



Adopted  
Comprehensive Fee Schedule  
July 1, 2020 - June 30, 2021



# **CITY OF SAN MATEO**

## **COMPREHENSIVE FEE SCHEDULE**

### Table of Contents

City Clerk.....	1.1
Community Development	
Building.....	2.1
Code Enforcement.....	3.1
Planning.....	4.1
Finance.....	5.1
Information Technology.....	6.1
Library.....	7.1
Parks & Recreation.....	8.1
Police.....	9.1
Public Works.....	10.1
Penalties & Interest.....	11.1
Impact, In-lieu, and Linkage Fees.....	12.1

Effective July 1, 2020, customers using credit/debit cards to pay for services will be charged a service fee payable to the City's merchant service provider at the rate of 2.6% in addition to the cost of services. The credit card service fee will be reflected as a separate transaction on your credit card statement. As an alternative, checks and money orders are acceptable by mail or cash, check, e-check and money orders in person at City facilities.



## CITY CLERK

DESCRIPTION OF SERVICES	UNIT	FEE
<b>I. ELECTION DOCUMENT COPIES</b>	Per Page	\$0.10
<b>II. PHOTOCOPIES</b>	Per Page	\$0.15
<b>III. OUTSIDE SERVICES</b> Reproductions not performed by City (maps, photos, etc.).	Per Reproduction	Actual Costs
<b>IV. CERTIFICATIONS</b>	Each	\$1.50
<b>V. APPEALS</b> to the City Council of a decision by the Planning Commission, Community Relations Commission, or Public Works Commission.	Each Appeal	\$500.00
<b>VI. INITIATIVE FILING FEE</b>	Each	\$200.00



**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>I. BUILDING PLAN REVIEW FEES</b>		
\$1.00 - \$500.00	Valuation	\$121.20
\$501.00 - \$2,000.00	Valuation	\$121.20 (for 1st \$500) \$5.38 for each add'l \$100 or fraction thereof to and including \$2,000
\$2,001.00 - \$25,000.00	Valuation	\$202.00 (for 1st \$2,000) \$26.35 for each add'l \$1,000 or fraction thereof to and including \$25,000
\$25,001.00 - \$50,000.00	Valuation	\$808.00 for 1st \$25,000) \$21.01 for each add'l \$1,000 or fraction thereof to and including \$50,000
\$50,001.00 - \$100,000.00	Valuation	\$1,333.20 (for 1st \$50,000) \$13.74 for each add'l \$1,000 or fraction thereof to and including \$100,000
\$100,001.00 - \$500,000.00	Valuation	\$2,020.00 (for 1st \$100,000) \$11.11 for each add'l \$1,000 or fraction thereof to and including \$500,000
\$500,001.00 - \$1,000,000	Valuation	\$6,464.00 (for 1st \$500,000) \$9.37 for each add'l \$1,000 or fraction thereof to and including \$1,000,000
\$1,000,001 to \$2,000,000	Valuation	\$11,150.40 (for 1st \$1,000,000) \$8.70 for each add'l \$1,000 or fraction thereof to and including \$2,000,000
\$2,000,001 to \$4,000,000	Valuation	\$19,582.57 (for 1st \$2,000,000) \$1.34 for each add'l \$1,000 or fraction thereof to and including \$4,000,000
\$4,000,001 to \$8,000,000	Valuation	\$22,688.65 (for 1st \$4,000,000) \$2.60 for each add'l \$1,000 or fraction thereof to and including \$8,000,000
\$8,000,001 to \$16,000,000	Valuation	\$33,087.61 (for 1st \$8,000,000) \$2.31 for each add'l \$1,000 or fraction thereof to and including \$16,000,000
\$16,000,001 to \$32,000,000	Valuation	\$51,540.73 (for 1st \$16,000,000) \$1.34 for each add'l \$1,000 or fraction thereof to and including \$32,000,000
\$32,000,001 to \$64,000,000	Valuation	\$72,952.74 (for 1st \$32,000,000) \$2.04 for each add'l \$1,000 or fraction thereof to and including \$64,000,000
\$64,000,001 and Over	Valuation	\$138,226.23 (for 1st \$32,000,000) \$1.02 for each add'l \$1,000 or fraction thereof



**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>II. BUILDING PERMIT AND INSPECTION FEES</b>		
\$1.00 - \$500.00	Valuation	\$117.01
\$501.00 - \$2,000.00	Valuation	\$117.01 (for 1st \$500) \$7.80 for each add'l \$100 or fraction thereof to and including \$2,000
\$2,001.00 - \$25,000.00	Valuation	\$234.03 (for 1st \$2,000) \$30.53 for each add'l \$1,000 or fraction thereof to and including \$25,000
\$25,001.00 - \$50,000.00	Valuation	\$936.12 for 1st \$25,000) \$23.41 for each add'l \$1,000 or fraction thereof to and including \$50,000
\$50,001.00 - \$100,000.00	Valuation	\$1,521.18 (for 1st \$50,000) \$16.38 for each add'l \$1,000 or fraction thereof to and including \$100,000
\$100,001.00 - \$500,000.00	Valuation	\$2,340.28 (for 1st \$100,000) \$12.19 for each add'l \$1,000 or fraction thereof to and including \$500,000
\$500,001.00 - \$1,000,000	Valuation	\$7,215.88 (for 1st \$500,000) \$10.84 for each add'l \$1,000 or fraction thereof to and including \$1,000,000
\$1,000,001 to \$2,000,000	Valuation	\$12,637.54 (for 1st \$1,000,000) \$8.66 for each add'l \$1,000 or fraction thereof to and including \$2,000,000
\$2,000,001 to \$4,000,000	Valuation	\$21,296.59 (for 1st \$2,000,000) \$1.52 for each add'l \$1,000 or fraction thereof to and including \$4,000,000
\$4,000,001 to \$8,000,000	Valuation	\$24,338.96 (for 1st \$4,000,000) \$3.05 for each add'l \$1,000 or fraction thereof to and including \$8,000,000
\$8,000,001 to \$16,000,000	Valuation	\$36,508.44 (for 1st \$8,000,000) \$2.54 for each add'l \$1,000 or fraction thereof to and including \$16,000,000
\$16,000,001 to \$32,000,000	Valuation	\$56,868.92 (for 1st \$16,000,000) \$1.08 for each add'l \$1,000 or fraction thereof to and including \$32,000,000
\$32,000,001 to \$64,000,000	Valuation	\$74,140.22 (for 1st \$32,000,000) \$2.32 for each add'l \$1,000 or fraction thereof to and including \$64,000,000
\$64,000,001 and Over	Valuation	\$148,280.45 (for 1st \$32,000,000) \$1.15 for each add'l \$1,000 or fraction thereof
<b>NOTE:</b> Building valuation shall be established pursuant to Section 23.06.120 of SMMC.		



**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>III. ADDITIONAL REQUIRED PLAN REVIEW &amp; BUILDING PERMIT FEES</b>		
<b>A. FIRE PLAN CHECK</b>		
1. Commercial and Multi-Residential		
0 -10,000 Square Feet	Per Occurrence	*See Note Below
10,001-35,000 Square Feet	Per Occurrence	*See Note Below
35,001-75,000 Square Feet	Per Occurrence	*See Note Below
75,001-120,000 Square Feet	Per Occurrence	*See Note Below
Over 120,000 Square Feet	Per Hour	*See Note Below
2. Single Family and Duplex Plan Review		
0-10,000 Square Feet	Per Occurrence	*See Note Below
*These fees are collected on behalf of the San Mateo Consolidated Fire Department. The current fee charged may be higher than those listed. Please see the San Mateo Consolidated Fire Department's fee schedule for current fees that will be collected by the City of San Mateo on behalf of San Mateo Consolidated Fire Department at: <a href="http://smcfire.org/i-want-to">smcfire.org/i-want-to</a>		
<b>B. PLANNING SUPPORT FEE (PLAN CHECK/INSPECTION)</b> (Fee covers initial review and 2 resubmittals) The fee will be charged for all projects which require a planning application, for new single-family homes and duplexes, and for any other permit application that requires review by the Planning Division.	Fee	0.33% of Valuation
<b>C. ADDITIONAL PLAN REVIEW FEES FOR PROJECTS REVIEWED 4TH REVIEW AND BEYOND</b>	Hourly Rate	Please refer to Building, Fire and Planning Hourly Rate
<b>D. PLAN CHECK FEES FOR IDENTICAL AND MIRROR IMAGE PLANS</b>	Fee / Actual Cost	Initial plan 100% of Building Plan Check Fee, Fire Support and Planning Support Fee; then Actual Cost for all City Departments for additional identical and mirror image plan checks where uniform codes have not changed.
<b>E. PARKS AND RECREATION FEES</b>		
1. Park and Landscape Resources		
a. Park and Recreation Tax on Residential Building Permits	Per \$100 Valuation on Building Permit App.	\$0.30
2. Development Project Review Fee		
a. Consultants for specialized plan checking and inspection services or to expedite plan checking and inspection services		Fee is per Consultant's rate
b. Reimburse cost of staff or consultant time spent in plan check or inspection services. Park Plan Check and Inspection Services on Building Permits. Fee to be collected at time of Building Permit application. After payment of fees, Permittee may apply for an exemption for projects having no Park Plan Check or Inspection Requirements.	Building Valuation on Those Building Permits Whose Valuation is Over \$5,000	0.07%
<b>F. GENERAL PLAN MAINTENANCE FEE</b>	Construction Valuation of All Projects	0.39% of valuation
<b>G. STATE TAX</b> Strong motion instrumentation and seismic hazard mapping (Fee set by State of California).	Fee	13 mills/\$1,000 valuation Residential (Minimum \$0.50) 28 mills/\$1,000 valuation Non-Residential. (Minimum \$0.50)
<b>H. BUILDING STANDARDS ADMINISTRATION SPECIAL REVOLVING FUND</b>	Fee	\$1/\$25,000 valuation
<b>I. TECHNOLOGY FEE</b>	Percentage	0.10% of valuation
<b>J. CONSTRUCTION WITHOUT A PERMIT</b> Penalty incurred when any construction is performed without a permit.	All Required Permits	Minimum of 100% of all permit fees



**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>IV. MISC. INSPECTIONS AND FEES</b> Applicable to building, plumbing, electrical and mechanical permits.		
A. INSPECTIONS OUTSIDE OF NORMAL BUSINESS HOURS	Per Hr (Min. 2 Hours)	\$156.00
B. REINSPECTION FEE	Per Hr (Min. 1 Hour)	\$156.00
C. PLAN REVIEW REQUIRED BY CHANGES, ADDITIONS OR REVISIONS TO APPROVED PLANS, OR MORE THAN TWO RECHECKS	Per Hr (Min. 1/2 Hour)	\$156.00
D. REACTIVATION FEE FOR EXPIRED PERMITS (Use 50% of original permit fee if permit fee is less than the reactivation fee)	Per Reactivation	\$358.00
E. APPLICATION FOR DEMOLITION OF RESIDENTIAL UNITS WHICH BEEN DECLARED A PUBLIC NUISANCE OR WHICH ARE BEING DEMOLISHED ON APPROVAL OF THE BUILDING OFFICIAL UNDER SECTION 23.06.100.	Hourly Rate	\$169.00
F. COST OF BLACK AND WHITE COPIES	Each Page	\$0.15
G. COST OF COLOR COPIES	Each Page	\$0.30
H. BUILDING/PROPERTY RESEARCH AND INQUIRY FEE (1st hour is free)	Per Hour	\$161.00
I. HARDSHIP WAIVER FOR DISABLED ACCESS REQUIREMENTS	Each	\$637.00
J. RESEARCH RE: ALTERNATE MATERIALS AND CODE INTERPRETATIONS REQUIRING CONSULTATION WITH OUTSIDE AGENCIES	Each	\$637.00
K. PERMITS FOR SMALL ANIMAL & FOWL		\$72.00
L. RE-ROOF'S		
1. Single Family Dwellings/Duplex's	Each	\$382.00
2. Multi-Family, Mixed Use/Commercial	Each	Valuation Based
M. COMBINATION BUILDING, PLUMBING, ELECTRICAL, AND MECHANICAL PERMITS FOR MINOR RESIDENTIAL REMODELS:		
1. Bathroom remodels consisting of 4 plumbing fixtures maximum.	Each Combination Permit	\$539.00
2. Kitchen remodels consisting of a maximum of: 1 plumbing fixture or 20 electrical lights/switches/outlets maximum or a maximum of 2 gas-fired appliances.	Each Combination Permit	\$539.00
N. WINDOW REPLACEMENTS FOR SINGLE FAMILY AND DUPLEX (same location, same size, 5 maximum)	Each	\$153.00
O. WINDOW REPLACEMENTS FOR SINGLE FAMILY AND DUPLEX (same location, same size, more than 5)	Each	\$333.00
P. REPIPE FOR WATER SUPPLY SYSTEMS FOR SFR AND DUPLEX	Each	\$228.00
Q. CALIFORNIA'S EARTHQUAKE BRACE AND BOLT EARTHQUAKE RETROFIT PROGRAM	Each	\$410.00
R. ENERGY STORAGE SYSTEMS FOR SFR AND DUPLEX	Each	\$333.00
S. ELECTRICAL REWIRING FOR SFR AND	Each	\$307.00
T. ACCESSORY DWELLING UNITS	Each	\$2,734.00
U. JUNIOR ACCESSORY DWELLING UNITS	Each	\$1,237.00
V. HVAC INSTALLATIONS (Replacement, Relocations and new Installations for SFR and Duplex)	Each	\$151.00



