CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2026-27 ***Adopted***
Schedule of Community Development Department, Planning Division Fees
(Effective on July 1st, 2026)

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Appeal, Planning and Transportation Commission	Per Appeal		$ 2,255
Appeal, City Council	Per Appeal		$ 2,255
Attorney's Fees			
Support to Planning projects that require Deposit	Per Project		Actual cost / + $2,500 minimum deposit
Support to Projects on a "Fixed"/"Flat" Fee Basis	Per Project		Actual Cost - 2 Hours Minimum
Below Market Rate (BMR), Housing Plan	Per Project		$ 2,364
Below Market Rate (BMR), Builder Alternative	Per Project		$ 2,364
Below Market Rate (BMR), Housing Agreement	Per Project		$ 3,039
CEQA			
Document Filing	Per Project		$ 338
Categorical Exemption			
City Processing Fee	Per Project		$ 675
Department of Fish and Game / County Recording Fees	Per Project		Actual Cost of DFG / County Fees
Initial Study/Negative Declaration/Mitigated Negative/EIR			
City Processing Fee	Per Project		Actual Cost with $3,000 deposit
Consultant Review	Per Project		Actual Cost with $5,000 deposit
Mitigation Monitoring	Per Project		Actual Cost with $1,000 deposit
Cell Tower Application		[3]	
6409 Application	Each		$ 1,351
Other Applications	Each		Actual Cost / T&M
Creek Exception/Stream Overlay District Review			
City Processing Fee	Per Project		$ 5,065
Consultant Review	Per Project		Actual Cost of Consultant Study

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Compliance Review - Single Family			
Single Family, New Home/Notification	Per Project		$ 11,821
Single Family, First Floor Addition/Notification	Per Project		$ 8,443
Single Family, Second Floor Addition/Notification	Per Project		$ 11,821
Single Family, First Floor Addition (Staff)	Per Project		$ 3,378
Single Family, Second Floor Addition (Staff)	Per Project		$ 5,065
Design Review - Deviation from Objective Design Standards (Planning and Transportation Commission)	Per Project	[8]	$ 4,053
Design Review (MR, M/U, Comm, IND) - Staff Review / Approval			
New Building	Per Project		$ 20,264
Major Alteration	Per Project		$ 14,185
Minor Alteration	Per Project		$ 10,807
Minor Deviation from Objective Design Standards	Per Project		$ 1,351
Design Review (MR, M/U, Comm, IND) - Planning and Transporation Commission Review / Approval			
New Building (Planning and Transportation Commission)	Per Project		$ 23,979
Major Alteration (Planning and Transportation Commission)	Per Project		$ 17,900
Minor Alteration (Planning and Transportation Commission)	Per Project		$ 14,522
Major Deviation from Objective Design Standards	Per Project	[8]	$ 10,132
Design Review (Other)			
A - Frames	Per Project		$ 169
Accessory Structures (Includes large decks)	Per Project		$ 2,026
Architectural Peer Review	Per Project		$3,000 Initial Deposit
Mills Acts Designated Projects			
City Processing Fee	Per Project		$ 2,026
Historic Consultant Review	Per Project	[4]	$5,000 Initial Deposit
Miscellaneous (awnings, trash, replacement materials, site plan review, landscape)	Per Project		$ 675
Outdoor Uses Dining & Retail Sales	Per Project		$ 2,026
Sign Program	Per Project		$ 6,754
Signs - (Planning Commission)	Per Project		$ 5,065
Signs (Staff)	Per Project		$ 1,351
Temporary Banner	Per Project		$ 338
Minor Alterations	Per Project		$ 1,351

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Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Document Imaging	Per 1/2 Hour - 1/2 Hour Minimum		$ 169
Domestic Fowl and Non-Household Pets	Per Project		$ 2,026
Excessive Noise Compliance Permit	Per Project		$ 675
Final Inspection, Single-Family	Per Project		$ 675
Final Inspection, Other	Per Project		$ 1,351
General Plan Amendment	Per Project		$ 13,510
Grading and Dirt Haul Certificate	Per Project		$ 3,378
Historic Preservation			
City Processing Fee	Per Project		$ 675
Historic Assessment - Consultant Review	Per Project		Actual Cost with $2,000 deposit
Mills Act Contract	Per Project		$ 5,065
Interdepartmental Plan Review			
Building	Per Project		See Building Fee Schedule for Per Review Charge
Engineering	Per Project		See Engineering Fee Schedule and / or Hourly Rates Apply
Fire	Per Project		See Fire Fee Schedule
Police	Per Project		See Police Fee Schedule and/or Hourly Rates Apply
Economic Development - Housing	Per Project		Planning Hourly Rate Applies
Other City Commission Review	Per Project		$ 1,351
Plan Check for Building Permits			
Major (New Multi-Family, Mixed-Use, Commercial, Industrial)	Per Project		$ 4,053
Moderate (New Single-Family, Commercial additions/alterations)	Per Project		$ 1,689
Minor (Single-Family Additions, Accessory Dwelling Units)	Per Project		$ 1,014
Accessory Dwelling Units (Not a Part of The Previous Approval)	Per Project		$ 1,014
Pre-Application Development Review			
General/Initial Questions	Per Project		No Charge
Major	Per Project	[2]	$ 10,132
Minor	Per Project	[1]	$ 6,754

