

RESOLUTION NO. 2619 -2014

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA
VALLEY APPROVING A REVISED FEE SCHEDULE FOR ITS
ADMINISTRATIVE, BUILDING, PUBLIC WORKS/ENGINEERING
AND PLANNING DEPARTMENTS

WHEREAS, Municipal Code Section 18.34.040 [Fees for applications—Collection] of Chapter 18.34 [Administration] of Title 18 [Zoning] authorizes the Town Council to establish, by resolution, the amounts of fees for applications and permits under the Zoning Ordinance and may, from time to time modify the resolution; and

WHEREAS, Resolution 2595-2013 was adopted on June 12, 2013 and provided for a new master fee schedule; and

WHEREAS, Resolution 2595-2013 provides the fees and charges set forth in Exhibit A shall be adjusted annually on July 1st of every year by the percentage increase or decrease in the Consumer Price Index – All Items Index (San Francisco-Oakland-San Jose). The calculation will be based upon the index from February of the prior year to the index for February of the current year; and

WHEREAS, the percentage change in the Consumer Price Index – All Items Index (San Francisco-Oakland-San Jose), from February of the 2013 to the index for February of 2014, is +2.4%; and

WHEREAS, the Town also desires to increase the Community Hall rental fee to reflect the Town's cost of providing services to the community; and

WHEREAS, the proposed fees are not a tax pursuant to State of California Proposition 26; and

WHEREAS, on April 30 and May 7, 2014, the Town Clerk published notices in a newspaper of local distribution concerning the Town Council's intention to hold a public hearing to consider adoption of a new fee schedule and all documentation supporting the proposed fee schedule was made available to the public, beginning on Friday, May 2, 2014.

NOW, THEREFORE, the Town Council of the Town of Portola Valley does RESOLVE as follows:

Section 1. The fees set forth in the attached fee schedule (Exhibit A) are hereby established pursuant to the Town of Portola Valley Municipal Code and shall be paid to or collected by the Town for each of the applications, permits, extensions, renewals, services or other matters enumerated therein. No application shall be deemed filed or complete until all required fees have been paid in full to the Town.

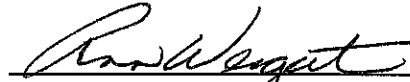
Section 2. Resolution 2595-2013 is hereby repealed in its entirety, it being the intent of the Town Council that the fee schedule adopted by this resolution shall supersede all prior schedules pertaining to the same subject matter.

Section 3. Annual Adjustment. The fees and charges set forth in Exhibit A shall be adjusted by the Town Council in July of every year by the percentage increase or decrease in

the Consumer Price Index – All Items Index (San Francisco-Oakland-San Jose). The calculation will be based upon the index from February of the prior year to the index for February of the current year.

Section 4. This resolution shall become effective on 60 days from adoption, and shall be applicable to all fees and deposits listed on Exhibit A which are payable to the Town from and after the effective date hereof.

PASSED AND ADOPTED this 14th of May 2014.

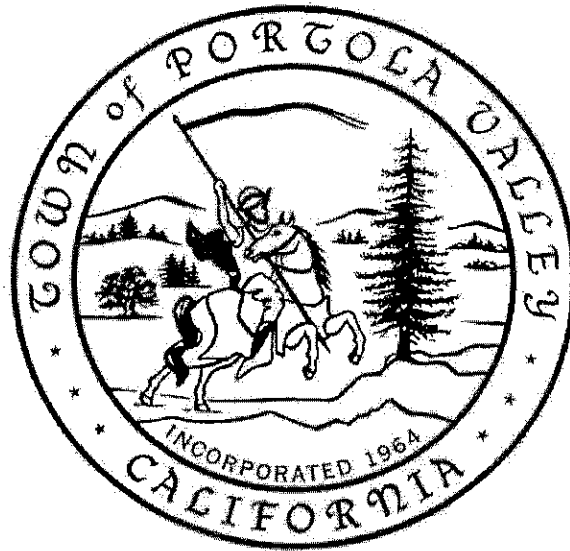
By: 
Ann Wengert, Mayor

ATTEST:


Sharon Hanlon, Town Clerk

TOWN OF PORTOLA VALLEY

Fee Schedule



**Adopted by the Town Council
May 14, 2014**

Town of Portola Valley Proposed Fee Schedule

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PUBLIC WORKS ENGINEERING & PERMIT FEES 25