**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>IV. MISC. INSPECTIONS AND FEES <i>(continued)</i></b> Applicable to building, plumbing, electrical and mechanical permits.		
<b>W. ROOFTOP SOLAR ENERGY SYSTEMS</b> (Fee set by State of California AB-1414; sunsets 1/1/2025)		
1. Single Family Dwellings	Each Combination Permit	\$450.00
2. Multi-family Buildings		
Up to 15 kW	Each	\$450.00
16 kW and up	Each	\$450.00
		+ \$15.00 for each additional kW
3. Commercial Buildings		
Up to 50 kW	Each	\$1,000.00
51 kW to 250 kW	Each	\$1,000.00
		+ \$7.00 for each additional kW up to 250 kW
251 kW and up	Each	\$2,400.00
		+ \$5.00 for each additional kW over 250 kW
<b>X. SOLAR THERMAL SYSTEMS</b> (Fee set by State of California AB-1414; sunsets 1/1/2025)		
1. Single Family Dwellings	Each Combination Permit	\$450.00
2. Multi-family Buildings		
Up to 15 kW	Each	\$450.00
16 kW and up	Each	\$450.00
		+ \$15.00 for each additional kW
3. Commercial Buildings		
Up to 30 kWth	Each	\$1,000.00
31 kWth to 260 kWth	Each	\$1,000.00
		+ \$7.00 for each additional kWth up to 260 kWth
261 kWth and up	Each	\$2,610.00
		+ \$5.00 for each additional kWth over 260 kWth
<b>Y. ELECTRICAL VEHICLE CHARGING STATIONS</b>		
1. Single Family Dwellings & Duplexes	Each	\$190.00
2. Multi-Family/Commercial (Level I/II)		
1-3 Stations	Each	\$465.00
4-6 Stations	Each	\$622.00
7+ Stations	Each	\$899.00
Multi-Family/Commercial (Level III)		
1-3 Stations	Each	\$581.00
4-6 Stations	Each	\$778.00
7+ Stations	Each	\$1,373.00



**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>V. ELECTRICAL PERMIT FEES</b>		
A. MINIMUM ELECTRICAL PERMIT FEE	Each	\$151.00
B. PERMIT ISSUANCE	Each	\$72.00
C. SYSTEM FEE SCHEDULE		
1. Private Swimming Pools For new private, residential, in- ground, swimming pools for single- family & multi-family occupancies including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, & other similar electrical equipment directly related to the operation of a swimming pool. For other types of swimming pools, therapeutic whirlpools, spas & alterations to existing swimming pools, use the UNIT FEE SCHEDULE	Each	\$234.00
2. Temporary Power Service For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets & appurtenances. For a temporary distribution system & temporary lighting & receptacle outlets for construction sites, decorative light, Christmas tree sales lots, firework stands, etc.	Each	\$78.00
D. COMMERCIAL TENANT IMPROVEMENTS Use the UNIT FEE SCHEDULE when fixture count is 20 or less. Otherwise, use square footage to calculate permit fees.	Sq Ft.	\$0.10
E. UNIT FEE SCHEDULE The following do not include permit issuing fee.		
1. Receptacle, Switch and Lighting Outlets <sup>1</sup> For receptacle, switch, lighting or other outlets at which current is used or controlled, except services, feeders and meters.		
First 20	Each	\$78.00
Add'l outlets	Each	\$2.00
<sup>1</sup> NOTE: For multi-outlet assemblies, each 5 feet or fraction thereof may be considered as one outlet.		
2. Lighting Fixtures For lighting fixtures, sockets or other lamp-holding devices.		
First 20	Each	\$78.00
Add'l fixtures	Each	\$2.00
For pole or platform-mounted lighting fixtures.	Each	\$39.00
For theatrical-type lighting fixtures or assemblies.	Each	\$39.00
3. Residential Appliances <sup>2</sup> For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges, self-contained room, console, or through-wall air- conditioners; space heaters; food waste grinders; dish-washers; washing machines; water heaters; clothes dryers; or other motor operated appliances not exceeding one horsepower (HP) in rating.	Each	\$118.00



**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>V. ELECTRICAL PERMIT FEES</b> <i>(continued)</i>		
4. Nonresidential Appliances <sup>2</sup> For nonresidential appliances and self-contained factory-wired, nonresidential appliances not exceeding one horsepower (HP), kilowatt (kW), or kilovolt-ampere (KA), in rating including medical and dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment.	Each	\$157.00
<sup>2</sup> <b>NOTE:</b> For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.		
5. Power Apparatus <sup>3</sup> For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows: Rating in horsepower (HP), kilowatts (kW), kilovolt- amperes (KA), or kilovolt-amperes- reactive (KVAR):		
Up to and including 1	Each	\$78.00
2 - 10	Each	\$91.00
11 - 50	Each	\$185.00
51 -100	Each	\$139.00
101 and Over	Each	\$292.00
<sup>3</sup> <b>NOTE:</b> A) For equipment or appliances having more than one more, transformer, heater, etc., the sum of the combined ratings may be used. B) These fees include all switches, circuit breakers, contactors, thermostats, relays and other directly related control equipment.		
6. Busways <sup>4</sup> For trolley and plug-in type busways	100 Ft. or Fraction Thereof	\$75.00
<sup>4</sup> <b>NOTE:</b> An add'l fee will be required for lighting fixtures, motors and other appliances that are connected to trolley & plug-in type busways. No fee is required for portable tools.		
7. Signs, Outline Lighting & Marquees <sup>5</sup> For signs, outline lighting systems or marquees supplied from one branch circuit. For add'l branch circuits within the same sign, outline lighting system or marquee.	Each Each	\$78.00 \$13.00
8. Services <sup>5</sup> For services of 600 volts or less & not over 200 amperes in rating. For services of 600 volts or less & over 200 - 1000 amperes in rating. For services over 600 volts or over 1000 amperes in rating.	Each Each Each	\$78.00 \$237.00 \$275.00
9. Miscellaneous Apparatus, Conduits, Conductors & Circuits <sup>5</sup> For electrical apparatus, conduits, conductors, & circuits for which a permit is required but for which no fee is herein set forth.	Each	\$118.00
<sup>5</sup> <b>NOTE:</b> This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs or other equipment.		



**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>VI. MECHANICAL PERMIT FEES</b>		
A. MINIMUM MECHANICAL PERMIT FEE	Each	\$151.00
B. PERMIT ISSUANCE		
1. For the issuance of permit		\$72.00
C. COMMERCIAL TENANT IMPROVEMENTS	Sq Ft.	\$0.10
Use the UNIT FEE SCHEDULE when fixture count is 3 or less. Otherwise, use square footage to calculate permit fees		
D. UNIT FEE SCHEDULE		
1. For the installation or relocation of each forced-air or gravity type furnace or burner, including ducts & vents attached to such appliances, up to & including 100,000 Btu/h.	Each	\$78.00
2. For the installation or relocation of each forced-air or gravity type furnace or burner, including ducts & vents attached to such appliance over 100,000 Btu/h.	Each	\$198.00
3. For the installation or relocation of each floor furnace, including vent.	Each	\$78.00
4. For the installation or relocation of each suspended heater, recessed wall heater or floor mounted unit heater.	Each	\$159.00
5. For the installation, relocation or replacement of each appliance vent installed & not inc'd in an appliance permit.	Each	\$78.00
6. For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by this code.	Each	\$78.00
7. For the installation or relocation of each boiler or compressor to and including three h.p., or each absorption system to and including 100,000 Btu/h.	Each	\$78.00
8. For the installation or relocation of each boiler or compressor over three h.p. to & including 15 h.p., or each absorption system over 100,000 Btu/h & including 500,000 Btu/h.	Each	\$172.00
9. For the installation or relocation of each boiler or compressor over 15 h.p. to & including 30 h.p., or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h.	Each	\$225.00
10. For the installation or relocation of each boiler or compressor over 30 h.p. to and including 50 h.p., or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h.	Each	\$278.00
11. For the installation or relocation of each boiler or refrigeration compressor over 50 h.p., or each absorption system over 1,750,000 Btu/h.	Each	\$358.00
12. For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto. <b>NOTE:</b> This fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooking unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this code.	Each	\$240.00
13. For each air-handling unit over 10,000 cfm.	Each	\$319.00
14. For each evaporative cooler other than portable type.	Each	\$78.00



**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>VI. MECHANICAL PERMIT FEES</b> <i>(continued)</i>		
15. For each ventilation fan connected to a single duct.	Each	\$78.00
16. For each ventilation system which is not a portion of any heating or air condition system authorized by a permit.	Each	\$78.00
17. For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.	Each	\$80.00
18. For the installation or relocation of each domestic type incinerator.	Each	\$39.00
19. For the installation or relocation of each commercial or industrial type incinerator.	Each	\$159.00
20. For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code.	Each	\$118.00
<b>VII. PLUMBING PERMIT FEES</b>		
A. MINIMUM PLUMBING PERMIT FEE		\$151.00
B. PERMIT ISSUANCE	Each	\$72.00
1. For the issuance of permit		
C. COMMERCIAL TENANT IMPROVEMENTS	Sq Ft.	\$0.10
Use the UNIT FEE SCHEDULE when fixture count is 3 or less. Otherwise, use square footage to calculate permit fees		
D. UNIT FEE SCHEDULE		
1. For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection).	Each	\$78.00
2. For each building sewer	Each	\$78.00
3. Rain water systems - per drain (inside building).	Each	\$78.00
4. For each water heater and/or vent.	Each	\$78.00
5. Tankless Water Heater	Each	\$308.00
6. For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps.	Each	\$78.00
7. For installation, alteration or repair of water piping and/or water treating equipment.	Each	\$78.00
8. For repair or alteration of drainage or vent piping.	Each Fixture	\$78.00
9. For each lawn sprinkler system on any one meter, including backflow protection devices.	Each System	\$78.00
10. For atmospheric-type vacuum breakers not included in Item 2:		\$78.00
1 to 5	Each	\$78.00
over 5	Each	\$78.00
11. For each backflow protective device other than atmospheric-type vacuum breakers		
2 inches & smaller	Each	\$78.00
over 2 inches	Each	\$78.00
12. For each gas piping system	1-4 Outlets	\$78.00
13. For each gas piping system of five or more outlets	Per Outlet	\$3.00



**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>VIII. SIGN PERMIT FEES**</b>		
All permanent signs	Per Sq. Ft.	\$4.85
	Minimum	\$38.80
	Maximum	\$455.90
Temporary Banner (30-day)	Each	\$78.00
<b>**PENALTY:</b> When a sign permit is required and a sign is installed prior to obtaining a permit, a double fee shall be charged.		
<b>IX. CHILD CARE DEVELOPMENT FEE</b>	Per Sq. Ft.	\$1.08
Projects over 10,000 sq. ft. that are one or more of the following:		
A. NEW COMMERCIAL DEVELOPMENT OF SUPERSTRUCTURE		
B. ADDITION OF SQUARE FOOTAGE TO EXISTING COMMERCIAL DEVELOPMENT		
C. COMMERCIAL TENANT IMPROVEMENTS REQUIRING PLANNING APPROVAL		
<b>X. COMMERCIAL LINKAGE FEE</b>		
(City Council adopted September 16, 2016 - effective November 16, 2016)		
New commercial construction in excess of 5,000		
Exempts public uses such as hospitals, nonprofit and government facilities, churches, schools and child care		
A. HOTELS	Per Sq. Ft.	\$10.79
B. RETAIL, RESTAURANTS, AND SERVICES	Per Sq. Ft.	\$5.40
C. OFFICE, RESEARCH & DEVELOPMENT USES, AND MEDICAL OFFICES	Per Sq. Ft.	\$26.99
<b>XI. ART IN PUBLIC PLACE FEE</b>	Each	0.5% of valuation
The fee is applicable to commercial and multi-family residential projects exceeding three (3) million dollars in building permit valuation.		



**COMMUNITY DEVELOPMENT  
CODE ENFORCEMENT**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>I. NUISANCE ABATEMENT FEES FOR VIOLATIONS OF THE SMMC WHICH ARE SUBJECT TO ADMINISTRATIVE CITATION PER SMMC 1.10.</b> 1. Violations of the SMMC Administrative Citation Ordinance which have been abated within 10 days of service and verified by the Code Enforcement Division have a reduced fee.	First Citation If not Abated, Second Citation If not Abated, Third Citation	\$100.00 \$200.00 \$500.00
<b>II. NUISANCE ABATEMENT FEES FOR VIOLATIONS OF THE SAME SMMC SECTION WITHIN 12 MONTHS OF INITIAL CITATION</b>	First Citation If not Abated, Second Citation If not Abated, Third Citation	\$200.00 \$300.00 \$500.00
<b>III. VIOLATIONS OF THE SMMC REQUIRING 1) ORDER OF ABATEMENT, 2) AN INSPECTION OF SEIZURE WARRANT, 3) A POSTING OF AN ORDER DESIGNATING THE PROPERTY AS UNSAFE TO OCCUPY, 4) THE COMMENCEMENT OF THE CIVIL LITIGATION PROCEEDINGS OR 5) SUMMARY ABATEMENT OF</b> *Actual Cost includes all costs of abatement, including, but not limited to: code enforcement staff, and associated indirect costs, such as labor, equipment, private contractor, materials, materials storage, and all other costs reasonable and necessary to abate the nuisance.	Each Case	Actual Cost *
<b>IV. APPEAL OF A DECISION OR ORDER TO ABATE</b>	Each Appeal	\$500.00
<b>V. ABATEMENT ORDER VIOLATION CORRECTION RE-INSPECTION FEE</b>	Each Inspection	\$100.00



