

City of San Carlos



User Fee Schedule - FY2022-23

Adopted

CITY OF SAN CARLOS
COST OF SERVICES FEE SCHEDULE

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CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23 *Adopted*
Schedule of Administrative Services Fees (Effective on July 1st, 2022)

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|---|-------------------------------|-------|------------------------------|
| Returned Check | | [1] | |
| First Item | Per First Check | | \$ 25 |
| Each Additional Item | Per Subsequent Check | | \$ 35 |
| Credit Card and eCheck Charges | Each Transaction | | Actual Cost |
| Copy Charges: | Per Page | | \$.10/page |
| Copy Charges - CD | Per CD | | \$0.50/CD |
| Copies of City Subdivision Ordinances, Zoning Ordinances, Comprehensive Annual Financial Report, Municipal Code Book, Standard Bid Specifications, Standard Detail, Work Program | | | Free/website, or Copy Charge |
| Document Certification | Per Request | | Fee Waived |
| Agenda or Minutes Subscription | | | Free/website, or Copy Charge |
| Research | Per Hour, or Fraction Thereof | | \$ 193 |
| Wheeler Plaza Electrical Vehicle Charging Fee | Per kWh | | \$0.25/kWh |
| For services requested of City Staff for which no fee is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee based on the following hourly rates for staff time: | | | |
| Finance Division Staff (Per Hour) | Per Hour | | \$ 193 |
| City Clerk Department Staff (Per Hour) | Per Hour | | \$ 193 |

[Notes]

[1] Fee set by California Civil Code Ch. 522 Section 1719. Additional charges may apply if not paid within 30 days of receipt of written demand for payment letter

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23 *Adopted*
Schedule of Community Development Department, Planning Division Fees
(Effective on August 29th, 2022)

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|---|-----------------|-------|--|
| Appeal, Planning Commission | Per Appeal | | \$ 2,000 |
| Appeal, City Council | Per Appeal | | \$ 2,000 |
| 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 | | \$ 2,097 |
| Below Market Rate (BMR), Builder Alternative | Per Project | | \$ 2,097 |
| Below Market Rate (BMR), Housing Agreement | Per Project | | \$ 2,696 |
| CEQA | | | |
| Document Filing | Per Project | | \$ 300 |
| Categorical Exemption | | | |
| City Processing Fee | Per Project | | \$ 599 |
| 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 | | \$ 1,198 |
| Other Applications | Each | | Actual Cost / T&M |
| Creek Exception | | | |
| City Processing Fee | Per Project | | \$ 4,493 |
| Consultant Review | Per Project | | Actual Cost of Consultant Study |
| Design Review - Single Family | | | |
| Single Family, New Home (RDRC) | Per Project | | \$ 8,216 |
| Single Family, First Floor Addition (RDRC) | Per Project | | \$ 5,689 |
| Single Family, Second Floor Addition (RDRC) | Per Project | | \$ 8,216 |
| Single Family, First Floor Addition (Staff) | Per Project | | \$ 1,959 |
| Single Family, Second Floor Addition (Staff) | Per Project | | \$ 3,161 |
| Design Review (MR, M/U, Comm, IND) - Staff Review / Approval | | | |
| New Building | Per Project | | \$ 12,641 |
| Major Alteration | Per Project | | \$ 7,837 |
| Minor Alteration | Per Project | | \$ 5,731 |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23 *Adopted*
Schedule of Community Development Department, Planning Division Fees
(Effective on August 29th, 2022)

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|--|---------------------------------|-------|--|
| Design Review (MR, M/U, Comm, IND) - Planning Commission Review / Approval | | | |
| New Building (Planning Commission) | Per Project | | \$ 13,483 |
| Major Alteration (Planning Commission) | Per Project | | \$ 9,101 |
| Minor Alteration (Planning Commission) | Per Project | | \$ 6,573 |
| Design Review (Other) | | | |
| A - Frames | Per Project | | \$ 150 |
| Accessory Structures (Includes large decks) | Per Project | | \$ 1,797 |
| Architectural Peer Review | Per Project | | \$3,000 Initial Deposit |
| Mills Acts Designated Projects | | | |
| City Processing Fee | Per Project | | \$ 1,797 |
| Historic Consultant Review | Per Project | [4] | \$5,000 Initial Deposit |
| Miscellaneous (awnings, trash, replacement materials, site plan review, landscape) | Per Project | | \$ 599 |
| Outdoor Uses Dining & Retail Sales | Per Project | | \$ 1,327 |
| Sign Program | Per Project | | \$ 3,371 |
| Signs - (Planning Commission) | Per Project | | \$ 3,055 |
| Signs (Staff) | Per Project | | \$ 717 |
| Temporary Banner | Per Project | | \$ 300 |
| Minor Alterations | Per Project | | \$ 1,198 |
| Document Imaging | Per 1/2 Hour - 1/2 Hour Minimum | | \$ 150 |
| Domestic Fowl and Non-Household Pets | Per Project | | \$ 900 |
| Excessive Noise Compliance Permit | Per Project | | \$ 599 |
| Final Inspection, Single-Family | Per Project | | \$ 599 |
| Final Inspection, Other | Per Project | | \$ 1,198 |
| General Plan Amendment | Per Project | | \$ 11,983 |
| Grading and Dirt Haul Certificate | Per Project | | \$ 2,996 |
| Historic Preservation | | | |
| City Processing Fee | Per Project | | \$ 400 |
| Historic Assessment - Consultant Review | Per Project | | Actual Cost with \$2,000 deposit |
| Mills Act Contract | Per Project | | \$ 2,000 |
| 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 |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23 *Adopted*
Schedule of Community Development Department, Planning Division Fees
(Effective on August 29th, 2022)

