

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING, AND BUILDING AND SAFETY FEES**

The increased fees and charges, set forth in Sections 1, 2 and 3 hereof, shall become effective not less than sixty (60) days after final adoption of the resolution approving such fees and charges.

The City's Community Development Department provides important services to the public in the areas of construction safety, planning, housing, and land use. The department has four divisions: Planning, Building and Safety, Housing and Human Services, and Administration, as well as numerous boards and committees.

The Community Development Director, or staff designee, will make the final calculation and determination of required fees specific to each project. Some services are charged based on hourly rates with a required deposit. For site development, activities areas, or combination of structures and/or site changes, the fee per square footage is not limited to the building area, and may involve the site area as determined by staff.

In addition to the base fee amounts listed below, there are additional fees that are applied. A Cashier Services fee is applied to transactions of more than \$200, a Records Management fee is applied to most fees listed in Section 1 (Planning Division Fees) and Section 2 (Building and Safety Fees), a Technology Fee is applied to building permit fees, and a Growth Management fee is applied to building projects that create new square footage or the demolition and rebuilding of existing square footage. The current fee amounts for these items can be found in Section 3 (Other Fees).

SECTION 1. PLANNING DIVISION FEES

GENERAL INFORMATION

- In addition to the base fees listed below, a Cashier Services fee of \$18 is applied to each transaction of more than \$200, and a 7% Records Management fee is applied to most Planning Division fees
- Fees for projects involving alterations and additions are calculated by determining the alteration fee and addition fee based on square footage totals and applying the higher fee.
- Projects involving multiple main buildings or phased improvements may require separate fees for review of each building.
- For new mixed-use projects, calculate fees for both residential and non-residential elements and charge both fees; for alterations/additions to mixed-use projects, charge the greater of either the residential or non-residential fee.
- All other services not specifically identified in the fee schedule will be charged at the applicable hourly rate.

APPEALS

The filing fee for an appeal of a decision by the following review bodies is below. Note that appeals to City Council must be filed with the City Clerk's Office; all other appeals must be filed with the Planning Division.

1. Historic Landmarks Commission to City Council	\$1,206
2. Architectural Board of Review to City Council	\$1,206
3. Single Family Design Board to Planning Commission	\$1,206
4. Planning Commission to City Council*	\$1,206
5. Sign Committee to ABR or HLC	\$477
6. Staff Hearing Officer to Planning Commission*	\$1,206
7. Community Development Director to Planning Commission	\$1,206

* No Appeal fee charged for projects involving only a Coastal Development Permit

DESIGN REVIEW

(Architectural Board of Review, Historic Landmarks Commission, Single Family Design Board)

- **Administrative Review*:**

Level one (minor; no staff research required)	\$101
Level two (multiple minor changes; staff research may be required)	\$375
Level three (multiple changes; staff research, site visit, or supervisor input required)	\$801

* Fee waived for designated Historic Resources

- **Consent Calendar Review**

Temporary uses and minor alterations (e.g., umbrellas, outdoor furniture, lighting, building colors, and equipment)	\$411
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All Other Consent Projects	\$801
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- **Full Board / Commission Review** (unless the subject of a more specific fee, below):

<u>Single Unit Residential</u>	<u>Additions</u>	<u>New</u>
On lots up to 15,000 sq. ft.	\$2,381	\$3,225
On lots over 15,000 sq. ft.	\$1,834	\$2,635
Major Alterations		\$2,131
Minor Alterations		\$1,633
Upper story addition to an existing single unit residence (on any lot size)	<u>Add:</u>	\$418
Over 85% of the maximum allowed FAR (does not apply to guideline FARs)	<u>Add:</u>	\$296

Accessory Dwelling Unit and Junior Accessory Dwelling Unit (J/ADU; review for projects that do not meet ministerial architectural design criteria)

J/ADU with Single-Unit Residential	\$1,676
J/ADU with Two-Unit, Multi-Unit, or Mixed-Use	\$2,289

Multi-Unit Residential (Includes Objective Design & Development Standards)

1-4 New Units	\$3,730
5-20 New Units	\$6,610
More than 20 New Units	\$10,360
Addition	\$3,103
Major Alterations	\$3,103
Minor Alterations	\$2,381

<u>Non-Residential</u>	<u>Alterations</u>	<u>Additions</u>	<u>New</u>
Less than 1,000 sq. ft.	\$1,383	\$3,864	\$3,918
1,000 - 3,000 sq. ft.	\$1,383	\$3,864	\$5,225
Over 3,000 - 10,000 sq. ft.	\$1,383	\$4,168	\$6,452
Over 10,000 sq. ft.	\$1,383	\$4,168	\$6,933