**COMMUNITY DEVELOPMENT  
PLANNING DIVISION**

DESCRIPTION OF SERVICES	CHARGE TYPE	FEE OR INITIAL DEPOSIT
<b>I. PLANNING APPLICATIONS</b>		
A. PLANNING APPLICATION(S)- ZONING ADMINISTRATOR DECISION (SINGLE FAMILY ONLY OR CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY - ALCOHOLIC BEVERAGES)	Initial Deposit	\$4,000.00
B. PLANNING APPLICATION(S)- ZONING ADMINISTRATOR DECISION (OTHER THAN SINGLE FAMILY OR PCNs)	Initial Deposit	\$6,000.00
C. PLANNING APPLICATION(S)- PLANNING COMMISSION DECISION	Initial Deposit	\$10,000.00
D. PLANNING APPLICATION(S)- PLANNING COMMISSION & CITY COUNCIL DECISION	Initial Deposit	\$20,000.00
E. FENCE EXCEPTION SPAR PLANNING APPLICATION	Initial Deposit	\$2,000.00
F. SPECIAL USE PERMIT - DAY CARE FACILITIES	Flat fee	\$2,000.00
G. ANNUAL REVIEW OF DEVELOPMENT AGREEMENT	Initial Deposit	\$4,000.00
H. DESIGN REVIEW BY CONSULTING ARCHITECT (required for projects with 6+ units, 10,000+ SF non-residential; or other projects as determined by City Resolution)	Initial Deposit	\$5,000.00
I. LARGE PROJECT PRE-APPLICATION	Initial Deposit	\$15,000.00
J. INFORMATIONAL NEIGHBORHOOD MEETING (PRE-APPLICATION) PUBLIC NOTICE LIST PREPARATION	Flat Fee	\$300.00
K. MODIFICATIONS OF APPROVED PLANNING APPLICATIONS- ZONING ADMINISTRATOR DECISION	Initial Deposit	\$3,000.00
L. MODIFICATIONS OF APPROVED PLANNING APPLICATIONS- PLANNING COMMISSION DECISION	Initial Deposit	\$10,000.00
<b>II. ENVIRONMENTAL CLEARANCE (CEQA) PROCESSING</b>		
A. CATEGORICAL OR STATUTORY EXEMPTION (Excluding Single Family and PCNs)	Initial Deposit	\$500.00
B. INITIAL STUDY/NEGATIVE DECLARATION	Initial Deposit	\$5,000.00
C. INITIAL STUDY/EIR	Initial Deposit	\$10,000.00
D. MANDATED FEDERAL, STATE OR COUNTY FEES (e.g., Fish & Game CEQA Fee; Fish & Game Code §711.4; Negative Declaration; EIR)	As Mandated by State	N/A
<b>III. CITY STAFF TIME</b> All City departments reviewing a planning application.	Hourly Rate	\$167.00
<b>IV. MONITORING OF REQUIRED MITIGATION MEASURE</b>	Initial Deposit for	Determined for each project.
<b>V. INVESTIGATION</b> FEE for properties with code violations before or after planning approval.	Hourly Rate	\$167.00
<b>VI. RESEARCH FEE</b>		
A. RETRIEVAL OF OFF-SITE PLANNING APPLICATION	Flat Fee	\$53.00
B. RESEARCH REQUIRING EXTENSIVE STAFF TIME		Job Cost Staff hourly rate
C. POST PLANNING APPLICATION PROJECT CONSULTATION		Job Cost after the 1st hour
<b>VII. APPEALS</b>		
A. APPEAL FEE - ALL PLANNING APPLICATIONS	Flat Fee	\$500.00
<b>VIII. LANDSCAPE UNIT IN-LIEU FEES</b>	Per Landscape Unit	\$321.00



**COMMUNITY DEVELOPMENT  
PLANNING DIVISION**

DESCRIPTION OF SERVICES	CHARGE TYPE	FEE OR INITIAL DEPOSIT
<b>IX. SUBORDINATION PROCESSING FEE</b> Applies to requests to allow City Housing Program loans to subordinate to new mortgage lenders in conjunction with refinances.	Per Loan	\$250.00
<b>X. BELOW MARKET RATE HOUSING FEE</b> A fee in lieu of constructing affordable housing units onsite per Below Market Rate program: A. In Lieu Fees for Fractional Units 1. Rental  2. Owner  B. In Lieu Fee for Projects Less than 11 Units 1. Rental  2. Owner	0.1 Housing Unit 0.2 Housing Unit 0.3 Housing Unit 0.4 Housing Unit  0.1 Housing Unit 0.2 Housing Unit 0.3 Housing Unit 0.4 Housing Unit  5 Unit Project 6 Unit Project 7 Unit Project 8 Unit Project 9 Unit Project 10 Unit Project  5 Unit Project 6 Unit Project 7 Unit Project 8 Unit Project 9 Unit Project 10 Unit Project	\$25,962.00 \$51,924.00 \$77,887.00 \$103,849.00  \$22,478.00 \$44,956.00 \$67,434.00 \$89,912.00  \$129,811.00 \$155,773.00 \$181,735.00 \$207,698.00 \$233,660.00 \$259,622.00  \$112,390.00 \$134,868.00 \$157,346.00 \$179,824.00 \$202,302.00 \$224,780.00
<b>XI. POLICIES RE: PLANNING FEES</b> A. If the cost of the staff time spent on the application(s) is less than the amount of the deposit, the balance shall be refunded to the applicant. B. If at any time before action is taken on an application, more than 70% of the deposit has been expended on the application, the applicant shall be required to pay an additional deposit. C. No public hearing on a planning application shall be held unless all deposits requested have been fully paid. No application by an applicant shall be accepted as complete pursuant to title 27 of the San Mateo Municipal Code if that applicant has failed to pay amounts due and payable for another planning application. D. The applicant is responsible for paying the costs of staff and consultant time incurred pursuant to any appeal. E. The cost for staff time expended by all city staff pursuant to a planning application shall be billed to the project account at the hourly rate in section III. F. The applicant shall pay the actual cost of any consultant services required to process a planning application including the environmental (CEQA) clearance processing. G. "Planning applications" include: site plan and architectural review; special use permit; temporary use permit; variance; site development permit; subdivision and parcel maps; reclassification; planned development; general plan amendment; specific plan amendment; code amendments regarding land use regulation; development agreements, downtown economic development permit; planned signing districts and freestanding signs over 8 feet in commercial districts, single family dwelling design review (SFDDR), mills act contract, historic building survey amendment, historic building demolition permit.		



## FINANCE DEPARTMENT

DESCRIPTION OF SERVICES	UNIT	FEE
<b>I. BUSINESS LICENSE LISTING</b>	Each Qtr.	\$32.00
<b>II. RETURNED CHECK PROCESSING CHARGE</b> (Non-sufficient fund checks and other issues)	Each	\$25.00
<b>III. STATE MANDATED DISABILITY ACCESS FEE (SB 1186)</b> On each Business Tax application and renewal	Each	\$4.00
<b>IV. NEW BUSINESS - FIRE INSPECTION</b>	Each	See Note Below*
<b>V. COLLECTION REFERRAL CHARGE</b>	Each	\$25.00
*This fee is collected on behalf of the San Mateo Consolidated Fire Department. Please see the San Mateo Consolidated Fire Department's fee schedule for current fees that will be collected by the City of San Mateo on behalf of San Mateo Consolidated Fire Department at: <a href="http://smcfire.org/i-want-to">smcfire.org/i-want-to</a>		



**DEPARTMENT OF INFORMATION TECHNOLOGY**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>I. GIS MAPPING / ELECTRONIC DATA FEES</b>		
A. GIS SERVICES	Hour	\$90.00
	Additional Time (Hourly)	\$90.00
B. HARDCOPY PLOTS OF CITY MAPS	Each	\$16.50



# LIBRARY

DESCRIPTION OF SERVICES	UNIT	FEE
<b>I. FINES</b>		
A. OVERDUE MATERIAL		
1. Adult Materials	Per Day & Per Item	\$0.25
2. Juvenile Materials	Per Day & Per Item	\$0.15
**No overdue fines for borrowers ages 19 & under		
3. Technology Lending Devices	Per Day & Per Item	\$1.00
a. Cleaning Fee for Devices	Per Item	\$10.00
B. OVERDUE MAXIMUM FINE		
1. Adult	Per Item	\$8.00
2. Juvenile	Per Item	\$4.00
<b>II. FEES</b>		
A. REPLACEMENT CHARGE FOR EACH ITEM LOST OR DAMAGED	Per Item	Price of material + processing fee of \$5.00
B. COPY CHARGES		
1. Photocopy machine		
a. Black/white copies	Per Copy	\$0.15
2. Computer printer copy		
a. Black/white copies	Per Page After 3 Pages	\$0.15
b. Microform reader-printer	Per Copy	\$0.15
c. Color computer printer copy	Per Copy	\$0.30
C. COMMUNITY MEETING ROOMS, MAIN LIBRARY		
1. Oak Room and courtyard		
a. Non profit/not for profit (business hours)		\$185.00 for 1st 4 hours + \$30 each additional hour
b. Non profit/not for profit (after hours)	Per Hour	\$155.00
c. Resident (business hours)	Per Hour	\$120.00
Resident (after hours)	Per Hour	\$185.00
d. Non-Resident (business hours)	Per Hour	\$185.00
Non-Resident (after hours)	Per Hour	\$245.00
e. San Mateo Business (business hours)	Per Hour	\$185.00
San Mateo Business (after hours)	Per Hour	\$275.00
f. Non San Mateo Business (business hours)	Per Hour	\$275.00
Non San Mateo Business (after hours)	Per Hour	\$365.00
g. Music recitals	Per Use (Up to 3 Hours)	\$140.00
h. Security/damage deposit	Per Use	\$350.00
2. Laurel and Cedar Rooms		
a. Non profit/not for profit (business hours)		\$100.00 for 1st 4 hours + \$15 each additional hour
b. Non profit/not for profit (after hours)	Per Hour	\$90.00
c. Resident (business hours)	Per Hour	\$90.00
Resident (after hours)	Per Hour	\$185.00
d. Non-Resident (business hours)	Per Hour	\$120.00
Non-Resident (after hours)	Per Hour	\$215.00
e. San Mateo Business (business hours)	Per Hour	\$185.00
San Mateo Business (after hours)	Per Hour	\$275.00
f. Non San Mateo Business (business hours)	Per Hour	\$275.00
Non San Mateo Business (after hours)	Per Hour	\$365.00
g. Security/damage deposit	Per Use	\$250.00



## LIBRARY

DESCRIPTION OF SERVICES	UNIT	FEE
<b>II. FEES (continued)</b>		
3. Library computer training room		
a. Non profit/not for profit Use of:		
1 - 10 computers	4 Hours (Minimum)	\$140.00 per every 4 hrs
11 - 20 computers	4 Hours (Minimum)	\$185.00 per every 4 hrs
21 – 26 computers	4 Hours (Minimum)	\$235.00 per every 4 hrs
b. Resident or Non-Resident Use of:		
1 - 10 computers	4 Hours (Minimum)	\$190.00 per every 4 hrs
11 - 20 computers	4 Hours (Minimum)	\$250.00 per every 4 hrs
21 – 26 computers	4 Hours (Minimum)	\$320.00 per every 4 hrs
c. Security/damage deposit	Per Use	\$500.00
d. A/V Technician Use of:		
1 - 10 computers	Per Use	\$35.00
11 - 20 computers	Per Use	\$75.00
21 – 26 computers	Per Use	\$110.00
4. Library – Other Areas		
a. Other Library areas – fees to be determined on a case-by-case basis by City Librarian or designee	Per Hour/Per Area	Up to \$365.00
b. Security/damage deposit	Per Use	Up to \$500
5. Miscellaneous Meeting Room Fees		
a. A/V Technician	Per Use	\$35.00
A/V Technician – special projects	Per Hour	\$55.00
b. Portable Stage rental:		
Single stage (8’x6’x16”)	Per Use	\$155.00
Double stage (16’x6’x16”)	Per Use	\$215.00
c. Conference Phone rental	Per Use	\$35.00
d. Piano tuning (special request)	Each	\$200.00
D. COMPUTER FILES STORAGE DEVICES		
1. USB flash drive	Each	\$15.00
E. MATERIAL RECOVERY FEE	Per Account	\$10.00
F. PASSPORT PROCESSING SERVICES		
1. Adult Passport Book & Card	Each	\$175.00
2. Adult Passport Book	Each	\$145.00
3. Adult Passport Card	Each	\$65.00
4. Minor Passport Book & Card	Each	\$130.00
5. Minor Passport Book	Each	\$115.00
6. Minor Passport Card	Each	\$50.00
7. Expedite Fee Per Passport	Each	\$60.00
8. Express Service to Processing Center		
a. USPS Express Mail (up to 8 oz.)	Per Mailing Unit	Current postal rate
G. USE FEES FOR PHOTOGRAPHS FROM DIGITAL ARCHIVES		
1. One-time use fee per digital file for any medium		
a. Personal/non profit use	Each	\$20.00
b. For profit/commercial use	Each	\$40.00
<b>III. RESEARCH SERVICE</b>		
A. OBITUARY SEARCH SERVICE	Each	\$20.00
		Search for Non-San Mateo County residents



## PARKS AND RECREATION DEPARTMENT

### RECREATION COST RECOVERY AND PRICING POLICY\*

The following shall serve as the policy guidance for establishing a Recreation Activities Cost Recovery Plan, developing annual activity budgets, and establishing fees to be charged for recreation activities. The specific elements of this policy are that:

- The Park and Recreation Cost Recovery and Pricing Model shall be used.
- In recognition of the wide variety of service values and revenue generating potentials of various activities, specific cost recovery thresholds shall be established for each recreation activity area at the most specific programming level that is administratively practical.
- The thresholds shall include both minimum and target levels of cost recovery.
- Strategies for achieving the minimum and target thresholds shall be established by staff for each activity area. These strategies may include immediate or gradual action depending upon the best interests of maintaining a strong program, achieving the target within a reasonable time period and current fiscal conditions.
- Activity areas unable to meet their minimum threshold after these strategies have been applied shall be reviewed by the Park and Recreation Commission for consideration of recommending appropriate action: reduce costs; reduce cost recovery target; eliminate activity.
- Activities that have achieved or exceeded their target threshold shall be evaluated to determine if the target can/should be increased.
- The Cost Recovery Plan shall, where appropriate, also include specific other fee considerations (e.g. benchmarking to a specific competitor) that may supersede cost recovery target considerations.
- Once a Cost Recovery Plan is established, and within that context, staff shall have the authority to set and adjust fees, except that no fee increase shall exceed 20% within a 1-year period without the review of the Park and Recreation Commission and approval of the City Council.
- As part of the budgetary process, the Park and Recreation Commission shall review the Cost Recovery Plan and the performance of each activity compared to the plan and make any recommendations for changes to the plan.



## PARKS AND RECREATION DEPARTMENT

### Recreation Cost Tier Definitions

**Direct:** The specific “go-away” costs at the course or activity level. These include leaders, instructors and materials or services (e.g. transportation) specific to the course or activity.

**Program Direct Overhead (DOH):** Direct supervision of the program, and minor miscellaneous items such as supervisor mileage.

**Facility Overhead (FOH):** The combination of facility direct costs (the day-to-day costs to keep the building open- receptionist, custodial services, custodial products, utilities) and facility direct overhead (primarily facility supervision).

