

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2017-18 (Effective August 12th, 2017)
Schedule of Community Development Department, Planning Division Fees

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Appeal, Planning Commission	Per Appeal		\$ 1,616
Appeal, City Council	Per Appeal		\$ 1,437
Attorney's Fees	Per Hour - 1 Hour Minimum		\$ 270
Below Market Rate (BMR), Housing Plan	Per Project		\$ 1,318
Below Market Rate (BMR), Builder Alternative	Per Project		\$500 Initial Deposit
Below Market Rate (BMR), Housing Agreement	Per Project		\$500 Initial Deposit
CEQA			
Document Filing	Per Project		\$ 188
Categorical Exemption			
City Processing Fee	Per Project		\$ 377
Department of Fish and Game / County Recording Fees	Per Project		Actual Cost of DFG / County Fees
Initial Study/Negative Declaration/Mitigated Negative/EIR			
City Processing Fee	Per Project		Actual Cost with \$3,000 deposit
Consultant Review	Per Project		Actual Cost with \$5,000 deposit
Mitigation Monitoring	Per Project		Actual Cost with \$1,000 deposit
Creek Exception			
City Processing Fee	Per Project		\$ 2,260
Consultant Review	Per Project		Actual Cost of Consultant Study
Design Review - Single Family			
Single Family, New Home (RDRC)	Per Project		\$ 5,649
Single Family, First Floor Addition (RDRC)	Per Project		\$ 3,766
Single Family, Second Floor Addition (RDRC)	Per Project		\$ 5,649
Single Family, First Floor Addition (Staff)	Per Project		\$ 1,130
Single Family, Second Floor Addition (Staff)	Per Project		\$ 1,883
Accessory Dwelling Unit	Per Project		\$ 753
Design Review (MR, M/U, Comm, ND)			
New Building (Planning Commission)	Per Project		\$ 7,532
Major Alteration (Planning Commission)	Per Project		\$ 4,519
Minor Alteration (Planning Commission)	Per Project		\$ 3,013

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Design Review (Other)			
A - Frames	Per Project		\$ 94
Accessory Structures (Includes large decks)	Per Project		\$ 1,130
Architectural Peer Review	Per Project		\$3,000 Initial Deposit
Mills Acts Designated Projects	Per Project		\$ 539
Miscellaneous (awnings, trash, replacement materials, site plan review, landscape)	Per Project		\$ 377
Outdoor Uses Dining & Retail Sales	Per Project		\$ 847
Sign Program	Per Project		\$ 1,883
Signs - (Planning Commission)	Per Project		\$ 1,883
Signs (Staff)	Per Project		\$ 377
Temporary Banner	Per Project		\$ 188
Document Imaging	Per 1/2 Hour - 1/2 Hour Minimum		\$ 94
Domestic Fowl and Non-Household Pets	Per Project		\$ 269
Final Inspection, Single-Family	Per Project		\$ 377
Final Inspection, Other	Per Project		\$ 753
General Plan Amendment	Per Project		\$ 7,532
Grading and Dirt Haul Certificate	Per Project		\$ 1,883
Historic Preservation			
Historic Assessment - Consultant Review	Per Project		Actual Cost with \$2,000 deposit
City Processing Fee	Per Project		\$ 188
Mills Act Contract	Per Project		\$ 898
Interdepartmental Plan Review			
Building	Per Project		See Building Fee Schedule for Per Review Charge
Engineering	Per Project		See Engineering Fee Schedule and / or Hourly Rates Apply
Fire	Per Project		See Fire Fee Schedule
Police	Per Project		See Police Fee Schedule and/or Hourly Rates Apply
Economic Development - Housing	Per Project		Planning Hourly Rate Applies

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Other City Commission Review	Per Project		\$ 753
Plan Check for Building Permits			
Major (New Multi-Family, Mixed-Use, Commercial, Industrial)	Per Project		\$ 2,260
Moderate (New Single-Family, Commercial additions/alterations)	Per Project		\$ 942
Minor (Single-Family Additions, Accessory Dwelling Units)	Per Project		\$ 188
Pre-Application Development Review			
Major	Per Project		\$ 4,237
Minor	Per Project		\$ 1,883
Protected Tree Removal			
City Processing Fee	Per Project		\$ 188
Arborist	Per Project		\$250 Initial Deposit
Investigative Report	Each		\$500 Initial Deposit
Illegal Tree Removal (additional arborist report fees apply)	Penalty		Double the Application Fee, plus assessed penalties per Muni Code
Public Notice Fee			
City Processing Fee	Per Hearing		\$ 377
Restrictive Covenants	Each		\$ 377
San Mateo County Recording Fees			
City Processing Fee	Each		\$ 377
County Fee	Each		Per County fee schedule
Subdivisions			
Subdivision, Major (5 or more lots)	Per Project		\$ 15,064
Subdivision, Minor (up to 4 lots) or for Condominium Maps	Per Project		\$ 2,260
Lot Line Adjustment, Parcel Mergers	Per Project		\$ 753
Conditional Exceptions	Per Project		\$ 3,766
Lot Verification	Per Project		\$ 377
Map Extension	Per Project		\$ 753
Transportation Demand Management (TDM) Plan			
City Staff Review	Per Project		\$ 2,636
Consultant Review	Per Project		\$700 Initial Deposit

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Transportation Demand Management (TDM) Review			
Annual	Each		\$500 Initial Deposit
5-Year	Each		\$500 Initial Deposit
Consultant Review	Deposit / Actual Cost		\$700 Initial Deposit
Use Permits			
Conditional Use Permit- Planning Commission	Per Project		\$ 4,708
Minor Use Permit - Zoning Administrator	Per Project		\$ 2,260
Use Permits (Development Standards)	Per Project		\$ 2,260
Temporary	Per Project		\$ 753
Amendment	Per Project		\$ 1,883
Variance	Per Project		\$ 7,532
Waivers	Per Project		\$ 753
Zoning Administrator Determination	Per Project		\$ 1,506
Zoning Ordinance Amendment			
Major Rezone/PD/Map and Text	Per Project		\$ 15,064
Moderate Rezone/PD/Map and Text	Per Project		\$ 7,532
Minor Rezone/PD/Map and Text	Per Project		\$ 3,766
Minor staff review			
ABC/DMV Zoning Affidavit Review	Per Project		\$ 188
Business Registration	Per Project		\$ 90
Home Occupations	Per Project		\$ 90
Home Occupation Revocation Hearing	Per Project		\$ 1,506
Massage	Per Project		\$ 565
Other Zoning Affidavit Review	Per Project		\$ 753
Parking Calculation	Per Project		\$ 565
Records Search and Determination	Per Project		\$ 377
Code Compliance	Per Project		\$ 753

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Technology Fee	Per Permit		1.8% of Total Permit Fee Amount
General Plan Maintenance and Update - Staff Support	Per Project		0.3% of Building Project Valuation for all New Commercial and Additions; Fee is Applied on Building Permit
General Plan Maintenance and Update - Contract Services	Per Project		0.11% of Building Project Valuation for all New Commercial and Additions; Fee is Applied on Building Permit
For services requested of City Staff for which no fee/deposit is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee/deposit based on the following hourly rates for staff time involved in the service.			
Planning Division Staff	Per Hour		\$ 188