



## Planning Services Fees

Resolution No. 2017-041  
 Effective July 1, 2017

### Address / Street Assignment

Single address .....	\$250.00
2 to 10 addresses.....	T&M plus \$500.00 deposit
11 addresses or more .....	T&M plus \$1,000.00 deposit

### Appeal

Appeal from Zoning Administrator’s Decision for Residential Property under SRMC §D7-8.....	T&M plus \$1,500.00 deposit (deposit paid by Appellant while the T&M fee paid by Applicant)
Appeal from Zoning Administrator’s Decision for Non-Residential Property under SRMC §D7-8 .....	T&M plus \$2,500.00 deposit (deposit paid by Appellant while the T&M fee paid by Applicant)
Appeal from Planning Commission Decision for Residential Property under SRMC §D7-8.....	T&M plus \$2,500.00 deposit (deposit paid by Appellant while the T&M fee paid by Applicant)
Appeal from Planning Commission Decision for Non-Residential Property under SRMC §D7-8 .....	T&M plus \$2,500.00 deposit (deposit paid by Appellant while the T&M fee paid by Applicant)

**Annexation** ..... T&M plus \$3,000.00 deposit

### Architectural Review

Administrative Review (All Districts) .....	T&M plus the deposit fee below
Conceptual (applied to formal application, maximum of one ARB meeting) .....	\$500.00
Minor Alteration .....	\$500.00
Recurring Architectural Review Meeting (Non-Residential) .....	\$500.00

#### Office / Commercial / Industrial (New Construction, Additions, and/or Alterations)

up to 10,000 sq. ft. ....	T&M plus \$1,000.00 deposit
10,001 to 50,000 sq. ft. ....	T&M plus \$2,000.00 deposit
50,001 to 100,000 sq. ft. ....	T&M plus \$3,000.00 deposit
over 100,000 sq. ft. ....	T&M plus \$4,000.00 deposit

#### Residential

Single-Family - Second Story Addition.....	\$300.00
New Construction	
1 dwelling unit .....	T&M plus \$500.00 deposit
2 to 10 dwelling units .....	T&M plus \$1,000.00 deposit
10 dwelling units or more .....	T&M plus \$3,000.00 deposit

### Business License

Business License Document Reprint .....	\$15.00
Business License Late Payment Fee .....	10% of License Fee for each month for 5 months plus 7% interest
Other Fees (Business License Fees – SB 1186).....	\$1.00

#### General Businesses

0 – 5 Employees.....	\$40.00 plus \$1.00 (SB 1186)
6 – 50 Employees.....	\$80.00 plus \$1.00 (SB 1186)
More than 50 Employees .....	\$400.00 plus \$1.00 (SB 1186)

#### Lessors of Commercial Property

Less than 5,000 square feet .....	\$40.00 plus \$1.00 (SB 1186)
5,0001 to 10,000 square feet .....	\$80.00 plus \$1.00 (SB 1186)
More than 10,000 square feet.....	\$400.00 plus \$1.00 (SB 1186)

**Lessors of Dwelling Units**

One unit only .....	\$40.00 plus \$1.00 (SB 1186)
2 to 5 units .....	\$80.00 plus \$1.00 (SB 1186)
More than 5 units .....	\$400.00 plus \$1.00 (SB 1186)

**Amusements & Itinerant Businesses, Circuses, Carnivals, and Exhibitions**

First Day .....	\$70.00 plus \$1.00 (SB 1186)
Each Additional Day.....	\$35.00 plus \$1.00 (SB 1186)

**Temporary Places of Sale**

1 day.....	\$35.00 plus \$1.00 (SB 1186)
2 to 5 days .....	\$70.00 plus \$1.00 (SB 1186)
6 to 30 days.....	\$325.00 plus \$1.00 (SB 1186)

**Vending Machines**

1 to 5 Machines.....	\$70.00 plus \$1.00 (SB 1186)
More than 5 Machines .....	\$130.00 plus \$1.00 (SB 1186)

**Development Agreement and Amendment** ..... T&M plus \$2,000.00 deposit

**Development Plan**

Amendment (changes to site plan and/or square footage)	
Administrative Review .....	\$2,000.00
Public Hearing Required.....	T&M plus \$2,000.00 deposit
Conceptual Development Plan Review – ARB Review .....	\$500.00
Conceptual Development Plan Review – PC Review .....	\$1,000.00
Non-residential .....	T&M plus \$5,000.00 deposit
Residential.....	T&M plus \$5,000.00 deposit

