

ATTACHMENT 1

DEPARTMENT OF PUBLIC WORKS

| DESCRIPTION OF SERVICES | UNIT | FEE |
|--|--------------|------------|
| II. ENCROACHMENT PERMITS (see Encroachment Permit Notes (II)) | | |
| A. NEW INSTALLATION PERMIT (Note II.A.) | Each | \$875.00 |
| 1. Permanent – City Right-of-Way Review Fee (Note II.A.1.) | Each | \$1,085.00 |
| B. TEMPORARY PERMIT (Note II.B.) | Each | \$372.00 |
| C. DOCK PERMIT (Note II.C.) | | |
| 1. Permit to build - Building permit fee also required | Per Hour | \$163.00 |
| Annual Fee | Per Dock | \$125.00 |
| 2. Repair or replace existing structure | Per Hour | \$163.00 |
| 3. Annual Fee | Each | \$125.00 |
| D. UTILITY PERMIT (Note II.D.) | | |
| E. INVESTIGATION FEE (NOTE II.E.) | | |
| F. ENCROACHMENT PERMIT WORK IN CONJUNCTION WITH SITE DEVELOPMENT PERMIT (Note II.F.) | | |
| G. OUTDOOR RESTAURANT SEATING & MERCHANDISE DISPLAY | Each | \$358.00 |
| H. WIRELESS COMMUNICATIONS FACILITIES PERMIT | | |
| 1. Minor and Major Permits (Note II.G.1) | Per Location | \$4,890.00 |
| 2. Section 6409 Permit (Note II.G.2) | Per Location | \$1,630.00 |
| 3. Deposit for Consultant Services (Note II.G.3) | Min. Deposit | \$2,000.00 |
| | Per Location | |

NOTES:

II. ENCROACHMENT PERMITS

All encroachment permits required as a result of any request for service, including conditions applied to Planning items (variances, site plan & architectural reviews, planned community developments, and others) shall be charged all appropriate fees as shown above.

Note: There will be no fee for encroachment permits to repair sidewalk tripping hazards as determined by City inspection staff.

In order to obtain an encroachment permit, a standard Encroachment Permit Application must be filled out by the owner of the property or the contractor performing the work. In addition to the required fee and application, all aspects of Chapter 17 of the San Mateo Municipal Code must be adhered to. The applicant must post financial security equal to the value of the improvements to secure performance. Labor and materials must also be secured at one-half the value of the improvements. Current standard insurance must be on file with the City. Insurance requirements include public liability and property damage insurance, naming the City as an additional insured. Evidence of insurance may include a certificate and/or endorsement.

A. New Installation Permit

Any improvements not included elsewhere in this section shall be charged a minimum fee of \$875.00. If a trust account has been funded by the applicant, his representative or a developer responsible for the construction of the project, a base encroachment fee of \$875.00 will be charged. A portion of the fee will be used to fund the Stormwater Pollution Prevention Program (STOPPP) in accordance with Chapter 7.39 of the San Mateo Municipal Code.

1. Permanent – City Right-of-Way Review Fee

Request to place or replace structures such as fences, retaining walls, pilasters, stairs, etc. in the public right-of-way (ROW) when an exception is made by the City Engineer for such structure. This fee will cover field visit to the site, engineering review of the existing or proposed structure, and administrative time to prepare a Deed Restriction.

B. Temporary Permit

1. Dumpsters/Containers: A standard encroachment permit, including necessary insurance, will be required for the placement of a dumpster or container in the public right-of-way. The fee shall be \$372.00 and the deposit shall be \$500.00.

2. Scaffolding, soil tests, sewer video inspections, etc.: An encroachment permit may be issued upon completion of an encroachment permit application and proof of current standard insurance on file with the City. A fee of \$372.00 is required. In addition, a minimum \$1,000.00 security deposit must be posted to insure removal of the temporary encroachment and cover any repair costs due to damage that may occur.

C. Dock Permit

1. New Installation and Repair or replacement of existing structure.

The cost for staff time expended by Public Works, Police, Fire, and Community Services and all other departments pursuant to a planning application shall be billed to the project account at the rate of \$163.00 per hour. The applicant shall pay the actual cost of any consultant services required to process a planning application.

