

Town of Los Gatos

Comprehensive Fee Schedule

FY 2017/18



TOWN OF LOS GATOS FEE SCHEDULE

The following Fee Schedule is effective July 1, 2017 through June 30, 2018, unless updated by the Town Council. The Fee Schedule will be adjusted annually by the average Consumer Price Index (Bureau of Labor Statistics, U.S. Department of Labor for the San Francisco/Oakland/San Jose Metropolitan Statistical Area) for the calendar year and/or by the percentage increase in actual operating costs for the current year – whichever is greater. This Fee Schedule also provides for minimum annual adjustments for those fees that are directly related to personnel costs. Other adjustments may be made to maintain consistency with the surrounding municipalities within the Town of Los Gatos region but in no case are fees charged in excess of service delivery costs.

TABLE OF CONTENTS

	Page No.
Administrative Fees	1
Attorney Fees	3
Development Services	
General Development Fees	4
Building Division Fees	7
Building Permit Fees	7
Electrical Permit Fees.....	9
Mechanical Permit Fees.....	11
Plumbing Permit Fees	11
Other Fees.....	13
Planning Division Fees	14
Zoning Approvals	14
Subdivisions	17
Miscellaneous Application Fees.....	18
Environmental Assessment Fees	18
Other Fees.....	19
Engineering Division Fees.....	21
Library Fees and Fines	25
Parks and Public Works	
Parks Division Fees	26
Park Use Permit.....	26
Specific Park Use Fee	26
Plaza Use Permit	28
Turf Maintenance Fee.....	28
Tree Related Fees	28
Equipment Hourly Rates	28
Street Division Fees	29
Police Fees	30
Parking Permit Fees	32

ADMINISTRATIVE FEES

Fee for Use of Town Hall Facilities	For-Profit: \$30.00 per hour Non-Profit: \$0.00 per hour
Building Attendant	\$20.00 per hour
Copy of Town Code	Actual Cost
Public Service Counter Research	\$30.00 per hour
<u>Copying and Printing Charges</u>	
(Plus actual mailing costs, if applicable)	
8 ½" x 11 and 8 ½" x 14	\$.25 per page
11 x 17	\$.35 per page
Oversized or Large Productions	Actual Cost
Annual Subscription for Town Code Supplements	Actual Cost
Copy of Zoning Ordinance	Actual Cost
Annual Subscription for Zoning Ordinance Supplements	Actual Cost
Certification of Town Records and Birth/Death Certificates (prior to 1935)	\$3.00
Annual Financial Report	Actual Cost
Annual Budget	Actual Cost
Capital Improvement Plan	Actual Cost
Request for Service Not Covered by any Other Fee	Actual Cost
Compact Disk or Tape of Council and Planning Commission Meetings (Plus actual mailing costs, if applicable)	\$20.00 per DVD for meetings under 2 hours \$30.00 per DVD for meetings over 3 hours
Initial Returned Check Fee	\$25.00
Subsequent Return Check Fees (CA Civil Code Section 1719(a) (1))	\$35.00

ADMINISTRATIVE FEES

Election Filing Fee	\$25.00
Credit Card Processing Fee	2.40%

ATTORNEY FEES

Conditions, Covenants & Restrictions (CC&R) Review & Approval	\$287.00 Base Fee (1.5 hr maximum) Additional time \$171 per hour
Simple Covenant/Deed Restriction	\$176.00
Subdivision Improvement Agreements	
1. Standard Agreement (No changes)	No charge
2. Special/Altered Multi-party	\$176.00 per hour
Encroachment Agreements	\$176.00 per hour
Miscellaneous (Legal Agreements, Real Property, etc)	\$176.00 per hour plus minimum deposit
* Minimum Deposit is \$250.00	

DEVELOPMENT SERVICES

General Development Fees

- A. Reproduction (sent out) – plus actual mailing costs, as applicable
 Maps, plans, etc. (larger than 11" x 17") Actual Cost- sent to San Jose Blueprint
- B. Reproduction (copied in-house) – plus actual mailing costs, as applicable
 Maps, plans, etc. (larger than 11" x 17") \$5.00 per page
- C. Data Duplication Services and Fees
 For partial or full copies of each digital standard
 Town data file on one-time request basis:
- | | |
|-------------------------------|---|
| 8"x11" copy, standard printer | \$.25 per page or \$25.00
per digital file |
| Larger format, using plotter | \$75.00 per digital file |
| Electronic copy on CD | \$100.00 per digital file |
- D. Document Storage Fee - Laserfiche Actual cost
- E. Duplicate Plans Set \$134.00/hr
(½ hr min)
- F. Research Records Charge for Staff Research beyond 30 minutes \$134.00/hr
(Actual time Spent)
- G. Address Processing fee – per address \$272.00
- H. Computer Surcharge on Building/Plumbing/Mechanical/
 Electrical/Grading/Encroachment/Planning Permits/
 Applications and any other Permits/Applications
 except Park Permit/Applications 4% of Permit with \$1 minimum
- I. Engineering Development Review Service Fee
- | | |
|--|-------------------------------|
| a. Building Permit and Building Plan Check | 7.25% of permit or plan check |
| b. Development Fees | 15% of application fee |
- These Fees are applied to permits or plan checks that require engineering services
- J. Seismic Hazards Mapping Program Fees – (SMIP)
 For residential construction of three stories and less (Category 1), the permit fee is \$13.00 per \$100,000. For all other construction (Category 2), the permit fee is \$28.00 per \$100,000. This fee is required by the State of California to identify and map zones of particular seismic hazards. Five percent of the fee is retained by the Town to be used solely for earthquake preparedness.
- K. Capital Improvement Tax (Construction) – Based on \$0.18 for each square foot of building addition or alteration, which increases floor area of an existing building.

