



COMMUNITY DEVELOPMENT  
 PLANNING SERVICES DIVISION FEES

DESCRIPTION OF SERVICE	APPROVED FEE
<b>Annexations</b>	
Annexation Processing	Time & Materials plus \$3,000.00 Deposit
<b>Architectural Review</b>	
Conceptual	\$500.00 (to be applied to formal Application; maximum of one [1] ARB Meeting)
Minor Alteration	\$500.00
<b>Residential</b>	
<b>New Construction</b>	
1 DU <sup>1</sup>	Time & Materials + \$500.00 Deposit
2-10 DU's	Time & Materials + \$1,000.00 Deposit
More than 10 DU's	Time & Materials + \$3,000.00 Deposit
Single-Family 2 <sup>nd</sup> Story Addition	\$300.00
<b>Office / Commercial / Industrial – New Construction, Additions, Alterations</b>	
Up to 10,000 Sq Ft	Time & Materials + \$1,000.00 Deposit
10,001 Sq Ft to 50,000 Sq Ft	Time & Materials + \$2,000.00 Deposit
50,001 Sq Ft to 100,000 Sq Ft	Time & Materials + \$3,000.00 Deposit
More than 100,001 Sq Ft	Time & Materials + \$4,000.00 Deposit
Administrative Review – ARB Review (All Districts)	Apply Time & Materials + Deposit as above Fee
<b>Development Plan</b>	
Conceptual Development Plan Review – ARB Review	\$500.00
Conceptual Development Plan Review – PC Review	\$1,000.00
Development Plan (Residential)	Time & Materials + \$5,000.00 Deposit
Development Plan (Non-Residential)	Time & Materials + \$5,000.00 Deposit
<b>Development Plan Amendment (Changes to Site Plan and/or Sq Ft)</b>	
Administrative Review	\$2,000.00
Public Hearing Required	Time & Materials + \$2,000.00 Deposit
<b>General Plan</b>	
General Plan Amendment	Time & Materials + \$5,000.00 Deposit
<b>Minor Modification to Conditions of Approval</b>	
Minor Modification to Conditions of Approval	Time & Materials + \$500.00 Deposit
<b>Environmental Review</b>	
Categorical Exemption	\$100.00
Negative Declaration Administratively Prepared	Time & Materials + \$3,000.00 Deposit
Negative Declaration Consultant Prepared	Consultant's Cost + 30% Administrative Fee
Environmental Impact Report	Consultant's Cost + 30% Administrative Fee

<sup>1</sup> Dwelling Unit



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<b>Mitigation Monitoring Administration</b>	
Mitigation Monitoring Staff Time	Time & Materials + \$1,500.00 Deposit
Mitigation Monitoring Program Implementation / Special Peer / Consultant Review	Consultant's Cost + 30% Administrative Fee
Contra Costa County Clerk Filing Fee (Fee payable to County Clerk)	Per Department of Fish & Game Code §711.4
Department of Fish & Game User Fee – Negative Declaration	Per Department of Fish & Game Code §711.4
Environmental Impact Report	Per Department of Fish & Game Code §711.4
Certified Regulatory Program	Per Department of Fish & Game Code §711.4
<b>Rezoning</b>	
Rezoning (All Districts)	Time & Materials + \$3,000.00 Deposit
<b>Sign Review</b>	
Sign Permit (Each face copy charge)/Administrative Sign Review	\$150.00
Sign Permit (Each new sign requiring ARB Review)	\$500.00
Master Sign Program Approved Signs	\$150.00/Sign
New Master Sign Program	Time & Materials + \$2,000.00 Deposit
Master Sign Program Amendment	Time & Materials + \$1,500.00 Deposit
Temporary Sign Permit (Ninety [90] Consecutive Days)	\$150.00
Temporary Banner / Special Event Sign (Twenty-one [21] Consecutive Days, Maximum one [1] per Quarter)	\$100.00
<b>Special Reviews</b>	
Document / File Research	\$150.00/Hr (minimum \$300.00 Deposit)
Special Peer / Consultant Review	Consultant's Cost + 30% Administrative Fee
<b>Specific Plan</b>	
Specific Plan (Consultant Prepared)	Consultant's Cost + 30% Administrative Fee (for deposit) + Time & Materials
<b>Subdivisions</b>	
Major Subdivision	Time & Materials + \$3,000.00 Deposit
Minor Subdivision	Time & Materials + \$3,000.00 Deposit
Lot Line Adjustment / Technical Review (See Engineering Department Fee Schedule)	\$250.00/Parcel
<b>Text Amendment</b>	
General Plan Text Amendment	Time & Materials + \$3,500.00 Deposit
Specific Plan Text Amendment	Time & Materials + \$3,500.00 Deposit
Zoning Text Amendment	Time & Materials + \$3,500.00 Deposit
<b>Time Extensions</b>	
Time Extension Approved Administratively (Architectural Review, Development Plan, Use Permit Major / Minor Subdivisions, Variance, etc.)	\$300.00
Time Extension Requiring Public Hearing(s) (Development Plan, Use Permit, Major / Minor Subdivisions, Variance, etc.)	Time & Materials + \$1,000.00 Deposit



