

Town of Los Altos Hills
Proposed Schedule of Fees, Deposits, Charges for Service, and Other Assessments

Effective 7/1/2015			
Category/Process Item/Description	Current Rate	Current Deposit*	Unit/Note
I DEVELOPMENT PROCESS - PLANNING *			
A FEES AND CHARGES FOR SERVICES			
1 Staff service rate - Planning Department			
Planning Director	\$ 320.00		per hour
Senior Planner	\$ 166.00		per hour
Associate Planner	\$ 143.00		per hour
Assistant Planner	\$ 126.00		per hour
Contracted Associate Planner	\$ 143.00		per hour
2 Consultant rate			
Including without limitation City Attorney, Town Geologist, engineering consultant, and Town Arborist	Applicable rate charged to Town + 10% administration charge	\$ 1,400.00	
3 General			
General plan amendment	\$ 1,201.00	\$ 1,380.00	
Review of initial study	\$ 473.00		
Preparation of initial study	\$ 640.00	\$ 2,697.00	
Preparation of negative declaration	\$ 564.00	\$ -	
Preparation of draft EIR by staff	Any direct and indir. costs incurred by the Town	\$ 10,000.00	
Review of draft EIR prepared by outside consultant	\$ 683.00	\$ 809.00	
Variance Application	\$ 503.00	\$ 1,079.00	
Municipal Code Amendment	\$ 706.00		
Heritage Oak Tree removal	\$ 225.00		
CEQA filing fees	\$ 2,206.00		
4 Subdivision applications			
Tentative map:	\$ 1,046.00	\$ 4,146.00	per resulting number of lots
More than 4 lots	\$ 1,584.00	\$ 9,675.00	per resulting number of lots
Time extension	\$ 1,710.00	\$ 948.00	
Appeal	\$ 473.00	\$ 560.00	
Amendment	\$ 320.00	\$ 809.00	
Final map: 4 lots or fewer	\$ 320.00	\$ 2,448.00	
More than 4 lots	\$ 320.00	\$ 2,853.00	
Final map certificate of correction	\$ 320.00	\$ 809.00	

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Pathway in-lieu fee	\$	53.00 per lineal foot of the average width of the property or \$5,700, whichever is greater, for each lot without a path (one-time charge per lot)	
Roadway improvements	\$	17.00 per lineal foot	
Recreation in-lieu fee	See LAH Municipal Code Sec 9-1.1403		
Storm drainage fee - development area within public right-of-way or easements	\$	0.69 per sq. foot	
Lot line adjustment	\$	589.00 \$	2,194.00 per resulting number of lots
Lot merger	\$	589.00 \$	2,194.00 per resulting number of lots
Town inspection of public improvements (does not include inspection requirements of other public agencies)	\$	165.00	10% of total improvement cost
5 Annexation			
Number of lots:	\$	1,687.00 \$	8,083.00 per number of lots
More than 4 lots	\$	1,584.00 \$	9,660.00
Time extension	\$	308.00 \$	280.00
Appeal	\$	473.00 \$	565.00
Amendment	\$	834.00 \$	830.00
6 Conditional use permit (CUP) and conditional development permit (CDP)			
Application	\$	663.00 \$	1,349.00
Appeal	\$	473.00 \$	430.00
Renewal or amendment	\$	320.00 \$	809.00
7 Variances			
Major Application	\$	1,584.00 \$	1,450.00
Appeal	\$	473.00 \$	430.00
Minor Application	\$	765.00 \$	700.00
Appeal	\$	473.00 \$	430.00
Fence: Application	\$	330.00 \$	300.00
Appeal	\$	473.00 \$	430.00
8 Site analysis	\$	186.00 \$	170.00

