000	\$495	\$521

<b>Tentative Map Amendment</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$990</b>	<b>\$1,042</b>
<b>Final Map Revision</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$990</b>	<b>\$1,042</b>
<b>Certificate of Compliance</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$2,050</b>	<b>\$2,159</b>
<b>Environmental - Initial Assessment</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$444</b>	<b>\$468</b>
<b>Environmental - Negative Declaration</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$1,320</b>	<b>\$1,390</b>
<b>General Plan Amendment</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$4,393</b>	<b>\$4,626</b>
<b>Zoning Ordinance Amendment</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$2,196</b>	<b>\$2,312</b>
<b>Fence Permit</b>				
a) Horse Fence	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$140</b>	<b>\$147</b>
b) All Other Fences	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$298</b>	<b>\$314</b>
<b>Tree Removal Permit</b>	<b>none</b>	<b>none</b>	<b>\$89</b>	<b>\$94</b>
<b>Residential Data Report</b>	<b>none</b>	<b>none</b>	<b>\$140</b>	<b>\$147</b>
<b>Allowed Floor Area Calculation</b>	<b>none</b>	<b>none</b>	<b>\$140</b>	<b>\$147</b>
<b>Temporary Occupancy Permit</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$1,638</b>	<b>\$1,725</b>
<b>Appeal</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>\$6,824</b>	<b>\$7,186</b>
<b>Photovoltaic System</b>	<b>none</b>	<b>none</b>	<b>\$63</b>	<b>\$66</b>
<b>Temporary Gas or Electrical</b>	<b>\$500</b>	<b>\$500</b>		
<b>Additional Plan Review or Revision</b>			<b>Per hour as billed</b>	<b>Per hour as billed</b>
<b>Planning Fee</b>	<b>none</b>	<b>none</b>	<b>\$149</b>	<b>\$157</b>
<b>Zoning Permit/Fee</b>				
a) Permit	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$400</b>	<b>\$421</b>



### **Supplemental Services**

For services on the Fee Schedule involving a deposit account or requested of Town Staff for which no fee is listed in this Master Fee Schedule, or for projects of size and complexity not typically encountered by the Town, fees shall consist of the hourly rate for staff time (as described below), Town Attorney shall be charged at an hourly rate of \$375, as updated from time to time, and consultant work shall be charged at the hourly rate contracted by the Town.

### **Planning Entitlements**

In addition to the fixed administrative fees, planners' time and Town attorney's time spent on processing, planning entitlements shall be billed at an hourly rate of ~~\$221~~ **\$233** and ~~\$325~~ **\$375**, respectively, and withdrawn from a deposit account held by the Town. In addition, consultants' time shall also be billed at the rate contracted by the Town and withdrawn from the deposit account. In connection with a planning application, Applicant shall post an initial deposit amount as listed in this municipal fee schedule or as determined by the Town Manager or designee.

### **Deposit Accounts**

For services not listed on the Fee Schedule or for projects of size and complexity not typically encountered by the Town, the Town Manager or designee shall determine the appropriate deposit amount. The Town will withdraw expenses from the deposit account until it is depleted. When the account is depleted Applicant shall replenish the account in an amount reasonably determined by the Town. Planning project applications shall be subject to Cost Recovery Reimbursement agreement in a form approved by the Town Attorney.

### **Calculating Hourly Rates for Staff**

Hourly rates for Town Staff shall be calculated based on the employee's fully burdened cost which includes salary and all benefit costs; except the planning hourly rate shall be ~~\$221~~ **\$233** and the Town Attorney's hourly rate shall be ~~\$325~~ **\$375**.