- **Pre-Approved ADU Program** (covers one design review hearing, per review body, for ADU pre-approval applications submitted under AB-1332; additional fees for noticing or subsequent reviews may also be required) \$593

- **Telecommunications (Wireless) Facilities and Antennae:**

Minor Change to Existing Facility (i.e., Eligible Facilities Request)	\$534
Substantial Change to Existing Facility	\$1,012
New Telecommunications Facility (per site)	\$2,982
New Small Wireless Facility (per site)	\$946

- **Procedural Fees** (for Design Review hearings):

Time Extension		\$96
Supplemental Hearing (fifth and each subsequent Full Board or Consent review)	<i>per mtg</i>	\$363
Supplemental Completeness Review (third and each subsequent submittal to staff for review of application completeness)		1/4 of current application fee
Postponement (rescheduling requested by the applicant; may require re-noticing fee)		\$242
Revised Projects (substantially revised by the applicant after project is determined to be complete) Revised projects that include additional applications are subject to fees for additional applications.		1/2 of current application fee

- **Review After Final** (minor changes only; significant changes may require a different fee):

Administrative Review	\$101
Consent Calendar	\$217
Full Board / Commission	\$308

- **Minor Tree Removal Permit** (1 to 3 trees, reviewed Administratively or on Consent) \$588

COASTAL ZONE REVIEW

- **Coastal Exclusions and Exemptions:**

Coastal Exemption - No Documentation Required	\$107
Coastal Exemption – Temporary Events	\$1,316
All other Exclusions or Exemptions	\$661

- **Coastal Development Permits:**

Residential:

Accessory Dwelling Unit on a bluff-top lot	\$19,373
Accessory Dwelling Unit on all other lots	\$6,676
Other Single Unit development on a bluff-top lot	\$30,027
Other Single Unit development on all other lots	\$15,598
2-5 New Units	\$15,598
Over 5 New Units	\$27,122

Non-Residential:

0 - 3,000 sq. ft.	\$18,134
Over 3,000 - 10,000 sq. ft.	\$23,093
Over 10,000 sq. ft.	\$28,768

Other:

Outdoor Dining on Private Property	\$6,406
Parklets in Right of Way	\$6,406
Consent or Minor Coastal Development Permit	\$12,980
Change of Use	\$12,980
Emergency Coastal Development Permit (credited toward subsequent Coastal Development Permit)	\$1,335
Recommendation to California Coastal Commission (No Planning Commission or Staff Hearing Officer review required)	\$661
Removal of as-built improvements,-minor restoration improvements	\$6,406

ENVIRONMENTAL REVIEW / SPECIAL STUDIES

The fee for projects subject to environmental review, or for review of any technical reports or special studies as otherwise required for a project is listed below.

- **Determining the Level of Environmental Review:**

No Master Environmental Assessment Required	\$72
Master Environmental Assessment Required	\$501
- **Special Studies** (not applicable to Historic Structures/Sites or Archaeological Reports) *per study* Add: \$855
- **Staff Review of Contracts for Monitoring** (such as resource monitoring, tree monitoring, bio monitoring) \$369
- **Peer Review of Technical Reports** Actual Cost
- **Tribal Consultation Letters (SB 35, et. al.)** \$611
- **Historic Structures/Sites Reports (HSSR) or Archaeological Reports**

Phase I or II Historic Resource Report <i>per report</i>	\$673
Phase 1, 2, or 3 Archaeological Resources Report <i>per report</i>	\$673
Letter Reports, or Revised or Addendum Reports	\$369
Historic Resources Evaluation by the Architectural Historian	\$271
- **Filing Public Notices**

Actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- **Environmental Analysis (e.g. preparation of Initial Study, 15183, Negative Declaration (ND), Environmental Impact Report (EIR), Addendum to EIR/ND, Preparation of Supplement to EIR/ND, Determination of Adequacy of Prior Environmental Document, Priority Transit Exemption, etc.)**

Staff Preparation - \$3,000 initial deposit. Actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs.

Consultant Preparation - \$3,000 initial fee for contract set up, plus actual contract costs plus 10% of the contract cost for contract management by Staff.