2. Yearly Fee: Dock owners shall pay an annual fee of \$125.00 to cover the costs of program administration and periodic inspections.

D. Utility Permit

1. Utility companies shall pay an annual blanket encroachment permit processing fee of \$372.00. For each job in the City right-of-way, the utility company shall obtain an encroachment permit, pay an encroachment permit fee of \$186.00 (half of the blanket encroachment permit processing fee), and provide the City with current standard insurance. A portion of the base fee will be used to fund the Stormwater Pollution Prevention Program (STOPPP). Billing will be processed on a quarterly basis. Utility encroachment permits shall be obtained prior to any utility work in the City right-of-way.

2. Utility projects involving installation of 150 feet or more of main line trench shall be considered major projects. The utility company shall obtain an encroachment permit, provide the City with current standard insurance, pay an encroachment permit fee of \$372.00, and place a minimum \$1,000.00 deposit to an inspection fee account to be billed at \$127.00 per hour for inspections. Any funds remaining in the inspection fee account will be refunded after project completion.

3. Utility company permit fees will be waived if the utility relocation work is the result of a City project. Public Utility Commission Rule 20-A projects will also result in waiver of encroachment permit fees.

E. Investigation Fees

1. Work without an encroachment permit will result in an investigation fee. Whenever any work, for which an encroachment permit is required by the San Mateo Municipal Code, has commenced without first obtaining said permit, a special investigation shall be made. An investigation fee shall be charged and paid whether or not a permit is subsequently issued. The fee must however be paid and the required standard insurance obtained before a permit may be issued for such work.

2. The investigation fee shall be equal to the amount of the encroachment permit fee as shown on the City of San Mateo Public Works Fee Schedule. The payment of such investigation fee shall not exempt any person from compliance with all provisions of the San Mateo Municipal Code, nor from any penalty prescribed by law.

F. Encroachment Permit Work in Conjunction with Site Development Permit

1. When work that requires an encroachment permit is done in conjunction with a Site Development Permit or Funded Trust Account, the encroachment permit fee will be \$875.00. The total deposit will then cover fees for required engineering and inspection services by the City related to the encroachment and site development permits. The engineering and inspection fees for both the encroachment permit and the site development permit will be charged at an hourly rate of \$127.00 per hour.

2. The fees charged plus the required deposit must be paid and standard insurance must be on file prior to issuance of any encroachment permit. The deposit will be held in a project account and any balance remaining after completion of the project will be refunded. Charges in excess of the deposit will be billed and must be paid before sign-off by the City that the work related to encroachment and site development permit is complete.

G. Wireless Communications Facilities Permit (based on San Mateo Municipal Code 17.10, "Wireless Communications Facilities in the Public Right-of-Way").

1. Minor and Major Permits

Request to place a new facility or substantial modification of an existing facility in the public ROW. This fee will cover field visits, engineering review of the existing or proposed facilities, and administrative time to process the permit application. Fee is based on average number of hours to process permits per location times rate of staff. That is, 30 hrs/location X \$163/hr = \$4,890.

2. Section 6409 Permit

Request to modify an existing facility in the public ROW. If modifications are deemed substantial, applicant shall apply for a Minor or Major Permit. This fee will cover field visits, engineering review of the existing or proposed facilities, and administrative time to process the permit application. Fee is based on average number of hours to process permit per location times rate of staff. That is, 10 hrs/locations X \$163/hr = \$1,630.

3. Deposit for Consultant Services

The minimum deposit listed is required at permit submittal prior to being deemed complete. The deposit covers the cost of hiring an independent consultant with specialized or expert knowledge in connection with wireless facilities, including, but not limited to: permit application completeness and/or accuracy, compliance with RF emissions, gap in services, alternative sites analysis. At the time of permit issuance, additional funds may be required to be added to the deposit if the deposit balance is less than estimated, as determined by the City. Any portion not expended by the City is refundable. Account must be paid in full prior to final sign-off.