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|--|-----------------|-------|---|
| Other City Commission Review | Per Project | | \$ 1,198 |
| Plan Check for Building Permits | | | |
| Major (New Multi-Family, Mixed-Use, Commercial, Industrial) | Per Project | | \$ 3,035 |
| Moderate (New Single-Family, Commercial additions/alterations) | Per Project | | \$ 1,265 |
| Minor (Single-Family Additions, Accessory Dwelling Units) | Per Project | | \$ 399 |
| Accessory Dwelling Units (Not a Part of The Previous Approval) | Per Project | | \$ 399 |
| Pre-Application Development Review | | | |
| General/Initial Questions | Per Project | | No Charge |
| Major | Per Project | [2] | \$ 6,500 |
| Minor | Per Project | [1] | \$ 3,500 |
| Protected Tree Removal Permit / Pruning Permit | | | |
| City Processing Fee | Per Project | | \$ 300 |
| Arborist | Per Project | | \$500 Initial Deposit |
| 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 | | See Public Works Fee Schedule |
| Public Notice Fee | | | |
| City Processing Fee | Per Hearing | | \$ 599 |
| Restrictive Covenants | Each | | \$ 599 |
| San Mateo County Recording Fees | | | |
| City Processing Fee | Each | | \$ 599 |
| County Fee | Each | | Per County fee schedule |
| Subdivisions | | | |
| Subdivision, Major (5 or more lots) | Per Project | | \$ 23,965 |
| Subdivision, Minor (up to 4 lots) or for Condominium Maps | Per Project | | \$ 3,595 |
| Lot Line Adjustment, Parcel Mergers | Per Project | | \$ 1,198 |
| Conditional Exceptions | Per Project | | \$ 5,991 |
| Lot Verification | Per Project | [5] | \$ 599 |
| Map Extension | Per Project | | \$ 1,198 |
| Transportation Demand Management (TDM) Plan | | | |
| City Staff Review | Per Project | | \$ 4,194 |
| Consultant Review | Per Project | | \$700 Initial Deposit |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23 *Adopted*
Schedule of Community Development Department, Planning Division Fees
(Effective on August 29th, 2022)

| Service | Fee Unit / Type | Notes | Proposed Fee / 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 | | \$ 8,987 |
| Minor Use Permit - Zoning Administrator | Per Project | | \$ 4,493 |
| Use Permits (Development Standards) | Per Project | | \$ 3,595 |
| Temporary | Per Project | | \$ 2,397 |
| Amendment | Per Project | | \$ 3,595 |
| Variance | | | |
| | Per Project | | \$ 11,983 |
| Waivers | | | |
| | Per Project | | \$ 1,198 |
| Zoning Administrator Determination | | | |
| | Per Project | | \$ 2,397 |
| Zoning Ordinance Amendment | | | |
| Major Rezone/PD/Map and Text | Per Project | | \$ 23,965 |
| Moderate Rezone/PD/Map and Text | Per Project | | \$ 11,983 |
| Minor Rezone/PD/Map and Text | Per Project | | \$ 5,991 |
| Minor staff review | | | |
| ABC/DMV Zoning Affidavit Review | Per Project | | \$ 599 |
| Business Registration | Per Project | | \$ 101 |
| Home Occupations | Per Project | | \$ 101 |
| Home Occupation Revocation Hearing | Per Project | | \$ 2,397 |
| Massage | Per Project | | \$ 899 |
| Other Zoning Affidavit Review | Per Project | | \$ 1,198 |
| Parking Calculation | Per Project | | \$ 899 |
| Search and Determination | Per Project | [6] | \$ 599 |
| Code Compliance | Per Project | | \$ 1,198 |
| Technology Fee | | | |
| | Per Permit | | 0.4% of Total Permit Fee Amount |
| General Plan Maintenance and Update - Staff Support | | | |
| | Per Project | | 1% of Building Project Valuation for all New Commercial and Additions; Fee is Applied on Building Permit |
| General Plan Maintenance and Update - Contract Services | | | |
| | Per Project | | 0.15% of Building Project Valuation for all New Commercial and Additions; Fee is Applied on Building Permit |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23 *Adopted*
Schedule of Community Development Department, Planning Division Fees
(Effective on August 29th, 2022)

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|---|------------------|-------|------------------------|
| Credit Card and eCheck Charges | Each Transaction | | Actual Cost |
| SB-9 Application | | | |
| No Lot Split | Each | | \$ 10,485 |
| Lot Split | Each | | \$ 10,485 |
| 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 | | \$ 300 |

[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

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Public Works Department Fees
(Effective on August 29th, 2022)

Adopted

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|--------------------------------------|-----------------------|-------|------------------------|
| Final Map Review | | | |
| (Includes up to 3 Reviews) | | | |
| Parcel (4 lots or less) | | | |
| City Processing Fee | Per Project | | \$ 2,387 |
| Consultant Review | Per Project | | Deposit / Actual Cost |
| Subdivision (5 or more lots) | | | |
| City Processing Fee | Per Project | | \$ 2,769 |
| Consultant Review | Per Project | | Deposit / Actual Cost |
| 4th and Subsequent Review | | | |
| City Processing Fee | Per Submittal | | \$ 286 |
| Consultant Review | Per Submittal | | Deposit / Actual Cost |
| Civil Plan Check | | [1] | |
| (Includes up to 3 Reviews) | | | |
| Minor Projects | | | |
| City Processing Fee | Per Project | | \$ 1,910 |
| Consultant Review | Per Project | | Deposit / Actual Cost |
| Moderate Projects | | | |
| City Processing Fee | Per Project | | \$ 3,724 |
| Consultant Review | Per Project | | Deposit / Actual Cost |
| Major Projects | | | |
| City Processing Fee | Per Project | | \$ 5,443 |
| Consultant Review | Per Project | | Deposit / Actual Cost |
| 4th and Subsequent Review | | | |
| City Processing Fee | Per Submittal | | \$ 477 |
| Consultant Review | Per Submittal | | Deposit / Actual Cost |
| Utility Companies Plan Check: | | [2] | |
| Minor | Each | | \$ 191 |
| Moderate | Each | | \$ 382 |
| Major | Deposit / Actual Cost | | \$ 668 |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Public Works Department Fees
(Effective on August 29th, 2022)