LAND USE / DEVELOPMENT REVIEW

- **Conditional Use Permit**

Minor Conditional Use Permit and Amendments	\$17,271
Residential Uses (permanent or temporary)	\$19,190
Non-residential Uses (permanent or temporary)	\$22,964
Development that requires a Conditional Use Permit per a specific zone (e.g., Overlay Zones, Specific Plans)	\$18,887
Alcoholic Beverage Retail Establishments (Type 20 or 21 License)	\$10,147

- **Conversion Permit**

(Commercial conversions pay the Tentative Subdivision Map fee; not the Conversion Permit fee. Hotel/Motel Conversions pay the greater of either the Conversion Permit fee or the Development Plan Fee)

Condominium Conversion (Residential portion)	\$10,629
Hotel/Motel Conversion	\$11,716

- **Development Plan Review**

Development Plan Review by the Staff Hearing Officer, ABR or HLC	<u>Add:</u>	\$1,493
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Development Plan Review by the Planning Commission:

Multi-Unit Residential:	\$16,718
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Non-Residential:

1,001 - 3,000 sq. ft.	\$4,623
Over 3,000 - 10,000 sq. ft.	\$19,221
Over 10,000 - 50,000 sq. ft.	\$23,816
Over 50,000 sq. ft.	\$26,520

Development that requires a Development Plan per a specific zone (e.g., Overlay Zones, Specific Plans)	\$18,887
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- **Modification**

First Modification request	\$4,983
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Each additional Modification request:	\$1,614
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- **Off-Site Hazardous Waste Management Facility**

\$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

- **Performance Standard Permit (PSP)**

Community Care Facility	\$4,112
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Storefront Collective Dispensary Permit

\$5,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

Storefront Collective Dispensary Permit Annual Review	\$1,050
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Accessory Uses and Buildings (e.g., bathroom in detached accessory building)	\$3,773
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Temporary Use Permit (TUP) Requiring a PSP:

Mobile Food Vendors	\$4,045
Temporary Use Requiring a PSP	\$3,992

All Other PSPs	\$3,992
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• **Procedural Fees**

(Applicable to Planning Commission and Staff Hearing Officer hearings)

Time Extensions:

With Public Hearing (e.g., subdivisions and lot line adjustments)	\$1,353
Without Public Hearing	\$666

Supplemental Hearing (second and each subsequent hearing):

Planning Commission Hearing	\$2,569
Staff Hearing Officer Hearing	\$1,633

Other:

Supplemental Completeness Review (third and each subsequent submittal to staff for review of application completeness)	1/4 of current application fee
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Postponement (rescheduling requested by the applicant; may require re-noticing fee)	\$259
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Revised Projects (substantially revised by the applicant after project is determined to be complete. Revised projects that include additional applications are subject to fees for additional applications)	1/2 of current application fee
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Amendment to conditions of project approval, release of covenant, or minor amendments to a previously approved project	\$6,495
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• **Subdivision and Maps**

All Subdivisions (except condominiums):

1 - 4 Lots	\$22,728
5 - 10 Lots	\$32,720
Over 10 Lots	\$38,104

Residential Condominiums:

1 - 4 Units	\$18,869
5 - 20 Units	\$28,667
Over 20 Units	\$33,381

<u>Non-Residential Condominiums</u>	\$14,650
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Lot Line Adjustments:

Minor (2 Lots)	\$11,521
Major (3-4 Lots)	\$14,470

Other:

Revised Maps	1/2 of current application fee
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Public Street Waiver	\$3,547
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Substantial Conformance Request Level One (PC or SHO) Level Two (PC or SHO [consultation with the SHO at a public hearing]) Level Three (PC) Level Four (PC)	\$467 \$1,603 \$2,599 \$7,011
Transfer of Existing Development Rights (TEDR) (Includes all sites involved in the transfer proposal)	
1,000 sq. ft. or less, or up to 4 hotel rooms > 1,000 sq. ft., or 5 or more hotel rooms	\$2,173 \$3,225
Variance \$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs	

PRE-APPLICATION SERVICES

The fee for pre-application services is listed below. Pre-application fees include an initial deposit of the estimated average review time. If the scope of the pre-application request exceeds that estimated review time, actual costs will be charged at the hourly rates of all personnel involved, plus any outside costs.