DEVELOPMENT SERVICES

General Development Fees – cont'd

- L. Underground Utility Tax (Utilities) – Based on \$0.18 for each square foot of building addition or alteration, which increases floor area of an existing building.
- M. Park Fund Tax (Parks) - Based on \$0.04 for each square foot of building addition or alteration, which increases floor area of an existing building.
- N. Reports, Agendas, and Minutes
- | | | |
|-----|--|--------------------|
| 1. | Development Review Committee Agendas | \$37.00 |
| 2. | Planning Commission Agendas | \$25.00 |
| 3. | Planning Commission Minutes | Actual cost |
| 4. | <u>Plan Copies</u> | |
| a. | Microfiche or other reprints sent to an outside firm | \$31.00 plus costs |
| b. | Blueprint reproduction in house | \$3.00 per page |
| 5. | Copy of Subdivision Ordinance | \$26.00 |
| 6. | General Plan (including maps) | \$26.00 |
| 7. | Hillside Specific Plan | \$5.80 |
| 8. | Hillside Development Standards and Design Guidelines | \$19.45 |
| 9. | Commercial Design Guidelines | \$20.50 |
| 10. | Subdivision Ordinance | \$26.00 |
| 11. | General Plan/Zoning Maps (24" x 36") | |
| a. | Black & White | \$9.00 |
| b. | Color | \$42.00 |
| 12. | Blossom Hill Open Space Study | \$14.00 |
| 13. | Commercial Specific Plan Report | \$12.00 |
| 14. | Residential Design Guidelines | \$21.50 |
| 15. | Housing Element | |
| a. | Housing Element Technical Appendix | \$24.75 |
| b. | 2015-2023 Housing Element | \$39.00 |
| 16. | Los Gatos Boulevard Plan | \$ 9.50 |
| 17. | North Forty Specific Plan (adopted June 2015) | \$45.25 |
- O. Request for Service Not Covered by Any Other Fee Actual cost
- P. Pre-application Conference Fee Actual cost
 (Fee applied when staff time is expected to exceed ½ hour)

DEVELOPMENT SERVICES

General Development Fees – cont'd

Q. Landscape

Final Occupancy Clearance (New Construction or Remodel)

- | | | |
|--------|--|-------------------------|
| 1. | Landscape inspection requests | \$106.00 per inspection |
| 2. | Park Staff Time Spent for Major Development Applications | \$543.00* |
| Basis: | | |
| | Development Review Committee Meetings | 1.5 hrs (estimate) |
| | Site Visits | 4.0 hrs (estimate) |
| | Review Plans | 4.0 hrs (estimate) |

*Note: Time spent over and above the initial application fee will be billed at the current employee billing rate plus equipment hourly rate.

- R. Applications for Work Unlawfully Completed Double current application fee

S. Annexation Fees

- | | | |
|----|----------------|-------------|
| 1. | 1 lot | \$3,201.00* |
| 2. | 2 lots | \$1,601.00* |
| 3. | 3 lots | \$1,066.00* |
| 4. | 4 lots | \$ 801.00* |
| 5. | 5 lots or more | \$ 533.00* |

* Annexation Advertising Deposit \$1,000 - \$2,200
(any remaining deposit will be refunded to the applicant and amounts exceeding the deposit amount will be paid by applicant) (varies as to size of map)

- T. Subordination Processing Fee \$500.00

- U. Community Benefit No standard schedule, as offered and applied per project

DEVELOPMENT SERVICES

Building Division

1. Building Permit Fees

- A. Permit Issuance
 - Fee for issuing/reinstating a Building Permit \$77.00
 - Additional Building Permit fee \$38.00

- B. Demolition Permit \$258.00

- C. Building Permit Fees for New Construction and Addition

The fee for each building permit shall be based upon the 1997 Uniform Building Code as amended by the 2010 California Building Code.

A building valuation regional modifier of 2.32 shall be used in conjunction with the Building Valuation Data provided in the publication, Building Valuation Data, published by the International Code Council – February 2012. Hillside Homes shall use a modifier of 3.246 and Commercial Office Tenant Improvements shall use a modifier of 1.16. The Building Valuation Data will be increased by the February Engineering News Record (ENR) Annual Building Cost Index (BCI) for every year thereafter.

<u>Total Valuation</u>	<u>Fee</u>
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00

DEVELOPMENT SERVICES

Building Division – cont'd

Building Permit Fees – cont'd

\$1,000,001.00 and over \$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof

D. Building Permit Fees for Remodels, Alterations, and Repairs

The Building Official shall establish the valuation of said improvements, and fees will be assessed as per Schedule 2.C above.

E. Special Services & Inspections

- | | |
|---|-------------|
| 1. Inspection outside normal business hours (4 hr min) | \$178.00/hr |
| 2. Re-inspection fees | \$156.00/hr |
| 3. Inspections for which no fee is specifically indicated (2/hr min) | \$156.00/hr |
| 4. Additional plan review required by changes, additions or revisions to plans (1 hour min) | \$273.00/hr |
| 5. For use of outside consultants for plan checking and/or inspections | Actual cost |
| 6. Services for which no fee is specifically indicated (½ hr min) | \$138.00/hr |
| 7. Permit/Plan check time extension (per permit) (applies to permits that have not expired) | \$78.00 |
| 8. Express plan review or initial review (1 hr. minimum) | \$161.00/hr |
| 9. Application for the Appeals Building Board Review | \$273.00 |

F. Plan Review Fee

A plan review fee shall be charged at the time of filing application. This fee is separate from and shall be in addition to building permit fee. This fee is calculated at sixty-five percent (65%) of the building permit fee as per Schedule 2.C above.

G. Other Miscellaneous Factors to Determine Construction Valuation

- | | |
|--|---|
| 1. Convert garage to habitable space | \$117.00/sq.ft |
| 2. Convert unfinished basement or attic to habitable | \$127.00/sq.ft |
| 3. Pools/Spas (gunite) | \$76.00/sq.ft |
| 4. Siding - aluminum/vinyl/wood | \$32.00/sq.ft |
| 5. Antennas & Towers | Const. Value As Applied Under 2.C Above |
| 6. Commercial Awning or Canopy: | |
| Aluminum | \$32.00/sq.ft |
| Canvas | \$24.00/sq.ft |

DEVELOPMENT SERVICES

Building Division – cont'd

Building Permit Fees – cont'd

7. Fence or Freestanding Wall (over 6' high):	
Wood or metal	\$49.00/lf
Masonry	\$85.00/lf
8. Decks/Balcony	\$47.00/sq.ft
9. Wood Deck	\$20.00/sq.ft
10. Re-roofs	\$3.00/sq.ft
11. Retaining Walls	\$107.00/lf