ADMINISTRATIVE FEES & PERMITS

Banner/Sign Fee	\$25
 Business License	
a) Fixed place of business within Portola Valley	\$100
i) Employee Fee 30+ hours week	\$20 each/per year
ii) Employee Fee 15-30 hours week	\$10 each/per year
b) Not Fixed place of business	
i) General Contractor (3 or more subcontractors)	\$400
ii) General Contractor (less than 3 subcontractors)	\$100
iii) Subcontractor	\$100
iv) General License/Home Occupation	\$100
 Classes	
a) Town registration fees	20% of fees received Non-sports instruction -- \$50 Sports instruction - \$100
b) Insurance (if supplied by the Town)	
 Copying Fees	
a) Compact Disc (CD) copying	\$10/CD
b) Paper Documents	\$.25/copy
 Electric Vehicle Charging Station	
a) First hour	Free
b) Each additional hour	At cost, not to exceed \$10/hr
 Facility Rental Fees/Deposits	
a) Community Hall (8:00 a.m. to midnight)	
i) Resident Fee	\$2,500/day
ii) Non-resident Fee	\$2,865/day
iii) Deposit	\$1,000
b) Community Hall – Memorial Service	
i) Current/Past Resident Only	\$1,025/day
ii) Deposit	\$500
c) Community Hall – Local Non-profit within Town limits)	
i) No Fundraiser	No charge
ii) No Fundraiser - Deposit	\$1,000

iii) Fundraiser	\$920
iv) Fundraiser – Deposit	\$1,000
d) Alder or Buckeye Room minimum rental = 2 hour meetings; 4-hour parties	
i). Resident Fee	\$100/hour
ii). Non-resident Fee	\$155 per hour
iii). Deposit	\$250
e) Kitchen (must rent with room)	
i) Rented with Community Hall	No charge
ii) Rented with Alder or Buckeye Room -- Resident	\$100/event
iii) Rented with Alder or Buckeye Room – non-resident	\$130/event
iv) Deposit	\$100
f) Redwood Grove (Weddings only)	
i) Resident Fee	\$155 per event
ii) Non-Resident Fee	\$205 per event
iii) Deposit	\$100
Horse Permit	
a) New	\$50/horse/year
b) Renewal – Residential	\$15/horse/year
c) Renewal – Commercial	\$20/horse/year
Sport User Fees	
a) Town Fields	
i) Town Sponsored; Schools (Town Council; Town Committees; PV School District; Woodside Priory)	No Fees/No Deposit
ii) Local Organized Youth Leagues (Alpine/West Menlo Little League; AYSO; Kidz Love Soccer)	\$40/person/season
iii) Local Organized Youth Clubs (Alpine Strikers; CYSO)	\$60/person/season
iv) Local Organized Adult Leagues (PV Adult Soccer League; PV Softball)	\$60/person/season
v) Local Organized Adult Clubs (PV Soccer Club)	\$90/person/season
vi) Deposit for ii. through v. above	\$500
b) Private Parties, Picnics, Pick-up Games	
i) Local Informal Groups	\$3/person/use
ii) Non-Local Informal Groups	\$4.50/person/use
iii) Deposit	50 or fewer - \$100; >50 - \$500
c) Commercial Use (clinics and classes)	
	15% of gross revenue
	Deposit: \$500
d) Picnic Spaces (next to Little Peoples' Park – Town Center)	
	\$3/person/use
	Deposit: \$100
e) Ford Field Parking Lot	
	\$100
	Deposit: \$100

PLANNING FEES & PERMITS

Pre-Application Meeting	\$605
Architectural Review	
a) New Residence	\$1,165
b) Guest House/Addition	\$690
c) Amendment	\$350
Site Development Permit	
a) 50-100 Cubic Yards	\$1,095
b) 101-1,000 Cubic Yards	\$2,335
c) Greater than 1,000 Cubic Yards	\$2,960
Conditional Use Permit	
a) Standard	\$4,150
b) Planned Unit Development	\$6,230
c) Amendment	\$2,080
Variance	\$2,455
Lot Line Adjustment	\$1,680
Geology Review	
a) Building Permit	\$260
b) Map Modification	\$1,040
c) Deviation	\$910
Subdivision Preliminary Map	\$3,190
Subdivision - Tentative Map	\$4,865
Subdivision - Final Map	\$1,390
Map Time Extension	\$390
Tentative Map Amendment	\$780
Final Map Revision	\$780
Certificate of Compliance	\$1,615
Environmental - Initial Assessment	\$350