**Operating Indirect Overhead (Op IOH):** Division level and shared costs, such as departmental management, brochure, printing, photocopying, training, accounting support, technology, credit card discount costs, administrative office clerical support, computer, and recreation equipment sinking fund charges

**Facility Indirect Overhead (Fac IOH):** Calculated charges for the Public Works Building Maintenance for on-going maintenance and repairs (e.g. plumbing, electrical, mechanical, carpentry, painting).



## PARKS AND RECREATION DEPARTMENT

### RECREATION PROGRAMS COST RECOVERY PLAN - TABLE OF TARGETS

**Group 1- Highest service value consideration- composed of core youth programs. Typical thresholds ranges: Minimum- From 100% subsidy to direct cost recovery. Target- From 100% subsidy through Direct Overhead (DOH).**

ACTIVITY	MINIMUM	TARGET	OTHER FEE CONSIDERATIONS
Building Blocks	Direct	Through FOH	Benchmark fees to bottom end of Peninsula cities
Swimming Lessons	Direct	Through DOH	Benchmark fees to mid-point of Peninsula cities
Recreation Swim	75% Direct	Direct	
Summer Flex Camps	Direct	Through DOH	
King Center Teen Programs	100% Subsidy	100% Subsidy	
King Center Drop-In	100% Subsidy	100% Subsidy	
Senior Services Link	100% Subsidy	100% Subsidy	

**Group 2- Composed of core programs for youth and seniors, with service values as higher consideration. Typical thresholds**

ACTIVITY	MINIMUM	TARGET	OTHER FEE CONSIDERATIONS
Children's Services Center Based	Direct	Direct +20%	
King Center Children's Programs	50% of Direct	Direct	
Children's Services Special	100% Subsidy	100% Subsidy	
Youth Dance/Dance Shows	Direct	Through DOH	Benchmark fees to mid-point of Peninsula cities.
Youth Art	Direct	Through DOH	
Youth Gymnastics	Direct	Through DOH	
Senior Center Programs	Direct	Direct	
Senior Center Special Events	Direct	Direct	
Teen Dances	Direct	Through DOH	



## PARKS AND RECREATION DEPARTMENT

### RECREATION PROGRAMS COST RECOVERY PLAN - TABLE OF TARGETS *(continued)*

**Group 3- Composed primarily of adult core, and youth additional typical programs, in which both service and cost recovery values are of strong consideration. Typical thresholds ranges: Minimum- Through Direct Overhead (DOH). Target- Through Facility Overhead (FOH)**

ACTIVITY	MINIMUM	TARGET	OTHER FEE CONSIDERATIONS
Youth Music/Drama	Through DOH	Through FOH	
Youth Sports Camps	Through DOH	Through FOH	
Miscellaneous Athletic Activities	Through DOH	Through FOH	
Beresford Kids Club	Through DOH	Through FOH	Benchmark fees to San Mateo Foster City School
Adult Music/Drama	Through DOH	Through FOH	
Adult Dance	Through DOH	Through FOH	
Youth Fitness	Through DOH	Through FOH	
Adult Fitness	Through DOH	Through Operating	
Adult Arts and Crafts	Through DOH	Through FOH	
Adult Sports Leagues	Through DOH	Through FOH	
Tennis	Through DOH	Through FOH	Benchmark fees to less than top of market.
Golf Lessons	Through DOH	Through FOH	
Adult Swimfit	Direct + additional required office staffing	Through FOH	Fees less than top of market.
Specialized Aquatics Programs	Through DOH	Through FOH	
Senior Lunch	67% of food costs	Direct	

**Group 4- Composed primarily of specialty activities, with cost recovery considerations of highest consideration among the 4 groups. Typical thresholds ranges: Minimum- Through Direct Overhead (DOH). Target- range of from through Facility Overhead (FOH) to full recovery.**

ACTIVITY	MINIMUM	TARGET	OTHER FEE CONSIDERATIONS
Martial Arts	Through DOH	Through Operating Indirect Overhead	
Ice Skating	Through DOH	Full Cost Recovery	
Youth Leisure Education	Through DOH	Through FOH	
Adult Leisure Education	Through DOH	Through FOH	

NOTE: Fees established through the Recreation Cost Recovery and Pricing Policy shall be collected at the time of course registration, with certain exceptions. Prior to completion of a course, patrons may withdraw from a course and receive a refund. Refunds may be returned immediately or left on account with the Recreation Division for two years. After two years, all credits left on account by patrons that have not participated in Division activities for two years or more are donated to the Recreation Fee Assistance Program.

\* Does not include special non-general fund revenues or expenses from grants, trust, etc.



**PARKS AND RECREATION DEPARTMENT**

DESCRIPTION OF SERVICES	UNIT	FEES EFFECTIVE THROUGH 12/31/20	FEES EFFECTIVE 1/1/21
<b>I. FACILITY RENTAL FEES</b>			
<b>A. PICNIC AREAS</b>			
Beresford Shelter	Per Use	\$175.00	\$180.00
Area #1	Per Use	\$65.00	\$65.00
Area #2	Per Use	\$65.00	\$65.00
Area #3	Per Use	\$65.00	\$65.00
Bocce Court Tables	Per Use	\$65.00	\$65.00
Casanova	Per Use	\$65.00	\$65.00
Central			
Entire Area	Per Use	\$415.00	\$425.00
Area 1	Per Use	\$175.00	\$180.00
Area 2	Per Use	\$85.00	\$85.00
Area 3	Per Use	\$85.00	\$85.00
Area 4	Per Use	\$65.00	\$65.00
Harborview Park	Per Use	\$65.00	\$65.00
Indian Springs Park	Per Use	\$65.00	\$65.00
Joinville			
Entire facility	Per Use	\$200.00	\$205.00
Area 1	Per Use	\$65.00	\$65.00
Area 2	Per Use	\$65.00	\$65.00
Area 3	Per Use	\$65.00	\$65.00
King	Per Use	\$65.00	\$65.00
Lakeshore	Per Use	\$65.00	\$65.00
Laurelwood	Per Use	\$65.00	\$65.00
Los Prados	Per Use	\$65.00	\$65.00
Paddock Park	Per Use	\$65.00	\$65.00
Parkside Aquatic	Per Use	\$65.00	\$65.00
Ryder Park			
Area 1	Per Use	\$85.00	\$85.00
Area 2	Per Use	\$85.00	\$85.00
Entire Facility	Per Use	\$175.00	\$180.00
Shoreview	Per Use	\$85.00	\$85.00
Alcohol Fee	Per Use	\$50.00	\$50.00
Jumper Fee	Per Use	\$25.00	\$25.00
Picnic Use/Cleanup Deposit			
Beresford Shelter	Per Use	\$250.00	\$255.00
Central Park – entire area	Per Use	\$250.00	\$255.00
Bayside/Joinville – entire area	Per Use	\$250.00	\$255.00
Ryder – entire area	Per Use	\$250.00	\$255.00
All other areas	Per Use	\$250.00	\$255.00
<b>B. SPECIAL PARK PERMITS</b>			
Filming for commercial purposes	Hour	\$50.00	\$50.00
Japanese Garden or Rose Garden			
Resident	Per Use	\$200.00	\$205.00
Non-Resident	Per Use	\$250.00	\$255.00
Resident Extra Hours	Per Hour	\$98.00	\$100.00
Non Resident Extra Hours	Per Hour	\$122.00	\$125.00
Non Profit Rate	Per Booking	\$30.00	\$30.00
Chair Set-up	Per Use	\$28.00	\$28.00
Per occasion when using rec ctr.	Per Use	\$145.00	\$150.00
Central outdoor stage	Per Use	\$50.00	\$50.00
Special Event Fee (minimum two hours)	Per Hour	\$25.00	\$25.00
Special Event Alcohol Fee	Per Use	\$255.00	\$260.00



**PARKS AND RECREATION DEPARTMENT**

DESCRIPTION OF SERVICES	UNIT	FEES EFFECTIVE THROUGH 12/31/20	FEES EFFECTIVE 1/1/21
<b>I. FACILITY RENTAL FEES</b> <i>(continued)</i>			
C. ATHLETICS <i>(Priority Levels defined on page 8.13)</i>			
Field Reservations			
Priority 1		No fee	No fee
Priority 2			
Youth Field Player Fee	Per Player	\$8.00	\$8.00
Weekday and Half Day	Per Use	\$8.00	\$8.00
Weekend/Holiday Full Day	Per Use	\$15.00	\$15.00
Tournament	Per Use/Field	\$100.00	\$100.00
Tournament Refundable Deposit	Per Use/Field	\$255.00	\$260.00
Priority 3-4			
Youth Field Player Fee	Per Player	\$20.00	\$20.00
Weekday and Half Day	Per Use	\$20.00	\$20.00
Weekend/Holiday Full Day	Per Use	\$40.00	\$40.00
Tournament	Per Use	\$205.00	\$210.00
Tournament Refundable Deposit	Per Use/Field	\$255.00	\$260.00
Priority 5			
Resident Adult Field Res	Per Hour	\$25.00	\$25.00
Priority 6			
NR Adult Reservation Field	Per Hour	\$32.00	\$32.00
Non-Athletic based NP Field Reservation	Per Hour	\$15.00	\$15.00
Private Tournament	Per Use/Field	\$205.00	\$210.00
Refundable Deposit	Per Use/Field	\$255.00	\$260.00
Light Charges	Per Hour	\$25.00	\$25.00
Fields - Unlocked Soccer Goal Fee	Per Request	\$25.00	\$25.00
Field Attendant	Per Hour	\$19.00	\$20.00
Tennis Court Reservation	Per Hour	\$9.00	\$9.00
Bocce Courts (4 hours or less)	Per Booking	\$11.00	\$11.00
Bocce Courts (4+ hours)	Per Booking	\$25.00	\$25.00
Outdoor Fitness Fee	Per Hour	\$25.00	\$25.00
San Mateo High School Gymnasium Rentals			
Gym	Per Hour	\$75.00	\$75.00
Lobby	Per Hour	\$30.00	\$30.00
Dance Studio	Per Hour	\$35.00	\$35.00
Multi-Purpose Room	Per Hour	\$35.00	\$35.00



## PARKS AND RECREATION DEPARTMENT

DESCRIPTION OF SERVICES	UNIT	FEES
<b>II. AQUATICS - (See Classification Categories on page 8.12)</b>		
<b>D. CENTER RENTALS - (See pages 8.10 - 8.12)</b>		
<b>JOINVILLE</b>		
Large Pool (includes Dressing Room)		
Classification A		No Charge
Classification B		\$24.00
Classification E		\$35.00
Non-Resident		\$43.00
Small Pool (includes Dressing Room)		
Classification A		No Charge
Classification B		\$12.00
Classification E		\$18.00
Non-Resident		\$22.00
Multi-Purpose Room		<i>See Community Centers Category 4 (pg 8.10)</i>
Off Season Closure Period		By negotiation - full cost recovery
<b>BIRTHDAY PARTY FEE</b>		
Reservation Fee/Deposit	Includes 15 Guests	\$95.00
Additional Guests	Up to 20 Guests	\$6.00
<b>KING POOL</b>		
Both Pools (includes Dressing Room)		
Classification A		No Charge
Classification B		\$20.00
Classification E		\$30.00
Non-Resident		\$37.00
Off Season Closure Period		By negotiation - full cost
<b>BOATHOUSE</b>		
Classification A		No Charge
Classification B		\$20.00
Classification E		\$32.00
Non-Resident		\$41.00
<b>FACILITY PERS. RATES</b>		
Custodian	Per Hour	\$30.00
Facility Specialist	Per Hour	\$20.00
<b>LIFEGUARDS</b>		
1st Guard - Senior Guard	Per Hour	\$20.00
2nd & each additional Guard	Per Hour	\$17.00
<b>MARINA LAGOON</b>		
Boating pass (power boats 5 hp and up)	Annual	\$450.00
	Daily	\$40.00
Boating pass (under 5 hp and sail over 8 ft.)	Annual	\$250.00
	Daily	\$25.00
<b>III. MISCELLANEOUS FEES</b>		
Volleyball net and standards rental	Per Weekend	\$30.00
	Refundable Deposit	\$100.00
Custodian	Per Hour	\$30.00
Clay	25 lb Bag	Actual cost
<b>PHOTOCOPY &amp; MAILINGS</b>		
Agendas	Year	\$6.00
Agendas & Minutes	Year	\$12.00
Photocopies	Per Sheet	\$0.15
<b>IV. SCHOOL DISTRICT FEES</b>		
Fees shall be applied to the district and affiliated organizations (eg. PTA, Boosters, Foundation) as follows		
<b>A. SAN MATEO HIGH SCHOOL DISTRICT</b>		
Unless otherwise specified in an adopted facility use agreement, indoor, swimming pool and athletic facility fees shall be calculated administratively to be comparable to the SMUHSD fee schedule as it pertains to City use of similar SMUHSD facilities.		
Picnic and special park facility fees, and staffing fees charged to SMUHSD shall be at the rates described in other sections of the fee schedule.		
<b>B. SAN MATEO FOSTER CITY SCHOOL DISTRICT (SMFCSD)</b>		



