



Planning Services Fees

Resolution No. 2023-046
 Effective July 1, 2023

Address / Street Assignment

Single address	\$350.00
Multiple addresses	T&M plus \$600.00 deposit

Appeal

Appeal from Zoning Administrator’s Decision for Residential Property under SRMC §D7-8.....	T&M plus \$1,500.00 deposit (deposit paid by Appellant while the T&M fee paid by Applicant)
Appeal from Zoning Administrator’s Decision for Non-Residential Property under SRMC §D7-8	T&M plus \$2,500.00 deposit (deposit paid by Appellant while the T&M fee paid by Applicant)
Appeal from Planning Commission Decision for Residential Property under SRMC §D7-8.....	T&M plus \$2,500.00 deposit (deposit paid by Appellant while the T&M fee paid by Applicant)
Appeal from Planning Commission Decision for Non-Residential Property under SRMC §D7-8	T&M plus \$2,500.00 deposit (deposit paid by Appellant while the T&M fee paid by Applicant)

Annexation T&M plus \$3,000.00 deposit

Architectural Review

Administrative Review (All Districts)	T&M plus the deposit fee below
Conceptual (Maximum of one ARB meeting)	\$1,100.00
Minor Alteration	\$500.00
Office / Commercial / Industrial (New Construction, Additions, and/or Alterations)	
Small (up to 10,000 sq. ft.)	T&M plus \$1,000.00 deposit
Large (greater than 10,000 sq. ft.)	T&M plus \$2,000.00 deposit
Alterations.....	T&M plus \$1,000.00 deposit

Residential

Single-Family - Second Story Addition.....	\$400.00
New Construction	
1 dwelling unit	T&M plus \$1,000.00 deposit
2 to 10 dwelling units	T&M plus \$1,000.00 deposit
10 dwelling units or more	T&M plus \$2,000.00 deposit

Business License

Business License Document Reprint	\$15.00
Business License Late Payment Fee	\$25.00 after a 30-day grace period
Other Fees (Business License Fees – AB 1379).....	\$4.00

General Businesses

0 – 5 Employees.....	\$75.00 plus \$4.00 (AB 1379)
6 – 50 Employees.....	\$125.00 plus \$4.00 (AB 1379)
More than 50 Employees	\$200.00 plus \$4.00 (AB 1379)

Lessors of Commercial Property

Less than 5,000 square feet.....	\$75.00 plus \$4.00 (AB 1379)
5,0001 to 10,000 square feet.....	\$125.00 plus \$4.00 (AB 1379)
More than 10,000 square feet.....	\$200.00 plus \$4.00 (AB 1379)

Lessors of Dwelling Units

One unit only	\$75.00 plus \$4.00 (AB 1379)
2 to 5 units	\$125.00 plus \$4.00 (AB 1379)
More than 5 units	\$200.00 plus \$4.00 (AB 1379)

Amusements & Itinerant Businesses, Circuses, Carnivals, and Exhibitions	\$200.00 plus \$4.00 (AB 1379)
Temporary Places of Sale	
1 day.....	\$75.00 plus \$4.00 (AB 1379)
2 to 5 days	\$95.00 plus \$4.00 (AB 1379)
6 to 30 days	\$200.00 plus \$4.00 (AB 1379)
Vending Machines	
1 to 5 Machines	\$95.00 plus \$4.00 (AB 1379)
More than 5 Machines	\$155.00 plus \$4.00 (AB 1379)

Development Agreement and Amendments

Agreement and Amendments	T&M plus \$3,000.00 deposit
Annual Review	\$440.00

Development Plan

Amendment (changes to site plan and/or square footage)	
Administrative Review	\$1,500.00
Public Hearing Required.....	T&M plus \$2,500.00 deposit
Conceptual Development Plan Review – ARB Review	\$1,500.00
Conceptual Development Plan Review – PC Review	\$2,000.00
Preliminary Housing Development Application.....	\$1,500.00
Non-residential	T&M plus \$3,000.00 deposit
Residential	T&M plus \$3,000.00 deposit

Engineering Review – Preliminary Development Review Fee

Routine Project	\$220.00/hour with a 2-hour minimum charge for each permit
Utility/Telecommunication Project.....	\$220.00/hour with a 3-hour minimum charge for each permit
Day Care Center Project	\$1,000.00 deposit plus \$220.00/hour in excess of \$1,000.00
Non-mixed Use Project	\$2,000.00 plus \$220.00/hour in excess of \$2,000.00
Mixed Use Project	\$3,000.00 plus \$220.00/hour in excess of \$3,000.00

Environmental Review

Categorical Exemption	\$100.00
Environmental Impact Report.....	Consultant’s Cost plus T&M and \$8,000.00 deposit
Negative Declaration	
Administratively Prepared	T&M plus \$4,500.00 deposit
Consultant Prepared.....	Consultant’s Cost plus T&M and \$5,500.00 deposit