Environmental - Negative Declaration	\$1,040
General Plan Amendment	\$3,460
Zoning Ordinance Amendment	\$1,730
Fence Permit	
a) Horse Fence	\$110
b) All Other Fences	\$235
Tree Removal Permit	\$70
Residential Data Report	\$110
Allowed Floor Area Calculation	\$110
Temporary Occupancy Permit	\$1,290
Appeal	\$5,375
Photovoltaic System	\$50
Temporary Gas or Electrical	\$500 deposit
Plan Review/Revisions	Per hour as billed
Zoning Permit Fee	\$315 plus \$1,000 deposit

BUILDING FEES & PERMITS

Construction & Demolition Recycling

\$185 or \$370

Commercial

Commercial without Interior Improvements

a) Less than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation
Deposit based on valuation

b) Greater than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation
Deposit based on valuation

Commercial with Interior Improvements

a) Less than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation
Deposit based on valuation

b) Greater than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation
Deposit based on valuation

Commercial Tenant Improvements

a) Less than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation
\$880

b) Greater than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation
\$1,510

NOTE: An initial deposit would be assessed based on valuation. If the deposit is insufficient to fully cover cost of services, an additional amount would be collected.

Commercial Repair

a) Less than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation
\$500

b) Greater than 1,000 square feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,010

Commercial Barn/Stable

i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,010

Residential

Custom Residence Without Basement

a) 5,000 square Feet or Less	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$3,150

b) Greater than 5,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$3,775

Custom Residence With Basement

a) 5,000 square Feet or Less	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$4,405

b) Greater than 5,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$4,405

Addition

a) 500 Square Feet or Less	
i) Plan Check	\$380
ii) Inspection	\$1,260

b) 501-1,000 Square Feet	
i) Plan Check	\$750
ii) Inspection	\$1,760

c) Greater than 1,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$2,270

Detached Second Unit

a) 750 Square Feet or Less	
i) Plan Check	\$1,010
ii) Inspection	\$1,760

b) Accessory Building (e.g. Cabana)	
i) Plan Check	\$750
ii) Inspection	\$1,010

Detached Unit (Other)

a) Garage/Workshop - 1,000 Square Feet or Less	
i) Plan Check	\$750
ii) Inspection	\$880

b) Carport	
i) Plan Check	\$500
ii) Inspection	\$630

c) Barn/Stable	
i) Plan Check	\$750
ii) Inspection	\$630

Bathroom Remodel

a) Bathroom with Structural	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,010

b) Bathroom without Structural	
i) Plan Check	\$130
ii) Inspection	\$750

Kitchen Remodel

a) Kitchen with Structural	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,010

b) Kitchen without Structural	
i) Plan Check	\$130
ii) Inspection	\$750

Minor Repair (e.g. Deck)

a) Without Plan Check	
i) Inspection	\$250

b) With Plan Check	
i) Plan Check	\$130
ii) Inspection	\$380

Remodel with Structural

a) 0-500 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,010
b) 501-1,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,260
c) 1001-1,500 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,510
d) 1,501-2,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$2,010
e) 2,001 - 3,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$2,270
f) 3,001-4,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$2,520

Remodel without Structural

a) 0-500 Square Feet	
i) Plan Check	\$250
ii) Inspection	\$750
b) 501-1,000 Square Feet	
i) Plan Check	\$500
ii) Inspection	\$1,010
c) 1001-1,500 Square Feet	
i) Plan Check	\$750
ii) Inspection	\$1,260
d) 1,501-2,000 Square Feet	
i) Plan Check	\$880
ii) Inspection	\$1,510
e) 2,001-3,000 Square Feet	
i) Plan Check	\$1,010
ii) Inspection	\$1,760

Remodel without Structural (Cont.)

f) 3,001-4,000 Square Feet	
i) Plan Check	\$1,130
ii) Inspection	\$2,010

Mobile Home Installation

a) With Foundation	
i) Plan Check	\$380
ii) Inspection	\$380
b) Without Foundation	
i) Plan Check	\$130
ii) Inspection	\$250

Foundation Repair

a) 35 Linear Feet or Less	
i) Plan Check	\$250
ii) Inspection	\$380
b) Greater Than 35 Linear Feet	
i) Plan Check	\$500
ii) Inspection	\$630

Stucco/Siding

a) 500 Square Feet or Less	
i) Plan Check	\$130
ii) Inspection	\$250
b) 501-1,000 Square Feet	
i) Plan Check	\$130
ii) Inspection	\$380
c) Greater than 1,000 Square Feet	
i) Plan Check	\$250
ii) Inspection	\$500

Re-Roofing

a) 1,000 Square Feet or Less	
i) Plan Check	\$90
ii) Inspection	\$380
b) 1,001-3,000 Square Feet	
i) Plan Check	90
ii) Inspection	\$380

Re-Roofing (Cont.)