Adopted

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|---|---------------------------|-------|------------------------|
| Construction Inspection (Including Utilities) | | [3] | |
| Minor Projects (1-3 inspections) | Per Project | | \$ 430 |
| Moderate Projects (4-5 inspections) | Per Project | | \$ 716 |
| Major Projects (6-10 inspections) | Deposit / Actual Cost | | Deposit / Actual Cost |
| Additional Inspection | Each | | \$ 143 |
| Post Construction Stormwater Device Monitoring | Per Device, Every 5 Years | | \$ 382 |
| Dirt Hauling | Per CY | | \$ 2.10 |
| Planning & Building Dept. Plan Check: | | | |
| Planning Referral | | | |
| City Processing Fee | Per Project | | \$ 955 |
| Consultant Review | Per Project | | Deposit / Actual Cost |
| Building Referral, Review of On-site Civil | Per Project | | \$ 382 |
| Debris Box/Storage Container Permit | | | |
| Duration up to two weeks | Per Permit | | \$ 86 |
| Monthly | Per Permit | | \$ 286 |
| Encroachment Permit Administrative Fee | Per Permit | | \$ 95 |
| Outside Sewer Agreement Fee | Deposit / Actual Cost | | Deposit \$5,000 |
| Community Banner (Hang & Remove): | | | |
| for-profit organization | Each | | \$ 191 |
| non-profit organization | Each | | No Charge |
| Wide Load Processing | Each | [5] | \$ 16 |
| Sidewalk Dining or Outdoor Display Approval | | | |
| Initial | Each Initial Review | | \$ 286 |
| Annual | Each Annual Review | | \$ 286 |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Public Works Department Fees
(Effective on August 29th, 2022)

Adopted

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|--|------------------------------|-------|--|
| Temporary <i>NO PARKING</i> Signs | Per Sign | | \$ 1 |
| Semi-Annual Permit Parking in City Lots | | | |
| Downtown Employee Parking Program | Per Six Month Permit | | \$ 95 |
| East San Carlos Parking Permit Program-Residential Part of the Program | Each | | No Charge |
| East San Carlos Parking Permit Program-Business part of the Program | Per Six Month Permit | | \$ 35 |
| Exception to the Winter Moratorium on Grading | Per Week-long Request | | \$ 95 |
| "Street Cut" fee per Ordinance Section 12.08.310.C.2 | Per Opening | | \$ 600 |
| Video Review of Existing Sewer Lateral | Each | | \$ 143 |
| Starting Work Without a Permit | Per Permit | | Actual Cost |
| Grading Bond Policy (per 12.08.100) | | | |
| <1,000 CY | Per City Policy | | Valuation of Improvements + 20% Contingency |
| >1,000 CY | Per City Policy | | Valuation of Improvements + 20% Contingency, plus Performance Bond |
| Industrial / Commercial Business Stormwater C.4 Inspection Fee | Per Hour - Minimum 1.5 Hours | | \$ 191 |
| Technology Fee | Per Permit | | 0.4% of Total Permit Fee Amount |
| Credit Card and eCheck Charges | Each Transaction | | Actual Cost |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Public Works Department Fees
(Effective on August 29th, 2022)

Adopted

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|---|--------------------------------|-------|------------------------|
| Parklet Program | | | |
| Encroachment Permit Administrative Fee | Per Permit | | \$ 95 |
| Encroachment Permit - Downtown Area | Per Permit / Per 6 Months | | \$ 933 |
| Encroachment Permit - Other Areas (Industrial Arts, etc.) | Per Permit / Per 6 Months | | \$ 933 |
| Cleaning Fee | Per Linear Foot / Per 6 Months | | \$ 12.82 |
| | | | |
| Tree Replanting Fee | Per Tree | [4] | \$ 1,486 |
| | | | |
| For services requested of City Staff for which no fee is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee based on the following hourly rates for staff time involved in the service. | | | |
| Maintenance Staff | per hr. | | \$ 246 |
| Engineering Staff | per hr. | | \$ 191 |

[Notes]

[1] Minor

One (1) single family residence

- o < 1000 CY of grading
- o >= 1000 CY of grading

Moderate

Abandonment of R/W or Easement

Two or more (2+) single family residences (<1 acre)

- o C.3 Regulated
- o Not C.3 Regulated

multi-family/mixed-use/commercial/industrial (< 1 acres)

- o C.3 regulated
- o Not C.3 regulated

Major

Two or more (2+) single family residences (>= 1 acre)

Multi-family/mixed-use/commercial/industrial (>= 1 acres)

[2] Minor project - point repair or maintenance, service line repair or replacement, replacement of overhead utilities, traffic control only,

Moderate project - installation of overhead utilities, installation of equipment at a specific location (not linear),

Major project - installation or replacement of underground utilities,

[3] Minor project - sewer lateral repair or installation (outside of roadway), sidewalk, curb, gutter, driveway, traffic control (only), minor utility point repair, installation or maintenance (above ground), discharge, minor roadway improvement,

Moderate project - sewer lateral repair or installation (within roadway), soil boring, moderate utility point repair, installation or maintenance (underground),

Major project - new main line installation or replacement including sewer, storm, water, gas, and electric, major point repair, major development projects including offsite improvements.

[4] Amount of fee for the 24th box tree is subject to change based on actual vendor cost

[5] Set by Title 21 of California Code of Regulation Section 1411.3

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Community Development Department, Building Department Fees
(Effective on August 29th, 2022)

Adopted

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|---|--|-------|------------------------|
| Building Permits (single Family Residential) | | | |
| Less Than \$5,000 | | | |
| Building Permit Fee | base fee under \$5,000 | | \$ 200 |
| Plan Check Fee | base fee under \$5,000 | | \$ 175 |
| \$5,000 - \$24,999 | | | |
| Building Permit Fee | base fee @ \$5,000 | | \$ 309 |
| | each add'l \$1,000 or fraction thereof | | \$ 15.00 |
| Plan Check Fee | base fee @ \$5,000 | | \$ 258 |
| | each add'l \$1,000 or fraction thereof | | \$ 15.00 |
| \$25,000 - \$49,999 | | | |
| Building Permit Fee | base fee @ \$25,000 | | \$ 927 |
| | each add'l \$1,000 or fraction thereof | | \$ 28.84 |
| Plan Check Fee | base fee @ \$25,000 | | \$ 695 |
| | each add'l \$1,000 or fraction thereof | | \$ 22.66 |
| \$50,000 - \$99,999 | | | |
| Building Permit Fee | base fee @ \$50,000 | | \$ 1,648 |
| | each add'l \$1,000 or fraction thereof | | \$ 28.84 |
| Plan Check Fee | base fee @ \$50,000 | | \$ 1,236 |
| | each add'l \$1,000 or fraction thereof | | \$ 22.66 |
| \$100,000 - \$499,999 | | | |
| Building Permit Fee | base fee @ \$100,000 | | \$ 3,090 |
| | each add'l \$1,000 or fraction thereof | | \$ 8.24 |
| Plan Check Fee | base fee @ \$100,000 | | \$ 2,318 |
| | each add'l \$1,000 or fraction thereof | | \$ 6.18 |
| \$500,000 - \$999,999 | | | |
| Building Permit Fee | base fee @ \$500,000 | | \$ 6,592 |
| | each add'l \$1,000 or fraction thereof | | \$ 6.18 |
| Plan Check Fee | base fee @ \$500,000 | | \$ 4,944 |
| | each add'l \$1,000 or fraction thereof | | \$ 4.12 |
| \$1,000,000 and Up | | | |
| Building Permit Fee | base fee @ \$1,000,000 | | \$ 9,888 |
| | each add'l \$1,000 or fraction thereof | | \$ 7.42 |
| Plan Check Fee | base fee @ \$1,000,000 | | \$ 7,416 |
| | each add'l \$1,000 or fraction thereof | | \$ 5.56 |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23 *Adopted*
Schedule of Community Development Department, Building Department Fees
(Effective on August 29th, 2022)