Mitigation Monitoring Administration

Contra Costa County Clerk Filling Fee ⁴ (fee payable to County Clerk)	\$50.00
Dept. of Fish and Game User Fee ⁴	
Negative Declaration	Per Dept. of Fish & Game Code Section 711.4
Mitigated Negative Declaration	Per Dept. of Fish & Game Code Section 711.4
Environmental Impact Report.....	Per Dept. of Fish & Game Code Section 711.4
Certified Regulatory Program.....	Per Dept. of Fish & Game Code Section 711.4

Mitigation Monitoring Program

Implementation / Special Peer / Consultant Review	Consultant’s Cost plus T&M and \$3,000.00 deposit
Mitigation Monitoring Staff Time	T&M plus \$2,000.00 deposit

General Plan Amendment T&M plus \$8,000.00 deposit

Home Occupation Permit \$100.00

Minor Exception..... \$1,250.00

Minor Modification to Conditions of Approval

Zoning Administrator Review	T&M plus \$500.00 deposit
Planning Commission Review.....	T&M plus \$1,500.00 deposit

Rezoning (all districts)	T&M plus \$5,500.00 deposit
Short-Term Rental Registration	\$100.00
Sign Review	
Sign Permit/Administrative Sign Review (each face copy change)	\$300.00
Sign Permit approved by Master Sign Program	\$300.00
Sign Permit (each new sign requiring ARB review).....	\$2,500.00
Master Sign Program	T&M plus \$3,000.00 deposit
Master Sign Program Amendment	T&M plus \$3,000.00 deposit
Temporary Sign Permit	
21 consecutive days (maximum one per quarter) (Banner for Special Event).....	\$300.00
90 consecutive days	\$300.00
Special Review	
Special Peer / Consultant Review	Consultant's Cost plus T&M and \$2,000.00 deposit
Specific Plan (Consultant Prepared)	Consultant's Cost plus T&M and \$8,000.00 deposit
Subdivision	
Major Subdivision	T&M plus \$3,500.00 deposit
Minor Subdivision	T&M plus \$3,500.00 deposit
Text Amendment	
General Plan Text Amendment	T&M plus \$8,000.00 deposit
Specific Plan Text Amendment	T&M plus \$8,000.00 deposit
Zoning Text Amendment.....	T&M plus \$5,500.00 deposit
Time Extension	
Time Extension Approved Administratively	
(Architectural Review, Development Plan, Use Permit, Major/Minor Subdivision, Variance, etc.).....	\$220.00
Time Extension Requiring Public Hearing(s)	
(Development Plan, Use Permit, Major/Minor, Subdivision, Variance, etc.).....	T&M plus \$1,000.00 deposit
Tree Removal Permit	
Residential	\$200.00
Non-Residential, Administrative	\$350.00
Non-Residential, Requiring an Architectural Review Meeting	\$1,500.00
Use Permit	
Major Use Permit and Amendments requiring Public Hearing(s) (All Districts).....	T&M plus \$3,500.00 deposit
Minor Use Permit and Amendments (All Districts)	T&M plus \$2,000.00 deposit
Temporary Land Use Permit (e.g. Christmas Tree and Halloween lots)	\$500.00 plus \$500.00 cleaning deposit, as
(all other special events see Parks & Comm. Services Fee Schedule)	determined by the Zoning Administrator
Temporary Land Use Permit - Portable Outdoor Storage Unit (POSU) – Residential	\$100.00
Temporary Land Use Permit - Portable Outdoor Storage Unit (POSU) – Non-Residential.....	\$200.00
Telecommunications Land Use Permit	
Administratively Processed	T&M plus \$2,000.00 deposit
Engineering Prelim. Dev. Review (Telecom.)	\$220.00/hour with a 3 hour minimum charge for each permit
Requiring ARB Review	T&M plus \$3,500.00 deposit
Engineering Prelim. Dev. Review (Telecom.)	\$220.00/hour with a 3 hour minimum charge for each permit
Requiring Planning Commission Review	T&M plus \$3,500.00 deposit
Engineering Prelim. Dev. Review (Telecom.)	\$220.00/hour with a 3 hour minimum charge for each permit
Right-of-way Use Permit.....	T&M plus \$2,000.00 deposit
Small Wireless Site License	\$500.00

Variance

Administrative Variance.....	\$1,750.00
Public Hearing Required (each application).....	T&M plus \$3,000.00 deposit
Single Family Residence	\$1,750.00

Zoning Certification Letter T&M plus \$350.00 deposit

Zoning Clearance \$600.00

Zoning Review / Building Permit

Single Family – Remodel	\$180.00
Single Family – New/Addition/Substantial Alteration	\$365.00
Multi-Family/Mixed Use – Minor Improvement.....	\$220.00
Multi-Family/Mixed Use – New/Addition/Substantial Alteration	\$1,200.00
Commercial/Industrial – New Build.....	\$1,200.00
Commercial/Industrial – Tenant Improvement.....	\$220.00
Additional Plan Check Fee (each review)	\$220.00

