

City of San Carlos



Master Fee Schedule - FY2017-18

(Effective August 12th, 2017)

Adopted

CITY OF SAN CARLOS
COST OF SERVICES FEE SCHEDULE

Effective August 12, 2017

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CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2017-18 (Effective August 12th, 2017)
Schedule of Administrative Services Fees

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Complete / Partial List of Active Business Registrations	Each		Free/website, or Copy Charge
Reprint of Current Business Registration Certificate			
First Request	Base Fee		\$ 14
Each Additional Request			\$ 14
Copy of Business Registration Application	Per Copy		\$ 42
Returned Check		[1]	
First Item	Per First Check		\$ 25
Each Additional Item	Per Subsequent Check		\$ 35
Copy Charges:	Per Page		\$.10/page
Copy Charges - CD	Per CD		\$.50/CD
Copies of City Subdivision Ordinances, Zoning Ordinances, CAFR, Municipal Code Book, Standard Bid Specifications, Standard Detail, Work Program			Free/website, or Copy Charge
Document Certification	Per Request		Fee Waived
Agenda or Minutes Subscription			Free/website, or Copy Charge
Research	Per Hour, or Fraction Thereof		\$ 167
For services requested of City Staff for which no fee is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee based on the following hourly rates for staff time:			
Finance Division Staff (Per Hour)	Per Hour		\$ 167
City Clerk Department Staff (Per Hour)	Per Hour		\$ 167

[Notes]

[1] Fee set by California Civil Code Ch. 522 Section 1719. Additional charges may apply if not paid within 30 days of receipt of written demand for payment letter

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

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
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

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
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

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
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

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
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

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2017-18 (Effective August 12th, 2017)
Schedule of Public Works Department Fees

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Final Map Review			
(Includes up to 3 Reviews)			
Parcel (4 lots or less)			
City Processing Fee	Per Project		\$ 2,155
Consultant Review	Per Project		Deposit / Actual Cost
Subdivision (5 or more lots)			
City Processing Fee	Per Project		\$ 2,500
Consultant Review	Per Project		Deposit / Actual Cost
4th and Subsequent Review			
City Processing Fee	Per Submittal		\$ 259
Consultant Review	Per Submittal		Deposit / Actual Cost
Civil Plan Check		[1]	
(Includes up to 3 Reviews)			
Minor Projects			
City Processing Fee	Per Project		\$ 1,724
Consultant Review	Per Project		Deposit / Actual Cost
Moderate Projects			
City Processing Fee	Per Project		\$ 3,362
Consultant Review	Per Project		Deposit / Actual Cost
Major Projects			
City Processing Fee	Per Project		\$ 4,913
Consultant Review	Per Project		Deposit / Actual Cost
4th and Subsequent Review			
City Processing Fee	Per Submittal		\$ 431
Consultant Review	Per Submittal		Deposit / Actual Cost
Utility Companies Plan Check:		[2]	
Minor	Each		\$ 172
Moderate	Each		\$ 345
Major	Deposit / Actual Cost		\$ 603

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2017-18 (Effective August 12th, 2017)
Schedule of Public Works Department Fees

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Construction Inspection (Including Utilities)		[3]	
Minor Projects (1-3 inspections)	Per Project		\$ 388
Moderate Projects (4-5 inspections)	Per Project		\$ 646
Major Projects (6-10 inspections)	Deposit / Actual Cost		Actual Cost with \$5,000 deposit
Additional Inspection	Each		\$ 129
Post Construction Stormwater Device Monitoring	Per Device, Every 5 Years		\$ 345
Dirt Hauling			
per CY	Per CY		\$ 2.10
Planning & Building Dept. Plan Check:			
Planning Referral			
City Processing Fee	Per Project		\$ 862
Consultant Review	Per Project		Deposit / Actual Cost
Building Referral, Review of On-site Civil	Per Project		\$ 345
Debris Box/Storage Container Permit			
Duration up to two weeks	Per Permit		\$ 86
Monthly	Per Permit		\$ 259
Encroachment Permit Administrative Fee	Per Permit		\$ 86
Outside Sewer Agreement Fee	Deposit / Actual Cost		Deposit \$5,000
Community Banner (Hang & Remove):			
for-profit organization	Each		\$ 172
non-profit organization	Each		No Charge
Wide Load Processing	Each		\$ 16
Sidewalk Dining or Outdoor Display Approval			
Initial	Each Initial Review		\$ 259
Annual	Each Annual Review		\$ 259
Temporary NO PARKING Signs	Per Sign		\$ 1