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Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Protected Tree Fees			
Protected Tree Removal Permit / Pruning Permit: Below flat fees are based on requested reason for removal. Depending on complexity of application, additional arborist fees may be incurred at an hourly rate.			
Dead Tree	Per Project		$ 100
Risk or Health Rating	Per Project		$ 500
Species	Per Project		$ 500
Development	Per Project		$500 + Planning Division Staff Hourly Rate
Utility Interference	Per Project		$ 500
Arborist Fee	Per Hour		$ 200
Investigative Report	Each		$500 Initial Deposit
Illegal Tree Removal (additional arborist report fees apply)	Penalty		Double the Application Fee, plus assessed penalties per Muni Code
Protected Tree Notice	Each		$ 150
Tree Replanting Fee	Per Tree	[7]	See Public Works Fee Schedule
Emergency Removals	Per Tree		No Charge
Tree Protection Plan Review (Depending on complexity of application, additional arborist fees may be incurred at an hourly rate.)	Per Project		$750 (5 or fewer trees)
			$1,250 (6 or more trees)
Beekeeping Fee	Per Project	[10]	$ 150
Public Notice Fee			
City Processing Fee	Per Hearing		$ 675
Restrictive Covenants	Each		$ 675
San Mateo County Recording Fees			
City Processing Fee	Each		$ 675
County Fee	Each		Per County fee schedule
Subdivisions			
Subdivision, Major (5 or more lots)	Per Project		$ 27,018
Subdivision, Minor (up to 4 lots) or for Condominium Maps	Per Project		$ 4,053
Lot Line Adjustment, Parcel Mergers	Per Project		$ 1,351
Conditional Exceptions	Per Project		$ 6,754
Lot Verification	Per Project	[5]	$ 675
Map Extension	Per Project		$ 1,351

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Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Transportation Demand Management (TDM) Plan			
City Staff Review	Per Project		$ 4,728
Consultant Review	Per Project		$700 Initial Deposit
Transportation Demand Management (TDM) Review			
Annual	Each		$500 Initial Deposit
5-Year	Each		$500 Initial Deposit
Consultant Review	Deposit / Actual Cost		$700 Initial Deposit
Use Permits			
Conditional Use Permit- Planning Commission	Per Project	[8]	$ 10,132
Minor Use Permit - Zoning Administrator	Per Project	[8]	$ 5,065
Use Permits (Development Standards)	Per Project	[8]	$ 4,053
Temporary	Per Project	[8]	$ 2,702
Amendment	Per Project	[8]	$ 4,053
Variance	Per Project		$ 13,510
Waivers	Per Project		$ 1,351
Zoning Administrator Determination	Per Project		$ 2,702
Zoning Ordinance Amendment			
Major Rezone/PD/Map and Text	Per Project		$ 27,018
Moderate Rezone/PD/Map and Text	Per Project		$ 13,510
Minor Rezone/PD/Map and Text	Per Project		$ 6,754
Minor staff review			
ABC/DMV Zoning Affidavit Review	Per Project		$ 675
Business Registration	Per Project		$ 114
Home Occupations	Per Project		$ 114
Home Occupation Revocation Hearing	Per Project		$ 2,702
Massage	Per Project		$ 1,014
Other Zoning Affidavit Review	Per Project		$ 1,351
Parking Calculation	Per Project		$ 1,014
Search and Determination	Per Project	[6]	$ 675
Code Compliance	Per Project		$ 1,351
Technology Fee	Per Permit		0.4% of Total Permit Fee Amount

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General Plan Maintenance and Update - Staff Support	Per Project	[9]	0.65% of Building Project Valuation for all New Construction and Additions; Fee is Applied on Building Permit
General Plan Maintenance and Update - Contract Services	Per Project	[9]	0.09% of Building Project Valuation for all New Construction and Additions; Fee is Applied on Building Permit
Credit Card and eCheck Charges	Each Transaction		Actual Cost
SB-9 Application			
No Lot Split	Each		$ 11,821
Lot Split	Each		$ 11,821
For services requested of City Staff for which no fee/deposit is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee/deposit based on the following hourly rates for staff time involved in the service.			
Planning Division Staff	Per Hour		$ 338

[Notes]

[1} Includes up to 2, 1-hour meetings with multiple departments

[2] Other City department fees/deposits may apply

[3] Governed by FCC, section 6409

[4] Fees for historical consultants apply

[5] Public Works fees apply

[6] Not charged for public records requests

[7] Per the City's Tree Ordinance, the arborist may request a fee in lieu of tree replanting if there is no possibility to plant on site

[8] Existing required fees are waived if a Child Care Center is the applicant

[9] Total General Plan Surcharge fee capped at $370,000 for building project valuations of more than $50 million

[10] $100 reduction in the permit fee if they provide proof that they have taken a beekeeping class