

TOWN OF ATHERTON
MASTER FEE SCHEDULE

Note: This Fee Schedule does not include all fees that may be imposed by the Town of Atherton

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TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Administrative Fees

Service	Fee
ADMINISTRATIVE FEES	
Photocopying and/or Printing	\$0.10 Per Page
Digital Transmission of Files	\$0
Returned Checks (Non-Sufficient Funds)	\$35 Per Check
Stop-payment Check & Lost Check Replacement	\$35 Per Check
Tape Duplication - Per Tape	.75 per tape
Notarize - Per Signature	\$10
Certified Copies - Per Copy	\$30
Special Event Application Review	\$202
Copy of Municipal Code	Free Via Website or See Photocopying and Printing Charge
Copy of General Plan	Free Via Website or See Photocopying and Printing Charge
Copy of Zoning Ordinance	Free Via Website or See Photocopying and Printing Charge
Copy of Budget	Free Via Website or See Photocopying and Printing Charge
Copy of Subdivision Ordinance	Free Via Website or See Photocopying and Printing Charge
List of All Businesses in Atherton	Free Via Website or \$64
Install and Remove Banner:	
Town Related Banner	\$0
All Other Banners	\$361
Code Enforcement - Administrative (Penalty)	Billed Hourly; Reference Hourly Rates

For Services Requested of Town Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity:

Administration Department Staff:	\$121 Per Hour
Finance Department Staff:	\$153 Per Hour

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Building Fees

BUILDING FEES

Building Permit Fees

Total Valuation	Building Permit Fee	Plan Review Fee
\$1.00 to \$500	\$23.50	65% of Building Permit Fee
\$501 to \$2,000	\$23.50 for the first \$500, plus \$3.05 for each add'l \$100, or fraction thereof, to and including \$2,000	65% of Building Permit Fee
\$2,001 to \$25,000	\$69.25 for the first \$2,000, plus \$14.00 for each add'l \$1,000, or fraction thereof, to and including \$25,000	65% of Building Permit Fee
\$25,001 to \$50,000	\$391.25 for the first \$25,000, plus \$10.10 for each add'l \$1,000, or fraction thereof, to and including \$50,000	65% of Building Permit Fee
\$50,001 to \$100,000	\$643.75 for the first \$50,000, plus \$7.00 for each add'l \$1,000, or fraction thereof, to and including \$100,000	65% of Building Permit Fee
\$100,001 to \$500,000	\$993.75 for the first \$100,000, plus \$5.60 for each add'l \$1,000, or fraction thereof, to and including \$500,000	65% of Building Permit Fee
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000, plus \$4.75 for each add'l \$1,000, or fraction thereof, to and including \$1,000,000	45% of Building Permit Fee
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000, plus \$3.65 for each add'l \$1,000, or fraction thereof	45% of Building Permit Fee

Permitted Value of Construction

New Habitable Construction	\$350 Per Square Foot
Remodeled Habitable Construction	\$300 Per Square Foot
New or Remodeled Non-Habitable Construction	\$200 Per Square Foot

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Building Fees

Service	Fee
BUILDING FEES	
Other Building Fees	
Plumbing, Mechanical, Electrical Permit	\$100
Demolition Permit Fee	\$200
Landscape Screening Permit Fee	\$250
Water Well Permit Fee	\$500
Solar Panels Permit Fee	\$250
Heritage Tree Removal - Staff Level (First Tree)	\$100
Heritage Tree Removal - Staff Level (Each Additional Tree)	\$38
Excavation Permit	\$457
Revision Fee	\$54 per hour
Address Change	\$250
Permit Search	\$20 Plus Photocopying and/or Printing Posts
Reactivation of an Expired Permit	Up to One-Half the Amount Required for a New Permit for Such Work
Code Enforcement - Administrative (Penalty)	Billed Hourly; Reference Hourly Rates
Second Utility Deposit (Ordinance 15.04.040)	\$5,000
Landscape Screening Deposit (Ordinance 17.50.060)	\$5,000
Temporary Occupancy Deposit:	
Deposit	\$5,000
Administrative Fee	\$152
Excavation Road Deposit (Ordinance 15.04.045)	\$5,000
Recycling Deposit	\$1,000 Minimum and \$500 Minimum for Re-Roof Permits
For issuance of any construction permit with a project cost estimated above \$50,000 or will generate more than ten tons of construction or demolition debris.	