H. Special Systems Fee

1. Emergency generation, wind power, special HVAC systems, etc.	
a. Plan Review (1 hr. minimum)	\$273.00/hr
b. Field Inspection (2 hr. minimum)	\$156.00/hr
2. Photovoltaic – Roof & Ground Mounted - Residential	
a. Plan Review (1/4 hr. minimum)	\$273.00/hr
b. Field Inspection (1 hr. minimum)	\$156.00/hr
3. Photovoltaic – Roof & Ground Mounted -Commercial	
a. Plan Review (1 hr. minimum)	\$273.00/hr
b. Field Inspection (2 hr. minimum)	\$156.00/hr

2. Electrical Permit Fees

A. Permit Issuance

1. Fee for issuing/reinstating an Electrical Permit	\$77.00
2. Additional Electrical Permit fee	\$38.00

B. Plan Review & Re-inspection Fees

1. Plan review fee	25% of Electrical Permit Fee
2. Additional plan review	\$273.00/hr
3. Re-inspection fee	\$156.00/hr

C. New Residential Construction

(New buildings only, including garages) \$.11 sq.ft

C-1 Commercial Construction

\$.08 sq.ft

D. System Fee Schedule

1. Private swimming pools	\$63.00
2. Public swimming pools	\$114.00
For alterations to existing pool, use Unit Fee Schedule E. below	
3. Temporary Power Poles	\$78.00
4. Temporary distribution system & temporary lighting	\$38.00
5. Installation of illuminated signs (each)	\$101.00

DEVELOPMENT SERVICES

Building Division – cont'd

Electrical Permit Fees – cont'd

E. Unit Fee Schedule

1. Receptacle, switch and lights	\$2.00
2. Residential appliances/new circuits: (cook top, oven, range, disposals, clothes dryers, or other motor operated appliances not exceeding one horsepower)	\$6.00
3. Nonresidential appliances/new circuits: (medical & dental devices, food, beverage, drinking fountains, laundry machines, or other similar equipment) Note: for other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Generators/Motors	\$8.00
4. Photovoltaic system (residential)	\$90.00
5. Solar systems (including controls)	\$90.00
6. Power apparatus (generators, transformers, A/C, heat pumps, baking equipment):	
Up to 10 KV, each	\$16.00
Over 10 KV not over 50 KV, each	\$32.00
Over 50 KV and not over 100 KV, each	\$63.00
Over 100 KV, each	\$84.00
7. Motors:	
Up to 10 hp	\$16.00
Up to 25 hp	\$32.00
Up to 55 hp	\$63.00
Over 55 hp	\$92.00
8. Transformers:	
Up to 5 KVA	\$16.00
Up to 10 KVA	\$32.00
Up to 50 KVA	\$53.00
Over 50 KVA	\$77.00
9. Busways/conduits (per 100 ft)	\$8.00
10. Service equipment:	
200 amps or less	\$78.00
201 to 999 amps	\$108.00
Sub-panels	\$38.00
11. Installation of spas or saunas	\$38.00

F. Other Electrical Fees

1. Duplicate job card	\$38.00
2. Permit extension (applies to permits that have not expired)	\$78.00

DEVELOPMENT SERVICES

Building Division – cont'd

3. Mechanical Permit Fees

A. <u>Permit Issuance</u>		
1. Fee for issuing/reinstating a Mechanical Permit		\$77.00
2. Additional Mechanical Permit fee		\$38.00
B. <u>Plan Review & Re-inspection Fees</u>		
1. Plan review fee	25% of Mechanical Permit Fee	
2. Additional plan review		\$273.00/hr
3. Re-inspection fee		\$156.00/hr
C. <u>New Residential Construction</u>		\$.11 sq.ft
(New buildings only, including garages)		
C-1. <u>Commercial Construction</u>		\$.08 sq.ft
D. <u>Unit Fee Schedule</u>		
1. Installation, of each heating system, A/C, boiler, compressor or air handler		\$38.00
2. Each duct repair or alteration		\$11.00
3. Each fireplace appliance		\$32.00
4. Each ventilating fan		\$11.00
5. Installation of separate flue or vents not included with the installation of an appliance		\$11.00
6. Installation of each hood with mechanical exhaust:		
Residential		\$32.00
Commercial		\$114.00
7. Each new or repair of gas piping system		\$70.00
8. Each additional gas outlet		\$23.00
9. Installation of evaporative cooler		\$32.00
E. <u>Other Mechanical Fees</u>		
1. Duplicate job card		\$38.00
2. Permit extension (applies to permits that have not expired)		\$78.00

4. Plumbing Permit Fees

A. <u>Permit Issuance</u>		
1. Fee for issuing/reinstating a Plumbing Permit		\$77.00
2. Additional Plumbing Permit fee		\$38.00

DEVELOPMENT SERVICES

Building Division – cont'd

Plumbing Permit Fees – cont'd

B.	<u>Plan Review & Re-inspection Fees</u>	
1.	Plan review fee	25% of Plumbing Permit Fee
2.	Additional plan review	\$273.00/hr
3.	Re-inspection fee	\$156.00/hr
C.	<u>New Residential Construction</u>	\$.11 sq.ft
	(New buildings only, including garages)	
C-1	<u>Commercial Construction</u>	\$.08 sq.ft
D.	<u>System Fee Schedule</u>	
1.	Private swimming pools (including heater, water piping, gas piping)	\$92.00
2.	Public swimming pools (including heater, water piping, gas piping)	\$138.00
3.	Lawn sprinkler system on one meter	\$38.00
4.	Each new or repair of gas piping system	\$70.00
5.	Each drainage, sewer system	\$38.00
6.	Radiant floor heating system	\$114.00
E.	<u>Unit Fee Schedule</u>	
1.	Each plumbing fixture or trap or set of fixtures on one trap	\$11.00
2.	Each sewer cleanout, backflow device	\$11.00
3.	Each septic system abatement	\$114.00
4.	Rainwater systems - per drain (inside building)	\$11.00
5.	Each water heater, water softener	\$32.00
6.	Each grease interceptor (750 gallon capacity)	\$78.00
7.	Each grease trap (1-4 fixtures)	\$44.00
8.	Residential water re-piping	\$114.00
9.	Each ejector/sump pump	\$38.00
10.	Each vacuum breaker/hose bib	\$11.00
11.	Each water piping system repair or replacement	\$24.00
12.	Each additional gas outlet	\$24.00
F.	<u>Other Plumbing Fees</u>	
1.	Duplicate job card	\$38.00
2.	Permit extension (applies to permits that have not expired)	\$78.00

