



**CITY OF LARKSPUR
Staff Report**

April 21, 2021, City Council Meeting

DATE: March 15, 2021
TO: Honorable Mayor Haroff and the Larkspur City Council
FROM: Cathy Orme, Administrative Services Director
SUBJECT: AMENDING THE FEE SCHEDULE OF THE CITY OF LARKSPUR

ACTION REQUESTED

Adopt attached resolution.

SUMMARY

- On February 19, 2020, the City Council updated its user and regulatory fee schedule; the Council also directed staff to periodically update the fee schedule to accommodate Consumer Price Index (CPI) increases and other factors.
- The attached resolution contains an updated schedule of user and regulatory fees effective July 1, 2021 through June 30, 2022.
- User and regulatory fees are established by the City Council. This item and staff's recommendations are intended to be considered upon completion of a public hearing. The public hearing provides all interested parties with an opportunity to comment or request clarification regarding any of the fees proposed for update.

DISCUSSION

The City completed a comprehensive study in March 2017 to identify the cost of providing various user and regulatory fee-related services. As part of the study, a consolidated schedule of fees was prepared and adopted by the City Council.

The resolution adopting the current fee schedule directed that fees shall be increased annually, each July 1, based on the annual change in the Consumer Price Index All Urban Consumers, San Francisco-Oakland-Hayward, CA (CPI). If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule for that year unless an adjustment is made to cost recovery levels or fee study findings indicate that an adjustment is appropriate. The fee schedule proposed for adoption for the period July 1, 2021 through June 30, 2022 reflects the 1.72% annual change in CPI.

ENVIRONMENTAL STATUS

The fees (charges) authorized by this Resolution are statutorily exempt from review under the California Environmental Quality Act (CEQA) as confirmed in CEQA Guidelines Section 15273. The charges are collected for the purpose of meeting operating expenses, including employee wage rates and fringe benefits.

FISCAL IMPACT

Assuming fee-related activity remains relatively stable, the proposed fee changes are anticipated to generate approximately \$20,000 in additional annual revenues.

It is important to note that while adjusting fees will provide a fiscal impact in the form of additional revenue, the revenue is not intended to be used to fund new services, rather the revenue is intended to offset the costs of providing existing services that are recoverable from fees. Consequently, while fees may rise annually, typically labor and service costs (the primary drivers of fee-related costs) also rise annually. Recalibration of these fees simply provides an offset of existing expenditures/needs rather than a source of funding for expanded service levels.

STAFF RECOMMENDATIONS

It is recommended that the Council approve the attached resolution amending the fee schedule for the City of Larkspur. Approving the resolution will establish updated fees effective July 1, 2021 and authorize periodic adjustments to fees based on the annual change in the CPI.

Respectfully submitted,
Cathy Orme, Administrative Services Director

Attachments

1. Resolution

CITY OF LARKSPUR
RESOLUTION 24/21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LARKSPUR
AMENDING THE FEE SCHEDULE OF THE CITY OF LARKSPUR

WHEREAS, Ordinance No. 853, adopted May 19, 1993, provides that all city fees shall be established by resolution during the fiscal year;

WHEREAS, Resolution No. 18/93, adopted June 2, 1993, was the first setting of fees by resolution;

WHEREAS, Resolution No. 20/19, adopted April 17, 2019, was the last time fees were changed; and

WHEREAS, a revised schedule of fees has been developed as set forth in Exhibit "A" of this Resolution.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Larkspur adopts the attached fee schedule.

BE IT FURTHER RESOLVED that the adopted fees will become effective July 1, 2021.

BE IT FURTHER RESOLVED, that fees shall be increased annually, each July 1, based on the annual change in the Consumer Price Index All Urban Consumers, San Francisco-Oakland-Hayward, CA (CPI). If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule for that year unless an adjustment is made to cost recovery levels or fee study findings indicate that an adjustment is appropriate.

BE IT FURTHER RESOLVED, that the charges authorized by this Resolution are statutorily exempt from review under the California Environmental Quality Act (CEQA) as confirmed in CEQA Guidelines Section 15273. The charges are collected for the purpose of meeting operating expenses, including employee wage rates and fringe benefits.

IT IS HEREBY CERTIFIED that the City Council of the City of Larkspur duly introduced and regularly adopted the foregoing resolution at a regular meeting held on April 21, 2021, by the following vote:

- AYES: COUNCILMEMBER:
- NOES: COUNCILMEMBER:
- ABSENT: COUNCILMEMBER:
- ABSTAIN: COUNCILMEMBER:

Kevin Haroff, Mayor

ATTEST:

Alison Foulis, City Clerk

**CITY OF LARKSPUR
RESOLUTION 24/21**

Exhibit A

Fee Schedule



Schedule of User and Regulatory Fees
Effective July 1, 2021 through June 30, 2022

Fees included in this schedule are limited to amounts payable directly to the City of Larkspur. Please refer to other agency fee schedules for amounts due and payable to other agencies for services and activities performed at the request of, or on behalf of, Larkspur residents, businesses, and developers (e.g. animal licensing fees, school district fees).