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2017-18 (Effective August 12th, 2017)
Schedule of Public Works Department Fees

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Semi-Annual Permit Parking in City Lots			
Downtown Employee Parking Program	Per Six Month Permit		\$ 86
East San Carlos Parking Permit Program-Residential Part of the Program	Each		No Charge
East San Carlos Parking Permit Program-Business part of the Program	Per Six Month Permit		\$ 31
Exception to the Winter Moratorium on Grading			
	Per Week-long Request		\$ 86
"Street Cut" fee per Ordinance Section 12.08.310.C.2			
	Per Opening		\$ 600
Video Review of Existing Sewer Lateral			
	Each		\$ 129
Starting Work Without a Permit			
	Per Permit		Actual Cost
Grading Bond Policy (per 12.08.100)			
<1,000 CY	Per City Policy	[4]	Valuation of Improvements + 20% Contingency
>1,000 CY	Per City Policy	[4]	Valuation of Improvements + 20% Contingency, plus Performance Bond
Technology Fee			
	Per Permit		1.8% of Total Permit Fee Amount
For services requested of City Staff for which no fee is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee based on the following hourly rates for staff time involved in the service.			
Maintenance Staff	per hr.		\$ 165
Engineering Staff	per hr.		\$ 172

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2017-18 (Effective August 12th, 2017)
Schedule of Public Works Department Fees

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
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[Notes]

[1] Minor

One (1) single family residence

- o < 1000 CY of grading
- o >= 1000 CY of grading

Moderate

Abandonment of R/W or Easement

Two or more (2+) single family residences (<1 acre)

- o C.3 Regulated
- o Not C.3 Regulated

multi-family/mixed-use/commercial/industrial (< 1 acres)

- o C.3 regulated
- o Not C.3 regulated

Major

Two or more (2+) single family residences (>= 1 acre)

Multi-family/mixed-use/commercial/industrial (>= 1 acres)

[2] Minor project - point repair or maintenance, service line repair or replacement, replacement of overhead utilities, traffic control only,

Moderate project - installation of overhead utilities, installation of equipment at a specific location (not linear),

Major project - installation or replacement of underground utilities,

[3] Minor project - sewer lateral repair or installation (outside of roadway), sidewalk, curb, gutter, driveway, traffic control (only), minor utility point repair, installation or maintenance (above ground), discharge, minor roadway improvement,

Moderate project - sewer lateral repair or installation (within roadway), soil boring, moderate utility point repair, installation or maintenance (underground),

Major project - new main line installation or replacement including sewer, storm, water, gas, and electric, major point repair, major development projects including offsite improvements.

[4] Before issuing any grading permit, the City Manager may require for any excavation and/or fill up to one thousand yards, and shall require for any excavation and/or fill in excess of one thousand cubic yards, the filing with the City of a faithful performance bond guaranteeing to the City the faithful performance of all work and all conditions contained or described in the approved permit and in the approved plans and specifications made a part hereof. The bond shall be in an amount specified by the City Engineer or his/her designee, and shall be acceptable to the City Attorney. The intent of this requirement is to permit the City to restore the property to a safe and reasonably attractive condition in the event of nonfulfillment of permit conditions. *Ref Municipal Code Chapter 12.08.100*

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

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Building Permits (Plan Check = 75% of Permit)			
\$2,000 and less			
Building Permit Fee	base fee at and under \$2,000		\$ 119
Plan Check Fee	base fee at and under \$2,000		\$ 91
\$2,001 - \$25,000			
Building Permit Fee	base fee @ \$2,001		\$ 238
	each add'l \$1,000 or fraction thereof		\$ 6.98
Plan Check Fee	base fee @ \$2,001		\$ 179
	each add'l \$1,000 or fraction thereof		\$ 5.23
\$25,001 - \$50,000			
Building Permit Fee	base fee @ \$25,001		\$ 766
	each add'l \$1,000 or fraction thereof		\$ 30.67
Plan Check Fee	base fee @ \$25,001		\$ 575
	each add'l \$1,000 or fraction thereof		\$ 22.96
\$50,001 - \$100,000			
Building Permit Fee	base fee @ \$50,001		\$ 1,533
	each add'l \$1,000 or fraction thereof		\$ 15.32
Plan Check Fee	base fee @ \$50,001		\$ 1,149
	each add'l \$1,000 or fraction thereof		\$ 11.52
\$100,001 - \$500,000			
Building Permit Fee	base fee @ \$100,001		\$ 2,298
	each add'l \$1,000 or fraction thereof		\$ 5.75
Plan Check Fee	base fee @ \$100,001		\$ 1,725
	each add'l \$1,000 or fraction thereof		\$ 4.31
\$500,001 - \$1,000,000			
Building Permit Fee	base fee @ \$500,001		\$ 4,598
	each add'l \$1,000 or fraction thereof		\$ 3.07
Plan Check Fee	base fee @ \$500,001		\$ 3,448
	each add'l \$1,000 or fraction thereof		\$ 2.31