DEVELOPMENT SERVICES

Building Division– cont'd

5. Other Fees

A. State of California Title 24 Part 2 Energy and Accessibility Code and Regulation Plan Review and Inspection Fees

A surcharge shall be added to the building permit fee for the cost to plan review and inspect for compliance with State of California Title 24 Regulations. This fee is calculated at fifteen percent (15%) of the building permit fee. This fee is applied whenever a plan review is assessed.

B. Duplicate Inspection Card \$38.00

C. NPDES Inspection Fee \$70.00
(Charged on all building permits with the potential to generate non-point source storm water runoff during construction)

D. State of California Mandated Building Standards Fee – SB 1473

A surcharge shall be added to all building permits at the rate of four dollars (\$4) per one hundred thousand dollars (\$100,000) in valuation, with appropriate fractions thereof, but not less than one dollar (\$1). These funds will be available to the California Building Standards Commission, the Department of Housing and Community Development, and the Office of the State Fire Marshall for expenditure in carrying out the provisions of the State Building Standards Law and provisions of State Housing Law that relate to building standards. Up to ten percent (10%) shall be retained for related administrative costs and for code enforcement education.

DEVELOPMENT SERVICES

Planning Division

The fees listed below constitute all fees imposed by the Planning Division. Certain types of applications must be reviewed / processed by other departments/agencies, which may impose separate fees. Applicants are advised that the fees for those services are not included in the Planning Department's fees. Where the term "actual cost" is used here, it shall mean: materials, supplies (including any costs of noticing or publication), outside consultants, employee cost will be billed at the top step, plus benefits, plus overhead. The following fee schedule is established for applications filed pursuant to the Town Code. The fees are collected by the Community Development Department at the time the application is filed unless otherwise noted.

Fees for Additional Processing

In the event additional processing services by the Town are required due to changes, modifications, additions, errors, omissions, or discrepancies caused by the applicant or his/her agents or representatives, the applicant shall pay an additional fee as determined by the Director of Community Development to cover the actual cost.

Fees for Lack of Progress

If additional information is required by the Town for an application and the requested information is not submitted within 180 days, the applicant will be required to pay a fee of 10 percent of the current application fee at the time the requested information is submitted. Any re-submittal after one year will be processed as a new application, subject to new fees.

Fees for Major Projects

If it is anticipated that the application processing costs of selected major projects will significantly exceed the following fees, the Director of Community Development may collect a deposit and charge actual time spent to process the applications based upon current hourly rates.

Surcharges: All of the following applications are subject to the surcharge fees as set forth in General Development Services and in Section 5.H of Planning Division.

1. Zoning Approvals

A. Architecture and Site Applications *

(1) Development Review Committee (DRC) Approval

- | | | |
|----|--|------------|
| a. | New single family detached (HR & RC zones) | \$7,807.00 |
| b. | New non-custom single family detached (HR & RC zones)
per unit/model, as part of a Planned Development** | \$5,422.00 |
| c. | New single family or two family units | \$5,380.00 |
| d. | New single family or two family (any other zone) per unit/
model new nonresidential or multiple family per building
as part of a Planned Development** | \$3,844.00 |
| e. | Minor projects (a development proposal that does not
significantly change the size, mass, appearance or neighborhood
impact of a structure, property or parking lot) | \$1,950.00 |

DEVELOPMENT SERVICES

Planning Division – cont’d

Zoning Approvals – cont’d

(2) Planning Commission Approval

a.	Supplemental fee DRC applications as determined in Section 1.A. (1) or minor residential development applications or applications that are part of a Planned Development that require Planning Commission approval.	\$2,824.00
b.	New two family unit	\$8,206.00
c.	New nonresidential (includes conceptual Planned Development elevations).	\$9,419.00
d.	New multiple family (includes conceptual Planned Development elevations).	\$8,563.00
e.	Demolition request with a Planned Development application	\$1,950.00
f.	All other (i.e.: exceed FAR, major grading, etc.)	\$4,775.00

* Aside from the fees noted above, no additional Architecture and Site application fees will be assessed for projects that involve a historic structure or site.

** Any changes proposed to model homes, nonresidential, or multiple family buildings, a supplemental fee shall be based on a time and material basis to review the changes.

B. Conditional Use Permits

1.	Conditional Use Permit	\$5,523.00
2.	Conditional Use Permit (when consolidated with another application for new development)	\$918.00
3.	Conditional Use Permit for restaurants	
	Minor Restaurant (DRC Approval)	\$3,361.00
	Major Restaurant (PC Approval)	
	Tier 1	\$5,523.00
	Tier 2 includes alcohol and/or entertainment (must pay #4 below with this application)	\$6,527.00
4.	Applications that require Town Council Approval (these fees supplement the above established fees)	\$2,824.00
a.	Transcription fee of Planning Commission minutes	Actual cost Minimum \$500.00 deposit

C. Variance \$4,062.00

D. Rezoning (other than Planned Development)

1.	Without General Plan or Specific Plan Amendment.	Actual cost (\$5,000.00 minimum)
2.	With General Plan or Specific Plan Amendment	Actual cost (\$7,000.00 minimum)
3.	Transcription fee of Planning Commission minutes	Actual cost Minimum \$500.00 deposit