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DESCRIPTION OF SERVICE	APPROVED FEE
<b>Use Permits</b>	
Minor Land Use Permit and Amendments (All Districts)	Time & Materials + \$1,000.00 Deposit
Major Land Use Permits Requiring Public Hearing(s) & Amendment to Land Use Permit and/or Conditions of Approval (All Districts)	Time & Materials + \$3,000.00 Deposit
Temporary (Special Events e.g. Christmas Tree Lots, etc.)	\$300.00 + \$500.00 Cleaning Deposit (for all other events, see Parks & Community Services Fee Schedule)
Temporary Use Permit – Residential PODS	\$25.00
Large Family Day Care (When located within a residence)	\$750.00
Large Family Day Care (When located within a residence) Requiring Public Hearing	Time & Materials + \$1,500.00 Deposit
Congregate Care / Group Homes (When located within a residence)	Time & Materials + \$1,500.00 Deposit
Zoning Clearance	\$150.00
Home Occupation Permit	\$100.00
<b>Telecommunications Land Use Permit<sup>2</sup></b>	
Requiring Administrative Review	Time & Materials + \$1,500.00 Deposit
Requiring ARB Review	Time & Materials + \$1,800.00 Deposit
Requiring Planning Commission Review	Time & Materials + \$2,000.00 Deposit
<b>Variances</b>	
Variance (Single Family Residence)	\$300.00
Variance Requiring Public Hearing (Each Application)	Time & Materials + \$1,500.00 Deposit
Variance – Processed Administratively	\$500.00
Minor Exception	\$300.00
<b>Appeals</b>	
Appeal from Zoning Administrator's Decision for Residential Property under SRMC §D7-8	\$1,500.00 – Deposit to be paid by Appellant and the Time & Materials charges paid by Applicant
Appeal from Zoning Administrator's Decision for Non-Residential Property under SRMC §D7-8	\$2,500.00 – Deposit to be paid by Appellant and the Time & Materials Charges paid by Applicant
Appeal from Planning Commission Decision for Residential Property under SRMC §D7-8	\$2,500.00 – Deposit to be paid by Appellant and the Time & Materials Charges paid by Applicant
Appeal from Planning Commission Decision for Non-Residential Property under SRMC §D7-8	\$2,500.00 – Deposit to be paid by Appellant and the Time & Materials Charges paid by Applicant
<b>Development Agreement &amp; Amendments</b>	
Development Agreement & Amendments	Time & Materials + \$2,000.00 Deposit

