

RESOLUTION NO. 1995 - 4990

**A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF WOODSIDE AMENDING RESOLUTION NO. 1995-4968,
(USER FEES AND LICENSES FOR PLANNING,
BUILDING AND MISCELLANEOUS SERVICES) TO REVISE STAFF
HOURLY RATES AND CONSULTANT OVERHEAD CHARGES**

WHEREAS, the Town Council has adopted ordinances which require all applicants to pay fees and deposits for certain applications and permits as might be set from time to time by resolution of the Town Council; and

WHEREAS, said user fees and deposits are for purposes of recovering Town costs for processing planning and building applications and providing services; and

WHEREAS, on March 22, 1995, the Town Council passed Resolution No. 1995-4968, which adopted and amended a fee and deposit schedule for planning, building, and miscellaneous services by adding fees for Stable Ordinance Exceptions; and

WHEREAS, the Town Council feels it is necessary to revise the fee and deposit schedule to assure that service costs are fully recovered and to provide applicants greater certainty with respect to the costs of such services; and

WHEREAS, the Town of Woodside, in adopting the following fees, has complied with all of the provisions of Section 66016 of the State Government Code, including providing the required published notice and conducting a public hearing regarding the fee revisions.

NOW, THEREFORE, BE IT RESOLVED that Exhibit "A," an amendment to the Schedule of Planning and Miscellaneous Fees and Deposits, attached hereto and made a part hereof, is the adopted amendment to the fee and deposit schedule for planning and miscellaneous services, and that Exhibit "B", Building Services Fee Schedule, attached hereto and made a part hereof, is the adopted amendment to the fee schedule for building services, effective 60 days after the date of adoption.

BE IT FURTHER RESOLVED that:

1. Fees listed in the Schedule of Fees and Deposits are non-refundable; they cover costs to the Town for clerical processing of applications, including but not limited to clerical salaries, office rent and maintenance, mailing and general office supplies, as well as professional staff planning review for most applications, and a minimal amount of engineering review where a deposit is not required.

2. Deposits will be held to cover:
 - a) charges by consultants for time and costs associated with processing applications, billed at current rates established by contract with the Town.
 - b) time of Town professional staff in reviewing applications and preparing reports at the Exhibit "A" rate indicated, for projects anticipated to require more than the average review effort.
 - c) time of the San Mateo County Health Department in reviewing projects for which the Department does not charge a direct fee.
3. In addition to the above deposit costs, a **25% overhead charge** shall be added to all outside consultant deposit costs to cover the Town's costs of administering consultant contracts, providing space and materials for consultants, and administration of billings.
4. Interest earned from investment of deposit funds accrue to the Town and shall be retained in the General Fund as compensation for costs of accounting and handling said funds. Penalty fees shall be assessed as per the fee schedule for deposit funds due but unpaid later than 30 days from the date of any quarterly billing statement.
5. If, after preliminary review of the project, the Planning Director determines that the scope of the project will require extensive review by Town consultants or professional staff, the Planning Director may require a deposit for services based on consultant or staff estimates of such services. Consultants shall not proceed with work on the project if their charges exceed the deposit. Consultants shall notify Town Staff when service charges reach the amount deposited. If consultants' charges exceed the deposited amount, consultants may not collect the amount over deposit until and unless additional deposits are made.
6. Where deposits in excess of those listed are required, deposits shall be made based on specific written authorization for either consultant work or for additional professional staff work. Authorization shall require a brief description of the work to be done, the time and materials required, and the estimated cost of the work, and shall be signed by the requestor, by the Planning Director, and by the applicant. Payment shall be made prior to any of the described work being undertaken.
7. In those cases wherein the deposit for services does not in fact cover the actual cost of services, the applicant shall pay such actual costs to the Town based upon duly submitted itemized statement or statements. The applicant shall be given a copy of this schedule so that the applicant will have notice of its provision. No final permit for a project will be issued, no final inspection for a project shall be made, and no project shall be scheduled for hearing before any Town

reviewing body, until all required fees and outstanding deposits due are paid by the applicant. The fee includes cost of all pertinent application forms and guidelines.

8. The Road Impact Fee was adopted pursuant to Sec. 66000 et sec of the California Government Code on September 10, 1991. Impact Fees shall be paid prior to the final inspection of a project for all projects for which a building permit application or site development permit application is submitted after September 13, 1991; they will be retained in a separate Fund; an annual accounting of their use will be reported by the Town Engineer, all in conformance with Statute.