c) Greater than 3,000 Square Feet

i) Plan Check	\$90
ii) Inspection	\$630

Doors and Windows

a) Five or Less

i) Plan Check	\$130
ii) Inspection	\$250

b) More than Five

i) Plan Check	\$130
ii) Inspection	\$380

Swimming Pool (In Ground)

i) Plan Check	\$750
ii) Inspection	\$630

Spa

a) In Ground

i) Plan Check	\$380
ii) Inspection	\$500

b) Above Ground (Prefabricated)

i) Plan Check	\$250
ii) Inspection	\$275

Demolition

i) Plan Check	\$45
ii) Inspection	\$250

Retaining Wall

a) Four Feet High or Less

i) Plan Check	\$90
ii) Inspection	\$380

b) Greater than Four Feet High

i) Plan Check	\$185
ii) Inspection	\$630

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS
(ASSOCIATED WITH NEW CONSTRUCTION PERMITS)**

Permit Application Fee (applies to all permits)

a) For Initial Permit	\$65
b) For Each Additional Permit	\$30

Plumbing	\$0.45 per s.f.
Mechanical	\$0.40 per s.f.
Electrical	\$0.45 per s.f.

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS
(STAND-ALONE)**

Permit Application Fee (stand-alone projects)

a) For Initial Permit	\$25
b) For Each Additional Permit	\$25

Water Heater Permit Fee	\$40
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PER UNIT FEES -- ELECTRICAL

Temporary Power Pole	\$90
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Electrical Service

a) 100-400 Amps	\$185
b) Greater than 400 Amps	\$275

Subpanel	\$45
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Electrical Associated with a Pool/Spa	\$185
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Generator	\$185
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Per Unit Fees -- Mechanical

Furnace	\$45
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Condensor (Evaporative Cooler)	\$45
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Boiler	\$45
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Exhaust Hood (Fan) (Commercial or Heat Recovery Ventilator)	\$90
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PER UNIT FEES -- PLUMBING

Water Service	\$90
Backflow Device	\$45
Water Piping	\$90
Sewer Line	\$90
Drain-Waste Vent (1-5 Fixtures)	\$90
Gas Piping (1-5 Outlets)	\$90
Earthquake Shut-off Valve	\$45
Pool/Spa Plumbing	\$185

ITEMS NOT LISTED IN THIS SCHEDULE

Fee Per Inspection Required

\$45

Strong Motion Instrumentation & Seismic Hazard Mapping Fee

a) Residential

i) Valuation over \$5,000

.0001 x valuation

ii) Valuation under \$5,000

\$0.50

b) Commercial

i) Valuation over \$2,381

.00021 x valuation

ii) Valuation under

\$0.50

California Building Standards Commission Fee

a) Every \$25,000 or fraction thereof

\$1 per \$25,000 valuation

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PUBLIC WORKS ENGINEERING & PERMIT FEES

Driveway Connection to Street

a) Application	\$235
b) Plan Review	\$75
c) Inspection	
Town Staff	Actual cost with
Contract Engineer	\$500-\$1,000
Contract Inspector	initial deposit

Utilities

Regular Utility Maintenance Connect / Disconnect

a) Application	\$235
b) Plan Review	\$75
c) Inspection	
Town Staff	Actual cost with
Contract Engineer	\$500-\$1,000
Contract Inspector	initial deposit

Utility Main / Capital Project

a) Application	\$235
b) Plan Review	Actual cost with \$95-\$2,500 initial deposit
c) Inspection	
Town Staff	Actual cost with
Contract Engineer	\$500-\$2,000
Contract Inspector	initial deposit

Other projects including without limitation:

Right-of-way, landscaping, fences, and investigations

a) Application	\$30
b) Plan Review	\$75
c) Inspection	
Town Staff	Actual cost with
Contract Engineer	\$95-\$1,000
Contract Inspector	initial deposit

Additional Plan Review or Inspection - Hourly

Town Staff	Actual cost
Contract Engineer	\$185
Contract Inspector	\$95

Clean up or Repair to Town Property

Actual Cost

Actual deposit amount will be determined by Town Staff on anticipated number of plan reviews / inspections required and project timeline.

Projects/Services Not Listed on Fee Schedule

For services requested of Town Staff for which no fee is listed in this Master Fee Schedule, or for projects of size and complexity not typically encountered by the Town, the Town Manager or his/her designee shall determine the appropriate fee based on the hourly rates for staff time involved in the service or activity.

Hourly rates for Town staff shall be calculated based on the employee's fully burdened cost which includes salary and all benefit costs.

Proposed to the Town Council May 14, 2014