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Building Fees

Service	Fee
BUILDING FEES	
SMIP Fee	
SMIP - Residential (California Department of Conservation Mandated Fee)	Valuation Amount X 0.0001
SMIP - Commercial (California Department of Conservation Mandated Fee)	Valuation Amount X 0.00021
Building Standards Administration Special Revolving Fund (Senate Bill No. 1473 State Mandated)	
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

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Planning Fees

Service	Fee
PLANNING FEES	
Conditional Use Permit/Special Structure Permit	Billed Per Hour with \$1,919 Minimum, Plus \$2,000 Initial Deposit
Variance	Billed Per Hour with \$2,242 Minimum, Plus \$2,000 Initial Deposit
Heritage Tree Removal Permit	Billed Per Hour with \$2,224 Minimum, Plus \$2,000 Initial Deposit
Exception Review	Billed Per Hour with \$1,919 Minimum, Plus \$2,000 Initial Deposit
Excessive Height	Billed Per Hour with \$1,919 Minimum, Plus \$2,000 Initial Deposit
Lot Line Redesignation	Billed Per Hour with \$2,242 Minimum, Plus \$2,000 Initial Deposit
Lot Line Adjustment	Billed Per Hour with \$1,596 Minimum, Plus \$2,500 Initial Deposit
Tentative Parcel Map	Billed Per Hour with \$2,242 Minimum, Plus \$2,500 Initial Deposit
Final Parcel Map	Billed Per Hour with \$1,273 Minimum, Plus \$2,500 Initial Deposit
Appeal	\$750
School Master Plan	\$750
Initial Review/Negative Declaration	Billed Per Hour with \$3,534 Minimum, Plus \$2,000 Initial Deposit
Zoning Ordinance Amendment	Billed Per Hour with \$3,534 Minimum, Plus \$2,500 Initial Deposit
General Plan Amendment	Billed Per Hour with \$3,534 Minimum, Plus \$2,500 Initial Deposit
Zoning Review for Home Occupation Business	\$81
Pre-Application Review	Billed Hourly; Reference Hourly Rates

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Planning Fees

Service	Fee
PLANNING FEES	
Street Easement Vacation	Billed Hourly; Reference Hourly Rates
Code Enforcement - Administrative (Penalty)	Billed Hourly; Reference Hourly Rates
Initial Review (2 reviews for fee amount; additional reviews billed hourly):	
a. Fence	\$157
b. Accessory Structures (includes pools)	\$314
c. Accessory Buildings	\$637
d. Additions	\$798
e. New Construction	\$1,282
Revisions to Previously Approved Plans	Billed Hourly; Reference Hourly Rates

Many of the above-listed fees are applied on an hourly basis and are structured to recover the full cost of service for each activity type. The Town will apply the following hourly rates against recorded time to determine the fee amount owed by each applicant. Hourly rates from other departments outside the Planning Department, including the City Attorney's Office, may also apply if staff from those other departments perform work on a specific application. Additionally, the Town will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.

For Services Requested of Town Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity:

Town Planner:	\$225 Per Hour
Deputy Town Planner:	\$177 Per Hour
Senior Planner:	\$168 Per Hour
Assistant Planner:	\$135 Per Hour
Administrative Staff:	\$119 Per Hour
Composite Rate for Fee Setting:	\$161 Per Hour

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Parks Program Fees

Service	Fee
PARKS PROGRAM FEES	
Weddings/Receptions or Social Functions	
One Building Rental	
1 - 100 Guests	\$2,000
101 - 200 Guests	\$2,250
Additional Hour	\$100 Per Hour
Additional Attendant	\$50 Per Hour
Two Building Rental	
1 - 100 Guests	\$4,000
101 - 200 Guests	\$4,500
Additional Hour	\$100 Per Hour
Additional Attendant	\$50 Per Hour
Deposit	
Security Deposit:	\$1,000
Amount refundable if cancelled more than nine months in advance	\$750
Amount refundable if cancelled seven to nine months in advance	\$500
Amount refundable if cancelled six months or less in advance	\$0