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			Effective 7/1/2015		
Category/Process Item/Description		Current Rate		Current Deposit*	Unit/Note
Review of County application		\$ 494.00	\$	-	
9 Zoning and site development					
Geologic review	Applicable rate charged to Town + 10% administration	Applicable rate charged to Town + 10% administration charge		\$ 1,400.00	
Permit approval					
Basic charges:					
Pre-application meeting		\$ 405.00			
Staff-level review and approval					
Administrative level review - no hearing per Municipal Code		\$ 435.00	\$	2,041.00	
No measuring of plans and no grading or drainage charges (e.g., fences, dishes)		\$ 440.00	\$	-	
All others			Actual cost		
Site development committee-level review and approval		\$ 1,328.00	\$	3,264.00	
Planning Commission-level review and approval		\$ 1,808.00	\$	5,430.00	
Additional charges					
In-lieu payments for road improvements		\$ 17.00			per sq. foot
Pathways		\$ 53.00			per lineal foot of the average width of the property or \$5,400, whichever is greater, for each lot without a path (one-time charge per lot)
Permit modification		\$ 1,246.00	\$	-	
Appeal		\$ 952.00	\$	1,707.00	
Extension:					
Staff level					
Other extension		\$ 169.00	\$	-	
Council level		\$ 723.00	\$	-	
10 Street and pathway excavation permit					
Permit fee				\$ 159.00	
Other charges, where applicable:					
Street					\$ 11.00 per square foot of surface area being excavated; \$520 minimum
Pathway					\$ 1.28 per square foot of surface area being excavated; \$520 minimum

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B MISCELLANEOUS			
1 Other request or actions requiring Planning Commission or City Council action	\$ 473.00	\$ 430.00	
2 Service request - request for review of information that requires more than the standard counter staff time	\$ 106.00	\$ 145.00	
C ENVIRONMENTAL MONITORING			
Inspection of landscape plantings, required storm drainage maintenance programs, etc.	\$ 239.00	\$ 475.00	
D MONETARY PENALTIES			
Application process violation - site development permit; variance; CUP; CDP		10 times fee charged	
E ZONING ORDINANCE INTERPRETATION	\$ 330.00	\$ 430.00	
II BUILDING PROCESS: PLAN REVIEWS, PERMITS, AND INSPECTIONS - BUILDING *			
A FEES AND CHARGES FOR SERVICE			
1 Construction and structural addition			
As per Municipal Code, Chapter 7, Section 8-7.01, Building Construction and Structural Addition Change			
New dwelling	\$		1,222.00
Addition to any building - including remodels costing more, in dollars than 100 times the square footage computation of the total structure	\$ 0.74		per square foot of floor area added
2 Planned drainage facilities			
Impermeable structure	\$		0.96 per square foot of development being added
3 Building permit			
Valuation - new dwelling or addition			
Habitable space	\$ 165.00		per sq. foot
Garages	\$ 58.00		per sq. foot
Decks	\$ 27.00		per sq. foot
Permit fee:			
New residence			\$192 plus 0.9% of valuation
All other projects, other than small projects listed below			\$192 plus 0.9% of the valuation
Small projects (satellite dishes, decks less than 200 square feet, sheds less than 200 square feet, window replacements, deck repairs, gazebos, chimney repairs, fences less than 200 lineal feet) or other small projects approved by the City Manager	\$ 469.00		

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Solar Panels	\$469 plus \$15 per kwh		
Demolition	\$ 98.00		
Other projects			
Bedroom	\$ 96.00		
Plus (depending on valuation)			
\$ 1 to \$ 2,000	\$ 74.00		
\$ 2,001 and up	\$154 plus 0.51% of valuation		
Plan review fee		65% of permit fee	
Review of plan revisions	\$ 126.00		per hour or \$85, whichever is greater
Plan retention fee	\$ 19.00		per page of plans
Final deposit - based on total valuation			
Less than \$ 10,000	deposit	\$ 103.00	
\$ 10,000 or more	deposit	0.9% of valuation	
Site development compliance inspection - collected at building plan submittal stage and required only when project is based on a site development permit	\$		675.00
Energy fee (state imposed)			
Any new dwelling or habitable addition to an existing dwelling	15% of building permit		
Formula = 1.65 x (.15 x building permit fee)			
Strong motion instrumentation program (state imposed)	\$.10 per \$1,000 of assessed valuation		
Extension of building permit	\$ 94.00		
Replacement of inspection card	\$ 58.00		
4 Other inspections and plan reviews			
A requested inspection, when no permit is needed	\$ 154.00	\$	154.00 per hour
Outside normal business hours	\$ 154.00	\$	154.00 per hour; 2-hour minimum
Reinspection	\$ 154.00	\$	154.00
Inspection for which no fee is otherwise indicated	\$ 154.00	\$	154.00
Additional plan reviews	\$ 154.00	\$	154.00
Code compliance inspection and letter	\$ 154.00	\$	154.00