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Building Permit Fees

No.	Description	2020/21 Fee	2021/22 Fee	Note	Y'rly Inf'tr
1	Minimum Permit Fee	\$114.13	\$116.09	[a]	Y
2	Building Permit Fee - Percentage of Valuation Fee	100%	100%	[a]	N
3	Electrical Permit (Greater of A or B)			[a]	
	a) Minimum Fee	\$114.13	\$116.09	[a]	Y
	b) Percentage of Valuation Fee	10%	10%	[a]	N
4	Mechanical Permit (Greater of A or B)			[a]	
	a) Minimum Fee	\$114.13	\$116.09	[a]	Y
	b) Percentage of Valuation Fee	10%	10%	[a]	N
5	Plumbing Permit (Greater of A or B)			[a]	
	a) Minimum Fee	\$114.13	\$116.09	[a]	Y
	b) Percentage of Valuation Fee	10%	10%	[a]	N
6	Title 24 Energy Compliance Fee (Greater of A or B)				
	a) Minimum Fee	\$114.13	\$116.09		Y
	b) Percentage of Valuation Fee	10%	10%		N
	Building Permit Valuation Fee			[b]	
7	Up to \$2,000	\$114.13	\$116.09		Y
8	\$2,001 to \$25,000				
	a) First \$2,000	\$114.13	\$116.09		Y
	b) Each Add'l \$1,000 or Fraction Thereof	\$23.48	\$23.88		Y
9	\$25,001 to \$50,000				
	a) First \$25,000	\$654.16	\$665.42		Y
	b) Each Add'l \$1,000 or Fraction Thereof	\$16.73	\$17.01		Y
10	\$50,001 to \$100,000				
	a) First \$50,000	\$1,072.20	\$1,090.66		Y
	b) Each Add'l \$1,000 or Fraction Thereof	\$11.62	\$11.82		Y
11	\$100,001 to \$500,000				
	a) First \$100,000	\$1,653.27	\$1,681.74		Y
	b) Each Add'l \$1,000 or Fraction Thereof	\$9.25	\$9.40		Y
12	\$500,001 to \$1,000,000				
	a) First \$500,000	\$5,349.90	\$5,442.03		Y
	b) Each Add'l \$1,000 or Fraction Thereof	\$7.80	\$7.94		Y
13	Over \$1,000,000				
	a) First \$1,000,000	\$9,249.50	\$9,408.78		Y
	b) Each Add'l \$1,000 or Fraction Thereof	\$6.00	\$6.11		Y



Building Permit Fees

No.	Description	2020/21 Fee	2021/22 Fee	Note	Y'rly Inf'tr
	Plan Review Fee				
14	Plan Review Fee (Greater of A or B)				
	a) Percentage of Total Permit Fees	65%	65%		N
	b) Actual Cost to the Jurisdiction Plus Percentage				
	i) Actual Cost to the Jurisdiction	Actual Cost	Actual Cost		N
	ii) Plus Percentage of Fee	5%	5%		N
	Other Fees				
15	Green Building Fee - Percentage of Building Permit Fee	25%	25%		N
16	Alternate Methods and Materials Review				
	a) Simple	\$363	\$369		Y
	b) Complex	\$725	\$737		Y
17	Accessibility Hardship Review				
	a) Simple	\$363	\$369		Y
	b) Complex	\$725	\$737		Y
18	Floodplain Management Fee	\$468	\$476		Y
19	Inspections Not Associated with a Permit (Greater of A or B)				
	a) Minimum Fee	\$114.13	\$116.09		Y
	b) Actual Costs	Actual Cost	Actual Cost		N
20	Penalty Fee (work without a permit or work beyond scope)	200% of permit fee or staff time, whichever is greater	200% of permit fee or staff time, whichever is greater		N
21	Re-Inspection Fee (Greater of A or B)				
	a) Minimum Fee	\$114.13	\$116.09		Y
	b) Actual Costs	Actual Cost	Actual Cost		N
22	Reactivate Expired Permit Fee - % of Original Permit	50%	50%		N
23	Archaeological Investigation Permit (Bldg)	\$2,000	\$2,000	[c]	N
24	Road Impact Fee - % of Building Valuation (>\$10,000)	0.75%	0.75%		N
25	General Plan Maintenance Fee	0.25%	0.25%	[d]	N
26	Records Retention Fee			[e]	
	a) Records Retention Administration	\$21	\$22		Y
	b) Plan Scanning Fee (Greater of i or ii)				
	i) Minimum Fee	\$6	\$6		Y
	ii) Per Sheet	\$3	\$3		Y
	c) Document Scanning Fee (per 8 1/2 x 11 Sheet)	\$0.72	\$0.73		Y
27	Residential Solar Panel Installation Permits	\$415	\$422		Y
28	Solar Installation Permits (Non-Residential)	See Note	See Note	[f]	N



Building Permit Fees

No.	Description	2020/21 Fee	2021/22 Fee	Note	Y'rly Inf'tr
Residential Resale Report & Inspection Fees					
29	Single Family Dwelling				
	a) First Unit	\$198	\$201		Y
	b) Each Additional Separate Unit	\$68	\$69		Y
30	Condominium/Duplexes/Multi-family Apartments				
	a) First Unit	\$134	\$136		Y
	b) Each Additional Separate Unit	\$68	\$69		Y
31	Cancellation/Re-schedule (Greater of A or B)				
	a) Minimum Inspection Fee	\$114.13	\$116.09		Y
	b) Per Hour Fee	\$114.13	\$116.09		Y

[a] A Technology Enhancement Fee of 5% applies.

[b] Detailed table of calculations available at City Hall. Valuations shall be determined by the Building Official.