DEVELOPMENT SERVICES

Planning Division – cont’d

Zoning Approvals – cont’d

E.	<u>Planned Development</u>	
	1. Without General Plan or Specific Plan Amendment	Actual cost
	2. Without General Plan or Specific Plan Amendment (HR or RC Underlying Zone)	Actual cost
	3. With General Plan or Specific Plan Amendment	Actual cost
	4. With General Plan or Specific Plan Amendment (HR or RC Underlying Zone)	Actual cost
	5. Town Council Modification to a Planned Development	Actual cost (\$5,000.00 minimum)
	6. DRC Modification to a Planned Development	Actual cost (\$3,000.00 minimum)
	7. Publication costs for the planned development ordinance shall be paid by the applicant.	
	8. Transcription fee of Planning Commission minutes	Actual cost Minimum \$500.00 deposit
F.	Minor Residential Development (See Section 1.A. (2) a)	\$1,950.00
G.	Agricultural Preserve Withdrawal	\$3,686.00
H.	<u>Planning Division Certificates of Use and Occupancy</u>	
	1. Change of use	\$299.00
	2. Change of occupancy (excluding change of proprietor of a continuing business enterprise)	\$146.00
	3. Use/occupancy clearance if Conditional Use Permit is required or occupancy of a new secondary dwelling unit	No fee
I.	Hazardous Materials Storage Facility Application	\$1,623.00
J.	Home Occupation Permit	\$167.00
K.	<u>Sign Application</u>	
	1. New permanent sign	\$404.00
	2. Temporary nonresidential sign	\$86.00
	3. Change of face only	\$165.00
	4. Sign program	\$1,923.00

DEVELOPMENT SERVICES

Planning Division – cont’d

Zoning Approvals – cont’d

L.	<u>Secondary Dwelling Units</u>	
1.	New unit	\$1,438.00
2.	One or two existing units	\$1,237.00
M.	Mobile Home Park Conversion Permit	Actual cost (\$5,000.00 deposit)
N.	General Plan/Town Code Amendments	Actual cost (\$5,000.00 deposit)
O.	<u>Administrative Land Use Permit</u>	
1.	Minor telecommunications facility (i.e. microcell, 8021 lb or equivalent)	\$1,346.00
2.	Major telecommunications facility which do not require a Conditional Use Permit	\$3,201.00

2. Subdivisions

A.	Lot Line Adjustment (DRC Approval)	\$1,850.00
B.	4 Lots or Less (DRC Approval)	\$7,733.00
C.	4 Lots or Less (as part of a Planned Development) (DRC Approval)	\$3,079.00
D.	5 Lots or More	\$12,260.00
E.	5 Lots or More (as part of a Planned Development) (DRC Approval)	\$3,610.00
F.	Vesting Tentative Map (VTM)	Fee to be based on the number of lots noted above
G.	Lot Merger and Reversion to Acreage (DRC Approval)	\$917.00
H.	Condominium	\$6,474.00
I.	Condominium (as part of a Planned Development)	\$3,079.00
J.	Certificate of Compliance (DRC Approval)	\$3,711.00
K.	VTM applications that require Town Council approval, Subdivision and/or DRC applications that require Planning Commission approval. This fee supplements the above-established fees.	\$2,824.00

DEVELOPMENT SERVICES

Planning Division – cont'd

3. Miscellaneous Application Fees

A.	Time Extensions to Approved Application	50% of current fee (excluding fees based on actual cost)
B.	Modification to Approved Application	75% of current fee (excluding fees based on actual cost)
C.	Conceptual Development Advisory Committee Review	\$2,966.00
	1. Special Noticing	Actual Cost (minimum \$500.00 deposit)
D.	Push Cart Permit	\$428.00
E.	<u>Auto Dealer Events</u>	
	1. Small promotional events	\$82.00
	2. Large promotional events	\$401.00
F.	Newsrack Permit Fee	\$378.00
G.	Firearms Dealer Permit (Town Ordinance 2217 dated 6/17/2013) (Planning - \$3,445.00 and Police - \$766.00)	\$4,454.00

4. Environmental Assessment Fees

A.	Categorical Exemption	No fee
B.	Initial Study Deposit***	\$5,000.00
C.	Draft Initial Study Review Fee (or actual cost if part of a Planned Development, General Plan and/or Town Code Amendment)	\$2,423.00
D.	Environmental Impact Report	Consultants fee
E.	Draft EIR Review Fee	\$12,184.00 Plus 10% of EIR cost
F.	Impact Monitoring Program (AB3180)	Actual cost (hourly basis plus cost of consultant, if necessary)

*** The \$5,000 fee is a deposit only. The specific cost of the Initial Study and any required special studies shall be borne by the applicant. The deposit shall be increased before the Town will authorize work exceeding the amount on deposit. Any deposit balance will be refunded.

DEVELOPMENT SERVICES

Planning Division – cont'd

5. Other

- | | | |
|---|---|--|
| A. | Fence Height Exceptions | \$240.00 |
| B. | <u>Peer/Technical Review</u> – (any remaining deposit will be refunded to the applicant and amounts exceeding the deposit amount will be paid by applicant) | Actual cost
(\$2,000.00 deposit
plus 10% of actual cost
for administrative charge) |
| C. | <u>Fees For Additional Tech Review and/or DRC Review</u>
DRC beyond three meetings, Planning Commission hearing beyond two meetings, Town Council hearing beyond one meeting | Actual cost |
| D. | <u>Surcharges</u> | |
| 1. | General Plan update surcharge | .5% of building valuation
for new construction and additions/
10% of zone change and subdivision fee |
| 2. | Route 85 Study Plan surcharge **** | 10% of application fee
for applications in Route 85 Study Plan Area |
| 3. | Advanced Planning projects | 10% of application fee |
| 4. | North 40 Study Plan surcharge | Actual cost on proportionate basis |
| **** Not charged to the following applications: 1H, 1J, 1K, 3C, 3D and 3E | | |
| E. | Consultation | Actual cost on an hourly basis |
| F. | <u>Appeals</u> | |
| 1. | Fee to appeal Planning Commission decision to Town Council | \$381.00 per residential
\$1,533.00 per commercial,
multi-family or tentative map |
| 2. | Fee to remand applications from Town Council to Planning Commission | Fees based on actual cost of
time and materials |
| 3. | Fee to appeal Director of Community Development or Development Review Committee decision to Planning Commission | \$192.00 per residential
\$767.00 per commercial |
| 4. | Tree appeals | \$78.00 |