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5 Electrical permits e.g., panel, service change, repair, landscape lighting, wiring and material per 1990 NEC New homes and additions are more than the minimum fees		
<i>Issuance fee</i> Permit fee - new residential structures	\$ 185.00	\$.10/sq ft of total square footage
6 Plumbing permits e.g., water heater, waterline change/repair per 30.1 UPC		
<i>Issuance fee</i> Permit fee - new residential structures		\$185* not including water heaters water heater \$69 fee \$.10/sq ft of total square footage
7 Mechanical permits e.g., furnace replacement, air conditioner, gas line per 301 (a) UMC		
<i>Issuance fee</i> Permit fee - new residential structures	\$ 185.00	furnace: \$69 Gas lines: \$69 \$.10/sq ft of total habitable square footage
8 Re-roofs and termite repair Not requiring plan check, if plan check is required, an additional fee is assessed	\$ 375.00	
B MONETARY PENALTIES When construction is begun before the appropriate permit is obtained		
Building permit		Up to 4 times normal fee
Electrical permit		Up to 4 times normal fee
Plumbing permit		Up to 4 times normal fee
Mechanical permit		Up to 4 times normal fee
C Reimbursement of Town Administrative Costs Street address changes	\$ 1,100.00	

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Effective 7/1/2015			
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III PUBLIC WORKS *			
A FEES AND CHARGES FOR SERVICE			
1 Staff service rate - Engineering Department			
Public Works Director/City Engineer	\$ 265.00		per hour
Associate Engineer	\$ 166.00		per hour
Assistant Engineer	\$ 139.00		per hour
Contract Associate Engineer	\$ 166.00		per hour
2 Sewage disposal			
Appeal of any enforcement action - filing fee and deposit	\$ 585.00	\$ 875.00	
Sewer connection fee	\$ 7,950.00		per unit of service
Annual service charge per unit of service**	\$ 1,020.00		
Units of service:			
Residence (1 to 60 fixture units)	1.00 unit		
Church	1.00 unit		
Country club	2.68 units		
Office	1.84 units		
Fire station	3.00 units		
Elementary or junior high without gymnasium and/or cafeteria	1.00 unit for each 26 students in average daily attendance		
Junior high school with gymnasium and/or cafeteria	1.00 unit for each 20 students in average daily attendance		
High school	1.00 unit for each 15 students in average daily attendance		
Junior college	1.00 unit for each 10 students in average daily attendance		
Boarding school/convent	1.00 unit for each 3.5 students/ residents in average daily attendance, plus \$12 for each 10 nonresident students		
Industrial waste discharge permit	Any direct and indirect costs incurred by the Town		
Solid waste collection and disposal monthly fee	Varies by level of service and set by separate resolution		