[c] This fee represents an initial deposit from the applicant to recover the actual time and materials costs of providing the service. After all related costs are accounted for the remaining money from the deposit will be returned to the applicant as appropriate.

[d] The General Plan Maintenance Fee shall be collected at time of Building Permit and the fee is a percentage of the total building valuation.

[e] Records retention administration fee applies to all projects, plan scanning fee applies for each plan page, document scan fee applies for each 8 1/2" x 11" document scanned.

[f] Same as Building Permits except not charged Road Impact Fee, GP Fee, or Plan Checking Fee. Per SB 1222, fee is capped at \$1,000 for systems up to 50 kW, plus \$7 per kW for each kW between 51 kW and 250 kW, plus \$5 per kW above 250 kW.



Planning-Zoning Fees

No.	Description	2020/21 Fee	2021/22 Fee	Fee Type	Note	Y'rly Inf'tr
1	Conditional Use Permit-Planning Commission	\$4,000	\$4,000	deposit	[a]	N
2	Slope Use Permit-Planning Commission	\$4,000	\$4,000	deposit	[a]	N
3	Use Permit					
	a) Periodic Review - Planning Commission	\$1,000	\$1,000	deposit	[a]	N
	b) Zoning Administrator Review	\$2,000	\$2,000	deposit	[a]	N
	c) Periodic Review - Zoning Administrator	\$393	\$399	flat	[b]	Y
4	Variance-Planning Commission	\$4,000	\$4,000	deposit	[a]	N
5	Floor Area Ratio (FAR)					
	a) FAR - Planning Commission	\$4,000	\$4,000	deposit	[a]	N
	b) FAR - Zoning Administrator	\$2,000	\$2,000	deposit	[a]	N
6	Fence Height Exception					
	a) Fence Height Exception-Zoning Administrator (ZA)	\$1,000	\$1,000	deposit	[a]	N
	b) Fence Height Exception-Planning Commission (PC)	\$2,000	\$2,000	deposit	[a]	N
	c) Fence Height Exception w/Enc. ZA or PC	\$2,000	\$2,000	deposit	[a]	N
7	Height Exception	\$1,000	\$1,000	deposit	[a]	N
8	Exception Permit-Staff Review	\$524	\$533	flat	[b]	Y
	a) If Protest Filed	\$750	\$750	deposit	[a]	N
	b) If Part of PC Application	\$1,000	\$1,000	deposit	[a]	N
9	Accessory Dwelling Unit Permit	\$500	\$500	deposit	[a];[c]	N
10	Design Review					
	a) Design Review-Planning Commission	\$4,000	\$4,000	deposit	[a]	N
	b) Design Review-Zoning Administrator	\$2,000	\$2,000	deposit	[a]	N
	c) Design Review-Zoning Adm. W/Heritage Board	\$2,000	\$2,000	deposit	[a]	N
11	Circulation Assessment Permit-Planning Commission	\$4,000	\$4,000	deposit	[a]	N
12	Inclusionary Housing Agreement	\$4,000	\$4,000	deposit	[a]	N
13	Sign Review					
	a) Sign Review or Variance-Planning Commission	\$1,000	\$1,000	deposit	[a]	N
	b) Sign Review-Zoning Administrator	\$349	\$355	flat	[b]	Y
	c) Sign Program Review-Planning Commission	\$2,000	\$2,000	deposit	[a]	N
	d) Sign Exception Permit-Planning Commission	\$2,000	\$2,000	deposit	[a]	N
	e) Administrative Sign Review	\$44	\$45	flat	[b]	Y
14	General Plan Amendment (GPA)					
	a) GPA - City Council	\$5,000	\$5,000	deposit	[a]	N
	b) GPA - Consistency Finding - Planning Commission	\$1,000	\$1,000	deposit	[a]	N
15	Zone Change					
	a) Rezoning	\$5,000	\$5,000	deposit	[a]	N
	b) Zoning Ordinance Text Change Request	\$5,000	\$5,000	deposit	[a]	N