## PARKS AND RECREATION DEPARTMENT

DESCRIPTION OF SERVICES	UNIT	FEE
<b>V. GOLF COURSE</b>		
<i>Golf Fees - The Parks and Recreation Director may adjust green fee amounts for marketing and promotional activities as is necessary to encourage optimum play at the municipal golf courses.</i>		
<b>A. GENERAL</b>		
Weekdays	Per Round	\$39.00
Weekday Twilight	Per Round	\$28.00
Weekday Super Twilight	Per Round	\$20.00
Weekends (Fri., Sat., Sun., Holiday)	Per Round	\$55.00
Weekend Twilight	Per Round	\$35.00
Weekend Super Twilight	Per Round	\$27.00
Weekday-back 9	Per Round	\$25.00
Weekend-back 9	Per Round	\$29.00
Sr. 10 Play Card	Each	\$310.00
<b>B. RESIDENT</b>		
Weekdays	Per Round	\$34.00
Weekday Twilight	Per Round	\$28.00
Weekday Super Twilight	Per Round	\$20.00
Weekends (Fri., Sat., Sun., Holiday)	Per Round	\$47.00
Weekend Twilight	Per Round	\$35.00
Weekend Super Twilight	Per Round	\$27.00
Weekday-back 9	Per Round	\$25.00
Weekend-back 9	Per Round	\$29.00
Senior Weekdays	Per Round	\$30.00
Sr. 10 Play Card	Each	\$260.00
<b>C. JUNIOR</b>		
Jr. Weekdays	Per Round	\$15.00
Jr. Weekend	Per Round	\$18.00
<b>D. RESIDENT GOLF I.D. CARD</b>	Per Annual Fee	\$20.00
<b>E. RANGE BALLS (BUCKET)</b>	Size: Warm-up	\$5.00
	Small	\$8.00
	Medium	\$11.00
	Large	\$14.00
<b>VI. PARK AND LANDSCAPE RESOURCES</b>		
<b>A. HERITAGE TREE PERMIT</b>		
Tree Replacement Cost (24" Box Tree)	Per Permit	\$80.00
Right of Way Tree Removal	Per Tree	\$475.00
	Per Hour	Actual cost charged by a city designated private tree care company
<b>B. PARK IN-LIEU FEE / PARK IMPACT FEE FOR RESIDENTIAL PLANNING APPLICATION PROJECTS INVOLVING PARCEL MAPS, SUBDIVISION AND OTHER MULTI-FAMILY RESIDENTIAL PROJECTS.</b>	Per Residential Unit Type:	Per unit*
	Single Family	\$26,973.00
	Multi-family 2-4 Units	\$16,906.00
	Multi-family 5+ Units	\$19,470.00
	Mobile Homes	\$18,995.00
<b>C. PARK AND RECREATION TAX ON RESIDENTIAL BUILDING PERMITS<sup>1</sup></b>	Per \$100 Valuation on Building Permit App.	\$0.30
* Fee = Land Dedication Requirement x Median Land Value of \$4,888,914 per acre adopted by City Council Resolution, where Land Dedication Requirement = [(Quantity of proposed dwelling units x population factor per dwelling unit type) less (quantity of existing dwelling units x population factor per dwelling unit type)] x (2 acres/ 1000 population) per Muni Code Section 26.64. The population factors per dwelling unit type are as follows:		
Single Family	2.84	persons per unit
Multi-family 2-4 units	1.78	persons per unit
Multi-family 5+ units	2.05	persons per unit
Mobile Homes	2.00	persons per unit
<b>VII. DEVELOPMENT PROJECT REVIEW FEE<sup>1</sup></b>		
<b>A. CONSULTANTS FOR SPECIALIZED PLAN CHECKING AND INSPECTION SERVICES OR TO EXPEDITE PLAN CHECKING AND INSPECTION SERVICES</b>		Fee is per Consultant's rate
<b>B. REIMBURSE COST OF STAFF OR CONSULTANT TIME SPENT IN PLAN CHECK OR INSPECTION SERVICES. PARK PLAN CHECK AND INSPECTION SERVICES ON BUILDING PERMITS. FEE TO BE COLLECTED AT TIME OF BUILDING PERMIT APPLICATION. AFTER PAYMENT OF FEES, PERMITTEE MAY APPLY FOR AN EXEMPTION FOR PROJECTS HAVING NO PARK PLAN CHECK OR INSPECTION REQUIREMENTS.</b>	Building Valuation on Those Building Permits Whose Valuation is Over \$5,000	0.07%
<sup>1</sup> These fees are collected by Community Development's Building Division - see page 2.3		



## PARKS AND RECREATION DEPARTMENT

### Community Center Fee Schedule

**B-1 Classification:** (Non-profit (including 501©(6)) conducting business activity)

Room Category	Flat Per Use B-1*
Category 1	\$40.00
Category 2	\$30.00
Category 3	\$25.00
Category 4	\$15.00

*\*Fee includes requested room and use of immediately adjacent kitchen.*

**Additional Hourly Charges:** \$19.00 Rental Officer per hour if needed; \$29.00 Custodian per hour if needed.

**B-2 Classification:** (Non-profit booking on Sat/Sun beginning after 3 pm or ending after 6pm - fee applies to entire booking)

Room Category	Flat Per Use B-2*
Any Room	\$50.00

*\*Fee includes requested room and use of immediately adjacent kitchen.*

**Additional Hourly Charges:** \$19.00 Rental Officer per hour if needed; \$29.00 Custodian per hour if needed.

**B-3 Classification:** (B-1 groups reserving regular monthly meeting times.)

Room Category	Flat Per Use B-3*
Category 1	\$45.00
Category 2	\$35.00
Category 3	\$30.00
Category 4	\$20.00

*\*Fee includes requested room and use of immediately adjacent kitchen.*

**Additional Hourly Charges:** \$19.00 Rental Officer per hour if needed; \$29.00 Custodian per hour if needed.

**E-1 & NR-1 Classification:** (private, profit & non-resident business uses during specifically designated operating hrs.)

Room Category	Room Hourly E-1*	Room Hourly NR-1*
Category 1	\$120.00	\$145.00
Category 2	\$95.00	\$120.00
Category 3	\$75.00	\$90.00
Category 4	\$40.00	\$50.00

*\*Fee includes requested room and use of immediately adjacent kitchen.*

**Additional Hourly Charges:** \$19.00 Rental Officer per hour if needed; \$29.00 Custodian per hour if needed.

**E-2 & NR-2 Classification:** (private, profit & non-resident business uses during non-business hours)

Room Category	Room Hourly E-2*	Room Hourly NR-2*
Category 1	\$170.00	\$200.00
Category 2	\$145.00	\$170.00
Category 3	\$120.00	\$135.00
Category 4	\$70.00	\$80.00

*\*Fee includes requested room and use of immediately adjacent kitchen.*

**Additional Hourly Charges:** If requesting more than one room, use the following chart for additional fees:

Room Category	Hourly E-2	Hourly NR-2
Category 1	N/A	N/A
Category 2	\$95.00	\$120.00
Category 3	\$75.00	\$90.00
Category 4	\$40.00	\$50.00
King	Gymnasium (E1, E-2)	\$25.00
Birthday	E-2	\$90.00
Birthday	NR-2	\$115.00



# PARKS AND RECREATION DEPARTMENT

## C. FACILITY CATEGORY TABLES

Facility	Room	Standin	Theatre	Banquet	Facility	Room	Category
Category 1					Beresford	Assembly	1
Beresford	Assembly	614	439	205	Beresford	Social	3
King	Assembly	359	256	120	Beresford	Activity	3
Sr. Center	Assembly	540	385	180	Beresford	Conference	4
Category 2					Beresford	Studio	4
Central	Activity	333	238	111	Beresford	Club	4
Central	Assembly	342	244	114	Beresford	Assembly	2
City Hall	Council Chambers				Central	Activity A/B	2
King	Social	265	189	88	Central	Activity A	4
Category 3					Central	Stage	4
Beresford	Activity	307	219	102	Central	Lounge	4
Beresford	Social	254	181	85	Central	Activity B	4
City Hall	Conf Rm C				City Hall	City Council	2
City Hall	Atrium				City Hall	Room C	3
					City Hall	Atrium	3
					City Hall	Room A	4
Sr. Center	Activity	211	150	70	City Hall	Room B	4
Category 4					City Hall	Cafeteria	4
Beresford	Studio	250	178	83	King	Assembly	1
Beresford	Studio A	125	89	42	King	Social A/B	2
Beresford	Studio B	125	89	42	King	Studio	4
Beresford	Club	84	60	28	King	Social A	4
Beresford	Conference			26	King	Conference	4
Central	Lounge				King	Social B	4
Central	Stage				Joinville Pool	Multipurpose	4
Central	Activity	162	116	54			
Central	Activity B	170	122	57			
City Hall	Conf Rm						
City Hall	Conf Rm						
City Hall	Cafeteria						
Joinville	Multipurpose						
King	Conference	101	72	34			
King	Studio	158	113	53	Sr. Center	Assem/MP	1
King	Social A	125	89	42	Sr. Center	Activity	3
King	Social B	158	113	53	Sr. Center	Assem/MP A	4
Sr. Center	Assem/MP A (Back Half)	150	107	50	Sr. Center	Conference	4

Note - Capacities are fire safety maximums. Rental capacities may vary and are established by each center consistent with use needs.



## **PARKS AND RECREATION DEPARTMENT**

### **FACILITY PERMIT CLASSIFICATION DEFINITIONS**

#### **Classification A:**

Public recreation activities that are co-sponsored by or affiliated with the Recreation Department after meeting department qualifications and requirements.

#### **Classification B:**

Recreation activities and meetings that are organized, promoted, conducted, and sponsored by registered non-profits (IRS registered non-profit or established and organized not-for-profit groups with written organization documents, stationary, and/or membership lists) serving residents of the City of San Mateo and whose membership is open to the general public.

##### **Classification B-1:**

Any activities which are related to the business or mission of the organization.

##### **Classification B-2:**

Any activities scheduled during "Prime Time," defined as any booking beginning 3 p.m. or later, or ending 6 p.m. or later on Saturdays and Sundays.

##### **Classification B-3:**

B-1 groups reserving regular monthly meeting times.

##### **Classification B-4:**

B-1 groups participating in in-kind volunteer service fee waiver program.

#### **Classification E:**

Any recreation, social, business, or service activity conducted by any person or group not included within Classifications A or B and are residents or businesses of the City of San Mateo, such as parties and receptions.

E-1: E classification use during specifically designated public facility hours.

E-2: E classification use during non-public facility hours.

#### **Non-Resident:**

Recreation activities, social, business, or service, meetings, and private groups in which one-half of its current membership are not residents of the City of San Mateo or in the case of private groups, such as receptions at parties, the applicant (or business) is not a City resident.

NR-1: NR use during specifically designated public facility hours.

NR-2: NR use during non-public facility hours.



## **PARKS AND RECREATION DEPARTMENT**

### **Athletics Field Priorities**

#### **Priority 1:**

Programs and activities conducted or sponsored by the City of San Mateo. This includes the San Mateo Police Activities League program(s).

#### **Priority 2:**

Programs conducted by Elementary Schools (K-8) within the City of San Mateo. Also programs conducted by organizations that limit their recruitment and sign-ups to individuals living within the San Mateo City limits and are recreational in nature having a "everyone plays; no child is turned away" philosophy. Residency requirement for Priority 2 consideration is a minimum of 90%

#### **Priority 3:**

Programs conducted by private high schools within the City of San Mateo. Also, programs conducted by organizations in which participants must "tryout" or be selected based on skill level. Organizations may be "select" in that participants may be recruited from cities other than San Mateo. Residency requirement for Priority 3 consideration is a minimum of 50%. Residency verification may be required.

#### **Priority 4:**

Programs conducted by organizations in which participants must "tryout" or be selected based on skill level. Organizations may be "select" in that participants may be recruited from cities other than San Mateo. Residency requirement for Priority 4 consideration is a minimum of 25% residency. Residency verification may be required.

#### **Priority 5:**

- A. Adult resident sports groups or teams.
- B. Resident private rentals.

#### **Priority 6:**

Youth or Adult non-resident groups, teams, or individuals. Nonresident is defined as having an organization address outside of the San Mateo City limits and/or having less than 25% residency.



**POLICE DEPARTMENT**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>I. PERMITS</b>		
A. MESSAGE ESTABLISHMENT:		
1. Establishment Certificate for Non-Practitioner Owners Background Investigation/Verification/ Processing/Safety Inspection	Base Fee for Processing	\$559.00  + Actual Time Spent x Rate Per Hour as Appropriate
2. Establishment Certificate for Owner/Practitioners Verification/Processing/Safety Inspection	Base Fee for Processing	\$279.00 + Actual Time Spent x Rate Per Hour as Appropriate
B. MESSAGE PRACTITIONER OFF- PREMISE Verification/Processing	Each	\$53.00
C. TANNING SALON		
1. Tanning Facility Application Fee	Each	\$475.00
2. Tanning Facility Biyearly Renewal Fee	Each Facility	\$79.00
D. TAXI CAB DRIVER Investigation/Processing New/Renewal		\$110.00 <sup>1</sup>
E. TAXI CAB INSPECTION		\$132.00 <sup>2</sup>
F. ENTERTAINMENT PERMIT	Each	\$305.00
G. TOW SERVICE		
1. Tow Truck Application Fee		\$278.00 <sup>1</sup>
2. Tow Truck Rotation List		\$44.00
3. Tow Truck Licensing Fee		\$3.00
H. PROJECT PLAN CHECKING FEE ON BUILDING PERMITS	Fee/Per Hour	\$154.00
<b>II. COPIES OF REPORTS</b>		
A. ACCIDENT REPORTS	Per Page	\$0.15
B. CAD REPORTS	Per Page	\$0.15
C. ARREST REPORTS	Per Page	\$0.15
D. CLEARANCE LETTER	Each	\$10.00
E. PUBLIC RECORDS REQUEST	Per Page	\$0.15
<b>III. VIDEO/AUDIO TAPE RECORDS AND PHOTOS</b>		
A. VIDEO RECORDINGS		
1. DVD / CD / Flash drive Recording	Each	\$12.00
B. PHOTOS	Each	\$5.00
<b>IV. FILING OF REPORT OF REPOSSESSION</b> (State Law GC 41612)	Each	\$15.00
<b>V. SUBPOENA DUCES TECUM</b> (State Law CEC 1563)		
A. CLERICAL COSTS (Charged on a 1/4 hr basis w/the hrly rate set at \$24.00)	Per 1/4 Hour	\$6.00
B. STANDARD REPRODUCTION OF DOCUMENTS OF A SIZE OF 8 1/2 X 14 INCHES OR LESS	Per Page	\$0.10
C. REPRODUCTION OF OVERSIZE DOCUMENTS, DOCUMENTS REQUIRING SPECIAL PROCESSING, POSTAGE, RETRIEVAL/RETURN OF RECORDS HELD OFF-SITE	Each	Actual Cost



