





City of Larkspur Planning Division  
 400 Magnolia Ave.  
 Larkspur, CA 94939  
 (415) 927-5038

## Acknowledgment of Planning Project Processing Costs

This form is to advise you of costs that may be involved in processing discretionary planning projects. You are requested to acknowledge this information and agree to be responsible for all expenses incurred in the processing of your application. A initial deposit based on the type of planning application will be due at submission.

The property owner agrees to be responsible for the payment of all costs, both direct and indirect, associated with the processing of the discretionary planning application. Such costs may be incurred from any or all of the following sources or other consultants as required by your project:

Billing costs as of July 1, 2021:

Planning Director (per hour)	\$229.00
Senior/Staff Planner (per hour)	\$177.00
Associate Planner (per hour)	\$170.00
Assistant Planner (per hour)	\$142.00
Permit Technician (per hour)	\$149.00
Public Works Director (per hour)	\$294.00
Public Works Junior Engineer (per hour)	\$154.00
Assistant to the City Manager (per hour)	\$85.00
Planning Consultant (per hour)	Cost + 5%

Geotechnical Engineer (Principal/Sr. Geologist)	Cost + 5%
Traffic Engineer (per hour)	Cost + 5%
City Attorney (per hour)	Cost + 5%
Building Inspector (per hour)	Cost + 5%
Building Official (per hour)	Cost + 5%
\$177 + Each Public Notice Mailing (per address)	\$177+\$1/ea.
Scan fees (per 8.5" x 11" page)	\$1.00
Scan fees, plans per page (\$5 minimum)	\$3.00/ea.
Late fee (invoices over 30 days in arrears)	\$25.00

Additional fees (above the amount deposited initially) may be required depending on the complexity of the project; the property owner may be invoiced to make additional deposits for anticipated work.

Excess Planning application fees, if any, will be refunded and cannot be transferred for building permit applications.

The fees are subject to change yearly by City Council resolution.

***I have read the information provided above and agree to be responsible for all costs incurred in connection with the processing of planning application for the following address:***

Project Address: \_\_\_\_\_ APN: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Owner Signature

Print Name

Date





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## Homeowners' Association Notification

Project Address: \_\_\_\_\_ APN: \_\_\_\_\_

The purpose of this form is to help each homeowner's association track development within the association. Homeowner's associations may have the right to review planning permit applications for compliance with the covenants, conditions, and restrictions (CC&Rs) that regulate development in the association; therefore you should carefully review the CC&Rs for your property prior to submitting a planning application. The City of Larkspur staff, in cooperation with homeowners' associations in Larkspur, requires that an appropriate homeowner's association representative sign this form as part of an application for planning department permits.

***If your property is not part of a homeowner's association, sign the declaration provided at the bottom of this form.\****

Homeowners' Association (HOA/POA) Name: \_\_\_\_\_

HOA Reviewer Name (print name): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Project disposition:

Approved

Denied

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

***\*I declare that my property is not subject to review by any homeowners' association or architectural committee:***

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_