Planning-Zoning Fees

No.	Description	2020/21 Fee	2021/22 Fee	Fee Type	Note	Y'rly Inf'tr
16	Planned Development					
	a) Planned Unit Development	\$10,000	\$10,000	deposit	[a]	N
	b) Residential Master Plan	\$10,000	\$10,000	deposit	[a]	N
	c) Planned Development-Preliminary Dev. Plan	\$10,000	\$10,000	deposit	[a]	N
	d) Planned Development-Precise Dev. Plan	\$10,000	\$10,000	deposit	[a]	N
	e) Planned Dev.-Amendment/Review Related	\$5,000	\$5,000	deposit	[a]	N
17	Development Agreement					
	a) Development Agreement Processing	\$10,000	\$10,000	deposit	[a]	N
	b) Development Agreement Amendment/Review	\$5,000	\$5,000	deposit	[a]	N
18	Subdivision Review					
	a) Tentative Map					
	i) Minor Subdivision, 4 or less lots	\$5,000	\$5,000	deposit	[a];[d]	N
	ii) Major Subdivision, 5 or more lots	\$10,000	\$10,000	deposit	[a];[d]	N
	b) Final Map (fee in addition to Public Works)	\$4,000	\$4,000	deposit	[a];[d]	N
	c) Lot Line Adjustment & Lot Merger	\$4,000	\$4,000	deposit	[a]	N
	d) Subdivision Map Extension	\$4,000	\$4,000	deposit	[a]	N
19	Small Wireless Cell Permit	\$1,000	\$1,000	deposit	[a]	N
20	Environmental Impact Report (EIR)					
	a) Initial Study/Neg Dec	\$5,000	\$5,000	deposit	[a]	N
	b) EIR Preparation	Consultant Cost	Consultant Cost	deposit		N
	c) EIR Administration and Review	\$5,000	\$5,000	deposit	[a]	N
	d) EIR - Notice of determination	Recording Fees	Recording Fees		[e]	N
21	Retention of Consultants (including City Attorney)	Consultant Cost plus 5%	Consultant Cost plus 5%	deposit	[a]	N
22	Planning Staff Review	\$500	\$500	deposit	[a]	N
23	Pre-Application Conference	TBD	TBD	deposit	[a]	N
24	Permit Extension Requests					
	a) Permit Extension - Planning Commission	\$2,000	\$2,000	deposit	[a]	N
	b) Permit Extension - Planning Director	\$175	\$178	flat	[b]	Y
25	Zoning Compliance-Letter/Certificate	\$218	\$222	flat	[b]	Y
26	Mills Act Request	\$2,000	\$2,000	deposit	[a]	N
27	Appeals					
	a) Appeals to Planning Commission (PC)					
	i) Applicant	\$1,000	\$1,000	flat	[b]	N
	ii) Non-Applicant	\$750	\$750	flat	[b]	N
	b) Appeals of PC Decision to Council					
	i) Applicant	\$1,000	\$1,000	flat	[b]	N
	ii) Non-Applicant	\$750	\$750	flat	[b]	N
28	Heritage Tree Removal Permit-Planning Comm.	\$1,000	\$1,000	deposit	[a];[g]	N
29	Planning Site Inspection	\$300	\$300	deposit	[a]	N



Planning-Zoning Fees

No.	Description	2020/21 Fee	2021/22 Fee	Fee Type	Note	Y'rly Inf'tr
30	Research Fee (After first 15 minutes)	T & M	T & M	deposit	[a]	N
31	Research Fee	\$500	\$500	deposit	[a]	N
32	Certificate of Compliance	\$4,000	\$4,000	deposit	[a]	N
33	Home Occupation					
	a) Home Occupation Review w/o Inspection	\$38	\$39	flat	[b]	Y
	b) Home Occupation Permit w/Inspection	\$77	\$78	flat	[b]	Y
34	Zoning Clearance for Business License	\$39	\$39	flat	[b]	Y
35	Records Retention Fee					
	a) Records Retention Administration/Microfilm Preparation	\$107	\$109	flat	[f]	Y
	b) Plan Scanning Fee (Greater of i or ii)				[h]	
	i) Minimum Fee	\$6	\$6	flat		Y
	ii) Per Sheet	\$3	\$3	per sheet		Y
	c) Document Scanning Fee (per 8 1/2 x 11 Sheet)	\$1	\$1	per sheet		Y
36	Public Notice Mailing (Sum of a + b)					
	a) Base Fee	\$174	\$177	flat		Y
	b) Plus, Per Address Fee	\$1	\$1	per address		Y
37	Late Fee for unpaid invoices over 30 days in arrears	\$25	\$25	per 30 days		N
38	Hourly Billing Rates for Deposit-Based Services					
	Reference "Hourly Charge Out Rates" for all applicable rates by position.	see rate schedule	see rate schedule	per hour		N

Notes

[a] This fee represents an initial deposit from the applicant to recover the actual time and materials costs of providing the service. After all related costs are accounted for the remaining money from the deposit will be returned to the applicant as appropriate.

[b] A Technology Enhancement Fee of 5% applies.

[c] Deposit charged for outside review and expenses; Planning staff and administrative fees waived.

[d] Including reversion to acreage.

[e] Recordation fees to be paid by applicant upon filing.

[f] Records retention administration fee applies to projects with files of 50 pages or more.

[g] Fee waived for Heritage Tree Removal required by Fire Department for vegetation management.

[h] Plan Scanning and Document Scanning fees apply to all projects. Plan scanning fee applies for each plan page, document scanning fee applies for each 8 1/2" x 11" document scanned.

* When more than one Planning application is required (except environmental), the application fee/deposit that is greatest shall be required plus an additional \$1,000 deposit. The Planning Director may require a larger deposit when warranted by the size and scope of a project.

* Subject to approval of the City Council, Permit Fees may be deferred or waived for housing projects targeted to low-income individuals when needed to insure project feasibility.