**Engineering Review**

Permit Review .....	\$150.00/hour with a 2 hour minimum charge for each permit
Permit Review (Telecom. Projects).....	\$150.00/hour with a 3 hour minimum charge for each permit
Permit Review (Large Family Day Care).....	\$150.00/hour with a 1.5 hour minimum charge for each permit
Permit Review (Day Care Center).....	\$1,000.00 deposit plus \$150.00/hour in excess of \$1,000.00
Preliminary Development Review Fee (non-mixed use projects) .....	\$2,000.00 plus \$150.00/hour in excess of \$2,000.00
Preliminary Development Review Fee (mixed use projects).....	\$3,000.00 plus \$150.00/hour in excess of \$3,000.00
Minor Subdivision .....	\$2,000.00 and Consultant Cost plus Administrative Fee
Major Subdivision .....	\$2,000.00 plus \$150.00/lot and Consultant Cost plus Administrative Fee

**Environmental Review**

Categorical Exemption .....	\$100.00
Environmental Impact Report.....	Consultant’s Cost + 30% Administrative Fee
Negative Declaration	
Administratively Prepared .....	T&M plus \$1,500.00 deposit
Consultant Prepared.....	Consultant’s Cost + 30% Administrative Fee

**Mitigation Monitoring Administration**

Contra Costa County Clerk Filing Fee <sup>4</sup> (fee payable to County Clerk) .....	\$50.00
Dept. of Fish and Game User Fee <sup>4</sup>	
Negative Declaration .....	Per Dept. of Fish & Game Code Section 711.4
Mitigated Negative Declaration.....	Per Dept. of Fish & Game Code Section 711.4
Environmental Impact Report.....	Per Dept. of Fish & Game Code Section 711.4
Certified Regulatory Program.....	Per Dept. of Fish & Game Code Section 711.4

**Mitigation Monitoring Program**

Implementation / Special Peer / Consultant Review .....	Consultant’s Cost + 30% Administrative Fee
Mitigation Monitoring Staff Time .....	T&M plus \$1,500.00 deposit

**General Plan Amendment** ..... T&M plus \$5,000.00 deposit

**Home Occupation Permit** ..... \$100.00

<b>Minor Exception</b> .....	\$300.00
<b>Minor Modification to Conditions of Approval</b> .....	T&M plus \$500.00 deposit
<b>Rezoning (all districts)</b> .....	T&M plus \$3,000.00 deposit
<b>Sign Review</b>	
Sign Permit/Administrative Sign Review (each face copy change) .....	\$150.00
Sign Permit approved by Master Sign Program .....	\$150.00 per sign
Sign Permit (each new sign requiring ARB review).....	\$500.00
Master Sign Program .....	T&M plus \$2,000.00 deposit
Master Sign Program Amendment .....	T&M plus \$1,500.00 deposit
Temporary Sign Permit	
21 consecutive days (maximum one per quarter) (Banner for Special Event).....	\$100.00
90 consecutive days .....	\$150.00
<b>Special Review</b>	
Special Peer / Consultant Review .....	Consultant's Cost + 30% Administrative Fee
<b>Specific Plan (Consultant Prepared)</b> .....	T&M + Consultant's Cost + 30% Administrative Fee (for deposit)
<b>Subdivision</b>	
Major Subdivision .....	T&M plus \$3,000.00 deposit
Minor Subdivision .....	T&M plus \$3,000.00 deposit
Lot Line Adjustment / Technical Review (see Engineering Division Fee Schedule).....	\$250.00 per parcel
<b>Text Amendment</b>	
General Plan Text Amendment .....	T&M plus \$3,500.00 deposit
Specific Plan Text Amendment .....	T&M plus \$3,500.00 deposit
Zoning Text Amendment.....	T&M plus \$3,500.00 deposit
<b>Time Extension</b>	
Time Extension Approved Administratively	
(Architectural Review, Development Plan, Use Permit, Major/Minor Subdivision, Variance, etc.).....	\$300.00
Time Extension Requiring Public Hearing(s)	
(Development Plan, Use Permit, Major/Minor, Subdivision, Variance, etc.).....	T&M plus \$1,000.00 deposit
<b>Tree Removal Permit</b>	
Residential .....	\$75.00
Non-Residential, Administrative .....	\$150.00
Non-Residential, Requiring an Architectural Review Meeting .....	\$500.00
<b>Use Permit</b>	
Congregate Care / Group Homes when located within a residence.....	T&M plus \$1,500.00 deposit
Large Family Day Care when located within a residence (Administrative) .....	\$750.00
Engineering Permit Review (LFDC) .....	\$150.00/hour with a 1.5 hour minimum charge for each permit
Large Family Day Care when located within a residence (Requiring a Public Hearing) .....	T&M plus \$1,500.00 deposit
Engineering Permit Review (LFDC) .....	\$150.00/hour with a 1.5 hour minimum charge for each permit
Major Use Permit and Amendments requiring Public Hearing(s) (All Districts).....	T&M plus \$3,000.00 deposit
Minor Use Permit and Amendments (All Districts) .....	T&M plus \$750.00 deposit
Temporary Land Use Permit (e.g. Christmas Tree and Halloween lots) .....	\$300.00 plus \$500.00 cleaning deposit
(all other special events see Parks and Community Services Fee Schedule)	
Temporary Land Use Permit - Portable Outdoor Storage Unit (POSU) – Residential .....	\$25.00
Temporary Land Use Permit - Portable Outdoor Storage Unit (POSU) – Non-Residential.....	\$300.00 plus \$500.00 cleaning deposit