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|--|--|-------|------------------------|
| Building Permits (Multi-Family Residential / Commercial / Industrial) | | | |
| Less Than \$10,000 | | | |
| Building Permit Fee | base fee under \$10,000 | | \$ 250 |
| Plan Check Fee | base fee under \$10,000 | | \$ 300 |
| \$10,000 - \$24,999 | | | |
| Building Permit Fee | base fee @ \$10,000 | | \$ 400 |
| | each add'l \$1,000 or fraction thereof | | \$ 20.00 |
| Plan Check Fee | base fee @ \$10,000 | | \$ 450 |
| | each add'l \$1,000 or fraction thereof | | \$ 10.00 |
| \$25,000 - \$49,999 | | | |
| Building Permit Fee | base fee @ \$25,000 | | \$ 1,545 |
| | each add'l \$1,000 or fraction thereof | | \$ 37.08 |
| Plan Check Fee | base fee @ \$25,000 | | \$ 1,236 |
| | each add'l \$1,000 or fraction thereof | | \$ 32.96 |
| \$50,000 - \$99,999 | | | |
| Building Permit Fee | base fee @ \$50,000 | | \$ 2,472 |
| | each add'l \$1,000 or fraction thereof | | \$ 41.20 |
| Plan Check Fee | base fee @ \$50,000 | | \$ 2,060 |
| | each add'l \$1,000 or fraction thereof | | \$ 32.96 |
| \$100,000 - \$499,999 | | | |
| Building Permit Fee | base fee @ \$100,000 | | \$ 4,532 |
| | each add'l \$1,000 or fraction thereof | | \$ 14.42 |
| Plan Check Fee | base fee @ \$100,000 | | \$ 3,708 |
| | each add'l \$1,000 or fraction thereof | | \$ 10.30 |
| \$500,000 - \$999,999 | | | |
| Building Permit Fee | base fee @ \$500,000 | | \$ 9,888 |
| | each add'l \$1,000 or fraction thereof | | \$ 16.48 |
| Plan Check Fee | base fee @ \$500,000 | | \$ 7,416 |
| | each add'l \$1,000 or fraction thereof | | \$ 14.42 |
| \$1,000,000 - \$9,999,999 | | | |
| Building Permit Fee | base fee @ \$1,000,000 | | \$ 17,716 |
| | each add'l \$1,000 or fraction thereof | | \$ 8.24 |
| Plan Check Fee | base fee @ \$1,000,000 | | \$ 14,832 |
| | each add'l \$1,000 or fraction thereof | | \$ 2.93 |
| \$10,000,000 - \$19,999,999 | | | |
| Building Permit Fee | base fee @ \$10,000,000 | | \$ 88,580 |
| | each add'l \$1,000 or fraction thereof | | \$ 8.86 |
| Plan Check Fee | base fee @ \$10,000,000 | | \$ 41,200 |
| | each add'l \$1,000 or fraction thereof | | \$ 7.42 |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Community Development Department, Building Department Fees
(Effective on August 29th, 2022)

Adopted

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|--|--|-------------------|------------------------|
| \$20,000,000 - \$49,999,999 | | | |
| Building Permit Fee | base fee @ \$20,000,000 | | \$ 177,160 |
| | each add'l \$1,000 or fraction thereof | | \$ 3.54 |
| Plan Check Fee | base fee @ \$20,000,000 | | \$ 115,360 |
| | each add'l \$1,000 or fraction thereof | | \$ 3.44 |
| \$50,000,000 and Up | | | |
| Building Permit Fee | base fee @ \$50,000,000 | | \$ 283,456 |
| | each add'l \$1,000 or fraction thereof | | \$ 4.25 |
| Plan Check Fee | base fee @ \$50,000,000 | | \$ 218,360 |
| | each add'l \$1,000 or fraction thereof | | \$ 4.37 |
| Permitted Values for Construction: | | | |
| New Residential and Additions | per sq. ft. | | \$ 232 |
| Interior Remodels | per sq. ft. | | \$ 117 |
| Garages and Accessory Structures | per sq. ft. | | \$ 48 |
| Decks | per sq. ft. | | \$ 39 |
| Commercial Shell | per sq. ft. | | \$ 57 |
| Tenant Improvements | per sq. ft. | | \$ 57 |
| Electrical Permit | | | |
| Residential: New Single Family Permit | 1,700 sq. ft. min. | | \$ 206 |
| | Each additional sq. ft. | per sq. ft. | \$ 0.08 |
| Residential: Addition & Remodel Permit | 1,700 sq. ft. min. | | \$ 206 |
| | Each additional sq. ft. | per sq. ft. | \$ 0.08 |
| Residential: New Multiple Family Permit | 1,700 sq. ft. min. | | \$ 206 |
| | Each additional sq. ft. | per sq. ft. | \$ 0.08 |
| Commercial: New Shell Building Permit | 1,700 sq. ft. min. | | \$ 206 |
| | Each additional sq. ft. | per sq. ft. | \$ 0.08 |
| Commercial: Addition, Remodel, Tenant Improvement Permit | 1,700 sq. ft. min. | | \$ 206 |
| | Each additional sq. ft. | per add'l sq. ft. | \$ 0.08 |
| Commercial: Complex Tenant Improvements (Car Washes, Dry Cleaners, Laundries, Labs, R&D, Biotech, Restaurants, Spray Booths, Hazardous Areas) Permit | 3,000 sq. ft. min. | | \$ 2,060 |
| | Each additional sq. ft. | per add'l sq. ft. | \$ 0.46 |
| Swimming Pool, Spa, or Hot Tub | Per Permit | | \$ 247 |
| Temporary Power Pole | Per Permit | | \$ 247 |
| Main Electrical Service | Per Permit | | \$ 247 |
| New or Replacement Circuit for HVAC or Other | Per Permit | | \$ 103 |
| New or Replacement Sub-Panel | Per Permit | | \$ 247 |
| Miscellaneous Electrical Permit | Per Permit | | \$ 206 |
| PV Solar Fee | Per Permit | | \$ 309 |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23 *Adopted*
Schedule of Community Development Department, Building Department Fees
(Effective on August 29th, 2022)