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

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
\$1,000,001 and up			
Building Permit Fee	base fee @ \$1,000,001		\$ 6,131
	each add'l \$1,000 or fraction thereof		\$ 6.13
Plan Check Fee	base fee @ \$1,000,001		\$ 4,598
	each add'l \$1,000 or fraction thereof		\$ 4.60
Permitted Values for Construction:			
New Residential and Additions	per sq. ft.		\$ 207
Interior Remodels	per sq. ft.		\$ 105
Garages and Accessory Structures	per sq. ft.		\$ 43
Decks	per sq. ft.		\$ 35
Commercial Shell	per sq. ft.		\$ 51
Tenant Improvements	per sq. ft.		\$ 51
Electrical Permit			
Residential: New Single Family Permit	1,700 sq. ft. min.		\$ 153
Each additional sq. ft.	per sq. ft.		\$ 0.06
Residential: Addition & Remodel Permit	1,700 sq. ft. min.		\$ 153
Each additional sq. ft.	per sq. ft.		\$ 0.06
Residential: New Multiple Family Permit	1,700 sq. ft. min.		\$ 153
Each additional sq. ft.	per sq. ft.		\$ 0.06
Commercial: New Shell Building Permit	1,700 sq. ft. min.		\$ 153
Each additional sq. ft.	per sq. ft.		\$ 0.06
Commercial: Addition, Remodel, Tenant Improvement Permit	1,700 sq. ft. min.		\$ 153
Each additional sq. ft.	per add'l sq. ft.		\$ 0.06
Commercial: Complex Tenant Improvements (Car Washes, Dry Cleaners, Laundries, Labs, R&D, Biotech, Restaurants, Spray Booths, Hazardous Areas) Permit	3,000 sq. ft. min.		\$ 319
Each additional sq. ft.	per add'l sq. ft.		\$ 0.07
Swimming Pool, Spa, or Hot Tub	Per Permit		\$ 159
Temporary Power Pole	Per Permit		\$ 159
Main Electrical Service	Per Permit		\$ 159
New or Replacement Circuit for HVAC or Other	Per Permit		\$ 76
New or Replacement Sub-Panel	Per Permit		\$ 159
Miscellaneous Electrical Permit	Per Permit		\$ 104
Residential PV Solar Fee	Per Permit		\$ 203
Commercial PV Solar Fee	Per Permit		\$ 294