9. Pursuant to Woodside Municipal Code Section 1-2.15 regarding Civil Penalties, any person or entity who commences development or begins construction of any improvement prior to obtaining a zoning approval, site development, subdivision, or building permit required by the Municipal Code shall pay a civil penalty to the Town equivalent to three times (3X) any and all fees required for the development or improvement plus the permit fees. The Planning Director may reduce or waive the administrative civil penalty fee in those cases where an application for permit is filed prior to staff awareness of a potential violation, and may reduce the fee by one-half where the Director determines that the applicant has not acted willfully to violate the Code, provided that a complete permit application is submitted not later than ten days after staff has notified the owner of the violation.

* * * * *

PASSED AND ADOPTED at the regular meeting of the Town Council of the Town of Woodside held on June 13, 1995, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Crocker, Jackson, McKae, Seitle, Vartanian and Mayor Susk.

NOES, Councilmembers: None.

ABSENT, Councilmembers: Fisch.

ABSTAIN, Councilmembers: None.

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

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Exhibit "A"

Schedule of Planning and Miscellaneous Fees and Deposits

	<u>Fee</u>	<u>Deposit*</u>
Consulting/Pre-Application Conference	\$60	\$ 250
(starts when applicant first confers or a flat fee per meeting with consultant or Planning Director; equal to staff hourly or after initial hour of staff rate plus \$10 processing consultation, other than Director)	charge	
ASRB Review:		
Landscaping/lighting	240	---
Addition/Accessory structure	420	---
New residence (not site design)	900	---
Gate/Fence	240	---
Satellite antenna	240	---
Signs in CC District	240	---
Additional reviews/same project	180	---
Planning Commission Review:		
<u>Variances:</u>		
New residence	1,900	---
Addition/Accessory structure	1,420	---
Other	750	---
Additional variance/same project	420	---
<u>Exceptions:</u>		
Maximum residence size	900	---
Setbacks	840	---
<u>Extensions:</u>	265	---
<u>Conditional Use:</u>		
New	1,790	---
Amendment	850	---
Renewal	265	---
<u>Zoning or General Plan Amendments:</u>		
Amendment to Zoning Ordinance	2,340	1,200
Amendment to General Plan	2,340	1,200
<u>Site Development:</u>		
Exception to design standards	720	600
Grading >1,500 cu. yd; cuts and fills in excess of 8'	900	600

	<u>Fee</u>	<u>Deposit*</u>
<u>Site Design:</u> (ASRB/PC)	1,630	---
<u>Land/Subdivision:</u>		
Lot line change	1,080	1,200
<u>Land Division:</u>		
2 lot	3,300	2,400
3 lot	3,600	3,000
4 lot	3,900	3,600
<u>Subdivision:</u>		
Preliminary & Tentative Map	6,060	6,000
(Plus \$300 each lot shown on Preliminary Map)		
Final Map filing	1,350	1,800
Improvement Plans:		
Plan check	300	1,200
Inspection fee - prior to start of work whether or not map is recorded.	-0-	6% cash deposit on estimated costs of improvement
Planning conformance/inspect.	1,200	---
Revision to approved Tent. Map or Final Maps	820	885
Extension of time to file map	240	---
Extension of time to complete improvements	510	---
Miscellaneous Staff Review Fees:		
Site Development/Grading	300 plus \$1 per cubic yard in excess of 100 cy	600
Exploratory Trenching	60	120
Encroachment (Street opening)	60	300 (+500 bond)
Fences	60	---
Signs	60	---
Lighting Plans	60	---
Minor Structures not requiring building permit	60	---
Paved Area Review not requiring building or site development permit	60	---
Planning Review of new structures, additions and exterior modifications	25% of building permit fee	---
Engineering/Geo. Review of new structures, and additions	25% of building permit fee	---

Miscellaneous Other Fees:	<u>Fee</u>	<u>Deposit*</u>
Alarm Permit:		
Initial Application	25	--
Reinstatement	50	--
Appeals:		
Fee may be waived at Council discretion	400	--
Cable Television Franchise Request	200	2,000
Certificate of Compliance	600	--
Certification of Documents by Town Clerk	5.00 per copy	
Copies:		
General Plan	25.00	
Site Development Ordinance	7.50	
Subdivision Dev. Ordinance	7.50	
Zoning Ordinance	10.00	
Microfiche	1.00/page	
Documents from copier	.15/page	
Tapes	10.00	
LandTech parcel file	10.00	
Real Estate property profile	25.00	
Building Permits report	5.00	
Development Agreement	1,950	960
Encroachment (Public Event)	60	500
Environmental Documents (CEQA)		
Initial Study/Negative Declaration	980	--
EIR	2,460	est.
California State Department of Fish and Game		
Initial Study/Negative Dec.	1,250	
Filing (County)	25	
EIR	850	
Exception for SCP-5 Paved Area Coverage	420	---
FAX	1.00/page	
Filing fee for Notice of Intent to circulate Initiative Petition	200	---
Geotechnical Report Review	260	1,500