**Telecommunications Land Use Permit**

Administratively Processed .....	T&M plus \$1,500.00 deposit
Engineering Permit Review (Telecom.).....	\$150.00/hour with a 3 hour minimum charge for each permit
Requiring ARB Review .....	T&M plus \$1,800.00 deposit
Engineering Permit Review (Telecom.).....	\$150.00/hour with a 3 hour minimum charge for each permit
Requiring Planning Commission Review .....	T&M plus \$2,000.00 deposit
Engineering Permit Review (Telecom.).....	\$150.00/hour with a 3 hour minimum charge for each permit

**Variance**

Administrative Variance .....	\$500.00
Public Hearing Required (each application) .....	T&M plus \$1,500.00 deposit
Single Family Residence .....	\$300.00

**Zoning Certification Letter** ..... T&M plus \$100.00

**Zoning Clearance** ..... \$150.00

**Zoning Review / Building Permit**..... Retain 25% of Residential / Commercial Building Permit fee

**Miscellaneous Fees**

Document / File Research.....	\$150.00 per hour (min. \$300.00 deposit)
Microfilm and/or Laser fiche Fee	
Administrative Application(s) (each application) .....	\$150.00
Application(s) Requiring Public Hearing (excluding residential subdivisions) .....	\$200.00
Residential Subdivisions .....	\$400.00
Newspaper Advertisement .....	Actual Cost charged by the Newspaper
Public Notice Mailing (stamps, paper, envelopes) (completed by city) .....	\$200 plus \$0.50 per Notice Mailed

**Development Impact Fees**

School Age Child Care Fee <sup>5</sup>	
Commercial - Office .....	\$0.61 per gross square feet
Commercial - Retail .....	\$0.25 per gross square feet
Commercial - Hotel .....	\$0.15 per gross square feet
Commercial - Industrial .....	\$0.17 per gross square feet
Residential - Single Family.....	\$850 per unit
Residential - Multi-Family.....	\$458 per unit
Park and Recreation Facility Impact Fee <sup>5</sup>	
Subdivision Projects – Single Family .....	\$4,500 per unit
Subdivision Projects – Multi-Family .....	\$2,500 per unit
Non-Subdivision Projects – Single Family .....	\$17,500 per unit
Non-Subdivision Projects – Multi-Family .....	\$10,500 per unit
Parkland Dedication Fee (Quimby Act)	
Single Family .....	Appraised value of 687 square feet of land x 1.02
Multi-Family.....	Appraised value of 451 square feet of land x 1.02
Open Space Development Impact Fee <sup>5</sup>	
Single Family .....	\$1,141 per unit
Multi-Family.....	\$750 per unit
Private Sector Art and Beautification Contribution Fee	
New Residential and Commercial Development .....	0.01 of the building code valuation
Additions/Alterations to Existing Residential & Commercial Development.....	0.005 of the
.....	building code valuation
Westside Specific Plan Recovery Costs	
Residential .....	\$546.70 per unit
Non-residential .....	\$0.43 per gross sq. ft. floor area
General Plan Recovery Costs.....	0.001 of building code valuation
Zoning Ordinance Recovery Costs .....	0.0003 of building code valuation
Crow Canyon Specific Plan Recovery Fee	
Commercial .....	\$0.44 per square gross floor area
Residential .....	\$598.11 per unit

North Camino Ramon Specific Plan Recovery Fee

(Adjusted annually according to the Engineering News Record – SF Bay Area Construction Cost Index from the base year of 2009)

Non-residential .....	0.009 of the building code valuation
Residential .....	\$473.74 per unit
Tenant Improvement.....	0.001 of the building code valuation

**Improvement Bonds and Deposits**

(including, but not limited to Landscaping, Public Art, etc.) ..... Bond in the amount of 100% of the ..... improvement costs or 20% Cash Bond + 30% Administrative Fee

**NOTES:**

- 1) Time and Materials charge calculated using an hourly rate of \$154.50 for each employee working on the application.
- 2) Deposit amounts are set at assumed average cost of time and materials to provide the service. When the deposit has been drawn down by 80%, an additional deposit of 25% to 50% of the original deposit will be required to continue processing the application(s) as determined by the Planning Services Division. Applications may be deemed withdrawn if account deficits exist.
- 3) Project applicants shall pay a cumulative total fee and/or deposits for each application type required.
- 4) The State Department of Fish and Game and Contra Costa County require filing fees (AB 3158) at the time of project approval.
- 5) School Age Child Care Fee, Park and Recreation Facility Impact Fee, and the Open Space Development Impact Fee will be adjusted annually using the Engineering News Record – San Francisco Bay Area Construction Cost Index, not to exceed the cap in the Keyser Marston Associates Development Fee Study, March 2017.