**POLICE DEPARTMENT**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>VI. FALSE ALARMS</b>		
First alarm starting each fiscal year (7/1/20)	One	Free
2nd & over	Each	\$104.00
<b>VII. BOOKING FEE (UPON CONVICTION) STATE LAW SECTION 29550.1.</b>	Each	As determined by the County
<b>VIII. OFFICER RESPONSE</b>		
A. EMERGENCY RESPONSE TO DRIVING UNDER THE INFLUENCE (DUI) upon conviction (Gov't Code Section 53150-58)	Per Hour	\$86.00
B. DISTURBANCE SERVICE FEE (loud parties, barking dogs, etc.)	Per Hour Per Officer	\$86.00 (one (1) hour min.)
C. OUTSIDE DETAIL See "SPECIAL COMMUNITY EVENTS PERMIT" Section		
D. CIVIL SUBPOENA WITNESS FEE DEPOSIT (Governed by State Law). Actual costs will be charged	Each	\$275.00 (per CA Government Code 68097.2)
<b>IX. VEHICLE RELEASES</b>		
A. IMPOUNDED/STORED VEHICLE (excluding vehicles towed exclusively under the authority of VC 22651(c), (g), (k), (o), (i.)(l), or VC 226.55.5).	Each	\$20.00
<b>X. STORAGE OF FIREARM</b> (Includes safekeeping)	One Additional	\$106.00 \$70.00
<b>XI. OUTSIDE DETAIL RATES<sup>3</sup></b>		
Category A: City organized, conducted, sponsored, or co-sponsored events, or non-profit sponsored events that benefit city programs.		
Category B: Fund raising events organized, conducted and sponsored by registered non-profit organizations.		
Police Officer	Per Hour	\$104.50
Police Sergeant	Per Hour	\$125.37
Community Service Officer	Per Hour	\$63.25
Sr. Dispatcher	Per Hour	\$82.28
Police Reserve Officer	Per Hour	\$81.96
Police Vehicle Abatement Officer	Per Hour	\$51.20
Parking Enforcement Rep.	Per Hour	\$37.38
Category C: Events sponsored by for-profit business or non-tax-exempt		
Police Officer	Per Hour	\$130.62
Police Sergeant	Per Hour	\$156.72
Community Service Officer	Per Hour	\$79.07
Sr. Dispatcher	Per Hour	\$102.85
Police Reserve Officer	Per Hour	\$102.45
Police Vehicle Abatement Officer	Per Hour	\$63.99
Parking Enforcement Rep.	Per Hour	\$46.73
<i>Police Department Footnotes:</i>		
<sup>1</sup> Plus prevailing State, Federal and County Fees for fingerprinting of applicants that are at the following costs:		
	DOJ Prevailing Fee	\$32.00
	FBI Prevailing Fee	\$17.00
	County Prevailing Fee	\$5.00
		\$54.00
<sup>2</sup> The fee will include up to two re-inspections at no additional cost. Additional inspections will be billed at 50% of the original cost.		
<sup>3</sup> In the event the Police Department must augment staffing of an outside detail with personnel from an allied agency, the outside detail rate charged shall be commensurate to the actual rate which is charged by that agency, which may be higher/lower than the rate listed.		



**POLICE DEPARTMENT**

PARKING PENALTY SCHEDULE		
<i>Only one violation per citation</i>		
4000(a)	Expired registration ( <b>make sure you check the POC box</b> )	\$77.00/ \$10.00 w/POC
5200	License plates failure to display ( <b>make sure you check the POC box</b> )	\$46.00/ \$10.00 w/POC
5204	Tabs ( <b>make sure you check the POC box</b> )	\$46.00/ \$10.00 w/POC
21113	Parking on public grounds-no permit	\$42.00
22500.1	Fire lane	\$46.00
22500(a)	Parking within an intersection	\$42.00
22500(b)	Parking within a crosswalk	\$46.00
22500(c)	Parking within a safety zone	\$46.00
22500(d)	Parking within 15 ft. of fire station driveway	\$46.00
22500(e)	Blocking any driveway	\$46.00
22500(f)	Parking on a sidewalk	\$42.00
22500(g)	Obstructing traffic by parking near excavation	\$46.00
22500(h)	Double parking	\$42.00
22500(i)	Parking within bus zone	\$46.00
22500(k)	Parking upon any bridge	\$46.00
22500(l)	Blocking wheelchair access to sidewalk	\$335.00
22502(a)	Not within 18" of the curb	\$42.00
22507.8	Handicapped parking	\$335.00
22514	Blocking fire hydrant	\$46.00
22515(a)	Parked with engine running and/or parking brake not set	\$46.00
22516	Person locked in vehicle	\$56.00
22521	Parking within 7 ½ feet of train tracks	\$46.00
22522	Blocking disabled ramp	\$335.00
22523(a)	Abandoned vehicle- any highway	\$144.00
22523(b)	Abandon vehicle-public/private property	\$144.00
11.32.030	Truck parked on City street (may be used for limos, small shuttle buses, and small school	\$46.00
11.32.040	Parked on parkway (Planting strip)	\$46.00
11.32.070	Red, yellow, etc., curb markings	\$46.00
11.32.100	Commercial vehicle on residential street, 10,000 lbs. GVW	\$46.00
11.32.105	Oversized vehicle/trailer parked on residential street	\$46.00
11.36.010(1)	Parallel parking in angle slot	\$42.00
11.36.020	Angle parking (right front tire not within 18" of curb)	\$42.00
11.40.040(a)	Restricted parking on City street (posted)	\$42.00
11.40.040(a)	Restricted parking on City street (posted) (No residential parking permit)	\$42.00
11.40.040(b)	Restricted parking on City lot (posted) i.e., City Hall, Rec Centers, Library, etc.	\$42.00
11.40.055	Street sweeping	\$42.00
11.40.060	Curb wheels/set brake on hill	\$42.00
11.40.070	Parking so as to obstruct traffic	\$46.00
11.40.100	Violation of emergency signs posted	\$42.00
11.40.110	Parked on private property w/o consent	\$42.00
11.44.090	Parked in front of a hooded meter	\$42.00
11.44.130	Parking over lines	\$42.00
11.44.150	Meter violation	\$42.00
11.44.160	Overtime in meter zone/feeding meter	\$42.00
11.44.165	Repeat violations for overtime parking (2nd violation-same day, same place)	\$42.00
11.48.030	Parking in alley	\$42.00
11.48.070	Parking in bus zone (curb marked)	\$42.00
17.08.20	Boat or other object parked on public right-of-way	\$46.00



**DEPARTMENT OF PUBLIC WORKS**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>I. PARKING FEES</b>		
<b>A. TEMPORARY NO PARKING METERS (1)</b>		
Up to 7 days	Per Day/Per Meter	\$12.50
8 – 49 days	Per Wk./Per Meter	\$75.00
50 – 98 days	Per Wk./Per Meter	\$150.00
99+ days	Per Wk./Per Meter	\$300.00
For each time the City installs and removes a meter bag.	Per Installation	\$76.20
<b>B. TEMPORARY "NO PARKING" SIGNS</b>	Each	\$3.00
<b>C. DOWNTOWN PARKING FEE PARKING PASSES</b>		
2nd and El Camino Real	Monthly	\$65.00
Central Parking	Monthly	\$100.00
Tennis Court Garage	Monthly	\$65.00
Main Street Garage	Monthly	\$65.00
Transit Center	Monthly	\$65.00
Railroad Avenue between 5th to 9th	Monthly	\$40.00
Kinko's Lot – Lot 10,	Monthly	\$40.00
Worker's Resource Lot – Lot 11,	Monthly	\$40.00
<b>D. ON-STREET AND OFF-STREET RATES (per SMMC 11.40.010)</b>		
(\$0.50 minimum for credit cards at pay stations)	Time Limit:	
Premium On-Street Space	3 Hours/per Hour	\$1.50
Premium Off-Street Facilities	3 Hours/Per Hour	\$1.25
Premium Off-Street Facilities	No Limit	\$1.25
(Central Garage – Lots 4, 5, 6)		
Value On-Street Spaces	3 Hours/Per Hour	\$1.00
Value Off-Street Facilities	3 Hours/Per Hour	\$0.75
Value Off-Street Facilities	No Limit	\$0.75
(Main Street Garage – Lot 1, Second and ECR Garage – Lot 2, Tennis Court Garage – Lot 3, 5th and B Lot – Lot 7, 4th and Railroad Lot – Lot 8, Transit Center – Lot 9, 5th to 9th Ave on S. Railroad Ave), Kinko's Lot – Lot 10, and Worker's Resource Lot – Lot 11	No Limit	\$0.25
<b>E. VALET PARKING PERMIT FEE</b>		
Permit Fee	Per Permit	\$473.00
Implementation/Replacement Costs:		
Curb Marking	Each Location	\$84.00
Signs	Per Sign	\$140.00
Meter Pole/Bracket	Per Pole/Bracket	\$40.00
<b>F. USE OF PUBLIC PARKING SPACES FOR VALET STATIONS</b>	Annually Per Space Per Day	\$1.00 x # of spaces x # of days of operation per week x 52 weeks
<b>G. PUBLIC EV CHARGING STATION</b>	Per kW/h	\$0.25



**DEPARTMENT OF PUBLIC WORKS**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>II. ENCROACHMENT PERMITS (see Encroachment Permit Notes (II))</b>		
A. NEW INSTALLATION PERMIT	Each	\$896.00
	Deposit	See Notes
1. Permanent – City Right-of-Way Review Fee (Note II.A.1.)	Each	\$1,112.00
B. TEMPORARY PERMIT (Note II.B.)		
1. Dumpster (Note II. B. 1.)	Each	\$381.00
	Deposit Per Location	\$500.00
2. Scaffolding/Soil Test and Borings/Sewer or Storm Drain Video Inspection/Traffic Control (Note II.B.2)	Each	\$381.00
	Deposit Per Location	\$1,000.00
3. Temporary Storage Container/Pod (Note II. B. 3.)	Each	\$160.00
	Deposit	\$350.00
Renewal Fee	Per Container Per Day	\$10.00
C. DOCK PERMIT		
1. New Installation and Repair or Replacement (Note II.C.1)	Each	\$167.00
	Min Deposit Per Dock	\$1,000.00
2. Annual Fee (Note II.C.2)	Per Dock	\$128.00
D. UTILITY PERMIT		
1. Permit Processing Fee (Note II.D.1)		See Notes
2. Deposit for Large projects (Note II.D.2)	Min Deposit Per Location	\$1,000.00
E. INVESTIGATION FEE (Note II.E.)	Each	\$896.00
F. ENCROACHMENT PERMIT WORK IN CONJUNCTION WITH SITE DEVELOPMENT PERMIT (Note II.F.)	Each	\$896.00
G. OUTDOOR RESTAURANT SEATING & MERCHANDISE DISPLAY (Note II.G.)	Each	\$367.00



## DEPARTMENT OF PUBLIC WORKS

### 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. A traffic control plan is required for all work as specified in the Encroachment Permit Application packet.*

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 the minimum fee shown above. If a project account has been funded by the applicant, his representative or a developer responsible for the construction of the project, will be charged the minimum fee. 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. The fee and deposit are waived for City projects.

##### 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 Director of Public Works or designee 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 license agreement.

##### B. Temporary Permit

1. Dumpsters: A standard encroachment permit, including necessary insurance, will be required for the placement of a dumpster in the public right-of-way.

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 and security deposit must be posted to insure removal of the temporary encroachment and cover any repair costs due to damage that may occur.

3. Temporary Storage Container/Pod: A standard encroachment permit, including general liability insurance, will be required for the placement of a temporary storage container or portable on-demand storage (Pod) in the public right-of-way. Approved permit renewals will be charged at a rate of \$10 per container per day.

##### C. Dock Permit

##### 1. New Installation and Repair or Replacement

The Applicant shall pay a fee and a minimum deposit to cover department reviews and inspections. Any funds remaining in the account will be refunded after project completion.

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

##### D. Utility Permit

1. Utility companies shall pay a permit processing fee of **\$381.00**. For each job in the City right-of-way, the utility company shall obtain an encroachment permit, pay an utility encroachment permit fee of **\$190.00** 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). Utility encroachment permits shall be obtained prior to any utility work in the City right-of-way.

2. Utility projects considered large, shall place a minimum deposit for review and inspection in a project account. Any funds remaining in the account will be refunded after project completion. Projects considered large are as follows: 100 linear feet or more of trenching, projects requiring traffic or pedestrian detours on collector and/or arterials roadways, and as determined by the Director of Public Works or designee.

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 completed. 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 Project Account, the encroachment permit fee will be the same as a New Installation. 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 \$130 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. Outdoor Restaurant Seating & Merchandise Display

Request to place outdoor restaurant seating and/or merchandise display in the public right-of-way. Installations must provide ADA access and minimum pedestrian travel way of three (3) feet.



**DEPARTMENT OF PUBLIC WORKS**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>III. STORMWATER POLLUTION PREVENTION CONSTRUCTION PERMITS</b>		
A. PERMIT FEE - non-refundable		
Type I Projects	Each	No Fee
Type II Projects	Each	\$560.00
Type III and IV Projects	Each	\$560.00
(See Stormwater Pollution Prevention Construction Permit Notes for description of types of projects)		
PLUS		
(See Stormwater Pollution Prevention Construction Permit Notes)		
B. EROSION CONTROL MINIMUM COMPLIANCE		
Type III and IV Projects - Refundable Deposit	Minimum Deposit	\$377.00
(See Stormwater Pollution Prevention Construction Permit Notes)		

**NOTES:**

**III. STORMWATER POLLUTION PREVENTION CONSTRUCTION PERMITS**

In order to obtain a Stormwater Pollution Prevention Program (STOPPP) Construction permit per the San Mateo Municipal Code Chapter 7.39, an applicant (i.e., property owner or contractor performing the work) must pay the appropriate permit fee. Type I Projects are not required to pay the Stormwater Pollution Prevention Program Construction Permit fee, but are still required to comply with Construction Best Management Practices (BMP) as outlined in the permit card, Storm drain polluters may be liable for fines up to \$10,000 per day. A permittee under the STOPPP Construction permit is required to adhere to all aspects of Chapter 7.39 of the San Mateo Municipal Code. If the work being done involves an encroachment permit, a separate STOPPP permit is not required since the encroachment permit includes it.

Type I Projects

Type I Projects are small projects not in the public right-of-way that are generally under 20 cubic yards of soil disturbance (i.e. most residential driveways). If the work being done involves an encroachment permit, a separate STOPPP permit is not required since the encroachment permit includes it.