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|--|-----------------------|-------|------------------------|
| Plumbing Permit | | | |
| Residential: New Single Family Permit | 1,700 sq. ft. min. | | \$ 206 |
| Each additional sq. ft. | per add'l sq. ft. | | \$ 0.08 |
| Residential: Addition & Remodel Permit | 1,700 sq. ft. min. | | \$ 206 |
| Each additional sq. ft. | per add'l sq. ft. | | \$ 0.08 |
| Residential: New Multiple Family Permit | 1,700 sq. ft. min. | | \$ 206 |
| Each additional sq. ft. | per add'l sq. ft. | | \$ 0.08 |
| Commercial: New Shell Building Permit | 1,700 sq. ft. min. | | \$ 206 |
| Each additional sq. ft. | per add'l sq. ft. | | \$ 0.08 |
| Commercial: Addition, Remodel, Tenant Improvement Permit | 1,700 sq. ft. min. | | \$ 206 |
| Each additional sq. ft. | per add'l sq. ft. | | \$ 0.08 |
| Commercial: Complex Tenant Improvements (Car Washes, Dry Cleaners, Laundries, Labs, R&D, Biotech, Restaurants, Spray Booths, Hazardous Areas) Permit | 3,000 Sq. Ft. Minimum | | \$ 2,060 |
| Each additional sq. ft. | per add'l sq. ft. | | \$ 0.46 |
| Miscellaneous Plumbing Permit | Per Permit | | \$ 206 |
| Swimming Pool, Spa, or Hot Tub | Per Permit | | \$ 206 |
| Water Heater Replacement | Per Permit | | \$ 104 |
| Gas Piping Extension for New FAU or HVAC | Per Permit | | \$ 103 |
| Mechanical Permit | | | |
| Residential: New Single Family Permit | 1,700 sq. ft. min. | | \$ 206 |
| Each additional sq. ft. | per add'l sq. ft. | | \$ 0.08 |
| Residential: Kitchen & Bath Remodel | Per Permit | | \$ 103 |
| Commercial: New Shell Building Permit | 1,700 sq. ft. min. | | \$ 206 |
| Each additional sq. ft. | per add'l sq. ft. | | \$ 0.08 |
| Commercial: Addition, Remodel, Tenant Improvement Permit | 1,700 sq. ft. min. | | \$ 206 |
| Each additional sq. ft. | per add'l sq. ft. | | \$ 0.08 |
| Commercial: Complex Tenant Improvements (Car Washes, Dry Cleaners, Laundries, Labs, R&D, Biotech, Restaurants, Spray Booths, Hazardous Areas) Permit | 3000 sq. ft. min. | | \$ 618 |
| Each additional sq. ft. | per add'l sq. ft. | | \$ 0.14 |
| New FAU or HVAC Installations | Per Permit | | \$ 330 |
| Replacement FAU or HVAC | Per Permit | | \$ 206 |
| Miscellaneous Mechanical | Per Permit | | \$ 206 |
| Miscellaneous Building Fees | | | |
| Grading Permit Fee for Swimming Pools | Per Permit | | \$ 103 |
| Grading Permit Fee for Other than Swimming Pools | Per Permit | | \$ 103 |
| Accessibility Plan Check of Building Permit | 1 hour min. | | \$ 206 |
| Each additional hour | each add'l hr. | | \$ 206 |
| Imaging Fees per page (standard size) | Per Page | | \$ 2.06 |
| Imaging Fees per page (oversize) | Per Page | | \$ 4.12 |
| Planning Application Review | Per Permit | | \$ 206 |
| Fees for Second and Each Additional Re-inspection: | | | |
| During Normal Business Hours | 1 hour min. | | \$ 206 |
| Each additional hour | each add'l hr. | | \$ 206 |
| Outside Business Hours | 2 hour min. | | \$ 444 |
| Each additional hour | each add'l hr. | | \$ 222 |
| Code Enforcement-City Attorney | 1 hour min. | [1] | \$ 295 |
| Each additional hour | each add'l hr. | [1] | \$ 295 |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23 *Adopted*
Schedule of Community Development Department, Building Department Fees
(Effective on August 29th, 2022)