	<u>Fee</u>	<u>Deposit*</u>
Health Services Fees (Paid directly to County Health Dept.)		
Chemical Toilet Agency	280	---
Septic Tank Pumper	85	---
Septic System Permit Installation	200	---
Septic System Repair or Alteration	180	---
Chemical Toilet Installation	21	---
Septic System Site Investigation	200	---
Sewage Disposal Spec. Investig.	55/hour	---
Septic System Percolation Test	200	---
Well Drilling Permit	150	---
Health Services Fees (Paid to Town)		
Planning Review of Septic Permits	25	---
Maps:		
Zoning, small	5.00	---
Zoning, large	10.00	---
Geo. Hazards	15.00	---
General Plan	15.00	---
Mergers of Lots at Applicant Request	500	--
Motion Picture/Television Permits	300	--
Private Kennels	10/dog	--
Private Stable Permits	15/horse	--
Property File Search	25/first half hour 35/hour thereafter	-- --
Second Dwelling Unit Permit (Initial or biannual renewal)	100	--
Sewer Requests to Council	750	600
Stable Ordinance Exceptions	240	--
Street Address Change	300	--
Subscriptions to Minutes/Agendas	75/year	--
Vacating of Roads or Easements	630	900

Penalty Fee for Work without Permit: 3 times permit fee

Penalty Fee for Delinquent Deposit Payments: \$200 per deposit account if not paid within 30 days after the invoice date (quarterly statement); \$100 for each additional 30 days late.

Professional Staff Time for Project Review and Reports

Planning Director	\$95/hour
Senior Planner	\$80/hour
Assistant Planner	\$55/hour
Town Engineer	\$95/hour

*Deposits specified for development project review are intended for Town Engineer review, other than for Pre-Application Conference (Town Architect, Planning), Geotechnical Reports (Town Geologist), Development Agreements (Town Attorney), and Planning Conformance for Final Maps (Planning); additional deposits may be requested by the Planning Director, based on written estimates of work to be accomplished by a consultant or planning staff.

<u>Use of Independence Hall 3 hrs</u>	<u>Group Size</u>	<u>Up to 3 Hours</u>	<u>Hourly After</u>
Private Social Functions	up to 50	\$ 75	\$25
	to 100	150	50
	to 148	225	75
Political meetings, bingo games, series of recreation/art classes -each-	up to 50	\$ 50	20
	to 100	100	40
	to 148	150	60
Other	Rate set by Town Council when Granting Permission for Use		

Deposit (Refundable) \$100

Road Impact Fees*

New Building Construction/Additions: \$1.50 per square foot

Residential and Commercial
Alterations/Remodels/Repairs: \$0.02 per \$1.00
valuation in excess of
\$50,000 valuation.

Outdoor and Landscape Features: \$0.02 per \$1.00
valuation.
(decks, patios, swimming pools, tennis courts, gazebos,
sheds, etc.)

Hauling (Grading Import and Export) \$1.00 per cubic yard in excess of
30 cubic yards; exempt if no Town roads are used.

*Fees are additive, encompassing all construction related activities.

	<u>Fee</u>	<u>Deposit</u>
Code Enforcement Fees (costs are cumulative) :		
Notice of Violation/Abatement Issued	\$233 plus Town Engineer cost	
Notice of Violation/Abatement Hearing	322 plus Town Engineer cost	
Notice of Violation/Abatement Recorded	154 plus Town Engineer cost	
Town Attorney Demand Letter	294 plus Town Engineer cost	
Litigation Filed	167 plus Town Attorney cost	
 <u>Sewer-Related Fees</u>		
General		
Storm Drainage and Ground Water Discharge Permit	125	---
Unpolluted Water Discharge Permit	25	---
Garbage Grinder Waste Discharge	150	---
Public System (Town Center)		
Plan Review and Permit	100	---
Service/Use Charge for Balance of Fiscal Year	Prorated based on Charge Set by Town Ordinance	
Inspection Fee	250	500
Reconnection Fee	50	---
Private System (Septic)		
Repair or <50% expansion	60	---
New system or >50% expansion	150	---
Waivers from Sewer Ordinance		
Consideration by Town Council	500	---

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Exhibit "B"
Schedule of Building Service Fees

New Construction and Additions:

Permit Fee: \$.65 per square foot for most structures (total square footage).
Plan Check Fee: 75% of permit fee.
Planning Review: 25% of permit fee.
Engineer Review: 25% of permit fee.