Type II Projects

Type II Projects are medium projects generally over 20 cubic yards of soil disturbance, such as installation/removal of swimming pools, demolition/installation of garages, home additions, retaining walls, and decks, that do not require a planning application and are reviewed through the building permit process (excluding residential driveways not in the public right-of-way). The fee for this type of project is listed above. No deposit is required.

Type III Projects

Type III Projects are medium sized projects over 20 cubic yards of soil disturbance, such as home additions, new single family homes, that require a planning application. The fee for a Type III Project is listed above. Type III projects require a minimum refundable deposit for erosion control plan compliance. The minimum deposit is required at plan submittal to guarantee to the City that the permitted will comply with the terms and conditions of the permit. 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 inspection fees, as determined by the City. Any portion not expended by the City in its engineering review and inspection is refundable. Time billed at \$130.00 per hour. Expenses not covered by the deposit will be billed monthly. Bills to be paid in accordance with regular City billing processes. Account must be paid in full prior to final sign-off of conditions. The deposit will be refunded if permittee has met all requirement in the erosion plan and the City has not been required to perform work on permittee's behalf.

Type IV Projects

Type IV Projects are large sized projects, 1 acre or greater. Type IV Projects require a General Permit issued by the State Water Resources Control Board in addition to the City's STOPPP Construction Permit. The STOPPP Construction Permit fee is listed above. Type IV projects required a minimum refundable deposit for erosion control plan compliance. The minimum deposit is required at plan submittal for additional plan checking and inspection. 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 inspection fees, as determined by the City. Any portion not expended by the City in its engineering review and inspection is refundable. Time billed at \$130.00 per hour. Expenses not covered by the deposit will be billed monthly. Bills to be paid in accordance with regular City billing processes. Account must be paid in full prior to final sign-off of conditions. The deposit will be refunded if permittee has complied with the submitted erosion plan and the City has not been required to perform work on permittee's behalf.



**DEPARTMENT OF PUBLIC WORKS**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>IV. SITE DEVELOPMENT PERMITS (See SMMC 23.40)</b>		
A. PROCESSING FEE - non-refundable	Each	\$39.00
PLUS		
B. ENGINEERING/INSPECTION FEE (deposits) * *		
185 - 1,000 cubic yards	Minimum Deposit	\$2,500.00
	Deposit	\$2,500.00
	+ Each Add'l Cubic Yard Over 185	\$3.90
1,001 - 10,000 cubic yards	Deposit	\$5,700.00
	+ Each Add'l Cubic Yard Over 1,000	\$0.30
over 10,000 cubic yards	Deposit	\$8,400.00
	+ Each Add'l Cubic Yard Over 10,000	\$0.25
* * The minimum deposits listed are required at plan submittal for plan checking and inspection. 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 inspection fees, as determined by the City. Any portion not expended by the City in its engineering review and inspection is refundable. Time will be billed at \$130 per hour. Expenses not covered by the deposit will be billed monthly. Bills to be paid in accordance with regular City billing processes. Account must be paid in full prior to final sign-off of conditions.		
<b>V. FINAL MAP-PLAN CHECK/ PROCESSING</b>		
A. PARCEL MAPS	Per Map	\$2,410.00
B. SUBDIVISIONS	Per Map	\$2,727.00
C. LOT LINE ADJUSTMENT/MERGERS (by deed)	Each	\$1,579.00
D. CERTIFICATE OF COMPLIANCE	Each	\$526.00
E. MAP COPY FEE	Per Page	\$22.00
F. ABANDONMENT EASEMENT / RIGHT-OF-WAY	Hourly	\$130.00
	Minimum Deposit	\$2,181.00
<b>VI. REPAIR TO CITY PROPERTY</b>		
A. LABOR	Hour	\$130.00
	Hour O/T	\$196.00
B. CONTRACTOR	Hour	Cost + 5%
C. MATERIAL & EQUIPMENT	Each	Cost + 5%
D. INSPECTION/SURVEY/ ENGINEERING	Hour	\$130.00
Equipment rate based on the most recent State "Labor Surcharge and Equipment Rental Rates" book published by Caltrans Publications.		
<b>VII. SEWER CONNECTION CHARGE (Collected by Bldg. Div. w/building permit)</b>		
A. RESIDENTIAL		
1. Single-family dwelling	Per Connection	\$2,650.00
2. Multi-family dwelling		
a. Studio, & 1 bedroom	Per Dwelling Unit	\$1,325.00
b. 2 bedroom	Per Dwelling Unit	\$1,991.00
c. 3 bedroom	Per Dwelling Unit	\$2,650.00
3. Hotels or motels	Per Room/Apt	\$1,325.00
4. Board or lodging houses	Per Bedroom	\$1,325.00
B. NON-RESIDENTIAL		
1. Churches	Per Connection	\$2,650.00
2. Golf courses	Per Connection	\$2,650.00
3. Hospitals	Per Fixture Unit	\$130.00
4. Lodges and clubs	Per Fixture Unit	\$130.00
5. Rest, residential care & convalescent homes	Per Fixture Unit	\$130.00
6. Schools	Per Fixture Unit	\$130.00
C. COMMERCIAL AND INDUSTRIAL	Per Fixture Unit	\$130.00
<b>NOTES:</b>		
<b>VII. SEWER CONNECTION CHARGE (Collected by Bldg. Div. w/building permit)</b>		
1. The assessment of the sewer connection charge is based on the Uniform Plumbing Code in conjunction with the plumbing fixtures identified on the City's sewer connection charge worksheet. The City charges a minimum connection charge for Residential, Churches and Golf Courses. This minimum charge is based on an average number of fixture units per dwelling unit or entity.		
2. Non-Residential hospitals, lodges and clubs, rest, residential care, convalescent homes, and schools are charged at the per fixture unit rate identified on the City's sewer connection charge worksheet.		
3. Commercial and Industrial users are also charged at the per fixture unit rate identified on the City's sewer connection charge worksheet. If the commercial or industrial user is constructing a new building the minimum charge is assessed at the time a building permit is issued. The charge is based on the number of fixture units as determined based on the Uniform Plumbing Code and the City worksheet. If tenant improvements occur after the initial charge is assessed and paid, the sewer connection charge at that point will depend on how many fixture units were actually installed as part of the new building permit. New fixture units will be charged at the per fixture rate identified on the City's sewer connection charge worksheet.		
4. In the case of Commercial and Industrial users, where the building has been previously occupied and the interior is being demolished or remodeled, the sewer connection charge will be computed as follows:		
a. The demolition plans will be used to determine the number of existing fixture units.		
b. The new plans will be used to determine the number of fixture units in excess of those shown on the demolition plans.		
c. The remodeled or new structure will only be assessed a charge for fixture units in excess of those existing, based on the per fixture units identified on the City's sewer connection charge worksheet.		



**DEPARTMENT OF PUBLIC WORKS**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>VIII. ENVIRONMENTAL COMPLIANCE FEES</b>		
A. CLASS A WASTE DISCHARGE PERMIT ANNUAL FEE	Each	\$499.00
B. CLASS B WASTE DISCHARGE PERMIT ANNUAL FEE	Each	\$345.00
C. STORMWATER MANAGEMENT PERMIT ANNUAL FEE	Each	\$261.00
D. POLLUTION PREVENTION INSPECTION FEE	Per Hour	\$146.00
E. INSPECTION/INVESTIGATION FEE	Per Hour	\$130.00
	Per Hour OT	\$195.00
F. SAMPLING FEE	Per Hour	\$130.00
	Per Hour OT	\$195.00
G. ANALYTICAL SERVICES FEE	Each	Cost
H. HYDRAULIC LOADING CHARGE	Per 100 Cu. Ft.	Basic Sewer Service Charge rate
I. DEFICIENCY RESULTING IN "SIGNIFICANT NONCOMPLIANCE"	Each	\$431.00
J. FAILURE TO CONDUCT SELF-MONITORING	Per Hour	\$130.00
K. FAILURE TO COMPLY WITH OFFICIAL NOTICE TO CORRECT VIOLATION	Each	\$268.00
L. ENVIRONMENTAL CLEANUP/ABATEMENT OF PUBLIC NUISANCE		
1. Labor	Per Hour	\$130.00
	Per Hour OT	\$195.00
2. Material And Equipment	Each	Cost
3. Contract Services	Each	Cost
M. APPEAL - of decision to issue permit, levy fees, or finding of noncompliance		\$260.00
N. VIOLATIONS REQUIRING INSPECTION WARRANT, OR COMMENCEMENT OF CIVIL LITIGATION PROCEEDINGS	Each Case	\$2,622.00



## DEPARTMENT OF PUBLIC WORKS

### NOTES:

#### VIII. ENVIRONMENTAL COMPLIANCE FEES

The following fees are intended to help recover the cost of implementation and enforcement of SMMC Chapter 7.38

- A. Class A Discharge Permit. A Class A permit shall be issued to all significant industrial users (SIU). Class A permit holders are regulated in accordance with the requirements specified in the pretreatment regulations, 40 CFR Part 403 and 40 CFR Chapter I, Subchapter N, Parts 405-471, as amended, and this Chapter. (7.38.260) Cost based on 4 hours admin and inspection time per year at standard labor rate.
- B. Class B Discharge Permit. A Class B permit shall be issued, at the discretion of the Director, to any user who is not a significant industrial user, yet requires periodic inspection and/or monitoring to verify compliance with this Chapter. A Class B permit may be required for discharge of industrial waste from stationary sources, trucked wastes, contaminated groundwater, and other industrial wastes approved by the Director for discharge to the sanitary sewer. (7.38.260). Cost based on 1.5 hours admin and inspection time per year at standard labor rate.
- C. Stormwater Management Permit. A property that is required to install, operate, and maintain stormwater treatment facilities, or maintain parking lots, storm drain inlets, or other facilities for stormwater pollution prevention as specified in project conditions, shall obtain a Stormwater Management (SWM) permit from the Director of Public Works. (7.39.235). Cost based on 2 hours admin and inspection time per year at standard labor rate.
- D. Pollution Prevention Inspection Fee. The Director is authorized to conduct all inspection, surveillance, and monitoring procedures necessary to assure compliance with this Chapter. The Director may enter without unreasonable delay, during facility hours of operation, any premises of any user in which a potential pollutant discharge source exists or in which facility discharge and materials and waste records are kept. Records shall be made available to the Director for inspection and copying. Reasonable times for inspection and sampling may include times that are unannounced. (7.38.350, 7.39.140) Cost based on 0.5- hour admin and inspection time per year at standard labor rate.
- E. Inspection/Investigation Fee. Applies to inspection and investigation activities not covered in D. or K. Cost based on standard labor rate.
- F. Sampling Fee. The Director shall have the right to establish on any property such devices as are necessary to conduct sampling or metering operations. During all inspections as provided herein, the official may take any samples deemed necessary to aid in the pursuit of the inquiry or in the recording of activities on the site. (7.38.350, 7.39.140). Cost based standard labor rate.
- G. Analytical Services Fee. Cost based in service provider cost of service.
- H. Hydraulic Loading Charge. The Director may impose upon the user a hydraulic loading charge for discharge of groundwater or other waters in cases where conventional sewer service charges applied by the City or District do not account for said flows or uses. User discharges which exceed 10,000 gallons per batch discharge or users undertaking long term discharges of groundwater to the sanitary sewer shall be metered and levied a hydraulic loading charge based upon the basic sewer service charge rate. (7.38.260)
- I. Deficiency Resulting in "Significant Noncompliance". At least annually, the Director shall provide public notice in the largest local daily newspaper a list of those significant industrial users that, during the previous twelve (12) months, were found in significant noncompliance, as defined in the pretreatment regulations and this Chapter. (7.38.420). Cost based on administrative time and cost of publication for 3 days in San Mateo County Times.
- J. Failure to Conduct Self-monitoring. The Director may require that the user conduct a sampling and analysis program of the user's waste or stormwater discharge of a frequency and type required by the Director to demonstrate compliance with the requirements of this Chapter. (7.38.360, 7.39.160).
- K. Failure to Comply with Official Notice to Correct Violation. When an authorized enforcement official finds that a user has violated or is violating this Chapter, or a permit or order issued hereunder, the official may serve upon said user a Notice of Violation which enumerates the violations found, and orders compliance by a date certain. (7.38.460, 7.39.270); any condition caused or permitted to exist in violation of any of the provisions of this Chapter is a threat to the public health, safety and welfare, and is declared and deemed a nuisance. (7.38.470, 7.39.280)
- L. Environmental Cleanup/Abatement of Public Nuisance. City may impose a charge upon the user to reimburse the City or District for the cost of cleaning and/or repair of City facilities, including mitigation of waste discharge to the storm drainage system; any condition caused or permitted to exist in violation of any of the provisions of this Chapter is a threat to the public health, safety and welfare, and is declared and deemed a nuisance., and may be summarily abated and/or restored by the City. The cost of such abatement and restoration shall be borne by the owner of the property. (7.38.180, 7.38.470, 7.39.280).
- M. Appeal of Decision to Issue Permit, Levy fees, or Finding of Noncompliance. Any person affected by any decision, action or determination, including administrative remedies, made in interpreting or implementing the provisions of this Chapter may appeal therefrom to the City of San Mateo Public Works Commission. (7.39.200). Fee is refunded if appellant prevails.
- N. Violations Requiring Inspection Warrant or Commencement of Civil Litigation Proceedings. In the event that the user refuses the Director entry to the premises, inspection may be made only upon the issuance of a search warrant by a duly authorized magistrate. In the event that the user refuses entry after the request has been made, the Director is hereby empowered to seek assistance from the court in obtaining such entry; Any person who has violated or continues to violate the provisions of this Chapter or any order or permit issued hereunder, shall be subject to the imposition of civil penalties pursuant to Chapter 1.11 of this Code. (7.38.350, 7.39.140, 7.38.410, 7.39.200, 7.38.480, 7.39.290)