Community Benefit Projects City Council Designation as a Community Benefit Project Community Benefit Height Findings by Planning Commission	\$2,307 \$2,801
Concept Review - City Council or Planning Commission Planning Commission Hearing for AUD Projects subject to SBMC §30.150.060	\$6,738
Planning Commission or City Council Hearing for Concept Review, Master Plan Review, or Initiation of an Annexation, General Plan Amendment, LCP Amendment, Specific Plan Amendment, or Zone Change	\$6,105
Planning Commission Consultation (Request for a determination consistent with the intent of the zone)	\$801
Design Review Pre-Application Consultation (one consultation hearing with limited plans presented; noticing and associated fees may also be required)	\$593
Planner Consultation	\$593
Preliminary Zoning Plan Check (one review of project for compliance with zoning standards prior to application submittal)	\$593
Preliminary Housing Development Pre-Application	\$254
Slope Calculation (requests to determine average slope per SBMC §30.15.030 / 28.15.080)	\$217
Zoning Letter Minor Zoning Letter / Use Verification (20 minutes) Single Unit and Two-Unit Residential Multi-Unit, Nonresidential, and Mixed-Use	\$72 \$593 \$915

- **Pre-Application Review Team (PRT) Review**

Average Unit-size Density (AUD) Incentive Program Projects (subject to SBMC §30.150.060) (fee does not include design review or Planning Commission concept review)	\$8,106
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Optional Pre-Application Review Team (PRT) Review (If a project does not otherwise require a PRT review. Includes one PRT review)	\$3,773
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Development Plan and other required applications:

0 - 1,000 sq. ft.	\$4,842
Over 1,000 - 3,000 sq. ft.	\$6,228
Over 3,000 - 10,000 sq. ft.	\$7,929
Over 10,000 sq. ft.	\$8,062

Subdivisions (requiring Planning Commission review)

1 - 4 Units/Lots	\$12,073
5 - 10 Units/Lots	\$13,472
Over 10 Units/Lots	\$14,621

SIGN REVIEW

- **Conforming Review:**

One sign 10 sq. ft. or less	\$259
Total signage of 10-30 sq. ft.	\$308
Face or color changes on existing sign(s)	\$259
Review after Final	\$259

- **Full Board Review** (total sign area of all signs on one site):

10 - 30 sq. ft.	\$472
Over 30 - 90 sq. ft.	\$624
Over 90 sq. ft.	\$873

- **Concept Review** (any size sign)

\$278

- **Exception Requests** (per sign application)

Add: \$247

- **Outdoor Vending Machine Signage**

\$357

- **Sign Programs** (individual signs require separate review and fee):

Changes to Existing Sign Program:

Minor	\$459
Major	\$673

New Program:

1 - 3 tenants	\$837
4 - 10 tenants	\$886
11 - 15 tenants	\$1,044
Over 15 tenants	\$1,214

- **Temporary Signs**

\$107

- **Procedural Fees** (for Sign Committee meetings)

Time Extension	\$96
Supplemental Hearing (third and each subsequent hearing)	\$259
Postponement (rescheduling requested by the applicant)	\$64

ZONING REVIEW

• Minor Zoning Exception / Administrative Exception / Waiver	\$520
• Density Bonus Review Review for compliance with CA Government Code Section 65915 - 65918 or City Density Bonus Ordinance	\$1,906
• Development Along Mission Creek (request for exception from development limitation area per SBMC §30.140.050 / 28.87.250)	\$2,625
• Zoning Clearance (review of uses or structures when no building permit is required)	
Vegetation Removal or Landscaping Permits	\$223
Agricultural Use Permit (e.g., verification of allowed use/new water meter)	\$661
Temporary Use Permit (e.g., Mobile Food Vendors, Seasonal Sales, Special Events)	\$661
All Other Uses – No Building Permit Required (e.g., short-term rental)	\$1,316
Time Extension (for Zoning Clearance)	\$211
• Zoning Plan Check (zoning clearance on a building permit application; projects may be subject to Supplemental Plan Check fees, listed afterward)	
Minor Zoning Review (Expedited/Over-the-Counter)	\$82
<u>Single-Unit Residential</u> (includes Demo/Rebuild):	
Minor Alteration (no new floor area)	\$326
Major Alteration (no new floor area)	\$443
Addition	\$551
New Residence on a vacant lot	\$879
New Residence on all other lots	\$988
Two-Unit Residential / Urban Lot Split (SBMC §30.185.440; Chapters 28.80 and 27.60)	\$1,433
<u>Accessory Dwelling Unit and Junior Accessory Dwelling Unit (J/ADU):</u>	
Conversion Only or Junior ADU (no other work)	\$661
ADU with Single-Unit Residential	\$879
ADU with Two-Unit, Multi-Unit, or Mixed-Use	\$1,098
<u>Multi-Unit Residential</u> (includes Demo/Rebuild):	
Minor Alteration (no new floor area)	\$326
Addition/Major Alteration	\$661
New Residential Units (1-4 Units)	\$1,098
New Residential Units (5-10 Units)	\$1,324
New Residential Units (11-20 Units)	\$1,760
New Residential Units (over 20 Units)	\$2,205
<u>Non-Residential</u> (includes Demo/Rebuild):	
Minor Alteration (no new floor area)	\$326
Major Alteration	\$443
Change of Use	\$551
Addition / New Building (involving less than 1,000 sq. ft.)	\$661
Addition / New Building (involving 1,001-3,000 sq. ft.)	\$879
Addition / New Building (involving more than 3,000 sq. ft.)	\$1,324