Encroachment Permit and Land Development Engineering Fees

No.	Description	2020/21 Fee	2021/22 Fee	Fee Type	Note	Y'rly Inf't'r
Minor						
1	Landscape	\$177	\$180	Flat	[a]	Y
2	Curb, Gutter, Sidewalk, Driveway Approach	\$359	\$365	Flat	[a];[b]	Y
3	Traffic Control Only (One-Day)	\$378	\$385	Flat	[a]	Y
4	Utility Service Lateral	\$420	\$428	Flat	[a];[b]	Y
5	Utility Structure Inspection; Pole/Equip. Replacement (1-day)	\$462	\$470	Flat	[a];[b]	Y
Use of Public Property Permit						
6	Block Party	\$0	\$0	No charge		Y
7	Civic Event	\$84	\$86	Flat	[a];[c]	Y
8	Initial Application Review of Request for Use for Walk, Runs, Events, Similar	\$165	\$168	Flat	[a];[c]	Y
9	Other Requests for Use of Public Property					
	a) Permit Processing Fee	\$85	\$86	Flat	[a];[d]	Y
	b) Square Footage Area Charge (per SF / per day)	\$0.02	\$0.02	Flat	[d]	Y
Deposit						
10	Erosion and Sediment Control Inspection					
	a) Base Fee / Initial Deposit	\$412	\$419	fixed/deposit	[e];[f]	Y
	b) Fee Per Additional Inspection	\$103	\$105	fixed/deposit	[e];[f]	Y
11	Grading	\$5,000	\$5,000	Deposit	[f]	N
12	Subdivision	\$5,000	\$5,000	Deposit	[f]	N
13	Street Vacation / Street Abandonment	\$7,500	\$7,500	Deposit	[f]	N
14	All Other Encroachments and Land Development Engineering Services (e.g. multi-day traffic control; trenching; boring; ground disturbing activities; etc.)	Deposit; TBD	Deposit; TBD	Deposit	[f];[g]	N
Other						
15	Permit Renewal / Permit Extension					
	a) Without Change in Project Scope	\$85	\$86	Flat		Y
	b) With Change in Project Scope	see footnote	see footnote	Flat	[h]	N
16	Permit Cancellation Administrative Fee	\$62	\$63	Flat	[i]	Y
17	Penalty Fee (work without a permit) - % of Permit Fee	200%	200%	Flat		N

Notes

[a] A Technology Enhancement Fee of 5% applies.

[b] Fee typically applies for minor projects with up to 100 LF of land disturbance. Projects requiring more significant plan review or inspections than assumed in the base fee will be considered major and billed hourly. Driveway approach fees are per approach.

[c] Non-profit community events may apply to City Engineer for fee waiver consideration.

[d] Fee/charge for deposit or maintenance upon public land of temporary fencing, protective canopy, building material, debris receptacle, or equipment in connection with any building or other work upon private property within the City. Use of land subject to availability and [e] The City will collect an initial deposit of \$400 to cover intake and initial inspection activity. The City will bill for each additional inspection required.

[f] A deposit will be collected from the applicant to recover the estimated costs of providing required services. The deposit amount may vary depending on project complexity. As deposit account is drawn-down, additional amounts may be requested to replenish the deposit account. After all related costs are accounted for the remaining money from the deposit will be returned to the applicant as appropriate. Deposit is collected for plan review and permitting. If a project does not move to permit phase, the City will retain all costs of plan review and inspections performed by the City and refund the remaining deposit amount.

[g] Typically, projects with 100 LF or more of land disturbance or projects requiring traffic control for a multi-day period.

[h] For extension/renewal requests for permits with a change of project scope, application shall be considered a new project and applicable permit fees will be calculated based on the scope of the project.

[i] In addition to the permit cancellation administrative fee, all costs of plan review and inspections performed by the City prior to cancellation will be retained by the City.



Recreation Fees

No.	Description	2020/21 Fee	2021/22 Fee	Fee Type	Note	Y'rly Inf'tr
1	Sports Field					
	a) Adult	\$46	\$47	per hour		Y
	b) Youth	\$41	\$42	per hour		Y
2	Sand Courts					
	a) Adult	\$32	\$33	per hour		Y
	b) Youth	\$30	\$31	per hour		Y
3	Synthetic Soccer Field					
	a) Adult	\$72	\$73	per hour		Y
	b) Youth	\$72	\$73	per hour		Y
4	Tennis Court	\$14	\$15	per hour		Y
	Picnic Tables			per day		Y
5	a) Time Block #1: 8:30 AM to 1:00 PM or Time Block #2: 1:30 to 6:00 PM					
	i) Group Picnic Area A (Tables 1-4)	\$88	\$89	per time block		Y
	ii) Group Picnic Area B (Tables 5-9)	\$88	\$89	per time block		Y
	iii) Group Picnic Area C (Tables 10-14)	\$88	\$89	per time block		Y
	iv) Group Picnic Area D (Tables 15-20)	\$88	\$89	per time block		Y
	v) Group Picnic Area E (Tables 21-25)	\$88	\$89	per time block		Y
	vi) Tables 26 and 27	\$52	\$52	per time block		Y
	vii) Tables 28 and 29	\$52	\$52	per time block		Y
6	b) All Day					
	i) Group Picnic Area A (Tables 1-4)	\$165	\$168	per day		Y
	ii) Group Picnic Area B (Tables 5-9)	\$165	\$168	per day		Y
	iii) Group Picnic Area C (Tables 10-14)	\$165	\$168	per day		Y
	iv) Group Picnic Area D (Tables 15-20)	\$165	\$168	per day		Y
	v) Group Picnic Area E (Tables 21-25)	\$165	\$168	per day		Y
	vi) Tables 26 and 27	\$93	\$94	per day		Y
	vii) Tables 28 and 29	\$93	\$94	per day		Y
7	Entire Picnic Area					
	a) All Day	\$824	\$838	per day		Y
8	Community Garden	\$77	\$78	per year		Y