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

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Plumbing Permit			
Residential: New Single Family			
Permit	1,700 sq. ft. min.		\$ 153
Each additional sq. ft.	per add'l sq. ft.		\$ 0.06
Residential: Addition & Remodel			
Permit	1,700 sq. ft. min.		\$ 153
Each additional sq. ft.	per add'l sq. ft.		\$ 0.06
Residential: New Multiple Family			
Permit	1,700 sq. ft. min.		\$ 153
Each additional sq. ft.	per add'l sq. ft.		\$ 0.06
Commercial: New Shell Building			
Permit	1,700 sq. ft. min.		\$ 153
Each additional sq. ft.	per add'l sq. ft.		\$ 0.06
Commercial: Addition, Remodel, Tenant Improvement			
Permit	1,700 sq. ft. min.		\$ 153
Each additional sq. ft.	per add'l sq. ft.		\$ 0.06
Commercial: Complex Tenant Improvements (Car Washes, Dry Cleaners, Laundries, Labs, R&D, Biotech, Restaurants, Spray Booths, Hazardous Areas)			
Permit	3,000 Sq. Ft. Minimum		\$ 319
Each additional sq. ft.	per add'l sq. ft.		\$ 0.07
Miscellaneous Plumbing Permit	Per Permit		\$ 104
Swimming Pool, Spa, or Hot Tub	Per Permit		\$ 153
Water Heater Replacement	Per Permit		\$ 93
Gas Piping Extension for New FAU or HVAC	Per Permit		\$ 76
Mechanical Permit			
Residential: New Single Family			
Permit	1,700 sq. ft. min.		\$ 153
Each additional sq. ft.	per add'l sq. ft.		\$ 0.06
Residential: Kitchen & Bath Remodel	Per Permit		\$ 76
Commercial: New Shell Building			
Permit	1,700 sq. ft. min.		\$ 153
Each additional sq. ft.	per add'l sq. ft.		\$ 0.06
Commercial: Addition, Remodel, Tenant Improvement			
Permit	1,700 sq. ft. min.		\$ 153
Each additional sq. ft.	per add'l sq. ft.		\$ 0.06
Commercial: Complex Tenant Improvements (Car Washes, Dry Cleaners, Laundries, Labs, R&D, Biotech, Restaurants, Spray Booths, Hazardous Areas)			
Permit	3000 sq. ft. min.		\$ 319
Each additional sq. ft.	per add'l sq. ft.		\$ 0.07
New FAU or HVAC Installations	Per Permit		\$ 239
Replacement FAU or HVAC	Per Permit		\$ 159
Miscellaneous Mechanical	Per Permit		\$ 104

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

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Miscellaneous Building Fees			
Grading Permit Fee for Swimming Pools	Per Permit		\$ 76
Grading Permit Fee for Other than Swimming Pools	Per Permit		\$ 76
Accessibility Plan Check of Building Permit	1 hour min.		\$ 217
Each additional hour	each add'l hr.		\$ 217
Imaging Fees per page (standard size)	Per Page		\$ 1
Imaging Fees per page (oversize)	Per Page		\$ 2
Fees for Second and Each Additional Re-inspection:			
During Normal Business Hours	1 hour min.		\$ 217
Each additional hour	each add'l hr.		\$ 217
Outside Business Hours	2 hour min.		\$ 434
Each additional hour	each add'l hr.		\$ 217
Code Enforcement - City Attorney	1 hour min.		\$ 270
Each additional hour	each add'l hr.		\$ 270
Dirt Haul Permit	n/a		reference PW fee schedule
Municipal Code Violation Fees			
First Violation	Per Violation		\$ 100
Second Violation of the Same Ordinance within 36-mths	Per Violation		\$ 200
Add'l Violation of the same ordinance within 36-mths	Per Violation		\$ 500
GEO Plan Review / Soils Report Review	n/a		Actual Cost per Geologist
GIS Mapping: New Construction, Addition, Alteration	Per Instance		\$ 68
Additional Plan Check Fee	Per Review		\$ 153
Demolition	Per Instance		\$ 153
Address Change	Per Instance		\$ 153
Green Building Review	Per Review		\$ 153
Energy Calculation Review Fee	Per Review		\$ 76
Apartment Inspection Annual Fee			
Per Residential Building	Per Year		\$ 230
Per Dwelling Unit within each Building	Per Year		\$ 12

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

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
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 is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee based on the following hourly rates for staff time involved in the service:			
Building Division Staff	Per Hour		\$ 217
Each Additional Hour	Each add'l hr.		\$ 217

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

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Accident Report		[1]	
Property damage only	per report		\$ 2
Property damage with injuries	per report		\$ 2
Fatality	per report		\$ 2
County Jail Booking Fee			County fee
Crime Report	per report		\$ 2
False Alarm Response			
First Response	first call		Fee Waived
Subsequent Calls	per call		\$ 183
Processing First Chance (Starvista)	city fee		\$ 144
Good Conduct Letter	per letter		\$ 23
Impounded Vehicle		[2]	
Towed for criminal offenses	per instance		\$ 91
Towed for all other offenses (abandoned, blocking driveways, etc.)	per instance		\$ 91
Unruly Gatherings		[3]	
First Call			\$ -
Subsequent Calls	per hour		\$ 273
Alarm Permit			
New	initial fee		Fee Waived
Renewal	per year		Fee Waived
Processing Permit for Excessive Cats & Dogs	per instance		\$ 91
Processing Police Officer Subpoena	per hour		\$275/day deposit per GC
Tape of Radio/Video Transmission, Digital or Hard-copy Photographs	Per Request		actual cost of materials
<p>For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.</p>			
Non-Sworn Staff Members of the Police Department:	per hour		\$ 91
Sworn Staff Members of the Police Department:	per hour		\$ 273