## **Building Fees & Permits**

Activity	Deposit	Current Fee	Proposed Fee	
Construction & Demolition Recycling				
a) Demo Debris	\$50/estimated ton of construction and/or demolition debris and one-half percent of total project valuation for new construction projects, but not less than \$1,000	\$235	\$247	
b) Construction Debris		\$235	\$247	
c) Demo & Construction Debris		\$470	\$495	
Commercial				
Commercial without Interior Improvements				
a) Less than 1,000 square feet				
i) Plan Check	Deposit based on valuation	Per hour as billed	Per hour as billed	
ii) Inspection	Deposit based on valuation	Per hour as billed	Per hour as billed	
b) Greater than 1,000 square feet				
i) Plan Check	Deposit based on valuation	Per hour as billed	Per hour as billed	
ii) Inspection	Deposit based on valuation	Per hour as billed	Per hour as billed	
Commercial with Interior Improvements				
a) Less than 1,000 square feet				
i) Plan Check	Deposit based on valuation	Per hour as billed	Per hour as billed	
ii) Inspection	Deposit based on valuation	Per hour as billed	Per hour as billed	
b) Greater than 1,000 square feet				
i) Plan Check	Deposit based on valuation	Per hour as billed	Per hour as billed	
ii) Inspection	Deposit based on valuation	Per hour as billed	Per hour as billed	

## Commercial Tenant Improvements

### a) Less than 1,000 square feet

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$1,117	<b>\$1,176</b>

### b) Greater than 1,000 square feet

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$1,917	<b>\$2,019</b>

NOTE: An initial deposit would be assessed based on valuation. If the deposit is insufficient to fully cover cost of services, an additional amount would be collected.

## Commercial Repair

### a) Less than 1,000 square feet

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$635	<b>\$669</b>

### b) Greater than 1,000 square feet

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$1,282	<b>\$1,350</b>

## Commercial Barn/Stable

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$1,282	<b>\$1,350</b>

## Residential

### Custom Residence Without Basement

#### a) 5,000 square Feet or Less

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$3,999	<b>\$4,211</b>

b) Greater than 5,000 Square Feet

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$4,793	<b>\$5,047</b>

**Custom Residence With Basement**

a) 5,000 square Feet or Less

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$5,592	<b>\$5,888</b>

b) Greater than 5,000 Square Feet

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$5,592	<b>\$5,888</b>

**Addition**

a) 500 Square Feet or Less

i) Plan Check	none	\$482	<b>\$508</b>
ii) Inspection	none	\$1,600	<b>\$1,685</b>

b) 501-1,000 Square Feet

i) Plan Check	none	\$952	<b>\$1,002</b>
ii) Inspection	none	\$2,234	<b>\$2,352</b>

c) Greater than 1,000 Square Feet

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$2,882	<b>\$3,035</b>

**Accessory Dwelling Unit (ADU)**

i) Plan Check	none	\$1,282	<b>\$1,350</b>
ii) Inspection	none	\$2,234	<b>\$2,352</b>

b) Accessory Building (e.g. Cabana)

i) Plan Check	none	\$952	<b>\$1,002</b>
ii) Inspection	none	\$1,282	<b>\$1,350</b>

**Detached Unit (Other)**

## a) Garage/Workshop - 1,000 Square Feet or Less

i) Plan Check	none	\$952	<b>\$1,002</b>
ii) Inspection	none	\$1,117	<b>\$1,176</b>

## b) Carport

i) Plan Check	none	\$635	<b>\$669</b>
ii) Inspection	none	\$800	<b>\$842</b>

**Detached Unit (Other) -- Cont.**

## c) Barn/Stable

i) Plan Check	none	\$952	<b>\$1,002</b>
ii) Inspection	none	\$800	<b>\$842</b>

**Bathroom Remodel**

## a) Bathroom with Structural

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection		\$1,282	<b>\$1,350</b>

## b) Bathroom without Structural

i) Plan Check	none	\$165	<b>\$174</b>
ii) Inspection	none	\$952	<b>\$1,002</b>

**Kitchen Remodel**

## a) Kitchen with Structural

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection		\$1,282	<b>\$1,350</b>

