

Appendix B: Planning Fees

Town of Atherton

Town of Atherton Planning Fees

Unit Cost Summary

Fee Name	Unit	Fee
PLANNING FEES		
Conditional Use Permit/Special Structure Permit		\$ 2,600
Variance		\$ 2,600
Heritage Tree Removal Permit		\$ 2,000
Exception Review		
Excessive Height		
Lot Line Redesignation		\$ 2,600
Lot Line Adjustment		\$ 1,500
Tentative Parcel Map		\$ 2,600
Final Parcel Map		\$ 2,600
Appeal		\$ 750
School Master Plan		\$ 750
Initial Review/Negative Declaration		\$ 2,000
Zoning Ordinance Amendment		\$ 5,000
General Plan Amendment		\$ 5,000
Zoning Review for Home Occupation Business		\$ 95
Pre-Application Review		\$ 45
Street Easement Vacation		\$ -
Code Enforcement - Administrative (Penalty)		\$ 949
Initial Review (2 reviews for fee amount; additional reviews billed hourly):		
a. Fence	Per app	\$ 160
b. Accessory Structures (includes pools)	Per app	\$ 450
c. Accessory Buildings	Per app	\$ 950
d. Additions	Per app	\$ 975
e. New Construction	Per app	\$ 1,400
Revisions to Previously Approved Plans		
Technology Surcharge (upgrade and maintain development technology) (3.24% of fee)		3.24%
POSITION HOURLY RATES		
Town Planner:	Hourly	\$ 225
Deputy Town Planner:	Hourly	\$ 177
Senior Planner:	Hourly	\$ 168
Associate Planner:	Hourly	\$ 135
Administrative Staff:	Hourly	\$ 119
Composite Rate for Fee Setting:	Hourly	\$ 161

Appendix C: Building Fees

Town of Atherton
Town of Atherton - Building Fees

		Unit Cost Summary	
Fee Name	Unit	Fee	
Flat Fees			
			0.00%
			0.00%
			0.00%
			0.00%
Permitted Value of Construction			
New Habitable Construction	Valuation base: per SF	\$	350
Remodeled Habitable Construction	Valuation base: per SF	\$	300
New or Remodeled Non-Habitable Construction	Valuation base: per SF	\$	125
Valuation - non defined project	Valuation base	\$	1
Non-habitable construction: ie. Patio covers & gazebos (> 1000 Sq Ft or attached to new construction)	Valuation base: per SF	\$	100
Flat Fees **			
Swimming pools (first 1000 sf)	Plan check and inspection	\$	1,095
Swimming pools (Over 1000 sf)	Plan check and inspection	\$	1,313
Patio covers & gazebos (up to 1000 Sq Ft)	Plan check and inspection	\$	813
Drive way gates	Plan check and inspection	\$	661
Non Habitable new pool house including cabanas (up to and including 1500 sf)	Plan check and inspection	\$	1,336
Other Building (Flat) Fees			
Plumbing, Mechanical, Electrical (MP&E) Permit (single inspection)		\$	143
MP&E each additional inspection		\$	97
MP&E plan check (min .5 hour)		\$	88
Demolition Permit Fee		\$	286
Landscape Screening Permit Fee		\$	389
Water Well Permit Fee		\$	397
Solar Panels Permit Fee *		\$	500
Heritage Tree Removal - Staff Level (First Tree)		\$	261
Heritage Tree Removal - Staff Level (Each Additional Tree)		\$	103
Dead Tree Permit Refunded if ONLY identified and approved by the Town Arborist			
Excavation Permit			
Plan check revision Fee (1 hour min)	Hourly	\$	198.00
Address Change		\$	275.00
Property Search (plus photocopying and/or printing posts and excludes public records searches)	Hourly	\$	92.00
Reactivation of an Expired Permit (Up to One-Half the Amount Required for a New Permit for Such Work)			(Up to One-Half the Amount Required for a New Permit for Such Work)
Code Enforcement - Administrative (Penalty)	Hourly		
Second Utility Deposit (Ordinance 15.04.040)		\$	5,000
Landscape Screening Deposit (Ordinance 17.50.060)		\$	5,000
Temporary Occupancy Deposit:		\$	5,000
		\$	176
Administrative Fee (TOC)		\$	176
Excavation Road Deposit (Ordinance 15.04.045)		\$	5,000