The above fees include building, plumbing, mechanical and electrical.

Alterations, Repairs, Remodels, Pools, Decks, Re-roofs, barns, detached garages, carports, etc.:

Permit Fee: Based on valuation table (attached).
Plan Check Fee: 75% of permit fee.
Planning Review: 25% of permit fee if exterior modifications or otherwise requires planning review.
Engineer Review: 20% of permit fee for all accessory uses and exterior work.

The above fees include building, plumbing, mechanical, and electrical.

Demolition Permit Fee: \$50.00

Plan Revision Fee: \$50.00 or based on valuation of revisions, whichever is greater.

Penalty Fee: 3 times the permit fee in addition to the permit fee for construction without permit.

Permit Renewals: \$60 if within 12 months of date of issuance or date of last inspection, plus research fee if required.

1/2 new permit fee if within 12-18 months of date of issuance or date of last inspection.

Full permit fee if more than 18 months after date of issuance or date of last inspection.

Resubmittal with all applicable fees may be required for expired permits at the discretion of the Planning Director and/or Building Official if relevant codes or ordinances have changed since the original permit was issued.

Survey Fee: \$60/hr. (\$60 minimum)
Re-Inspection Fee: \$60
File Research Fee: \$60
Valuation Schedule: Attached

Town of Woodside
Building Permit Valuation Schedule

<u>Valuation</u>	<u>Permit Fee</u>	<u>Plan Check Fee</u>	<u>Valuation</u>	<u>Permit Fee</u>	<u>Plan Check Fee</u>
<u>up to \$2,000:</u>					
\$ 1,000	\$ 33	\$ 25	\$ 1,600	\$ 50	\$ 37
1,100	36	27	1,700	53	40
1,200	39	29	1,800	56	42
1,300	41	31	1,900	59	44
1,400	44	33	2,000	70	52
1,500	47	35			

\$2,001 to \$100,000:

<u>(in \$1,000)</u>			<u>(in \$1,000)</u>		
3	84	63	43	608	456
4	98	73	44	620	465
5	112	84	45	632	474
6	126	94	46	644	483
7	140	105	47	656	492
8	154	115	48	668	501
9	168	126	49	680	510
10	182	136	50	692	519
11	196	147	51	704	528
12	210	157	52	714	535
13	224	168	53	724	543
14	238	178	54	734	550
15	252	189	55	744	558
16	266	199	56	754	565
17	280	210	57	764	573
18	294	220	58	774	580
19	308	231	59	784	588
20	322	241	60	794	595
21	336	252	61	804	603
22	350	262	62	814	610
23	364	273	63	824	618
24	378	283	64	834	625
25	392	294	65	844	633
26	404	303	66	854	640
27	416	312	67	864	648
28	428	321	68	874	655
29	440	330	69	884	663
30	452	339	70	894	670
31	464	348	71	902	676
32	476	357	72	910	682
33	488	366	73	918	688
34	500	375	74	926	694

35	512	384	75	934	700
36	524	393	76	942	706
37	536	402	77	950	712
38	548	411	78	958	718
39	560	420	79	966	724
40	572	429	80	974	730
41	584	438	81	980	735
42	596	447	82	986	739

<u>Valuation</u>	<u>Permit Fee</u>	<u>Plan Check Fee</u>	<u>Valuation</u>	<u>Permit Fee</u>	<u>Plan Check Fee</u>
<u>(in \$1,000)</u>			<u>(in \$1,000)</u>		
83	992	744	92	1,046	784
84	998	748	93	1,052	789
85	1,004	753	94	1,058	793
86	1,010	757	95	1,064	798
87	1,016	762	96	1,070	802
88	1,022	766	97	1,076	807
89	1,028	771	98	1,084	813
90	1,034	775	99	1,088	816
91	1,040	780	100	1,094	820

\$100,001 and up:

\$1,094 for the first \$100,000 plus \$5.00 for each additional \$1,000 over \$100,000.

The above fees include building, plumbing, mechanical, and electrical.