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Parks Program Fees

Service	Fee
PARKS PROGRAM FEES	
Meetings	
The Main House	
Half Day (Mon. - Fri.) (Four hours)	\$300
Full Day/Evening (Mon. - Fri.)	\$400; Plus \$50 Per Hour After 5:00 p.m.
Additional Hour	\$50 Per Hour
Carriage House	
Weekday, Half Day (Mon. - Fri.) (Four hours)	\$200
Weekday, Full Day (Mon. - Fri.) (8:00 am - 5:00 pm)	\$250
Weekend, Full Day (Sat. - Sun.) (9:00 am - 4:00 pm)	\$250; Plus \$25 Per Hour
Weekend Evening (Fri. - Sun.) (5:00 pm - 11:00 pm)	\$500
Additional Hour or Additional Attendant	\$25 Per Hour
Jennings Pavilion	
1 - 100 Guests	
Half Day (Mon. - Fri.) (Four hours)	\$400
Full Day/Evening (Mon. - Fri.)	\$500; Plus \$50 Per Hour After 5:00 p.m.
Additional Hour or Additional Attendant	\$50 Per Hour
101 - 200 Guests	
Half Day (Mon. - Fri.)	\$500
Full Day/Evening (Mon. - Fri.)	\$600; Plus \$100 Per Hour After 5:00 p.m.
Additional Hour or Additional Attendant	\$100 Per Hour
Town Related Organizations	40% Discount for Main House Meeting Rentals; 20% Discount for Carriage House and Jennings Pavilion Meeting Rentals
Security Deposit (1)	\$250
Other	
Day Use Permit (Exclusive Use of Picnic Facilities)	\$100 Per Day
Code Enforcement - Administrative (Penalty)	Billed Hourly; Reference Hourly Rates

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Parks Program Fees

Service	Fee
PARKS PROGRAM FEES	

For Services Requested of Town Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity:

Program Director, for services related to facility use:	\$253 Per Hour
Facility Maintenance Staff, for services related to facility use:	\$237 Per Hour
Facility Attendant, for services related to facility use:	\$110 Per Hour

(1) Security deposit not required for Town Related Organizations.

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Public Works Fees

Service	Fee
PUBLIC WORKS FEES	
Encroachment Permits	
Class A - One Inspection Required:	
Driveway Connection to Street:	
i. Application	\$199
ii. Plan Check	\$133
iii. Inspection	\$133
Total	\$465
iv. Additional Plan Check	\$133
v. Additional Inspection	\$133
Class B - Two Inspections Required:	
Driveway Connection to Street:	
i. Application	\$199
ii. Plan Check	\$199
iii. Inspection	\$266
Total	\$665
iv. Additional Plan Check	\$199
v. Additional Inspection	\$133
Class C - Three or More Inspections Required:	
Driveway Connection to Street - Asphalt/Pavers:	
Without Driveway Culvert (up to 3 inspections)	
i. Application	\$199
ii. Plan Check	\$266
iii. Inspection	\$399
Total	\$864
iv. Additional Plan Check	\$266
v. Additional Inspection	\$133
With Driveway Culvert (up to 4 inspections)	
i. Application	\$199
ii. Plan Check	\$332
iii. Inspection	\$532
Total	\$1,064
iv. Additional Plan Check	\$332
v. Additional Inspection	\$133

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Public Works Fees

Service	Fee
PUBLIC WORKS FEES	
Driveway Connection to Street - Concrete:	
Without Driveway Culvert (up to 4 inspections)	
i. Application	\$199
ii. Plan Check	\$332
iii. Inspection	\$532
Total	\$1,064
iv. Additional Plan Check	\$332
v. Additional Inspection	\$133
With Driveway Culvert (up to 5 inspections)	
i. Application	\$199
ii. Plan Check	\$332
iii. Inspection	\$665
Total	\$1,197
iv. Additional Plan Check	\$332
v. Additional Inspection	\$133
Right-of-Way Landscaping, Fence, Etc. - Minor Construction (up to 2 inspections)	
i. Application	\$133
ii. Plan Check	\$66
iii. Inspection	\$133
Total	\$332
iv. Additional Plan Check	\$66
v. Additional Inspection	\$133
Right-of-Way Landscaping, Fence, Etc. - Standard (up to 2 inspections)	
i. Application	\$199
ii. Plan Check	\$133
iii. Inspection	\$266
Total	\$598
iv. Additional Plan Check	\$133
v. Additional Inspection	\$133