Town of Atherton
Town of Atherton - Building Fees

Unit Cost Summary		
Fee Name	Unit	Fee
Recycled Deposit		\$1000 Min & \$500 Min for reroof permits
Reinspection and additional inspections exceeding the normal number of inspections	T&M	\$ 120
Unusual custom projects not reflected in the fee schedule	T&M	
Technology surcharge (to fund updates and new acquisition of permit systems and digital storage of plans) (3.3% of fee)		3.30%
Storm water compliance review/inspection	T&M	\$ 500
Tree protection verification (deposit) + COP	T&M	\$ 2,500
Tree protection administration for flat fee permits (initial inspection)		\$ 229
Tree protection administration for flat fee permits (full inspection)		\$ 573
Surcharge for General Plan Maintenance and Update (2.0%)		2%
Reroofing < 5000SF	Per app	\$ 328
Reroofing > 5000SF	Per app	\$ 458
Reroofing requiring additional inspections	Per insp.	\$ 130
Reroofing requiring plan check (min one hour)	Per PC	\$ 176
SMIP Fee (State Mandate)		Residential: valuation amount X 0.00013 Commercial: valuation Amount X 0.00028
Building Standards Administration Special Revolving Fund (Senate Bill No. 1473 State Mandate)		Permit Valuation: \$1-25,000 = \$1; \$25,001-50,000 = \$2; \$50,001 - 75,000 = \$3; \$75,001 - 100,000 = \$4; Every \$25,000 or fraction thereof above \$100,000 = Add \$1

* State mandated limit of \$500

** Current fee = comparable average current valuation based fee

POSITION HOURLY RATES			
Chief Building Official	Hourly	\$	194
Building Inspector	Hourly	\$	127
Building Plans Reviewer	Hourly	\$	172
Building Technician	Hourly	\$	89
Town Arborist	Hourly	\$	68
Code Enforcement	Hourly	\$	54

Table for 10.43% increase

Total Valuation	Building Permit Fee	Plan Review Fee
\$1.00 to \$500	\$24.70	65% of Building Permit Fee
\$501 to \$2,000	\$25.95 for the first \$2,000, plus \$3.37 for each additional \$1,000, or fraction thereof, to and including \$2,000	65% of Building Permit Fee
\$2,001 to \$25,000	\$76.47 for the first \$2,000, plus \$15.46 for each additional \$1,000, or fraction thereof, to and including \$25,000	65% of Building Permit Fee
\$25,001 to \$50,000	\$432.06 for the first \$25,000, plus \$11.15 for each additional \$1,000, or fraction thereof, to and including \$50,000	65% of Building Permit Fee
\$50,001 to \$100,000	\$710.89 for the first \$50,000, plus \$7.73 for each additional \$1,000, or fraction thereof, to and including \$100,000	65% of Building Permit Fee
\$100,001 to \$500,000	\$1,097.40 for the first \$100,000, plus \$6.18 for each additional \$1,000, or fraction thereof, to and including \$500,000	65% of Building Permit Fee
\$500,001 to \$1,000,000	\$3571.03 for the first \$500,000, plus \$5.25 for each additional \$1,000, or fraction thereof, to and including \$1,000,000	45% of Building Permit Fee
1,000,001 and up	\$6,193.74 for the first \$1,000,000, plus \$4.03 for each additional \$1,000, or fraction thereof.	45% of Building Permit Fee