Miscellaneous Fees

Document / File Research.....	\$220.00 per hour (min. \$440.00 deposit)
General Plan Recovery Costs	0.53 percent (0.0053) of building code valuation
Microfilm and/or Laser fiche Fee	
Administrative Application(s) (each application)	\$100.00
Application(s) Requiring Public Hearing (excluding residential subdivisions).....	\$200.00
Residential Subdivisions.....	\$700.00
Newspaper Advertisement.....	Actual Cost charged by the Newspaper
Mailing Fee (under 100 notices).....	\$600 plus Postage Fee
Mailing Fee (100+ notices).....	\$900 plus Postage Fee
Postage Fee.....	Current Postage Rate
Zoning Ordinance Recovery Costs	0.16 percent (0.0016) of building code valuation

Development Impact Fees

School Age Child Care Fee ⁵

Commercial - Office.....	\$0.61 per gross square feet [Max. allowed]
Commercial - Retail.....	\$0.33 per gross square feet
Commercial - Hotel	\$0.18 per gross square feet [Max. allowed]
Commercial - Industrial.....	\$0.23 per gross square feet
Residential - Single Family.....	\$1,122.93 per unit
Residential - Multi-Family.....	\$605.06 per unit

Park and Recreation Facility Impact Fee ⁵

Subdivision Projects – Single Family	\$5,300.00 per unit [Max. allowed]
Subdivision Projects – Multi-Family	\$3,302.73 per unit
Non-Subdivision Projects – Single Family	\$23,119.14 per unit
Non-Subdivision Projects – Multi-Family	\$13,871.49 per unit

Parkland Dedication Fee (Quimby Act)

Single Family.....	Appraised value of 687 square feet of land x 1.02
Multi-Family.....	Appraised value of 451 square feet of land x 1.02

Open Space Development Impact Fee ⁵

Single Family.....	\$1,141 per unit [Max. allowed]
Multi-Family.....	\$750 per unit [Max. allowed]

Private Sector Art and Beautification Contribution Fee

New Residential and Commercial Development.....	0.01 of the building code valuation
Additions/Alterations to Existing Residential & Commercial Development.....	0.005 of the building code valuation

Affordable Housing Impact Fee ⁶

Commercial – Office, Retail, Hotel [greater than 5,000 sq. ft.].....	\$4.68 per gross square feet
Commercial – Industrial [greater than 5,000 sq. ft.].....	\$3.51 per gross square feet
Residential – Single-Family or Multi-Family, under 10 units	\$14.63 per gross livable square feet
Residential – Single-Family detached, 10+ units.....	On-site construction of units or option of \$15.70 per gross livable square feet [Max. allowed]
Residential – Multi-Family, 10+ units.....	On-site construction of units

Westside Specific Plan Recovery Costs

Residential	\$664.77 per unit
Non-residential	\$0.52 per gross sq. ft. floor area

San Ramon Village Specific Plan Recovery Fee (formerly Crow Canyon Specific Plan)

Commercial	\$0.44 per square gross floor area
Residential	\$598.11 per unit

North Camino Ramon Specific Plan Recovery Fee

(Adjusted annually according to the Engineering News Record – SF Bay Area Construction Cost Index from the base year of 2009)

Non-residential	0.009 of the building code valuation
Residential	\$625.85 per unit
Tenant Improvement.....	0.001 of the building code valuation

Improvement Bonds and Deposits

(including, but not limited to Landscaping, Public Art, etc.)..... Bond in the amount of 100% of the improvement costs or 20% Cash Bond plus T&M and \$2,000 deposit

NOTES:

- 1) Time and Materials charge calculated using an hourly rate of \$220.00 for each employee working on the application.
- 2) Deposit amounts are set at assumed average cost of time and materials to provide the service. When the deposit has been drawn down by 80%, an additional deposit of 25% to 50% of the original deposit will be required to continue processing the application(s) as determined by the Planning Services Division. Applications may be deemed withdrawn if account deficits exist.
- 3) Project applicants shall pay a cumulative total fee and/or deposits for each application type required.
- 4) The State Department of Fish and Game and Contra Costa County require filling fees (AB 3158) at the time of project approval.
- 5) School Age Child Care Fees, Park and Recreation Facility Impact Fee, and the Open Space Development Impact Fee will be adjusted annually using the Engineering News Record – San Francisco Bay Area Construction Cost Index, not to exceed the cap in the Keyser Marston Associates Development Fee Study, March 2017.
- 6) Refer to the Inclusionary Housing Ordinance and Commercial Linkage Fee Ordinance for on-site construction requirements. The review authority may also consider an applicable alternative means of compliance or waiver/adjustment/reduction claims as allowed by the Ordinance.