**DEPARTMENT OF PUBLIC WORKS**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>IX. DEVELOPMENT IMPACT FEES (subject to annual review)</b>		
A. WWTP PHASE II EXPANSION FEE Developer Impact Fee to pay for the increase of 1.5 Million Gallons a Day of treatment capacity for biological demand and solids in the Waste Water Treatment Plant. This increase is needed to accommodate the loading from future development and connections.	Gallon/ADF	\$2.34
B. TRANSPORTATION IMPROVEMENT FEE		
1. Residential		
a. Single-family	Per Dwelling Unit	\$4,760.95
b. Multi-family	Per Dwelling Unit	\$2,922.38
2. Commercial and Industrial		
a. Retail	Per 1,000 Sq. Ft.	\$8,187.63
b. Office	Per 1,000 Sq. Ft.	\$4,370.10
c. Industrial	Per 1,000 Sq. Ft.	\$2,847.13
C. SOUTH TRUNK AREA SEWER IMPROVEMENT FEE		
1. Single-family dwelling	Per Dwelling Unit	\$5,009.00
2. Multi-family dwelling, 1 bedroom	Per Dwelling Unit	\$2,504.00
3. Multi-family dwelling, 2 bedroom	Per Dwelling Unit	\$3,756.00
4. Multi-family dwelling, 3 bedroom	Per Dwelling Unit	\$5,009.00
5. Hotels or motels	Per Room	\$2,504.00
6. Non-residential	Per Fixture Unit	\$250.00
D. CENTRAL PARKING IMPROVEMENT DISTRICT PER SPACE IN-LIEU FEE	Per Space	\$50,000.00
<b>X. NEWSRACK ORDINANCE VIOLATION</b>		
A. ABATEMENT FEE failure to abate violation for Chapter 17.12 of the S.M.M.C.	Per Violation	\$66.00
B. APPEAL OF ABATEMENT ORDER FEE (Fee refunded if appellant prevails).	Per Violation	\$129.00



**DEPARTMENT OF PUBLIC WORKS**

DESCRIPTION OF SERVICES	UNIT	FEE
<b>XI. MISCELLANEOUS FEES</b>		
A. PLANS AND SPECS	Per Set	Varies at cost
B. ENGINEERING PHOTOCOPIES - large sizes		
24" x 36"	Per Print	\$3.70
36" x no. of feet	Per Print	\$3.70
C. PHOTOCOPIES		
8.5" x 11"	Per Copy	\$0.15
8.5" x 14"	Per Copy	\$0.20
11" x 17"	Per Copy	\$0.30
D. PLOT COPY FEE – subdivision / parcel map		
24" x 36"	Per Copy	\$40.00
E. HANG BANNER	Per Request	\$258.00
	+ certificate of insurance	
	Per Pole/ Per Banner	\$65.00
F. STREET LIGHT BANNER		
(Note: Nonprofit organizations may contract with a vendor of their choice to install their banners but an encroachment permit is required.)		
G. CURB PAINTING:		
Red Tipping	Per Request	\$168.00
Initial installation (covers two years)		
Maintenance Fee (covers two years) is 1/2 of initial installation fee.		
Blue Curb (Disabled)	Per Request	\$210.00
Yellow Curb (Loading Zone)	Per Request	\$210.00
White Curb (Passenger Loading)	Per Request	\$210.00
Green Curb (Limited-Time)	Per Request	\$210.00
Non-Critical Red Zones	Per Request	\$210.00
H. ADDRESS ASSIGNMENT FEE to be charged when assignment is not required as a condition of construction; charge for non-essential address changes only.	Each	\$427.00
I. WIRELESS COMMUNICATIONS FACILITIES PERMIT		
1. Minor and Major Permits	Min Deposit Per Location	\$7,500.00
Request to place a new facility or substantial modification of an existing facility in the public ROW. This minimum deposit listed is required at the pre-application phase. The deposit will cover field visits, engineering review of the existing or proposed facilities, inspections during construction, 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, inspection during construction, and administrative time to process the permit application. 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.		
2. Section 6409 Permit	Min Deposit Per Location	\$4,000.00
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 minimum deposit listed is required at the pre-application phase and will cover field visits, engineering review of the existing or proposed facilities, inspections during construction, 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, inspections during construction, and administrative time to process the permit application. 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.		
J. SHARED MOBILITY PERMIT APPLICATION FEE	Each	\$5,000.00



## DEPARTMENT OF PUBLIC WORKS

### SPECIAL COMMUNITY EVENTS PERMIT

#### SPECIAL EVENT APPLICATION FEES

1. No Fee-For events open to the general public, sponsored by a non-profit organization that are not for fundraising purposes, where no registration or admission fee is charged, no donations or contributions are solicited or where no money exchanges hands.
2. \$100 - For Low Impact events sponsored by a non-profit. A low impact event means any event other than a high impact event.
3. \$230 - For High Impact events sponsored by non-profits. A high impact event means a special event meeting two or more of the following criteria: 1) Being held for the first time; 2) expected to draw more than 500 participants; 3) held on a recurring basis; 4) requiring the support of 2 or more city departments; 5) following a route with a different start and finish; 6) requiring a street closure; or 7) requiring interagency coordination.
4. \$500 - For Low Impact events sponsored by a commercial or for profit business. A low impact event means any event other than a high impact event.
5. \$1,000 - For High Impact events sponsored by a commercial or for profit business. See above for definition of a High Impact event.

#### SPECIAL EVENT FEES FOR SERVICE

Depending on the nature of the special event, applicable fees may include some or all of the following:

1. Overtime rates for personnel not regularly on duty who are required to work the event
2. Fair market value charges for utilization of City equipment and/or vehicles used in support of the event
3. Regular rates for personnel who may be required to prepare specialized logistic plans in support of the event
4. Actual costs for consumable supplies, e.g. parking meter signs, garbage bags, etc., used in support of the event
5. Actual cost for specialized services contracted by the City that are required to support the event

### COMMERCIAL FILMING FEES

Filming fees shall apply to commercial businesses desiring to film on public streets, right of ways or within city owned facilities, including parks, civic facilities and buildings or special use areas, such as Poplar Creek Golf Course. Prior to the granting of a permit, all businesses shall comply with all applicable policies and procedures, including, but not limited to, evidence of insurance, permits and licenses, and appropriate hold harmless language.

FEE CATEGORY	UNIT	FEE
I. USE FEES -		
PUBLIC STREETS AND RIGHT OF WAYS		
Daily Use Fees:	Per Day	\$100.00
Videos/Travel/Documentary/Still Photography/Industrial Commercials	Per Day	\$200.00
Television Series/Movies/Pilot and Feature Films	Per Day	\$300.00
CIVIC FACILITIES, PARKS, SPECIAL USE AREAS (for all uses)	Per Hour	\$50.00

#### II. SUPPORT SERVICES FEES

Any filming use that requires any of the following, shall be billed in accordance with the guidelines outlined within the Special Community Events Permit Fee section, Category C designation; i.e. for-profit businesses or non-tax exempt organizations:

Fees for use of City equipment, consumable supplies, preparation of specialized logistic plans, specialized contracted services and on-duty personnel will be billed at cost, plus a 25% administrative overhead fee.

Fees for use of overtime personnel shall be calculated at the top step prevailing overtime rate for the classification(s) utilized plus a 25% administrative

#### III. DEPOSIT

All businesses shall submit a refundable deposit in the amount of \$1,000.00 at the time fees are due and payable to cover any unanticipated support services fees, property damage repair, etc.



## **Chapter 3.64 FEES**

### **Sections:**

- 3.64.010     Fees.**
- 3.64.020     Penalties & Interest**
- 3.64.030     Fees for Code Enforcement**

### **3.64.010 - FEES.**

Prior to submittal of the annual budget, the City Manager shall submit to the City Council the fees proposed for the next fiscal year. The prior year's fees shall continue if the City Manager does not submit new proposed fees. If the proposed fees do not represent a percentage increase exceeding the percentage increase for the preceding twelve (12) month period as shown by the San Francisco Bay Area Consumer Price Index of the Bureau of Labor Statistics, United States Department of Labor, under the heading All Items, or any index substituted by the Department of Labor therefor, the proposed fees shall become effective on the following July 1, unless a different date is set forth in the submission, provided however that the Council may amend the fees before the effective date. If the proposed fees represent a percentage increase exceeding the percentage increase in the Consumer Price Index, they must be approved by the Council before becoming effective. Notwithstanding the above, the Council may amend any fee at any time. (Ord. 1994-12 § 1, 1994; Ord. 1989-8 § 1, 1989; Ord. 1986-26 § 1, 1986).

### **3.64.020 - PENALTIES AND INTEREST.**

Any fee imposed by this chapter shall be due and payable within thirty days after the bill is mailed by the City. The fees shall be delinquent if not paid within said thirty days. Any person who fails to remit any fee within the time required shall pay a penalty of ten percent of the amount due, per month to a maximum of three months, plus interest at the rate of 1-1/2 percent per month, or fraction thereof, computed from the delinquent date of the fee until and including the date of payment. (Ord. 1989-8 § 1, 1989).

### **3.64.030 - FEES FOR CODE ENFORCEMENT.**

(a)     Nuisances. The Council is authorized to adopt fees for administrative costs incurred in the enforcement of Title 7. No fee shall be charged if a property owner or agent abates the nuisance or violation within thirty (30) days after first notification of the violation is mailed by the City.

(b)     Other Violations. The City shall be authorized to adopt fees for costs incurred in the enforcement of Municipal Code violations which result in a requirement for a planning application or building permit, if such application is made or permit applied for more than thirty days after notification of the violation is mailed. (Ord. 1990-5 § 4, 1990; Ord. 1989-8 § 1, 1989).



## IMPACT, IN-LIEU, AND LINKAGE FEES

DESCRIPTION OF SERVICES	UNIT	FEE
<b>I. DEVELOPMENT IMPACT FEES (subject to annual review)</b>		
<b>A. WWTP PHASE II EXPANSION FEE</b> Developer Impact Fee to pay for the increase of 1.5 Million Gallons a Day of treatment capacity for biological demand and solids in the Waste Water Treatment Plant. This increase is needed to accommodate the loading from future development and connections.	Gallon/ADF	\$2.34
<b>B. TRANSPORTATION IMPROVEMENT FEE</b>		
1. Residential		
a. Single-family	Per Dwelling Unit	\$4,760.95
b. Multi-family	Per Dwelling Unit	\$2,922.38
2. Commercial and Industrial		
a. Retail	Per 1,000 Sq. Ft.	\$8,187.63
b. Office	Per 1,000 Sq. Ft.	\$4,370.10
c. Industrial	Per 1,000 Sq. Ft.	\$2,847.13
<b>C. SOUTH TRUNK AREA SEWER IMPROVEMENT FEE</b>		
1. Single-family dwelling		\$5,009.00
2. Multi-family dwelling, 1 bedroom		\$2,504.00
3. Multi-family dwelling, 2 bedroom		\$3,756.00
4. Multi-family dwelling, 3 bedroom		\$5,009.00
5. Hotels or motels		\$2,504.00
6. Non-residential		\$250.00
<b>D. CENTRAL PARKING IMPROVEMENT DISTRICT PER SPACE IN-LIEU FEE</b>	Per Space	\$50,000.00
<b>II. ART IN PUBLIC PLACE FEE</b>	Each	0.5% of valuation
The fee is applicable to commercial and multi-family residential projects		
<b>III. PARK AND LANDSCAPE RESOURCES</b>		
Tree Replacement Cost (24" Box Tree)	Per Tree	\$475.00
<b>IV. PARK AND LANDSCAPE RESOURCES</b>	Per Residential Unit Type:	
<b>A. PARK IN-LIEU FEE / PARK IMPACT FEE FOR RESIDENTIAL PLANNING APPLICATION PROJECTS INVOLVING PARCEL MAPS, SUBDIVISION AND OTHER MULTI-FAMILY RESIDENTIAL</b>	Single Family	\$26,973.00
	Multi-family 2-4 Units	\$16,906.00
	Multi-family 5+ Units	\$19,470.00
	Mobile Homes	\$18,995.00
<b>V. CHILD CARE DEVELOPMENT FEE</b>	Per Sq. Ft.	\$1.08
Projects over 10,000 sq. ft. that are one or more of the following:		
<b>A. NEW COMMERCIAL DEVELOPMENT OF SUPERSTRUCTURE</b>		
<b>B. ADDITION OF SQUARE FOOTAGE TO EXISTING COMMERCIAL DEVELOPMENT</b>		
<b>C. COMMERCIAL TENANT IMPROVEMENTS REQUIRING PLANNING APPROVAL</b>		
<b>VI. COMMERCIAL LINKAGE FEE</b>		
(City Council adopted September 16, 2016 - effective November 16, 2016)		
New commercial construction in excess of 5,000 sq. ft.		
Exempts public uses such as hospitals, nonprofit and government facilities, churches, schools and child care centers.		
<b>A. HOTELS</b>	Per Sq. Ft.	\$10.79
<b>B. RETAIL, RESTAURANTS, AND SERVICES</b>	Per Sq. Ft.	\$5.40
<b>C. OFFICE, RESEARCH &amp; DEVELOPMENT USES, AND MEDICAL</b>	Per Sq. Ft.	\$26.99



## IMPACT, IN-LIEU, AND LINKAGE FEES

DESCRIPTION OF SERVICES	UNIT	FEE
<b>VII. BELOW MARKET RATE HOUSING FEE</b>		
A fee in lieu of constructing affordable housing units onsite per Below Market Rate program:		
A. In Lieu Fees for Fractional Units		
1. Rental	0.1 Housing Unit	\$25,962.00
	0.2 Housing Unit	\$51,924.00
	0.3 Housing Unit	\$77,887.00
	0.4 Housing Unit	\$103,849.00
2. Owner	0.1 Housing Unit	\$22,478.00
	0.2 Housing Unit	\$44,956.00
	0.3 Housing Unit	\$67,434.00
	0.4 Housing Unit	\$89,912.00
B. In Lieu Fee for Projects Less than 11 Units		
1. Rental	5 Unit Project	\$129,811.00
	6 Unit Project	\$155,773.00
	7 Unit Project	\$181,735.00
	8 Unit Project	\$207,698.00
	9 Unit Project	\$233,660.00
	10 Unit Project	\$259,622.00
2. Owner	5 Unit Project	\$112,390.00
	6 Unit Project	\$134,868.00
	7 Unit Project	\$157,346.00
	8 Unit Project	\$179,824.00
	9 Unit Project	\$202,302.00
	10 Unit Project	\$224,780.00