Appendix D: Engineering Fees

Town of Atherton

Town of Atherton Engineering Fees

Unit Cost Summary		
Fee Name	Unit	Fee
Encroachment Permits		
Class A - One Inspection Required:	Per app	
Driveway Connection to Street:	Per app	\$ 211
Additional Plan Check	Per app	\$ 48
Additional Inspection	Per app	\$ 71
	Per app	
Class B - Two Inspections Required:	Per app	
Driveway Connection to Street:	Per app	\$ 281
Additional Plan Check	Per app	\$ 48
Additional Inspection	Per app	\$ 71
	Per app	
Class C - Three or More Inspections Required:	Per app	
Driveway Connection to Street - Asphalt/Pavers:	Per app	
Without Driveway Culvert (up to 3 inspections)	Per app	\$ 352
Additional Plan Check	Per app	\$ 48
Additional Inspection	Per app	\$ 71
	Per app	
With Driveway Culvert (up to 4 inspections)	Per app	\$ 438
Additional Plan Check	Per app	\$ 63
Additional Inspection	Per app	\$ 71
	Per app	
Driveway Connection to Street - Concrete:	Per app	
Without Driveway Culvert (up to 4 inspections)	Per app	\$ 438
Additional Plan Check	Per app	\$ 63
Additional Inspection	Per app	\$ 71
	Per app	
With Driveway Culvert (up to 5 inspections)	Per app	\$ 509
Additional Plan Check	Per app	\$ 63
Additional Inspection	Per app	\$ 71
	Per app	
Class D - Public Right of Way	Per app	
Right-of-Way Landscaping, Fence, Etc. - Minor Construction (up to 2 inspections)	Per app	\$ 284
Additional Plan Check	Per app	\$ 96
Additional Inspection	Per app	\$ 96
	Per app	
Right-of-Way Landscaping, Fence, Etc. - Standard (up to 2 inspections)	Per app	\$ 379
Additional Plan Check	Per app	\$ 96
Additional Inspection	Per app	\$ 96
	Per app	
Connection to Storm Drain or Atherton Channel:	Per app	
a. In Pavement	Per app	\$ 471
Additional Plan Check	Per app	\$ 96
Additional Inspection	Per app	\$ 71

Town of Atherton

Town of Atherton Engineering Fees

Unit Cost Summary		
Fee Name	Unit	Fee
Encroachment Permits		
Utility - Minor (One Inspection Required):	Per app	\$ 259
Additional Plan Check	Per app	\$ 48
Additional Inspection	Per app	\$ 71
	Per app	
Utility Connect/Disconnect:	Per app	
a. In Pavement	Per app	\$ 352
Additional Plan Check	Per app	\$ 48
Additional Inspection	Per app	\$ 71
	Per app	
b. Outside Pavement	Per app	\$ 281
Additional Plan Check	Per app	\$ 48
Additional Inspection	Per app	\$ 71
	Per app	
Utility Main:	Per app	
a. In Pavement	Per app	\$ 471
Additional Plan Check	Per app	\$ 96
Additional Inspection	Per app	\$ 71
	Per app	
b. Outside Pavement	Per app	\$ 400
Additional Plan Check	Per app	\$ 96
Additional Inspection	Per app	\$ 71
	Per app	
Telecommunication and Utilities Installation Permit (25 ft or less):	Per app	
i. Without Trenching	Per app	\$ 1,758
ii. With Trenching	Per app	\$ 1,829
iii With Trenching > 25 LF (per 100 LF or fraction thereof)	Per app	\$ 333
Property Improvement Permits and Reviews	Per app	
Grading and Drainage:	Per app	
a. Without Detention System	Hourly/mi n	\$ 1,272
b. With Detention System	Hourly/mi n	\$ 1,272
c. With Multiple Detention Systems	Hourly/mi n	\$ 1,696
	Per app	
Detention System Annual Report Filing	Per app	\$ 424
Detention System Annual Report - Submittals Out of Compliance	Per app	\$ 424
StormWater Permit Compliance Review/Inspection Deposit	Hourly	\$ 500
StormWater Permit Compliance Review/Inspection	Hourly	
Stop Work Order (Penalty)	50% of permit	
Code Enforcement - Administrative (Penalty)	Hourly	
	Per app	
Public Works application fee	Per app	\$ 117

Town of Atherton

Town of Atherton Engineering Fees

Unit Cost Summary		
Fee Name	Unit	Fee
Encroachment Permits		
Oversized load permit (outside of right of way)	Per app	\$ 333
Technology Surcharge (upgrade and maintain development technology) (1.9% of fee)	Per app	1.86%
Additional work not reflected above - at cost	Hourly	

Town of Atherton

Town of Atherton Engineering Fees

Unit Cost Summary		
Fee Name	Unit	Fee
Encroachment Permits		
PW Staff Hourly Rates		
Public Works Superintendent	Houly	\$ 133
Asst/Assoc Engineer	Houly	\$ 133
Eng Tech	Houly	\$ 133
Office Specialist	Houly	\$ 92
PW Director/Engineer		\$ 133

