

# NOTICE OF UPDATED FEES

On August 1<sup>st</sup>, the City of San Rafael adopted an update to its fee schedule. As part of this update, Planning Division fees have been modified. The updated fees will become effective on October 14, 2011.

**CITY OF SAN RAFAEL COMMUNITY DEVELOPMENT DEPARTMENT  
APPLICATION FEE SCHEDULE 2011  
PLANNING DIVISION**

(Please make checks payable to "City of San Rafael")

**APPEALS**

Appeal to Planning Commission, non-applicant/San Rafael resident	\$300
Applicant or non-San Rafael resident	\$4,834 deposit*
Request for continuation	\$50 additional charge

Appeal to City Council, non-applicant/San Rafael resident	\$350
Applicant or non-San Rafael resident	\$4,476 deposit*
Request for continuation	\$50 additional charge

**DESIGN REVIEW**

Staff/Administrative (Over the counter)	\$398
Staff/Administrative (Standard)	\$1,167
Staff with DRB	\$3,564 deposit*
Zoning Administrator	\$2,258 deposit*
Zoning Administrator with DRB	\$4,693 deposit*
Planning Commission with DRB	\$6,872 (Single-family residence) deposit*
	\$8,523 (Other) deposit*
Planning Commission & City Council with DRB	\$8,493 deposit*

**DEVELOPMENT AGREEMENTS**

\$11,534 deposit\*

**ENVIRONMENTAL REVIEW**

Initial Study & Negative/Mitigated Declaration	\$10,346 deposit*
Environmental Impact Report (EIR)	Actual cost of consultant + 25% surcharge for staff review & contract administration
Marin County Clerk Recordation fee	\$50
Department of Fish & Game Filing fee	\$2,044.00 (Negative/Mitigated Negative Declaration) or \$2,839.25 (EIR) (Collected when Notice of Determination is filed)

**EXCEPTION**

\$1,023

**GENERAL PLAN AMENDMENT/REZONING**

General Plan Amendment	\$8,646 deposit*
Rezoning/Pre-zoning	\$7,176 deposit*
Planned Development District	\$11,194 deposit*

**PRE-APPLICATION**

Pre-Application (Meeting/Departmental Comments)	\$1,191
Conceptual Design Review	\$1,750

**SIGN REVIEW**

Staff	\$255
Staff with DRB	\$2,285 deposit*
Minor Exception	\$1,043
Major Exception	\$4,220 deposit*
Sign Program/Major Sign Program Amendment	\$4,303 deposit*
Minor Sign Program Amendment	\$1,049
Temporary Banner	\$132

**SUBDIVISION**

Lot Line Adjustment	\$3,131
Small Subdivision/Parcel Map (4 or fewer lots)	\$3,735 deposit*
Tentative Map (5 or more lots & condominiums)	\$7,293 deposit*
Exception to Subdivision Ordinance	\$2,761
Map Amendment/Extensions	\$2,239 deposit*
Certificate of Compliance	\$3,410

**USE PERMITS**

Administrative/Temporary	\$1,420
Zoning Administrator	\$2,476
Planning Commission	\$4,305 deposit*

**VARIANCE**

Zoning Administrator	\$2,508
Planning Commission	\$3,767 deposit*

**OTHER FEES**

Archaeology Referral	\$80 Sonoma State University reimbursement costs
Certificate of Appropriateness (Historic Landmark Buildings)	\$5,430 deposit*
Certificate of Public Convenience & Necessity	\$1,612 deposit*
Licensing Agreement (Outdoor dining on public property)	\$564
Mitigation Monitoring	\$6,540 deposit* (varies based on scope)
Neighborhood Meeting	\$1,444 deposit*
General Plan Maintenance	35.5% surcharge on Building Permits
Reasonable Accommodation for Disabled	\$964
Planning Research Fee	No charge for first 15 minutes; Hourly rate thereafter, billed to the nearest quarter hour
Zoning Research Letter Response	\$132 (1hr)/\$198 (1.5hrs), Hourly rate thereafter billed to the nearest quarter hour
Planning Fee For Building Permit Review	\$109 for first 45 minutes; Hourly rate thereafter
Preliminary Traffic Analysis	\$3,000
Second Dwelling Unit Review	\$300
City Attorney expense reimbursement for land use approvals	Fair Hour Burdened Hourly rate

\* The deposit includes a one-time fixed fee for overhead costs in addition to a limited amount of planner time based on varying hourly rates. Projects which exceed the initial deposit amount prior to the completion of the application process will be required to replenish the accounts.

**APPLICATION OF FEES**

- A. Fees shall be submitted in full at the time of the application to the City.
- B. Portions of fees may be refunded upon withdrawal of the application; the amount of refund shall be determined by the Community Development Director, and based upon the amount of work done by the City prior to withdrawal.
- C. Full fee credits may be granted toward re-submittal of applications if applications are withdrawn and resubmitted within 60 days from the date of withdrawal with prior written authorization from the Community Development Director.
- D. In the event that any work has been undertaken or use made of the property without legal authority prior to completing the requisite procedures necessary to authorize such work or use, the applicant shall pay two times the specified amount.
- E. Where a project requires more than one permit, the full fee shall be collected for each required application. Multiple deposit based applications that are part of one project may reduce the initial deposit amount by 25% on all deposit based applications.
- F. The City Council may waive all, or a portion of, planning fees for projects which include below market rate housing units. The amount of fees waived will be determined based on the proportion of the project which is below market rate housing, and the permanency of the housing subsidy.