## b) Kitchen without Structural

i) Plan Check	none	\$165	<b>\$174</b>
ii) Inspection	none	\$952	<b>\$1,002</b>

**Minor Repair (e.g. Deck)**

## a) Without Plan Check

i) Inspection	none	\$317	<b>\$334</b>
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## b) With Plan Check

i) Plan Check	none	\$165	<b>\$174</b>
ii) Inspection	none	\$482	<b>\$508</b>

**Remodel with Structural****a) 0-500 Square Feet**

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$1,282	<b>\$1,350</b>

**b) 501-1,000 Square Feet**

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$1,521	<b>\$3,201</b>

**c) 1001-1,500 Square Feet**

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$1,917	<b>\$2,019</b>

**d) 1,501-2,000 Square Feet**

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$2,552	<b>\$2,687</b>

**e) 2,001 - 3,000 Square Feet**

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$2,882	<b>\$3,035</b>

**f) 3,001-4,000 Square Feet**

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check			
ii) Inspection	none	\$3,199	<b>\$3,369</b>

**Remodel without Structural****a) 0-500 Square Feet**

	Deposit based on valuation	Per hour as billed	Per hour as billed
i) Plan Check	none	\$317	<b>\$334</b>
ii) Inspection	none	\$952	<b>\$1,002</b>

b) 501-1,000 Square Feet			
i) Plan Check	none	\$635	\$669
ii) Inspection	none	\$1,282	\$1,350
c) 1001-1,500 Square Feet			
i) Plan Check	none	\$952	\$1,002
ii) Inspection	none	\$1,600	\$1,685
d) 1,501-2,000 Square Feet			
i) Plan Check	none	\$1,117	\$1,176
ii) Inspection	none	\$1,917	\$2,019
e) 2,001-3,000 Square Feet			
i) Plan Check	none	\$1,282	\$1,350
ii) Inspection	none	\$2,234	\$2,352
f) 3,001-4,000 Square Feet			
i) Plan Check	none	\$1,435	\$1,511
ii) Inspection	none	\$2,552	\$2,687
<b>Mobile Home Installation</b>			
a) With Foundation			
i) Plan Check	none	\$482	\$508
ii) Inspection	none	\$482	\$508
b) Without Foundation			
i) Plan Check	none	\$165	\$174
ii) Inspection	none	\$317	\$334
<b>Foundation Repair</b>			
a) 35 Linear Feet or Less			
i) Plan Check	none	\$317	\$334
ii) Inspection	none	\$482	\$508
b) Greater Than 35 Linear Feet			
i) Plan Check	none	\$635	\$669
ii) Inspection	none	\$800	\$842

**Stucco/Siding**

## a) 500 Square Feet or Less

i) Plan Check	none	\$165	\$174
ii) Inspection	none	\$317	\$334

## b) 501-1,000 Square Feet

i) Plan Check	none	\$165	\$174
ii) Inspection	none	\$482	\$508

## c) Greater than 1,000 Square Feet

i) Plan Check	none	\$317	\$334
ii) Inspection	none	\$635	\$669

**Re-Roofing**

## a) 1,000 Square Feet or Less

i) Plan Check	none	\$114	\$120
ii) Inspection	none	\$482	\$508

## b) 1,001-3,000 Square Feet

i) Plan Check	none	\$114	\$120
ii) Inspection	none	\$482	\$508

**Re-Roofing (cont.)**

## c) Greater than 3,000 Square Feet

i) Plan Check	none	\$114	\$120
ii) Inspection	none	\$800	\$842

**Doors and Windows**

## a) Five or Less

i) Plan Check	none	\$165	\$174
ii) Inspection	none	\$317	\$334

## b) More than Five

i) Plan Check	none	\$165	\$174
ii) Inspection	none	\$482	\$508

**Swimming Pool (In Ground)**

i) Plan Check	none	\$952	\$1,002
ii) Inspection	none	\$800	\$842



**Spa**

## a) In Ground

i) Plan Check	none	\$482	\$508
ii) Inspection	none	\$635	\$669

## b) Above Ground (Prefabricated)

i) Plan Check	none	\$317	\$334
ii) Inspection	none	\$349	\$367

**Demolition**

i) Plan Check	none	\$57	\$60
ii) Inspection	none	\$317	\$334

**Retaining Wall**

## a) Four Feet High or Less

i) Plan Check	none	\$114	\$120
ii) Inspection	none	\$482	\$508

## b) Greater than Four Feet High

i) Plan Check	none	\$235	\$247
ii) Inspection	none	\$800	\$842

**Permit Application Fee (applies to all building permits)**

a) For Initial Permit	none	\$81	\$85
b) For Each Additional Permit	none	\$37	\$39