- **Supplemental Review Fees** (one or more supplemental review fees may be required in addition to the standard plan check fee)

Enforcement (review of sites with active ENF records)

Minor (1 hour or less)	<u>Add:</u>	\$217
Major	<u>Add:</u>	\$443

Non-Conforming (review of sites with nonconforming development)

Minor (1 hour or less)	<u>Add:</u>	\$217
Major	<u>Add:</u>	\$443

Design Review (review for compliance with design review conditions)

Minor (1 hour or less)	<u>Add:</u>	\$107
Major (includes SFDB Final)	<u>Add:</u>	\$326

Staff Hearing Officer (review for compliance with SHO conditions)

Minor (30 minutes or less)	<u>Add:</u>	\$107
Major	<u>Add:</u>	\$326

Planning Commission (review for compliance with PC conditions)

Minor (2 hours or less)	<u>Add:</u>	\$443
Major	<u>Add:</u>	\$879

- **Public Works Permits** (e.g., Certificate of Compliance, work in right-of-way, Final/Parcel Maps)

Actual costs charged at the fully allocated hourly rate of all personnel involved plus any outside costs

- **Procedural Fees**

Third and each subsequent Plan Check review

Minor (30 minutes or less)	<u>Add:</u>	\$107
Major	<u>Add:</u>	\$217

- **Revisions**

Minor (1 hour or less)		\$217
Major		\$443

LEGISLATIVE ACTIONS

- **Annexation**

\$15,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

- **Development Agreement**

\$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

- **General Plan Amendment**

\$15,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

- **Local Coastal Program Amendment**
\$20,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- **Specific Plan**
\$20,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- **Specific Plan Amendment**
\$10,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- **Sphere Of Influence Change**
\$5,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs
- **Zone Change or Zoning Amendment**
\$15,000 initial deposit with actual costs charged at the fully allocated hourly rates of all personnel involved, plus any outside costs

OTHER FEES

- **Duplication Fees**
Refer to the General Copy Fees contained in the Finance Administrative Fees section of the Fee Resolution

In conjunction with requests for compact disc (CD) copies, to defray the direct cost of the disc and duplication \$5
- **Land Development Team (LDT) Recovery Fee**
A fee will be added at the time of building permit application to projects that went through the Development Application Review Team process prior to August 18, 2019 30% of all Planning fees paid
- **Mailing List (Public Notice) Service**
Preparation of Map, Mailing List, Labels and On-site Posting Sign \$228
Each Additional On-Site Posting Sign (If required, lost, or damaged) \$5
- **Mills Act Program**
Application Fee \$544
Contract Processing Fee (includes site inspection) \$934
Request for Property Valuation Exception \$1,439
- **Recorded Agreements**
Processing agreements, except CC&Rs required by Planning Commission or Staff Hearing Officer (e.g., Off-Site Parking Agreement, ADU Covenant, Lot Tie Agreement) *per application plus recording costs* \$534

Release of prior recorded agreements (e.g., ADU Covenant, ZCD) Per Gov't Code §27361.3
- **Response to Subpoena**
Costs as allowed in Evidence Code §1563(b) or Government Code §68096.1, as applicable.

Staff Hourly Rate	
Planning Technician	\$163
Assistant/Associate/Project Planner	\$218
Senior Planner	\$286
Principal Planner	\$325
City Planner	\$375
Contract Planning Services	
	Actual Cost + 10%
	Contract
	Management
Housing Document Fee	
Preparation and review of documents to accommodate the refinance or assumption of loans on affordable housing units, and the City Housing Rehabilitation Loan Program loans:	
Subordination Agreement by City	\$162
Assumption Agreement by City	\$162