**Sewer rate increase effective 7/1/2015

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3 Encroachment into the public right-of-way		
Encroachment application	\$ 592.00	
Inspection deposit		\$ 557.00
Trenching fee	\$ 17.00 per linear foot of standard trench or \$400, whichever is greater	
Fence; wall; irrigation; driveway cuts	\$ 17.00 per linear foot of easement precluded from public use or \$595, whichever is smaller	
4 Site Development		
Staff Research	Variable based on scope	
5 Other charges, where applicable		
Effort out of Standard Scope	Variable based on scope	
IV MISCELLANEOUS AND ADMINISTRATIVE ACTIVITIES		
A REIMBURSEMENT OF TOWN ADMINISTRATIVE COSTS		
Includes, but not limited to, litter clean-up, private excavation work, weed abatement, etc., as required by code enforcement	Actual direct cost + administration and overhead	
Service charge for return of illegally placed real estate signs on public property	\$ 85.00	
Issuance of duplicate (replacement) business license; issuance of duplicate original is lost or destroyed	\$ 26.00	
False security or fire alarm within 12 months of first false alarm:		
Third	\$ 202.00	
Fourth	\$ 303.00	
Fifth and each subsequent false alarm	\$ 405.00	
Transportation or discharge of weapons	\$202 plus overhead	
File search - Town Hall and records center	100% of staff time	
Request for release of copyrighted materials	\$ 53.00	
Copies of specific Town documents:		
City code	\$228 + overhead	
General Plan	\$ 239.00	
Geological hazards map	\$ 32.00	
Zoning ordinances	\$ 11.00	
Site development ordinances	\$ 11.00	
Town standard details	\$ 11.00	
Public Works maps:		
Pathways	\$ 32.00	
Sewer	\$ 32.00	
Geotechnical hazards	\$ 32.00	
Base map	\$ 32.00	
All others		
22" X 34" or larger	\$ 32.00	
18" X 26" to 21" X 32"	\$ 16 per sheet	

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Comprehensive Annual Financial Report	\$ 43.00	
Annual Operating and Capital Improvement Program Budget	\$ 43.00	
Folio text	\$ 32.00	
Address maps	\$ 1.00	
Subdivision ordinance packet	\$ 11.00	
Annual subscription to: *		
Site development agendas	\$ 53.00	
Planning commission		
Agendas	\$ 43.00	
Minutes	\$ 64.00	
Both	\$ 101.00	
City Council		
Agendas	\$ 64.00	
Minutes	\$ 90.00	
Both	\$ 144.00	
* Charges are reduced to one-half of these amounts at mid-year		
Miscellaneous copying		
Hard copy (8 1/2" by 11") from hard copy	\$.25 per copy	
Hard copy (8 1/2" by 11") from on-line records service	\$.80 per copy	
Hard copy (8 1/2" by 11") from microfiche	\$.80 per copy	
Hard copy (11" by 17") from hard copy	\$2.00 per copy	
Copies sent to printing vendor	Applicable rate charged to Town + \$3.60 per order	
B TAXES		
1 Real property transfer tax	\$.275 per \$ 500 in assessed value or fraction thereof	
2 Sales tax	1% of gross receipts	
3 Use tax	1% of sales price	
4 Business license tax		
Architect	\$ 135.00	
Contractor General	\$ 270.00	
Sub-contractor - 1 person	\$ 130.00	
Sub-contractor - more than 1 person	\$ 170.00	
Delivery truck	\$ 100.00	
Engineer	\$ 110.00	
Home occupation	\$ 110.00	
Keeping or stabling horses: First 2 horses	\$ 85.00	
Each of next 10	\$ 10.00	
Each in excess of 12	\$ 5.00	

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Category/Process Item/Description	Current Rate	Current Deposit*
Private schools, day care facilities, and board and care facilities	\$ 110.00	
Real estate broker: First broker	\$ 160.00	
Each of next 2 brokers or salespersons	\$ 40.00	
Each additional broker or salesperson	\$ 15.00	
First 3 employees	\$ 15.00	
Each additional employee	\$ 5.00	
Recreational facility	\$ 170.00	
Septic tank pumps	\$ 170.00	
Services, e.g., appliance repair, pool services, pest control, gardeners:		
Per year	\$ 60.00	
Per quarter	\$ 10.00	
Others, including real estate appraisers	\$ 170.00	
Transferring a business from one address within Town to another	\$ 30.00	
C MONETARY PENALTIES		
1 Business license tax		
Failure to pay when due		10% per month, to a maximum of 50%
2 Return of check for insufficient funds		
	\$ 25.00	
	\$ 35.00	
3 Town invoices		
Payment due	Net 30 days	
Delinquent charge	12% interest annually	
4 Collections costs		
	Amount of invoice, \$30 plus collection agency costs	
D Administrative Fee		
1 Finance		
Credit Card Refund Processing Fee	\$ 79.00	
Transaction Pass Through Fee	5% of transaction	
D ANIMAL CONTROL CHARGES		
	Various charges for licenses, impoundment, boarding, and disposal set by City of Palo Alto's Animal Control Services Division	