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Public Works Fees

Service	Fee
PUBLIC WORKS FEES	
Connection to Storm Drain or Atherton Channel:	
a. In Pavement	
i. Application (Per Application)	\$199
ii. Plan Check (Per Application)	\$399
iii. Inspection (Per Trench or Pit)	\$798
Total	\$1,396
iv. Additional Plan Check	\$399
v. Additional Inspection	\$133
b. Outside Pavement	
i. Application (Per Application)	\$199
ii. Plan Check (Per Application)	\$399
iii. Inspection (Per Trench or Pit)	\$465
Total	\$1,063
iv. Additional Plan Check	\$399
v. Additional Inspection	\$133
Utility - Minor (One Inspection Required):	
i. Application (Per Application)	\$199
ii. Plan Check (Per Application)	\$133
iii. Inspection	\$133
Total	\$465
iv. Additional Plan Check	\$133
v. Additional Inspection	\$133

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Public Works Fees

Service	Fee
PUBLIC WORKS FEES	
Utility Connect/Disconnect:	
a. In Pavement	
i. Application (Per Application)	\$199
ii. Plan Check (Per Application)	\$266
iii. Inspection (Per Trench or Pit)	\$598
Total	\$1,063
iv. Additional Plan Check	\$266
v. Additional Inspection	\$133
b. Outside Pavement	
i. Application (Per Application)	\$199
ii. Plan Check (Per Application)	\$266
iii. Inspection (Per Trench or Pit)	\$399
Total	\$864
iv. Additional Plan Check	\$266
v. Additional Inspection	\$133
Utility Main:	
a. In Pavement	
i. Application (Per Application)	\$199
ii. Plan Check (Per Application)	\$665
iii. Inspection (Per Trench or Pit)	Trench - Greater of \$598 or \$11 per linear foot; Pit - \$598
Total	varies
iv. Additional Plan Check	\$665
v. Additional Inspection	\$133
b. Outside Pavement	
i. Application (Per Application)	\$199
ii. Plan Check (Per Application)	\$665
iii. Inspection (Per Trench or Pit)	Trench - Greater of \$399 or \$7 per linear foot; Pit - \$399
Total	varies
iv. Additional Plan Check	\$665
v. Additional Inspection	\$133
Telecommunication Installation Permit:	
i. Without Trenching	\$66
ii. With Trenching	See Utility Main Fee

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Public Works Fees

Service	Fee
PUBLIC WORKS FEES	
Property Improvement Permits and Reviews	
Grading and Drainage:	
a. Without Detention System	Billed Per Hour with \$1,330 Minimum, Plus \$500 Initial Deposit or Consultant Cost Plus Overhead
b. With Detention System	Billed Per Hour with \$1,995 Minimum, Plus \$1,000 Initial Deposit or Consultant Cost Plus Overhead
c. With Multiple Detention Systems	Billed Per Hour with \$2,394 Minimum, Plus \$1,500 Initial Deposit or Consultant Cost Plus Overhead
Detention System Annual Report Filing	\$80
Detention System Annual Report - Submittals Out of Compliance	\$199
Other	
Stop Work Order (Penalty)	50% of Permit
Code Enforcement - Administrative (Penalty)	Billed Hourly; Reference Hourly Rates
<p>At the discretion of the Public Works Director, additional fees may apply for projects requiring in excess of 15 hours and additional deposits may be collected for larger or more complex projects.</p> <p>For Services Requested of Town Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity:</p>	
Public Works/Engineering Staff:	\$133 Per Hour

TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Police Fees

Service	Fee
POLICE FEES	
Copy of Police Report: Without Photos or Tape Copies With Photos or Tape Copies Vehicle Releases Alarm Registration Alarm Alert Signs Garage Sale/Estate Sale Permits Fingerprints Solicitor Permit (Valid for six months; business license required) After Hours Emergency Construction Permits Special Service Request: Administrative Fee On-Site Personnel Fee Clearance Letter Microfilmed Reports Code Enforcement - Administrative (Penalty)	.10 per page \$106 Per Hour \$53 \$25 \$30 \$18 \$53 \$44 \$141 \$18 Fully Burdened Hourly Rate x 1.5; 2 Hour Minimum \$18 \$106 Per Hour Billed Hourly; Reference Hourly Rates
For Services Requested of Town Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity:	
Records/Communications Staff:	\$106 Per Hour
Patrol/Investigations Staff:	\$141 Per Hour