Parks Donation and Memorial Program Fees

No.	Description	2020/21 Fee	2021/22 Fee	Fee Type	Note	Y'rly Inf'tr
1	Bench					
	a) With Back	\$2,350	\$2,475			N
	b) Without Back	\$1,750	\$1,875			N
2	Table					
	a) Picnic Style	\$2,350	\$2,975			N
	b) Café Style	n/a - new fee	\$2,175			N
3	Trees	\$1,000	\$1,000			N



Library Fees

No.	Description	2020/21 Fee	2021/22 Fee	Fee Type	Note	Y'rly Inf'tr
1	Replacement Fees					
	a) Lost Book - Adult					
	i) Processing Fee	\$7.00	\$7.00	each		N
	ii) Cost of Book	Cost of Book	Cost of Book	each		N
	b) Lost Book - Youth					
	i) Processing Fee	\$7.00	\$7.00	each		N
	ii) Cost of Book	Cost of Book	Cost of Book	each		N
	c) DVD/CD Case Lost/Damaged	\$5.00	\$5.00	flat		N
	d) Individual Audiobook CD	\$10.00	\$10.00	flat		N
2	Interlibrary Loan	\$5.00	\$5.00	flat		N



Film/Photography Permit Fees

No.	Description	2020/21 Fee	2021/22 Fee	Fee Type	Note	Y'rly Inf'tr
Film/Photography Permit						
1	Cast and Crew Totaling One to Three Persons:					
	a) Permit Issuance Fee					
	i) Private Property	\$64	\$65	per permit		Y
	ii) Private Property with Staging in Public Right of Way	\$96	\$98	per permit		Y
	iii) Public Property	\$96	\$98	per permit		Y
	b) Location Use Fee					
	i) Private Property	\$0	\$0	per day		Y
	ii) Private Property with Staging in Public Right of Way	\$107	\$109	per day		Y
	iii) Public Property	\$161	\$163	per day		Y
2	Cast and Crew Totaling Four or More Persons:					
	a) Permit Issuance Fee					
	i) Private Property	\$198	\$201	per permit		Y
	ii) Private Property with Staging in Public Right of Way	\$321	\$327	per permit		Y
	iii) Public Property	\$401	\$408	per permit		Y
	b) Location Use Fee					
	i) Private Property	\$0	\$0	per day		Y
	ii) Private Property with Staging in Public Right of Way	\$268	\$272	per day		Y
	iii) Public Property	\$535	\$544	per day		Y
Other Fees, If Applicable						
3	Pre-Application Meeting (upon request)	\$268	\$272	per meeting		Y
4	City Film Monitor (as needed)	\$134	\$136	per hour		Y
5	Violations:					
	a) Filming/Photography without a Permit	2 times applicable fees	2 times applicable fees			N
	b) Violation of Permit	\$375	\$375	per violation, per day		N

Note:

* The City Manager may waive fees for bona fide student film/photography projects and non-profit projects with 501(c)(3) Federal Income Tax Status; however, the permitting process for filming/photography is still applicable for these projects (i.e. a permit is required).



Massage Permit Fees

No.	Description	2020/21 Fee	2021/22 Fee	Fee Type	Note	Y'rly Inf'tr
1	Massage Permit Application Review					
	a) Business Establishment					
	i) Initial	\$515	\$524	fixed fee		Y
	ii) Renewal	\$258	\$262	fixed fee		Y
	b) Sole Proprietor					
	i) Initial	\$335	\$341	fixed fee		Y
	ii) Renewal	\$170	\$173	fixed fee		Y
	c) Late Payment					
	i) 30 days past due	\$50	\$50			N
	ii) 60 days past due	\$100	\$100			N
	iii) 90 days past due	\$200	\$200			N



Administrative Fees

No.	Description	2020/21 Fee	2021/22 Fee	Fee Type	Note	Y'rly Inf'tr
1	Bond Processing (Time & Materials)	\$1,000	\$1,000	deposit		N
2	Copies	\$0.15	\$0.15	per page		N
3	CD/DVD	\$2	\$2	each		N
4	Address Change	\$161	\$164	flat		Y
5	Returned Check Fee / Credit Card Chargeback Fee	\$25	\$25	each		N
6	Appeals					
	a) Appeals to Planning Commission (PC)					
	i) Applicant	\$1,000	\$1,000	flat		N
	ii) Non-Applicant	\$750	\$750	flat		N
	b) Appeals of Commission Decisions to Council					
	i) Applicant	\$1,000	\$1,000	flat		N
	ii) Non-Applicant	\$750	\$750	flat		N
7	Heritage Tree Removal Permit - Administrative	\$198	\$202	flat	[a]	Y
8	Technology Enhancement Fee	5%	5%			N
9	Credit Card Transaction Fee	3%	3%			N

[a] Fee may Fees may be waived for the following:

Emergency Removal: Poses an immediate hazard as determined by the City Manager and/or his designee; found to be a danger to life or property.

Pyrophytic Trees: as defined by Ordinance or otherwise determined to be a fire hazard and required for removal by Fire Department.

- **Planning Commission Approvals:** Projects approved by the Planning Commission that include heritage tree removal.

Planning Commission Approvals: Projects approved by the Planning Commission that include heritage tree removal.