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

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
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[Notes]

[1] CA VC 20012 allows for recovery of the actual cost of providing accident report copies

[2] Towing charges are separate

[3] In accordance with Municipal Code Chapter 9.32.030/040, "Whenever the Police Department makes **additional or subsequent** calls within twelve hours to an unruly gathering, the police personnel making the subsequent calls are providing special emergency and security services." "The charge for providing such services during a subsequent call to an unruly gathering shall be based on hourly pay rates."

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2017-18 (Effective August 12th, 2017)
Schedule of Parks and Recreation Department Fees

Service	Notes	Category (R=Resident, NR=Non-Resident, NP=Non-Profit)	Adopted Fees		
			Weekday Hourly (Mon-Fri 5PM)	Weekend (Fri 5PM - Sun) - 3 hr. minimum	Weekend Hourly Additional
Parks, Facility, Room, and Amenity Rentals					
Adult Community Center Room Rentals					
Park View Room	[2]	R	\$ 70	\$ 670	\$ 87
		NR	\$ 84	\$ 804	\$ 104
		NP	\$ 49	\$ 469	\$ 61
Patio Room	[2]	R	\$ 55	\$ 401	\$ 87
		NR	\$ 66	\$ 481	\$ 104
		NP	\$ 39	\$ 281	\$ 61
Park View Patio Room	[2]	R	\$ 87	\$ 832	\$ 87
		NR	\$ 104	\$ 998	\$ 104
		NP	\$ 61	\$ 582	\$ 61
Game Room	[2]	R	Not Available	\$ 401	\$ 87
		NR	Not Available	\$ 481	\$ 104
		NP	Not Available	\$ 281	\$ 61
Chestnut Room	[2]	R	\$ 55	\$ 401	\$ 87
		NR	\$ 66	\$ 481	\$ 104
		NP	\$ 39	\$ 281	\$ 61
Loft	[2]	R	\$ 55	\$ 401	\$ 87
		NR	\$ 66	\$ 481	\$ 104
		NP	\$ 39	\$ 281	\$ 61
<i>Rental Application Fee : \$25 (non-refundable; will be applied to the rental fee)</i>					
<i>Patio Fee with ACC rental : \$50 (may only be rented in conjunction with the Patio Room, Parkview Room, or Game Room)</i>					
<i>Kitchen Fee : \$50 R, NR and NP (limited use; restrictions apply - information included in the rental packet)</i>					
Youth Center Facility Rentals					
Gym (Full)	[2][3]	R	\$ 92	\$ 353	\$ 100
		NR	\$ 110	\$ 454	\$ 120
		NP	\$ 64	\$ 247	\$ 70
Gym (Half)	[2][3]	R	\$ 57	Not Available	Not Available
		NR	\$ 68	Not Available	Not Available
		NP	\$ 40	Not Available	Not Available
Dance Studio	[2][3]	R	\$ 50	\$ 229	\$ 57
		NR	\$ 60	\$ 275	\$ 68
		NP	\$ 35	\$ 160	\$ 40
Arts & Crafts Room	[2][3]	R	\$ 40	\$ 205	\$ 50
		NR	\$ 48	\$ 246	\$ 66
		NP	\$ 28	\$ 144	\$ 35
Homework Room	[2][3]	R	\$ 40	\$ 205	\$ 50
		NR	\$ 48	\$ 246	\$ 66
		NP	\$ 28	\$ 144	\$ 35
<i>Kitchen Fee : \$25 R, NP and NR (limited use; restrictions apply - information included in the rental packet)</i>					
Additional Services as Required Per Rental (Adult & Youth Centers):					
Facility Attendant			\$46 Per Hour	\$46 Per Hour	
Janitorial Services			\$100 Per Event or Actual Cost	\$100 Per Event or Actual Cost	
Insurance			Actual Cost	Actual Cost	
Deposit - Parkview, Patio, Billiard Rooms			n/a	\$500 Per Event	
Deposit - Patio, Chestnut Rooms, Gym			n/a	\$250 Per Event	
San Carlos Library Community Room Rental					
			\$57 Per Event	n/a	
<i>Rental Application Fee : \$25 (non-refundable; will be applied to the rental fee)</i>					