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS  
(ASSOCIATED WITH NEW CONSTRUCTION PERMITS)**

Plumbing (per s.f)	none	\$0.57	\$0.60
Mechanical (per s.f)	none	\$0.51	\$0.54
Electrical (per s.f)	none	\$0.57	\$0.60

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS  
(STAND-ALONE)****Permit Application Fee (stand-alone projects)**

a) For Initial Permit	none	\$32	\$34
b) For Each Additional Permit	none	\$32	\$34

Water Heater Permit Fee	none	\$51	<b>\$54</b>
PER UNIT FEES -- ELECTRICAL			
Temporary Power Pole	none	\$114	<b>\$120</b>
Electrical Service			
a) 100-400 Amps	none	\$235	<b>\$247</b>
b) Greater than 400 Amps	none	\$349	<b>\$367</b>
Subpanel/EV Charger	none	\$57	<b>\$60</b>
Electrical Associated with a Pool/Spa	none	\$235	<b>\$247</b>
Generator	none	\$235	<b>\$247</b>
PER UNIT FEES -- MECHANICAL			
Furnace	none	\$57	<b>\$60</b>
Condensor (Evaporative Cooler)	none	\$57	<b>\$60</b>
Boiler	none	\$57	<b>\$60</b>
Exhaust Hood (Fan) (Commercial or Heat Recovery Ventilator)	none	\$114	<b>\$120</b>
PER UNIT FEES -- PLUMBING			
Water Service	none	\$114	<b>\$120</b>
Backflow Device	none	\$57	<b>\$60</b>
Water Piping	none	\$114	<b>\$120</b>
Sewer Line	none	\$114	<b>\$120</b>
Drain-Waste Vent (1-5 Fixtures)	none	\$114	<b>\$120</b>
Gas Piping (1-5 Outlets)	none	\$114	<b>\$120</b>

<b>Earthquake Shut-off Valve</b>	<b>none</b>	<b>\$57</b>	<b>\$60</b>
<b>Pool/Spa Plumbing</b>	<b>none</b>	<b>\$235</b>	<b>\$247</b>
<b>Additional Plan Check or Inspection</b>	<b>none</b>	<b>Per hour as billed</b>	<b>Per hour as billed</b>
<b>Strong Motion Instrumentation &amp; Seismic Hazard Mapping Fee</b>			
a) Residential		<b>Per State</b>	<b>Per State</b>
i) Valuation over \$3,850	<b>none</b>	<b>.00013 x valuation</b>	<b>.00013 x valuation</b>
ii) Valuation under \$3,850	<b>none</b>	<b>\$0.50</b>	<b>\$0.50</b>
b) Commercial		<b>Per State</b>	<b>Per State</b>
i) Valuation over \$1,786	<b>none</b>	<b>.00028 x valuation</b>	<b>.00028 x valuation</b>
ii) Valuation under \$1,786	<b>none</b>	<b>\$0.50</b>	<b>\$0.50</b>
<b>California Building Standards Commission Fee</b>			
a) Every \$25,000 or fraction thereof	<b>none</b>	<b>Per State \$1 per \$25,000 valuation</b>	<b>Per State \$1 per \$25,000 valuation</b>

### Supplemental Services

For services on the Fee Schedule involving a deposit account or requested of Town Staff for which no fee is listed in this Master Fee Schedule, or for projects of size and complexity not typically encountered by the Town, fees shall consist of the hourly rate for staff time (as described below), Town Attorney shall be charged at an hourly rate of \$375, as updated from time to time, and consultant work shall be charged at the hourly rate contracted by the Town.