Hourly Charge-Out Rates

No.	Description	2020/21 Fee	2021/22 Fee	Fee Type	Note	Y'rly Inf'tr
<u>Charge-Out Rates for Fee-Related Services</u>						
<u>(Non-overtime)</u>						
1	Planning Director	\$225	\$229	per hour	[a];[b]	Y
2	Sr. Planner	\$174	\$177	per hour	[a];[b]	Y
3	Assoc. Planner	\$167	\$170	per hour	[a];[b]	Y
4	Asst. Planner	\$139	\$142	per hour	[a];[b]	Y
5	Permit Tech	\$147	\$149	per hour	[a];[b]	Y
6	PW Director	\$289	\$294	per hour	[a];[b]	Y
7	PW Inspector	\$157	\$159	per hour	[a];[b]	Y
8	PW Jr. Engineer	\$151	\$154	per hour	[a];[b]	Y
9	PW Tech	\$119	\$121	per hour	[a];[b]	Y
10	Eng. Admin Analyst	\$156	\$158	per hour	[a];[b]	Y
11	City Manager	\$178	\$181	per hour	[a];[b]	Y
12	Assistant to City Manager	\$84	\$85	per hour	[a];[b]	Y
13	Administrative Services Director	\$128	\$130	per hour	[a];[b]	Y
14	City Clerk	\$86	\$88	per hour	[a];[b]	Y
<u>Charge-Out Rate Factors for Positions Not Listed Above</u>						
15	Planning and Building Personnel	3.29	3.29	* base hrly rate	[a];[c]	N
16	Engineering / Public Works Personnel	3.67	3.67	* base hrly rate	[a];[c]	N
17	Administrative Services	1.65	1.65	* base hrly rate	[a];[c]	N
<u>Charge-Out Rates for Fee-Related Services</u>						
<u>(Overtime, if applicable)</u>						
18	Planning Director	\$260	\$264	per hour	[a];[b]	Y
19	Sr. Planner	\$200	\$203	per hour	[a];[b]	Y
20	Assoc. Planner	\$192	\$196	per hour	[a];[b]	Y
21	Asst. Planner	\$160	\$163	per hour	[a];[b]	Y
22	Permit Tech	\$169	\$172	per hour	[a];[b]	Y
23	PW Director	\$328	\$334	per hour	[a];[b]	Y
24	PW Jr. Engineer	\$171	\$174	per hour	[a];[b]	Y
25	PW Tech	\$135	\$137	per hour	[a];[b]	Y
26	Eng. Admin Analyst	\$177	\$180	per hour	[a];[b]	Y
27	City Manager	\$227	\$231	per hour	[a];[b]	Y
28	Assistant to City Manager	\$109	\$111	per hour	[a];[b]	Y
29	Administrative Services Director	\$169	\$172	per hour	[a];[b]	Y
30	City Clerk	\$111	\$113	per hour	[a];[b]	Y
<u>Charge-Out Rate Factors for Positions Not Listed Above</u>						
31	Planning and Building Personnel	3.79	3.79	* base hrly rate	[a];[c]	N
32	Engineering / Public Works Personnel	4.17	4.17	* base hrly rate	[a];[c]	N
33	Administrative Services	2.15	2.15	* base hrly rate	[a];[c]	N



Hourly Charge-Out Rates

No.	Description	2020/21 Fee	2021/22 Fee	Fee Type	Note	Y'rly Inf'tr
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[a] Based on targeted cost recovery levels established as part of user and regulatory fee study.

[b] Amounts may be adjusted as base hourly salary changes. See charge-out rate factor calculation for procedures for calculating applicable hourly rate for charge-out services.

[c] Multiply staff member base hourly salary rate by charge-out rate factor to determine targeted hourly billing rate for fee-related services.
 (Example: Base annual salary = \$85,000; paid hours per year = 2,080; Base hourly salary rate = $\$85,000 / 2,080 = \40.87 ; Charge-out rate factor = 3.5; Targeted hourly billing rate for fee-related services = $\$40.87 * 3.5 = \143)



Fire Fees

Fees Reflected in This Schedule are Payable to the Ross Valley Fire Department.

The Ross Valley Fire Department provides certain plan review, inspection, and permitting services on behalf of the City of Larkspur.

Fees reflected in this schedule are intended to mirror the fees adopted by the Ross Valley Fire Department Board of Directors.

Fee amounts in this schedule are provided for informational purposes only. They are not established or modified by the City of Larkspur.

In the case of discrepancies, fee amounts adopted by Ross Valley Fire Department shall supersede the amounts listed below.

No.	Description	Fee Effective Sep 1, 2016	Y'rly Inf'tr
Planning			
1	Zoning Map Change	\$328	Y
2	Annex Review - Uninhabited	\$328	Y
3	Annex Review - Inhabited	\$328	Y
4	CUP Residential	\$328	Y
5	CUP Site Approval	\$328	Y
6	Minor Deviation	\$328	Y
7	Variance	\$328	Y
8	Variance w/ other application	\$328	Y
9	Minor Mod. Administrative	\$328	Y
10	Pre-Development Review	\$328	Y
11	Special Development Review	\$328	Y
12	Parcel Map </= 4 lots	\$328	Y
13	Tract Map SFR	\$328	Y
14	Major Modification / Time Ext.	\$328	Y
15	Major Modification / Time Ext./ Staff	\$328	Y
16	Deferred Improvement Agmt	\$328	Y
17	Lot Merger	\$328	Y
Inspections			
1	Hazard Inspection	\$328	Y
2	Hazard Abatement + actual	\$328	Y
3	Hazardous Trees Inspection	\$328	Y
4	Special Inspection	\$328	Y
5	Fire Second + Inspection	\$190	Y
6	Day Care Inspection	\$328	Y
7	Elderly Care Inspection	\$328	Y
8	Apartment Inspections 3-10 Units	\$328	Y
9	Motel / Hotel Inspections	\$328	Y
10	Other State Inspections	\$328	Y
11	Apartment Inspections 11- 40 units	\$396	Y
12	Apartment Inspections 40+ units	\$465	Y
13	Resale Inspections	\$190	Y