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|---|-----------------|-------|---|
| Dirt Haul Permit | n/a | | reference PW fee schedule |
| Municipal Code Violation Fees | | | |
| First Violation | Per Violation | | \$ 100 |
| Second Violation of the Same Ordinance within 36-mths | Per Violation | | \$ 200 |
| Add'l Violation of the same ordinance within 36-mths | Per Violation | | \$ 500 |
| GEO Plan Review / Soils Report Review | n/a | | Actual Cost per Geologist |
| GIS Mapping: New Construction, Addition, Alteration | Per Instance | | \$ 103 |
| Additional Plan Check Fee | Per Hour | | \$ 206 |
| Re-Inspection Fee | Per Hour | | \$ 206 |
| Demolition | Per Instance | | \$ 206 |
| Address Change | Per Instance | | \$ 206 |
| Green Building Review | Per Review | | \$ 206 |
| Energy Calculation Review Fee | Per Review | | \$ 103 |
| Apartment Inspection Annual Fee | | | |
| Per Residential Building | Per Year | | \$ 257 |
| Per Dwelling Unit within each Building | Per Year | | \$ 13 |
| Technology Fee | Per Permit | | 0.4% of Total Permit Fee Amount |
| General Plan Maintenance and Update - Staff Support | Per Project | | 1% of Building Project Valuation for all New Commercial and Additions; Fee is Applied on Building Permit |
| General Plan Maintenance and Update - Contract Services | Per Project | | 0.15% of Building Project Valuation for all New Commercial and Additions; Fee is Applied on Building Permit |
| Construction Time Limits Extension Fee | | | |
| Fees for Additional Extensions | | | |
| 1st 60 Day Extension | Per Project | [2] | 0.5% of Total Value of Project |
| 2nd 60 Day Extension | Per Project | [2] | 1.0% of Total Value of Project |
| 3rd 60 Day Extension | Per Project | [2] | 1.5% of Total Value of Project |
| Construction Time Limits Completion Penalties | | | |
| Period of Time That Projects Remain Incomplete Beyond Applicable Time Limits | | | |
| 30 Day Grace Period | Per Project | | \$0 |
| 31st Day Through 60th Day | Per Project | | 0.01% Per Day of Total Value of Project |
| 61st Day Through 120th Day | Per Project | | 0.015% Per Day of Total Value of Project |
| 121st Day & Every Day Thereafter | Per Project | | 0.02% Per Day of Total Value of Project |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23 *Adopted*
Schedule of Community Development Department, Building Department Fees
(Effective on August 29th, 2022)

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|---|------------------|-------|------------------------|
| Credit Card and eCheck Charges | Each Transaction | | Actual Cost |
| For services requested of City Staff for which no fee is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee based on the following hourly rates for staff time involved in the service: | | | |
| Building Division Staff | Per Hour | | \$ 206 |
| Each Additional Hour | Each add'l hr. | | \$ 206 |

[Notes]

[1] Subject to change per City Attorney contract

[2] The Building Official may waive an extension fee in the event he/she finds the complexity or size of the project requires a greater time than allotted or the reason for the extension request may be considered beyond the owner's control

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Fire Department Fees

Adopted

Fees are subject to change based on Redwood City Fee Schedule updates
The prices listed are for reference only

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|---|-----------------|-------|------------------------|
| Staff Time Consultation | | [1] | |
| Fire Chief | Per Hour | | \$ 276 |
| Deputy Fire Chief | Per Hour | | \$ 251 |
| Fire Marshal | Per Hour | | \$ 221 |
| Battalion Chief | Per Hour | | \$ 231 |
| Fire Prevention Officer | Per Hour | | \$ 140 |
| Administrative Staff | Per Hour | | \$ 110 |
| | | | |
| Inspection Fees | | | |
| State of California Mandated Annual Fire Inspection | | | Cycle |
| Group E, Public and Private Schools, K-12th Grade (exempt from fees by state law) | | | Annual |
| Group I, In-Patient Medical Care (appropriate hourly rate when requested by State Licensing). | | | Annual |
| Group R-2, Hotel, Motel, Condo/Town-Home Apartment Buildings (defined as Multi-Family Dwelling Units accommodating three or more units) | | | Annual |
| 10 or fewer units | | | \$ 195 |
| 11 to 25 units | | | \$ 324 |
| 26 or greater | | | \$ 389 |
| | | | |
| International Fire Code Related Inspections by occupancy classification and frequency. (These inspections are conducted by the fire companies and fire inspector of the San Carlos Fire Department) | | | |
| Group A, Assembly related occupancy for 50 or more persons | | | \$ 180 |
| Group B, Office complex and assembly occupancy with 49 or less occupants | | | \$ 180 |
| Group F, Moderate hazard, Industrial and Factory Occupancy | | | \$ 120 |
| Group H, High Hazard, Industrial/Chemical, Factory Occupancy | | | \$ 197 |
| Group M, Mercantile/Sale of Merchandise Occupancy | | | \$ 58 |
| Group S, Light hazard and Storage occupancy | | | \$ 120 |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Fire Department Fees

Adopted

Fees are subject to change based on Redwood City Fee Schedule updates
The prices listed are for reference only

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|---|-----------------|-------|------------------------|
| Construction Inspection Plan Check and Fees | | | |
| Development Service Plan Check | | | |
| Building or Planning Plan Check | | | \$ 327 |
| Specialized Permits and Specific Cost Recovery Fee (Includes inspections and False Alarm Fee) | | | |
| Fire Alarm Systems | | | |
| Plan Check | | | \$ 737 |
| Permit for monitoring systems | | | \$ 227 |
| Permit for manual systems | | | \$ 227 |
| Permit for automatic systems | | | \$ 335 |
| Permit for combination systems | | | \$ 449 |
| False Alarm Fee: | | | |
| 1. More than two reported ringing alarms at a building site which requires a response assignment in a 90-day cycle, in which the system was activated maliciously. Person or persons responsible for the malicious activation will be billed. | | | |
| 2. Reported alarm activation(s) in which the system has continually malfunctioned, or is in disrepair, and a response assignment was dispatched. | | | |
| This fee is <u>only</u> required, when the third and any such there after alarm response for malfunctioning alarm has been reported in a 90-day cycle. | | | |
| Property owner shall receive the bill for: | | | \$ 718 |
| Sprinkler Systems & Special Systems | | | |
| One or Two Family Dwelling Fire Sprinkler System (NFPA 13D) | | | |
| Plan Check | | | \$ 737 |
| Permit | | | \$ 227 |
| Fire Protection Underground PRIVATE (NFPA 24) | | | |
| Plan Check | | | \$ 718 |
| Permit without a Fire Pump | | | \$ 227 |
| Permit with a Fire Pump | | | \$ 342 |
| Residential or Commercial Fire Sprinkler System (NFPA 13 or 13R) | | | |
| Plan Check | | | \$ 737 |
| Permit – Single Story (includes T.I.) | | | \$ 342 |
| Permit – Multi-Story | | | \$ 449 |
| Fixed Extinguishing Systems | | | |
| Plan Check | | | \$ 342 |
| Permit | | | \$ 227 |
| Standpipe Systems | | | |
| Plan Check | | | \$ 342 |
| Permit | | | \$ 227 |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Fire Department Fees

Adopted

Fees are subject to change based on Redwood City Fee Schedule updates
The prices listed are for reference only

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|--|------------------|-------|--------------------------|
| Credit Card and eCheck Charges | Each Transaction | | Actual Cost |
| Other | | | |
| The city staff has the authority to charge actual cost incurred including time, material, and overhead if a fee does not approximate actual cost incurred. | | | |
| PENALTY FOR DELINQUENT PAYMENTS | | | |
| Delinquent more than 30 days | | | Doubling of Original Fee |
| (Per Fire Code Section 105.1.2) | | | |

[Notes]

[1] Per section 5: Penalties of the City of San Carlos Fire Code, the City shall be permitted to impose a cost recovery fee based on actual hours and hourly rates (as noted above) for work required by Fire personnel to gain compliance of violation of the Fire Code.