Appendix E: Police Fees

Town of Atherton

Town of Atherton - Police Fees

Fee Name	Unit	Fee
Copy of Police Report:		
Without Photos or Tape Copies		\$ 0.25
With Photos or Tape Copies	Hourly	\$ 50
Vehicle Releases		\$ 65
Vehicle Repossession Fee		\$ 15
Initial Alarm Registration		\$ 100
Alarm Annual Permit Fee		\$ 50
Alarm Alert Signs		\$ 40
Garage Sale/Estate Sale Permits		\$ 21
Fingerprints (plus DOJ processing of \$53)		\$ 75
Solicitor Permit (Valid for six months; business license required)		\$ 31
After Hours Emergency Construction Permits		\$ 62
Special Service Request:		
Administrative Fee		\$ -
On-Site Personnel Fee	Hourly (2 Hr min)	\$ 260
Clearance Letter		\$ 21
Microfilmed Reports	Hourly	\$ 62
Code Enforcement - Administrative (Penalty)	Hourly	\$ -
False Alarms: (up to 3 false alarms annually)		
4th false alarm		\$ 200
5th false alarm		\$ 300
Each additional false alarm after 5		\$ 400
Records/Communications Staff:	Hourly	\$ 106
Patrol/Investigations Staff:	Hourly	\$ 141

Requires Town ordinance

Appendix F: Parks and Facility Rental Fees

Town of Atherton

Town of Atherton

Unit Cost Summary

Fee Name	Unit	Fee
Park Rental Fees		
The Main House		
(Monday - Thursday afternoon)		
Half day		\$ 400
Full day (until 4:00PM)		\$ 700
Evenings (5:00 PM to midnight)		\$ 700
Friday evening (5:00 PM to midnight)		\$ 700
Saturday & Sunday day use (full day)		\$ 1,500
Saturday & Sunday day use (per Hour) 2-hr. min.		\$250 per hour
Saturday & Sunday evenings (5:00 PM - midnight)		\$ 1,500
Carriage House		
(Monday - Thursday afternoon)		
Half day		\$ 400
Half day (OVER 100 People)		\$ 800
Full day (until 4:00PM)		\$ 700
Full day (until 4:00PM; OVER 100 people)		\$ 1,100
Evenings (5:00 PM to midnight)		\$ 700
Friday evening (5:00 PM to midnight)		\$ 700
Saturday & Sunday day use (half day)		\$ 400
Half day (OVER 100 People)		\$ 800
Saturday & Sunday day use (full day)		\$ 700
Saturday & Sunday day use (full day; OVER 100 people)		\$ 1,100
Saturday & Sunday evenings (5:00 PM - midnight)		\$ 700
Jennings Pavilion		
(Monday - Thursday afternoon)		
Half day		\$ 800
Full day (until 4:00PM)		\$ 1,200
Evenings (4:00 PM to midnight)		\$ 1,200
Friday (until 4 pm)		\$ 1,500

Friday evening (4:00 PM to midnight)		\$	4,000
Saturday & Sunday day use (half day until 4 PM)		\$	2,250
Saturday & Sunday day use (full day)		\$	4,000
Saturday & Sunday evenings (4:00 PM - midnight)		\$	4,000

Security Deposit		
Main House and Carriage House		\$ 500
Jennings Pavalion		\$ 1,000
Tennis Courts		
Key Purchases:		
1 Standard Key	Resident	\$ 50
1 Clay Key **	Resident	\$ 50
**Resident Clay Court Access included in Clay Court Key Charge		
1 Standard Key	Non-Resident	\$ 200
Clay Court Access	Non-Resident	\$30 Per Hour
Baseball Field (Per Hour)		
\$30 Per Hour		
Other Fields		
\$25 Per Hour		
Staff labor rates		
Facility maintenance staff for services related to facility maintenance and preparation (Before & After Events)		\$ 100
Facility attendant staff for services related to on-site availability during event		\$ 50
Drone Application Fee/Day		\$ 150
CLASSES: INDOOR		\$25/hour
CLASSES: OUTDOOR		\$40/hour

Administration Percentage Disclaimer Fee

30% Administration fee will be added at time of booking,
Town of Atherton Residents will have a 15% administration fee added at time of booking

Day Use Permit Fees Holbrook-Palmer Park		
13-25 people	Residents	\$ 75
13-25 people	Non-Residents	\$ 100
26-50 people	Residents	\$ 150
26-50 people	Non-Residents	\$ 200
Penalty fee for failure to obtain Day Use Permit		\$ 100