DEVELOPMENT SERVICES

Planning Division – cont'd

- F. Appeals – cont'd
 - 5. Appeal transcription fee of Planning Commission minutes (only applies to appeals from Planning Commission to Town Council) Actual cost
Minimum \$500.00 deposit

- G. Research Services Minimum Charge Actual Cost
Minimum \$100.00 deposit

- H. Zoning Research
 - 1. Basic zoning letter \$240.00
 - 2. Legal non-conforming verification \$565.00
 - 3. Reconstruction of legal non-conforming structures (Burndown Letter) \$240.00

- I. Building Permit Plan Check Fee 20% of building fee

- J. Below Market Price Housing Program In-Lieu Fee 6% of the building permit valuation for the entire project

- K. Outdoor Seating Permit Actual Cost
Minimum \$1,000.00 deposit

- L. Valet Parking Permit Actual Cost
Minimum \$1,000.00 deposit

6. Payment of Application Fees

All application fees are to be paid at the time the applications are submitted to the Community Development Department. If the applicant withdraws an application, which requires a hearing by the Planning Commission, prior to processing the application for the hearing, 40% of the paid application fee shall be refunded to the applicant at the discretion of the Director of Community Development. All other fees are non-refundable.

DEVELOPMENT SERVICES

Engineering Division

The following fees constitute a comprehensive listing of the various fees charged by the Engineering Program. Certain types of application/permits must be reviewed and/or processed by other Town departments or public agencies, which may charge separate fees. Applicants are advised that the fees for those services are not included in the Engineering Program's fees. Where the term "actual cost (s)" is used here it shall mean: materials, supplies (including any costs of noticing or publication), outside consultants and employee cost, (including salary, benefits and overhead).

- A. Engineering Plan Check Fees (Public Improvements & Grading Permits)*
- | | |
|--------------------------|---|
| 1. Application fee | \$323.00 |
| 2. \$1.00 to \$50,000.00 | 10% of estimated cost
of improvements |
| 3. \$50,000.00 and over | \$5,000.00 plus 8% of estimated cost
of improvements
beyond \$50,000.00 |
- B. Additional Engineering Plan Check Fees
- | | |
|--|-------------|
| 1. Each additional plan check beyond three reviews | Actual cost |
|--|-------------|
- C. Inspection Fee (Public Improvements & Grading Permits)
- | | |
|---------------------------------------|----------------------|
| 1. Outside Inspector or re-inspection | Actual cost plus 10% |
|---------------------------------------|----------------------|
- D. Work In or Use of Public Right-of-Way*
- | | |
|--|--------------------------------------|
| 1. Construction Encroachment Permit Base Fee | \$279.00 |
| a. Work over \$4,000.00 | 6% of estimated cost of improvements |
| b. Work done at night or week-ends | Actual cost of staff time |
| c. Outside Contractor underground utility locating surcharge | \$ 88.00 |
| (actual cost for outside contractor inspection fee may change) | |
| 2. Dumpster Permit | \$160.00 |
| 3. Storage Permit | \$160.00** |

*A deposit in the amount of 2% of the Engineer's Estimate (\$500.00 minimum) shall be paid prior to the review of any submitted materials for an encroachment permit or grading permit and drainage review.

**\$500.00 refundable Storage Unit Removal Deposit, to cover cost of removal, if abandoned.

DEVELOPMENT SERVICES

Engineering Division - cont'd

E.	<u>NPDES</u>	
	1. Inspection Fee	
	a. Charged on all Encroachment & Grading Permits and some Storage Permits	\$750.00
	b. Charged on all Encroachment Permits and Some Storage Permits	\$200.00
	2. Inspection of Storm Water Treatment Measures	\$500.00 per facility
	3. Annual Inspection Fee	\$250.00 per inspection
	4. Annual Stormwater/Limited Impact Development (LID) Permit	\$150.00 per year, per facility
	5. C-3 Permit Hydrologic Calculation	Consultant Cost plus 25% Admin Fee
F.	<u>Engineering Subdivision Map Checking</u>	
	1. 1 - 4 lots	\$4,640.00 + \$100 per lot
	2. 5 or more lots	\$5,155.00 + \$100 per lot
G.	<u>Engineering Reversion to Acreage</u>	
	1. Map Check	\$4,640.00 + \$100 per lot
H.	<u>Engineering Lot Merger</u>	
	1. Certificate	\$904.00
	2. Map checking	\$4,640.00
I.	<u>Engineering Lot Line Adjustments</u>	
	1. Certificate	\$904.00
	2. Map checking	\$4,640.00
J.	<u>Certificate of Compliance</u>	
	1. Certificate review and preparation	\$965.00
	2. Map checking	\$4,640.00
K.	<u>Abandon Excess Public Right-of-Way & Public Easement</u>	
	1. Application fee	\$1,084.00
	2. Processing fee	\$3,213.00

DEVELOPMENT SERVICES

Engineering Division – cont'd

R.	<u>Hauling Permits</u>		
	1.	House Moving Fee	
		a.	Per House, plus \$666.00
		b.	Deposit for Facilities Damage \$2,439.00
	2.	Hauling (Overweight Vehicle) Permit	\$16.00*

*The current State mandated fee is \$16.00 for Hauling Permits. If the State fee changes, the Hauling Permits fee will change to reflect the same.

S.	<u>Construction Activities Mitigation Fee (Ordinance 2189)</u>		
	1.	New Buildings and Additions:	
		a.	Residential (per square foot added) \$1.17/sq. ft*
		b.	Non-residential (per square foot added) \$1.17/sq. ft*

*These two fees are adjusted based on the Building Cost Index.

T.	<u>Separate Instrument Dedication Fee</u>		
	1.	Dedication review and processing (for dedication via grant deeds and not maps)	\$900.00
U.	<u>Slurry Seal Fee</u>		\$2.50 per sf
V.	<u>Flood Review Fee</u>	Consultant Cost plus 25% Admin Fee	
W.	<u>Miscellaneous Review Fee*</u>		Actual Cost

*This fee will be implements for services including, but not limited to, wet weather inspections, annual inspections, review of operations and maintenance reports, coordination with property owner(s) and/or homeowner associations, etc.