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Police Department Fees
(Effective on July 1st, 2022)

Adopted

| Service | Fee Unit / Type | Notes | Proposed Fee / Deposit |
|---|------------------|-------|--------------------------|
| Accident Report | | [1] | |
| Property damage only | per report | | \$ 2 |
| Property damage with injuries | per report | | \$ 2 |
| Fatality | per report | | \$ 2 |
| County Jail Booking Fee | | | County fee |
| Crime Report | per report | | \$ 2 |
| False Alarm Response | | | |
| First Response | first call | | Fee Waived |
| Subsequent Calls | per call | | \$ 205 |
| Impounded Vehicle | | [2] | |
| Towed for criminal offenses | per instance | | \$ 101 |
| Towed for all other offenses (abandoned, blocking driveways, etc.) | per instance | | \$ 101 |
| Unruly Gatherings | | | |
| First Call | | | \$ - |
| Subsequent Calls | per hour | | \$ 306 |
| Alarm Permit | | | |
| New | initial fee | | Fee Waived |
| Processing Permit for Excessive Cats & Dogs | per instance | | \$ 101 |
| Processing Police Officer Subpoena | per hour | [3] | \$275/day deposit per GC |
| Tape of Radio/Video Transmission, Digital or Hard-copy Photographs | Per Request | | actual cost of materials |
| Credit Card and eCheck Charges | Each Transaction | | Actual Cost |
| <p>For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.</p> | | | |
| Non-Sworn Staff Members of the Police Department: | per hour | | \$ 101 |
| Sworn Staff Members of the Police Department: | per hour | | \$ 306 |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Police Department Fees
(Effective on July 1st, 2022)

Adopted

[Notes]

[1] CA VC 20012 allows for recovery of the actual cost of providing accident report copies

[2] Towing charges are separate

[3] As set by GC 68096

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Parks and Recreation Department Fees
(Effective on August 29th, 2022)

Adopted

| Service | Notes | Category (R=Resident, NR=Non-Resident, NP=Non-Profit) | Proposed Fees | | |
|--|--------|--|-----------------------------------|-----------------------------------|------------------------------|
| | | | Weekday Hourly (Mon-Fri 5PM) | Weekend (Fri 5PM - Sun) | Weekend Hourly Additional |
| Parks, Facility, Room, and Amenity Rentals | | | | | |
| Adult Community Center Room Rentals | | | | | |
| | | | 3-hour minimum | | |
| Park View Room | [2] | R | \$ 82 | \$ 787 | \$ 102 |
| | | NR | \$ 99 | \$ 945 | \$ 122 |
| | | NP | \$ 58 | \$ 551 | \$ 72 |
| Patio Room | [2] | R | \$ 65 | \$ 471 | \$ 102 |
| | | NR | \$ 78 | \$ 565 | \$ 122 |
| | | NP | \$ 46 | \$ 330 | \$ 72 |
| Park View Patio Room | [2] | R | \$ 102 | \$ 977 | \$ 102 |
| | | NR | \$ 122 | \$ 1,172 | \$ 122 |
| | | NP | \$ 72 | \$ 684 | \$ 72 |
| Game Room | [2] | R | Not Available | \$ 471 | \$ 102 |
| | | NR | Not Available | \$ 565 | \$ 122 |
| | | NP | Not Available | \$ 330 | \$ 72 |
| Chestnut Room | [2] | R | \$ 65 | \$ 471 | \$ 102 |
| | | NR | \$ 78 | \$ 565 | \$ 122 |
| | | NP | \$ 46 | \$ 330 | \$ 72 |
| Loft | [2] | R | \$ 65 | \$ 471 | \$ 102 |
| | | NR | \$ 78 | \$ 565 | \$ 122 |
| | | NP | \$ 46 | \$ 330 | \$ 72 |
| <i>Rental Application Fee : \$25 (non-refundable; will be applied to the rental fee)</i> | | | | | |
| <i>Patio Fee with ACC rental : \$50 (may only be rented in conjunction with the</i> Adopted | | | | | |
| <i>Kitchen Fee : \$50 R, NR and NP (limited use; restrictions apply - information included in the rental packet)</i> | | | | | |
| Youth Center Facility Rentals | | | | | |
| | | | 2-hour minimum | | |
| Gym (Full) | [2][3] | R | \$ 108 | \$ 297 | \$ 117 |
| | | NR | \$ 129 | \$ 392 | \$ 141 |
| | | NP | \$ 75 | \$ 208 | \$ 82 |
| Gym (Half) | [2][3] | R | \$ 67 | Not Available | Not Available |
| | | NR | \$ 80 | Not Available | Not Available |
| | | NP | \$ 47 | Not Available | Not Available |
| | | | \$ - | | |
| Dance Studio | [2][3] | R | \$ 59 | \$ 202 | \$ 67 |
| | | NR | \$ 70 | \$ 243 | \$ 80 |
| | | NP | \$ 41 | \$ 141 | \$ 47 |
| Arts & Crafts Room | [2][3] | R | \$ 47 | \$ 182 | \$ 59 |
| | | NR | \$ 56 | \$ 211 | \$ 78 |
| | | NP | \$ 33 | \$ 128 | \$ 41 |
| Homework Room | [2][3] | R | \$ 47 | \$ 182 | \$ 59 |
| | | NR | \$ 56 | \$ 211 | \$ 78 |
| | | NP | \$ 33 | \$ 128 | \$ 41 |
| <i>Rental Application Fee : \$25 (non-refundable; will be applied to the rental fee)</i> | | | | | |
| <i>Kitchen Fee : \$25 R, NP and NR (limited use; restrictions apply - information included in the rental packet)</i> | | | | | |
| Additional Services as Required Per Rental (Adult & Youth Centers): | | | | | |
| Facility Attendant | | | \$30 Per Hour | \$30 Per Hour | |
| Janitorial Services | | | \$220 Per Event or Actual Cost | \$220 Per Event or Actual Cost | |
| Insurance | | | Actual Cost | Actual Cost | |
| Deposit - Parkview, Patio, Billiard Rooms | | | n/a | \$500 Per Event | |
| Deposit - Patio, Chestnut Rooms, Gym | | | n/a | \$250 Per Event | |
| San Carlos Library Community Room Rental | | | \$67 Per Hour | n/a | |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Parks and Recreation Department Fees
(Effective on August 29th, 2022)