Electrical Fee Schedule:

- 1. Issuance Fee: \$10.00
- 2. Minimum Fee: \$25.00
- 3. Survey Fee - Fire Damage: \$50/hr. (\$50 minimum)
- 4. Temporary pole or meter: \$20.00
- 5. Light outlets, receptacles, switches:
 - 1-10 (minimum fee): \$ 5.00
 - additional over 10: 0.50 each
- 6. Heater (per KV): \$ 1.00
- 7. Range/oven/dryer/water heater: \$ 3.00
- Panel/panel boards/switch board: \$ 3.00
- Service change, repair or well:
 - 100 amp: \$25.00
 - 200 amp: 35.00
 - 400 amp and up: 45.00
- 8. Motors:
For the installation, relocation, or replacement of each motor (not an integral part of an electrical appliance, fan, heating appliance, or cooling appliance), generator, heater, electrical furnace, welding machine, transformer and rectifier (includes all necessary circuits, outlets, fixtures, switches and controls):

Rating in HP, KVA, or KW

- 0 to 1: \$12.00
- 1 to 2: 16.00
- 2 to 5: 20.00
- 5 to 15: 40.00
- 15 to 50: 65.00
- 9. Solar Systems: \$20.00
- 10. Swimming Pools:
 - Private: \$30.00
 - Public: 60.00
- 11. Signs: \$30.00
- 12. Special Circuits: \$ 8.00
- 13. Electric Welder (per KVA): \$ 2.00
- 14. Mercury Vapor Lamp: \$ 3.00

Plumbing Fee Schedule:

1.	Issuance Fee:	\$10.00
2.	Minimum Fee:	\$25.00
3.	Survey Fee:	\$50/hr. (\$50 minimum)
4.	Each plumbing fixture or trap or set of fixtures on one trap:	\$ 5.00
5.	Each building sewer:	\$20.00
6.	Each on-site sewer system (septic):	\$30.00
7.	Each water system:	\$30.00
8.	Each water heater and/or any gas vent:	\$20.00
9.	Each gas piping system natural or LPG:	
	1 to 5 outlets:	\$ 5.00
	over five outlets:	1.00 each
10.	Each installation or repair of water, soil, waste and vent system:	\$20.00
11.	Each grease interceptor:	\$ 5.00
12.	Each rainwater system - per drain	\$ 5.00
13.	Each lawn sprinkler system on any one meter including backflow prevention device:	\$10.00
14.	Vacuum breakers or backflow protective device on tanks, vats, etc. or for installation on unprotected plumbing fixtures:	
	1 to 5:	\$ 6.00
	over 5 each additional:	1.00
15.	Swimming pools:	
	Private:	\$30.00
	Public:	60.00
16.	Solar systems:	\$20.00

Mechanical Fee Schedule:

1.	Issuance Fee:	\$10.00
2.	Minimum Fee:	\$25.00
3.	Survey Fee:	\$50/hr. (\$50 minimum)
4.	Installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to each appliance:	
	up to 100,000 BTU:	\$15.00
	over 100,000 BTU:	20.00
5.	Domestic type incinerator:	\$20.00
6.	Commercial type incinerator:	\$70.00
7.	Floor furnace, suspended heater, recessed wall heater or floor mounted unit heater, including vent:	\$15.00
8.	Replacement of appliance vent installed and not included in appliance permit:	\$ 5.00
9.	Registers, diffusers, and grills (including ducts), each:	\$ 1.00
10.	Alteration or repair of forced air ducts:	\$15.00
11.	Installation or relocation of each boiler or compressor:	
	to and incl. 3 hp:	\$15.00
	3 - 15 hp	25.00
	15 - 30 hp	30.00
	30 - 50 hp	40.00
	or absorption system:	
	to and incl. 100,000 BTU:	\$15.00
	100,000 - 500,000 BTU:	25.00
	500,000 - 1,000,000 BTU:	30.00
	1,000,000 - 1,750,000 BTU:	70.00
	refrigeration compressor over 50 hp or absorption systems over 1,750,000 BTU:	70.00
12.	Heat pump:	
	to and incl. 3 tons:	\$30.00
	over 3 tons:	40.00
13.	Solar air/heating system:	\$20.00
14.	Air handling unit over 10,000 CFM	\$20.00
15.	Evaporative cooler other than portable:	\$10.00
16.	Ventilation system which is not a portion of any heating or air conditioning system authorized by permit:	\$10.00
17.	Installation of each hood which is served by mechanical exhaust, including ducts for hood:	\$30.00
18.	Appliance or piece of equipment not classed in other appliance categories, or for which no other fee is listed:	\$15.00

**TOWN OF WOODSIDE
PLANNING DEPARTMENT**

WORK AUTHORIZATION FORM

Planning Application: _____

Project Address: _____

Owner's Name: _____

Deposit Account #: _____

_____ is hereby authorized to perform the following review tasks for the above project:

The specified work is anticipated to require time and materials costs not to exceed \$_____. Charges in excess of the estimate will not be paid without further authorization. The owner/applicant must deposit the specified amount prior to further project review.

Requested By:

Requestor

Date

Authorized By:

Owner/Applicant

Date

Planning Director

Date