### Planning Entitlements

In addition to the fixed administrative fees, planners' time and Town attorney's time spent on processing, planning entitlements shall be billed at an hourly rate of ~~\$221~~ **\$233** and ~~\$325~~ **\$375**, respectively, and withdrawn from a deposit account held by the Town. In addition, consultants' time shall also be billed at the rate contracted by the Town and withdrawn from the deposit account. In connection with a planning application, Applicant shall post an initial deposit amount as listed in this municipal fee schedule or as determined by the Town Manager or designee.

### **Deposit Accounts**

For services not listed on the Fee Schedule or for projects of size and complexity not typically encountered by the Town, the Town Manager or designee shall determine the appropriate deposit amount. The Town will withdraw expenses from the deposit account until it is depleted. When the account is depleted Applicant shall replenish the account in an amount reasonably determined by the Town. Planning project applications shall be subject to Cost Recovery Reimbursement agreement in a form approved by the Town Attorney.

### **Calculating Hourly Rates for Staff**

Hourly rates for Town Staff shall be calculated based on the employee's fully burdened cost which includes salary and all benefit costs; except the planning hourly rate shall be ~~\$221~~ **\$233** and the Town Attorney's hourly rate shall be ~~\$325~~ **\$375**.

## Public Works/Engineering & Permit Fees

Activity	Deposit	Current Fee	Proposed Fee
<b>Driveway Connection to Street</b>			
a) Application	none	\$298	<b>\$314</b>
b) Plan Review	none	\$0	<b>\$0</b>
b) Plan Review			
	\$95 - \$1,000 initial deposit*	\$0	\$0
c) Inspection			
Town Staff	\$500-\$1,000 initial deposit*	Per hour as billed	Per hour as billed
Contract Engineer	\$500-\$1,000 initial deposit*	Per hour as billed	Per hour as billed
Contract Inspector	\$500-\$1,000 initial deposit*	Per hour as billed	Per hour as billed
<b>Utilities</b>			
<b>Regular Utility Maintenance Connect / Disconnect</b>			
a) Application		<b>\$298</b>	<b>\$314</b>
b) Plan Review		\$0	\$0
b) Plan Review			
	\$500 - \$1,000 initial deposit*	\$0	\$0
c) Inspection			
Town Staff	\$500-\$1,000 initial deposit*	Per hour as billed	Per hour as billed
Contract Engineer	\$500-\$1,000 initial deposit*	Per hour as billed	Per hour as billed
Contract Inspector	\$500-\$1,000 initial deposit*	Per hour as billed	Per hour as billed
<b>Utility Main / Capital Project</b>			
a) Application		\$299	<b>\$315</b>
b) Plan Review	\$95-\$2,500 initial deposit*	Per hour as billed	Per hour as billed

c) Inspection

Town Staff	\$500-\$2,000 initial deposit*	Per hour as billed	Per hour as billed
Contract Engineer	\$500-\$2,000 initial deposit*	Per hour as billed	Per hour as billed
Contract Inspector	\$500-\$2,000 initial deposit*	Per hour as billed	Per hour as billed

**Other projects including without limitation:**

**Right-of-way, landscaping, fences, and investigations**

a) Application	none	\$294	<b>\$310</b>
b) Plan Review	none	\$0	\$0
b) Plan Review			
	\$95-\$1000 initial deposit*	\$91	\$0
c) Inspection			
Town Staff	\$95-\$1000 initial deposit*	Per hour as billed	Per hour as billed
Contract Engineer	\$95-\$1000 initial deposit*	Per hour as billed	Per hour as billed
Contract Inspector	\$95-\$1000 initial deposit*	Per hour as billed	Per hour as billed

**Additional Plan Review or Inspection**

Town Staff		Actual cost	Per hour as billed
Contract Engineer			Per hour as billed
Contract Inspector			Per hour as billed

<b>Clean Up or Repair to Town Property</b>	none	Actual cost	Actual cost
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**Deposits**

\* Actual deposit amount will be determined by Town Staff on anticipated number of plan reviews / inspections required by staff/contract engineer/contract inspector and project timeline.

### **Supplemental Services**

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