Adopted

| Service | Notes | Primary Rate | Unit |
|--|-------|-----------------|---------------------|
| Picnic Sites Rentals (March - October) | | | |
| Laureola West Side Picnic Area, Laureola Park | [4] | \$ 144 | Per Event |
| Playground Picnic Area, Burton Park | [4] | \$ 144 | Per Event |
| Les Mundell Grove, Burton Park | [4] | \$ 98 | Per Event |
| Chestnut Picnic Area, Burton Park | [4] | \$ 98 | Per Event |
| Tot Lot Picnic Area, Burton Park | [4] | \$ 75 | Per Event |
| Arguello Park: Sunny Site, Shady Site | [4] | \$ 75 | Per Event |
| Crestview Park Picnic Area | [4] | \$ 75 | Per Event |
| Bocce Ball | | | |
| Court 1, Burton Park | | \$ 18 | Per Hour |
| Court 2, Burton Park | | \$ 18 | Per Hour |
| Rental Application Fee | | \$ 30 | Each |
| Special Event Permit | | | |
| New Request | [1] | \$ 400 | Per Event |
| Repeat Request | [1] | \$ 375 | Per Event |
| City Staff On-Site Time During Event | | See Hourly Rate | Per Hour |
| Athletics ("Per Season/Per Quarter") | | | |
| Light Use (Fields) | | \$ 32 | Per Hour |
| Field Use Fee | | | |
| | R-NP | \$ 26 | Per Hour |
| | NR-NP | \$ 32 | Per Hour |
| Sports League Field Use Fee: | | | |
| San Carlos Youth Softball (Girls) | | \$ 66 | Per Player |
| Youth Baseball | | \$ 66 | Per Player |
| Soccer | | \$ 66 | Per Player |
| Baseball / Soccer Sports Tournament: | | | |
| New Request Permit Fee | | \$ 350 | Per Event |
| Repeat Request Permit Fee | | \$ 300 | Per Event |
| Tennis: | | | |
| Tennis Club Permitted Use | | \$ 14 | Per Hour, Per Court |
| Non-Resident Tennis Club | | \$ 20 | Per Hour, Per Court |
| Snack Shack Use | | | |
| Fall Season (August 15 - November 30) | | \$ 300 | Per Season |
| Spring Season (March 1 - May 31) | | \$ 300 | Per Season |
| Snack Shack Use (Outside of Primary Youth Sports Seasons) | | | |
| Rental Fee (Mon - Sun) | | \$ 50 | Per Week |
| Miscellaneous | | | |
| Park Fitness Group Rental | | \$ 25 | Per Hour |
| Administrative fees (apply to class registration only) | | | |
| Registration | | \$ 10 | Per Registrant |
| Refund | | \$ 10 | Per Registrant |
| Neighborhood Block Party Permit | | Fee Waived | |
| Community Events - City Sponsored | | | |
| Including but not limited to: Farmers Market, Hometown Days, Art & Wine Faire, Night of Holiday Lights, Goblin Walk, Concerts, Downtown Block Party, etc. | | | |
| Fees charged for City-sponsored Community Events shall be set at the discretion of the Parks and Recreation Director and shall not exceed the estimated and reasonable cost of conducting the event | | | |
| Per City Council authorization on February 28, 2022, Hometown Days booth fees with the exception of San Mateo County Health Department permit fees and equipment rental fees will be waived for all non-profit organizations | | | |

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2022-23
Schedule of Parks and Recreation Department Fees
(Effective on August 29th, 2022)

Adopted

| Service | Notes | Primary Rate | Unit |
|---|-------|--------------|------|
| For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application. | | | |
| PW Maintenance Staff | | \$ 246 | |
| Full-Time | | \$ 177 | |
| Part-Time | | \$ 30 | |

Recreational Programs

Fees imposed for recreational programs offered by the City shall be set at the discretion of the Parks and Recreation Director, not to exceed the cost of the individual programs. The City's full cost of implementing an individual program may be calculated as follows:

Program Cost of Service = [(A x B) + C + D + E + F + G]

- A = Estimated time for City staff to implement the individual program.
- B = Applicable hourly rates for the staff functions involved in the implementation of the individual program (below).
- C = Actual cost incurred by the City for any outside service provider involved in the individual program.
- D = Actual Cost incurred by the City for any specific materials acquired for use during the individual program
- E = Prevailing facility rental and/or field use fees imposed by the City and reflected in its Master Fee Schedule
- F = Prevailing department / City administrative fee
- G = Actual costs incurred by the City to rent and/or use facilities/fields from other entities

The calculated cost of service above represents the maximum fee that could be imposed by the City for an individual recreation program. The City may recover between 0% and 100% of the cost of service. Cost recovery targets may vary by individual program, at the discretion of the Parks and Recreation Director as determined during the seasonal development of the City's program offerings. The City may also set differential fee for resident and non-resident participants as long as neither fee exceeds the cost of service. Any person with a home San Carlos mailing address is considered a resident. A San Carlos PO Box or business address will not be taken as proof of residency. A non-resident is someone who lives in another City. Non-resident fees will be charged at 20% of the class fee up to a \$20 maximum per class.

[Notes]

- [1] In addition to Parks and Recreation staff time, time is spent by other City departments. Breakdown of other departments time and hourly rate information involved in approving special event permits is as follows:
 20 minutes of Public Works staff time at \$191 per hour;
 20 minutes of Police staff time at \$101 per hour;
 10 minutes of Planning staff time at \$300 per hour, and;
 10 minutes of Building staff time at \$206 per hour.
- [2] Includes facility staff. Additional charge for janitorial services and insurance as needed.
- [3] Facility rental available for Youth related events only
- [4] Additional Charge for Insurance as Needed