

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	\$64
Notarize - Per Signature	\$10
Certified Copies - Per Copy	\$32
Special Event Application Review	\$218
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 \$69
Install and Remove Banner:	
Town Related Banners	\$0
All Other Banners	\$387
Business License Processing Fee	\$25 Pass Through
Duplicate Business License Processing Fee	\$25 Pass Through
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:	\$129 Per Hour
Finance Department Staff:	\$166 Per Hour

TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Planning Fees

Service	Fee
PLANNING FEES	
Conditional Use Permit	Billed Per Hour with \$1,963 Minimum, Plus \$2,000 Initial Deposit
Variance	Billed Per Hour with \$2,289 Minimum, Plus \$2,000 Initial Deposit
Heritage Tree Removal Permit	Billed Per Hour with \$2,293 Minimum, Plus \$2,000 Initial Deposit
Exception Review	Billed Per Hour with \$1,963 Minimum, Plus \$2,000 Initial Deposit
Excessive Height	Billed Per Hour with \$1,963 Minimum, Plus \$2,000 Initial Deposit
Lot Line Redesignation	Billed Per Hour with \$2,289 Minimum, Plus \$2,000 Initial Deposit
Lot Line Adjustment	Billed Per Hour with \$1,636 Minimum, Plus \$2,500 Initial Deposit
Tentative Parcel Map	Billed Per Hour with \$2,289 Minimum, Plus \$2,500 Initial Deposit
Final Parcel Map	Billed Per Hour with \$1,310 Minimum, Plus \$2,500 Initial Deposit
Appeal	\$750
School Master Plan	\$750
Initial Review/Negative Declaration	Billed Per Hour with \$3,595 Minimum, Plus \$2,000 Initial Deposit
Zoning Ordinance Amendment	Billed Per Hour with \$3,595 Minimum, Plus \$2,500 Initial Deposit
General Plan Amendment	Billed Per Hour with \$3,595 Minimum, Plus \$2,500 Initial Deposit
Zoning Review for Home Occupation Business	\$82
Pre-Application Review	Billed Hourly; Reference Hourly Rates
Street Easement Vacation	Billed Hourly; Reference Hourly Rates
Code Enforcement - Administrative (Penalty)	Billed Hourly; Reference Hourly Rates

TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Planning Fees

Service	Fee
PLANNING FEES	
Initial Review (2 reviews for fee amount; additional reviews billed hourly):	
a. Fence	\$164
b. Accessory Structures (includes pools)	\$328
c. Accessory Buildings	\$655
d. Additions	\$818
e. New Construction	\$1,308
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 prevailing hourly rates against recorded staff 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:	\$226 Per Hour
Deputy Town Planner:	\$178 Per Hour
Senior Planner:	\$169 Per Hour
Assistant Planner:	\$136 Per Hour
Planning Administrative Staff:	\$120 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 a.m. - 5:00 p.m.)	\$250
Weekend, Full Day (Sat. - Sun.) (9:00 a.m. - 4:00 p.m.)	\$250; Plus \$25 Per Hour
Weekend Evening (Fri. - Sun.) (5:00 p.m. - 11:00 p.m.)	\$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

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:	\$272 Per Hour
Facility Maintenance Staff, for services related to facility use:	\$256 Per Hour
Facility Attendant, for services related to facility use:	\$122 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	
Driveway Connection to Street - Asphalt/Pavers:	
Without Driveway Culvert (up to 3 inspections)	
i. Application	\$300
ii. Plan Check	\$400
iii. Inspection	\$599
Total	\$1,299
iv. Additional Plan Check	\$400
v. Additional Inspection	\$200
With Driveway Culvert (up to 4 inspections)	
i. Application	\$300
ii. Plan Check	\$499
iii. Inspection	\$799
Total	\$1,598
iv. Additional Plan Check	\$499
v. Additional Inspection	\$200
Driveway Connection to Street - Concrete:	
Without Driveway Culvert (up to 4 inspections)	
i. Application	\$300
ii. Plan Check	\$499
iii. Inspection	\$799
Total	\$1,598
iv. Additional Plan Check	\$499
v. Additional Inspection	\$200
Driveway Connection to Street - Concrete:	
With Driveway Culvert (up to 5 inspections)	
i. Application	\$300
ii. Plan Check	\$499
iii. Inspection	\$999
Total	\$1,798
iv. Additional Plan Check	\$499
v. Additional Inspection	\$200

TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Public Works Fees

Service	Fee
PUBLIC WORKS FEES	
Right-of-Way Landscaping, Fence, Etc. - Minor Construction (up to 2 inspections)	
i. Application	\$200
ii. Plan Check	\$100
iii. Inspection	\$200
Total	\$500
iv. Additional Plan Check	\$100
v. Additional Inspection	\$200
Right-of-Way Landscaping, Fence, Etc. - Standard (up to 2 inspections)	
i. Application	\$300
ii. Plan Check	\$200
iii. Inspection	\$400
Total	\$900
iv. Additional Plan Check	\$200
v. Additional Inspection	\$200
Connection to Storm Drain or Atherton Channel:	
i. Application (Per Application)	\$300
ii. Plan Check (Per Application)	\$599
iii. Inspection	
a. In-Pavement (up to 5 inspections)	
i. Trench (per linear foot)	\$48
ii. Bored pit (per pit)	\$1,199
b. Outside Pavement (up to 4 inspections)	
i. Trench (per linear foot)	\$28
ii. Bored pit (per pit)	\$699
Total	Varies
iv. Additional Plan Check	\$599
v. Additional Inspection	
a. In-Pavement	
i. Trench (per linear foot)	\$10
ii. Bored pit (per pit)	\$240
b. Outside Pavement	
i. Trench (per linear foot)	\$7
ii. Bored pit (per pit)	\$175

TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Public Works Fees

Service	Fee
PUBLIC WORKS FEES	
Utility Connect/Disconnect:	
i. Application (Per Application)	\$300
ii. Plan Check (Per Application)	\$400
iii. Inspection	
a. In-Pavement (up to 7 inspections)	
i. Trench (per linear foot)	\$36
ii. Bored pit (per pit)	\$899
b. Outside Pavement (up to 6 inspections)	
i. Trench (per linear foot)	\$24
ii. Bored pit (per pit)	\$499
Total	Varies
iv. Additional Plan Check	\$400
v. Additional Inspection	
a. In-Pavement	
i. Trench (per linear foot)	\$5
ii. Bored pit (per pit)	\$128
b. Outside Pavement	
i. Trench (per linear foot)	\$4
ii. Bored pit (per pit)	\$83
Utility Main:	
i. Application (Per Application)	\$300
ii. Plan Check (Per Application)	\$999
iii. Inspection	
a. In-Pavement (up to 7 inspections)	
i. Trench (per linear foot)	\$40
ii. Bored pit (per pit)	\$999
b. Outside Pavement (up to 6 inspections)	
i. Trench (per linear foot)	\$27
ii. Bored pit (per pit)	\$599
Total	Varies
iv. Additional Plan Check	\$999
v. Additional Inspection	
a. In-Pavement	
i. Trench (per linear foot)	\$6
ii. Bored pit (per pit)	\$143
b. Outside Pavement	
i. Trench (per linear foot)	\$4
ii. Bored pit (per pit)	\$100

TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Public Works Fees

Service	Fee
PUBLIC WORKS FEES	
Telecommunication Installation Permit: i. Without Trenching ii. With Trenching	\$100 See Utility Connect Fee
Property Improvement Permits and Reviews	
Grading and Drainage	Actual Consultant Cost Plus Town Overhead
Detention System Annual Report Filing	\$120
Detention System Annual Report - Submittals Out of Compliance	\$300
Other	
Stop Work Order (Penalty)	50% of Permit Fee
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 8 hours. 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:	\$200 Per Hour