<sup>2</sup> Application Land Use Permit



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DESCRIPTION OF SERVICE	APPROVED FEE
<b>Development Impact Fees</b>	
School Age Child Care Fees	<u><b>Commercial</b></u> – Office \$0.61/gross sf Retail \$0.26/gross sf Hotel \$0.16/gross sf Industrial \$0.18/gross sf <u><b>Residential</b></u> – Single Family \$879.75/unit Multi-Family \$474.03/unit
Park and Recreation Facility Impact Fee	<u><b>Subdivision Projects</b></u> – Single Family (\$4,657.50/unit) Multi-Family (\$2,587.50/unit) <u><b>Non-Subdivision Projects</b></u> – Single Family (\$18,112.50/unit) Multi-Family (\$10,867.50/unit)
Parkland Dedication Fee (Quimby Act)	<u><b>Single Family</b></u> – Appraised Value of 687 sf of land x 1.02 <u><b>Multi-Family</b></u> – Appraised Value of 451 sf of land x 1.02
Open Space Development Impact Fee	Single Family \$1,141 per unit Multi-Family \$750/unit
Private Sector Art and Beautification Contribution Fee	New Residential and Commercial Development: 0.01 of the Building Code Valuation  Additions/Alterations to Existing Residential and Commercial Development 0.005 of the Building Code Valuation
Westside Specific Plan Recovery	<u><b>Non Residential:</b></u> \$0.44/Gross square feet floor area <u><b>Residential:</b></u> \$563.80/unit
General Plan Recovery Costs	0.001 of the Building Code Valuation
Zoning Ordinance Recovery Costs	0.0003 of the Building Code Valuation
Crow Canyon Specific Plan Recovery Fee	<u><b>Commercial</b></u> – \$0.44/Square gross floor area <u><b>Residential</b></u> – \$598.11/Unit
North Camino Ramon Specific Plan Recovery Fee – Fees are adjusted annually according to the Engineering News Record – San Francisco Bay Area Construction Cost Index from the base year of 2009	<u><b>Non-residential</b></u> – 0.009 of the Building Code Valuation <u><b>Residential</b></u> - \$490.32 <u><b>Tenant Improvement</b></u> – 0.001 of the Building Code Valuation



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DESCRIPTION OF SERVICE	APPROVED FEE
<b>Improvement Bonds &amp; Deposits</b>	
Improvement Bonds & Deposits	Bond in the amount of 100% of the Improvement Costs or 20% Cash Bond + 30% Administrative Fee
<b>Zoning Review/Building Permit</b>	
(See Building Permit Fees)	Retain 25% of Residential / Commercial Building Permit Fee
Address / Street Assignments	Single Address: \$250.00; 2-10 addresses: Time & Materials + \$500.00 Deposit; 11 Addresses and up: Time & Materials + \$1000.00 Deposit
<b>Tree Removal Permit</b>	
Residential	\$75.00
Non-Residential	\$150.00
<b>Recurring Architectural Review Meeting</b>	
Non-Residential	\$500.00
<b>Miscellaneous Fees</b>	
<b>Public Notice Mailing</b> (Stamps, Paper, Envelopes)	
If addresses prepared by City	\$200.00 Administration Fee + \$0.50 per Notice mailed
Zoning Certification letter	Time and Materials + \$100.00 Deposit
Newspaper Advertisement	Actual cost charged by newspaper
<b>Microfilm and/or Laserfiche Fee</b>	
Administrative Application(s) (Each Application)	\$150.00
Application(s) Requiring Public Hearing (Excluding Residential Subdivisions)	\$200.00
Residential Subdivisions	\$400.00

**NOTES:**

1. Time and Materials charges are calculated using an hourly rate of \$160.00 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 by 80%, an additional deposit of 25% to 50% of the original deposit fee will be required to continue processing 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 & Game and Contra Costa County require filing fees (AB 3158) at the time of project approval.
5. School Age Child Care Fees, Park and Recreational Facility Impact Fee, and Open Space 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.