CITY OF SAN CARLOS
 COST OF SERVICES (USER FEES) FY 2017-18 (Effective August 12th, 2017)
 Schedule of Parks and Recreation Department Fees

Service	Notes	Primary Rate	Unit
Picnic Sites Rentals (March - October)			
Laureola West Side Picnic Area, Laureola Park	[4]	\$ 130	Per Event
Playground Picnic Area, Burton Park	[4]	\$ 130	Per Event
Les Mundell Grove, Burton Park	[4]	\$ 88	Per Event
Chestnut Picnic Area, Burton Park	[4]	\$ 88	Per Event
Tot Lot Picnic Area, Burton Park	[4]	\$ 68	Per Event
Arguello Park: Sunny Site, Shady Site	[4]	\$ 68	Per Event
Crestview Park Picnic Area	[4]	\$ 68	Per Event
Bocce Ball			
Court 1, Burton Park		\$ 15	Per Hour
Court 2, Burton Park		\$ 15	Per Hour
Special Event Permit			
New Request	[1]	\$ 250	Per Event
Repeat Request	[1]	\$ 150	Per Event
<i>City Staff On-Site Time - Per Event Based on Hourly Rate of \$28 per hour, with minimum of 2 hours</i>			
Athletics ("Per Season/Per Quarter")			
Light Use (Fields)		\$ 29	Per Hour
Sports League Field Use Fee:			
San Carlos Youth Softball (Girls)		\$ 35	Per Player
Youth Baseball		\$ 35	Per Player
Soccer		\$ 48	Per Player
Baseball / Soccer Sports Tournament:			
New Request Permit Fee		\$ 250	Per Event
Repeat Request Permit Fee		\$ 150	Per Event
Field Use Fee		\$ 20	Per Hour
Tennis:			
Tennis Club Permitted Use		\$ 12	Per Hour, Per Court
Non-Resident Tennis Club		\$ 17	Per Hour, Per Court
Miscellaneous			
Park Fitness Group Rental		\$ 21	Per Hour
Administrative fees (apply to class registration only)			
Registration		\$ 10	Per Registrant
Refund		\$ 15	Per Registrant
Block Party Permit		Fee Waived	
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			
PW Maintenance Staff		\$ 165	
Full-Time		\$ 145	
Part-Time		\$ 46	

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2017-18 (Effective August 12th, 2017)
Schedule of Parks and Recreation Department Fees

Recreational Programs

Fees imposed for recreational programs offered by the City shall be set at the discretion of the Parks and Recreation Director, not to exceed the cost of the individual programs. The City's full cost of implementing an individual program may be calculated as follows:
Program Cost of Service = [(A x B) + C + D + E + F + G]

A = Estimated time for City staff to implement the individual program.

B = Applicable hourly rates for the staff functions involved in the implementation of the individual program (below).

C = Actual cost incurred by the City for any outside service provider involved in the individual program.

D = Actual Cost incurred by the City for any specific materials acquired for use during the individual program

E = Prevailing facility rental and/or field use fees imposed by the City and reflected in its Master Fee Schedule

F = Prevailing department / City administrative fee

G = Actual costs incurred by the City to rent and/or use facilities/fields from other entities

The calculated cost of service above represents the maximum fee that could be imposed by the City for an individual recreation program. The City may recover between 0% and 100% of the cost of service. Cost recovery targets may vary by individual program, at the discretion of the Parks and Recreation Director as determined during the seasonal development of the City's program offerings. The City may also set differential fee for resident and non-resident participants as long as neither fee exceeds the cost of service. Any person with a home San Carlos mailing address is considered a resident. A San Carlos PO Box or business address will not be taken as proof of residency. A non-resident is someone who lives in another City. Non-resident fees will be charged at 20% of the class fee up to a \$20 maximum per class.

Notes:

- [1] In addition to Parks and Recreation staff time, time is spent by other City departments. Breakdown of other departments time and hourly rate information involved in approving special event permits is as follows
20 minutes of Public Works staff time at \$172 per hour;
20 minutes of Police staff time at \$91 per hour;
10 minutes of Planning staff time at \$188 per hour, and;
10 minutes of Building staff time at \$217 per hour
- [2] Includes facility staff. Additional charge for janitorial services and insurance as needed
- [3] Facility rental available for Youth related events only
- [4] Additional Charge for Insurance as Needed