LIBRARY FEES

A. Lost or Damaged Items

1. Replacement of Adult book/AV item	Cost of item plus \$10.00 processing fee
2. Replacement of Teen/Children's book/AV item	Cost of item plus \$5.00 processing fee
3. Replacement of Adult paperback	Cost of item plus \$5.00 processing fee
4. Replacement of magazine	Cost of item plus \$5.00 processing fee

B. Internet printing and Copies

1. Printing per page/Black and White Copies	\$0.15
2. Printing per page/Color Copies	\$0.25

C. History Project Digital Image Fee

Fair Use Fees (for personal use only)

1. 8 by 10 single weight glossy	\$20.00
2. Digital image scanned to CD/ROM	\$25.00

Commercial Use Fees

1. Educational Media	\$25.00
2. Brochures and flyers	\$50.00
3. Trade publications, including electronic Magazine/Websites	\$75.00
4. Commercial Media	\$125.00
5. Commercial décor	\$125.00
6. Advertising and product design	\$125.00

Anyone using the photographs for commercial purposes must pay one-time commercial fees in addition to the cost of the photographic reproduction for each image.

D. Overdue Fees

1. Adult Library materials	\$.30/day \$10.00 max/per item
2. Children's/Teen materials	\$5.00 per item after six weeks overdue
3. Periodicals	standard fine to cost of item

Senior citizens may request an exemption from Overdue Fees.

PARKS AND PUBLIC WORKS

Parks Division

Oak Meadow Park:

Picnic Areas (1 through 9)	<u>Resident</u>	<u>Non-Resident</u>
Facility Fee	\$95.00 per site	\$150.00 per site
Facility Fee w/Jump House Permit	\$190.00 per site	\$300.00 per site

Bandstand/Gazebo	<u>Resident</u>	<u>Non-Resident</u>
Non-Profit Event:	\$65.00 per hour	\$120.00 per hour
Public Event:	\$95.00 per hour	\$150.00 per hour
Deposit (refundable):	\$500.00	\$500.00

Minimum 2 hour reservation required.

Special Use Permit

<u>Single-Use Permit</u>	<u>Resident</u>	<u>Non-Resident</u>
Permit Fee:	\$95.00 per day	\$150.00 per day
Deposit (refundable):	\$100.00	\$100.00

<u>Multi-Use Permit</u>	<u>Resident</u>	<u>Non-Resident</u>
Non-Profit:	\$95.00 per day	\$150.00 per day
Additional Day:	\$25.00 per additional day	\$40.00 per additional day
Deposit (refundable):	\$100.00	\$100.00

Multi-Use Permit for recreational/educational purposes only.

Bocce Ball Court Fee	<u>Resident</u>	<u>Non-Resident</u>
	\$95.00 per day	\$150.00 per day

Parking Fee	<u>Resident</u>	<u>Non-Resident</u>
	No Charge	\$6.00 per vehicle

Vehicle Escort Fee	<u>Resident</u>	<u>Non-Resident</u>
	\$75.00	\$100.00

PARKS AND PUBLIC WORKS

Parks Division – cont'd

Creekside Sports Park:

Special Use Permit

Single-Use Permit

	<u>Resident</u>	<u>Non-Resident</u>
Permit Fee:	\$95.00 per day	\$150.00 per day
Deposit (refundable):	\$500.00	\$500.00

Multi-Use Permit

	<u>Resident</u>	<u>Non-Resident</u>
Non-Profit:	\$95.00 per day	\$150.00 per day
Additional Day:	\$55.00 per additional day	\$75.00 per additional day
Deposit (refundable):	\$500.00	\$500.00

Multi-Use Permit for recreational/educational purposes only.

Belgatos, Blossom Hill, La Rinconada and Live Oak Manor (Groups of 25+ and/or jump House)

Single-Use Permit

	<u>Resident</u>	<u>Non-Resident</u>
Permit Fee	\$95.00	\$150.00
Deposit (refundable):	\$100.00	\$100.00

Multi-Use Permit

	<u>Resident</u>	<u>Non-Resident</u>
Permit Fee	\$95.00	\$150.00
Additional Day:	\$25.00 per additional day	\$40.00 per additional day
Deposit (refundable):	\$100.00	\$100.00

Multi-Use Permit for recreational/educational purposes only.

PARKS AND PUBLIC WORKS

Parks Division – cont'd

Town Plaza Use Permit

A permit fee is \$55.00 per hour for events that close the Town Plaza entirely to the public. This fee will be charged for the number of hours the Town Plaza cannot be used safely by the public due to the event. Additional fees or deposits may be charged for lawn repair, street closures, and/or additional maintenance, as determined by the Parks and Public Works Director and/or Maintenance Superintendent.

Turf Maintenance Fee

Additional fee added to any Park Use or Special Event Permit, when a permit's scheduled activity or event will negatively impact the park turf, (locations including but not limited to Oak Meadow, Town Plaza, and Civic Center lawn areas). The fee amount is to be based upon best estimate of turf repair cost, as determined by the Director of Parks and Public Works and/or Maintenance Superintendent.

Tree Related Fees

- | | | |
|----|--|---|
| A. | Tree Removal Permit Application to remove one tree | \$130.00 |
| | Additional tree removal fee | \$65.00/each |
| | If application is denied | 50% refund |
| B. | Illegal Tree Removal Administrative Fee | \$240.00 |
| C. | Replacement Trees - Town Forestry Fund | Tree cost for each 24", 36", and/or 48" box |
| | Per Tree Ordinance Section 29.10.0985 | size will be the Market Price plus the |
| | | Installation Cost, determined by the Director |

Equipment Hourly Rates as Follows:

<u>Description</u>	<u>Cost/hour</u>
Pick-up Truck	\$32.00
1 ton Flatbed Truck	\$42.00
Utility Truck	\$57.00
Dump Truck (10 Wheel)	\$85.00
Dump Truck (Bobtail)	\$63.00
Paint Truck	\$85.00
Line Remover	\$26.00
Tractor Loader	\$63.00
Backhoe	\$85.00
Rubber-tired Loader	\$85.00
Roller	\$63.00
Van	\$37.00

PARKS AND PUBLIC WORKS

Parks Division – cont'd

Equipment Hourly Rates as Follows:

Concrete Saw	\$32.00
Air Compressor	\$32.00
Arrowboard	\$32.00
Generator	\$26.00
Chainsaw	\$20.00
Blower	\$10.00
Paving Box	\$63.00
Rodder	\$63.00
High Pressure Sewer Cleaner	\$117.00
Brush Chipper	\$42.00
Chipper Truck	\$63.00
Aerial Unit	\$92.00
Street Sweeper	\$92.00
Forklift	\$42.00
Trailer	\$42.00
Message Board	\$10.81
Barricades	\$.23
Cones	\$.15
Portable Generator	\$28.04

Streets Division

A.	Hazard and/or Debris Removal	
1.	Staff time spent to conduct hazard and or debris removal caused by citizen negligence.	Actual Cost (based on current billing rate)
B.	Special Event Fees	
1.	Staff and equipment for special event requests	Actual Cost (based on current billing rate)
C.	Electric Vehicle Charging Fee	\$1.00 System Connection Fee Plus hourly charge
	1-4 hour charge	\$1.00/hour
	after 4 hours	\$5.00/hour

POLICE FEES

Fingerprinting – per each Livescan application \$36.00
(Plus additional DOJ or FBI fees which are based on the level of service for the application)
Fingerprint fees are subject to increase based on DOJ or FBI fees.

Report Copies up to 20 pages \$26.00
(\$0.25 for each page over 20)

Subpoena Duces Tecum Per California Evidence Code Section 1563

Photographs

1. For the first 3 \$42.00
2. Each additional \$13.00

Concealed Weapons

(California Penal Code, Section 26190a)

1. Permit Fee, DOJ Fee, and Admin Fee \$182.00
2. Renewal Permit \$182.00

Solicitor / Peddler's Permit \$117.00
(includes permit fee, DOJ print fee,
and LGPD print fee)

Bicycle Licenses (each) \$3.00

Tow Trucks

1. Driver's Permit (initial) – includes DOJ \$300.00
Fingerprinting Fee
2. Driver's Permit (renewal) \$270.00
3. Service Permit (initial) \$300.00
4. Service Permit (renewal) \$270.00

Taxicabs

1. Certificate of Public Convenience and Necessity (one-time fee) \$134.00
2. License Fee Renewal \$41.00
3. Non Permit Fine \$106.00

Massage Permit Fees

1. Initial Application for each Therapist \$213.00
2. Annual Renewal for each Therapist \$107.00

Fee covers staff time to process application, review pertinent documents, arrange for fingerprints and photographs to be taken and obtain all necessary approvals.

POLICE FEES

Massage Establishment Permit Fees (Ord 14.110.075)

- | | |
|--|----------|
| 1. Initial Application for Establishment | \$325.00 |
| 2. Annual Renewal for Establishment | \$160.00 |

Clearance Letters

- | | |
|----------------|---------|
| 1. Each letter | \$29.00 |
|----------------|---------|

Administrative Fee for:

Special Events

- | | |
|---|----------|
| 1. For-Profit Groups (each) | \$714.00 |
| 2. Not-For-Profit Groups (each) | \$178.00 |
| 3. Block Party Event Permit | \$75.00 |
| 4. All Other Costs as specified in Special Events Ordinance, Section 14.100.045 | |

Other Special Police Services- Pursuant to Agreement between Police Chief and Requestor

Administrative Fee for:

Motion Picture/Television/ Commercial Still Photo

- | | |
|---------------------------------|------------|
| 1. For-Profit Groups (each) | \$1,609.00 |
| 2. Not-For-Profit Groups (each) | \$579.00 |

Local Booking Fees and Emergency Response Caused by

- | | |
|--|-------------------------|
| 1. Drinking Drivers | At current billing rate |
| 2. Second Response due to Disturbances | |

Horse Drawn Vehicle

- | | |
|------------------------------------|----------|
| 1. Application Fee | \$141.00 |
| 2. Driver's Permit (annual) | \$75.00 |
| 3. Vehicle Permit & Inspection Fee | \$75.00 |
| 4. Annual Renewal & Inspection Fee | \$75.00 |

Firearms Storage Fee

\$125.00 Admin Fee
plus \$1.00 per firearm per day for storage

Vehicle Release

\$226.00

Alarm Registration Fee

- | | |
|---------------|---------|
| 1. Commercial | \$53.00 |
|---------------|---------|

False Alarm

- | | |
|-------------------------------|----------|
| 1. Second False Alarm | \$65.00 |
| 2. Third False Alarm | \$139.00 |
| 3. Fourth False Alarm | \$282.00 |
| 4. Fifth False Alarm | \$422.00 |
| 5. Sixth or More False Alarms | \$318.00 |

**Within a six-month period within calendar year*

POLICE FEES

Vehicle Repossession Release Fee (Government Code Section 41612)	\$15.00
Non-Los Gatos Cite Sign Off	\$27.00

Citation issued for failure to display appropriate
Permit or placard. Dismissal fee in lieu of full
Bail amount:

1. Handicap CVC22507.8/22500(1)	\$37.00
2. Parking Permits	\$10.00

Photographs on CD	\$62.00
Copy of Video Tape	\$62.00
Copy of Audio Tape	\$62.00

Parking Permit Fees

1. Residential Parking Permits

Annual residential parking permit/per vehicle (Limit - 4 per residence)	\$42.00
--	---------

Visitor guest passes: Two (2) complimentary
with the purchase of the primary permit

Special Event Permit (one day)-First permit	\$10.00
---	---------

Each additional (one day)	\$2.00
---------------------------	--------

Replacement permit for vehicle change (within calendar year)	\$10.00
---	---------

Lost permit replacement	\$37.00
-------------------------	---------

Damaged permit replacement (with return of permit)	\$18.00
--	---------

2. Business Parking Permit

Standard Employee annual	\$248.00
--------------------------	----------

Lost permit replacement	\$37.00
-------------------------	---------

Damaged permit replacement (with return of permit)	\$18.00
--	---------

3. Construction Parking Permit

One day parking permit per construction vehicle	\$32.00
---	---------

Each additional day per vehicle	\$5.00
---------------------------------	--------