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No.	Description	Fee Effective Sep 1, 2016	Y'rly Inf'tr
	Operational		
1	Amusement Building	\$328	Y
2	Carnival / Fair	\$602	Y
3	Temporary Special Use	\$328	Y
4	Compressed Gases	\$328	Y
5	Covered Mall Building	\$328	Y
6	Cryogenic Fluids	\$328	Y
7	Welding / Cutting Operations	\$328	Y
8	Dry Cleaning Plant	\$328	Y
9	Exhibit / Trade Show	\$328	Y
10	Explosives	\$328	Y
11	Fireworks Permit	\$328	Y
12	Flammable & combustible Liquids	\$328	Y
13	Floor Finishing	\$328	Y
14	Hazardous Materials Operations	\$328	Y
15	High Piled Storage	\$328	Y
16	Hot Work Operations	\$328	Y
17	Lumber Yard Operations	\$328	Y
18	Liquid gas operations in assemblies	\$328	Y
19	LP Gas Storage	\$328	Y
20	Misc. Combustible Storage	\$328	Y
21	Open Burning Permit	\$328	Y
22	Open Flames & Torches	\$328	Y
23	Open Flames & Candles	\$328	Y
24	Assembly Occupancy permit	\$328	Y
25	Pyrotechnic/Special effects	\$328	Y
26	Repair Garage / Fuel Dispensary	\$328	Y
27	Spraying or Dipping Operations	\$328	Y
28	Tire Storage Operations	\$328	Y
29	Temp. Tents/ Canopies/ Mem Structure	\$328	Y
30	Waste Handling Operations	\$328	Y
31	Wood Product production permit	\$328	Y
32	General Use Permit /Inspection	\$328	Y
33	Aircraft Refueling Permit	\$328	Y
34	Auto Wrecking Yard	\$328	Y
35	Cellulose Nitrate Storage	\$328	Y
	Construction		



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No.	Description	Fee Effective Sep 1, 2016	Y'rly Inf'tr
1	Fire Protection Plan	\$369	Y
2	Vegetation Management Plan	\$396	Y
3	Sprinkler System, Commercial New	\$671	Y
4	Sprinkler System, Commercial Imp. 0-25	\$396	Y
5	Sprinkler System, Commercial Imp. 26-99	\$534	Y
6	Sprinkler System, Commercial Imp. 100+	\$671	Y
7	Sprinkler System, Res. >5000 sqft	\$602	Y
8	Sprinkler System, Res. < 5000 sqft	\$534	Y
9	Auto. Fire Suppression System	\$396	Y
10	Battery Systems	\$465	Y
11	Compressed Gas operations permit	\$465	Y
12	Cryogenic Fluid Operational Permit	\$465	Y
13	Emergency Responder Radio System	\$465	Y
14	Fire Alarm / Det. System	\$534	Y
15	Fire Pumps & Systems	\$534	Y
16	Flammable & combustible Liquids pipeline	\$602	Y
17	Flammable & combustible liquids facilities	\$602	Y
18	Flammable & combustible liquids tanks	\$602	Y
19	Hazardous Materials Large system	\$602	Y
20	Industrial Oven Permit	\$602	Y
21	LP Gas Storage modification	\$602	Y
22	Private Fire Main / Hydrant	\$602	Y
23	Photovoltaic Power System	\$328	Y
24	Spraying & Dipping Permit	\$602	Y
25	Alternate Materials & Methods review	\$417	Y
26	Building Permit (minimum \$328.00) 30%		Y
27	Standpipe System	\$602	Y
28	Co Permit Temp. Membrane / Tent	\$328	Y
29	Co Permit Temp. Membrane / Tent . 1500 Sqft	\$602	Y
30	Expedited Plan Review	\$412	Y
31	Code Interpretation	\$160	Y
32	Plan Resubmittal	\$190	Y
33	Veg. Management Livestock permit	\$328	Y
34	Fire Alarms System modification	\$328	Y
35	Expired Permit Re-activation	1/2 Current Fee	N
Administration			
1	Work without permit	Double the Permit Fee	N



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No.	Description	Fee Effective Sep 1, 2016	Y'rly Inf'tr
2	False Alarms after 2nd	Actual Cost	N
3	Surcharge Fee	Actual Cost	N
4	Hydrant Flow	\$328	Y
5	Appeals Process	\$1,088	Y
6	Fire Standby Permit + Actual	Actual Cost	N
7	Vegetation Removal + Actual	Actual Cost	N
8	Fumigation Response	Actual Cost	N
9	Recovery of Costs for Suppression/Investigation	Actual Cost	N

Note:

February 11, 2015, the Ross Valley Fire Department Board of Directors adopted Resolution #15-02, a resolution of the Ross Valley Fire Department establishing an updated fee schedule for plan review, inspections, and permits. Fees are updated annually according to the CPI.