

**CITY OF ORINDA  
SCHEDULE OF FEES AND CHARGES  
Effective: July 1, 2014**

**I. ADMINISTRATIVE SERVICES:**

<b>AGENDAS AND MINUTES</b>	<i>Agendas and minutes for Council and Commission meetings can be accessed for no charge at the Orinda Library at 26 Orinda Way and on the City website <a href="http://www.cityoforinda.org">www.cityoforinda.org</a>.</i>
<b>PLANS</b>	<i>Please note that all plans can be accessed for no charge at the Orinda Library at 26 Orinda Way and on the City website <a href="http://www.cityoforinda.org/planning/">www.cityoforinda.org/planning/</a></i>
<b>BUDGET</b>	<i>Operating and Capital Improvement budgets can be accessed for no charge at the Orinda Library at 26 Orinda Way and on the City website <a href="http://www.cityoforinda.org">www.cityoforinda.org</a>.</i>
<b>PHOTOCOPYING</b>	
Per page (after 1st page) Black & white, 8 ½ x 11	1st page = Free 2 or more pages = \$0.10 per page
Color, 8 ½ x 11	\$.25 per page
Large Format Copies and Plotting	\$1.75 / sq ft
Radius Map and Mailing Label Preparation	\$162
<b>RETURNED CHECK</b>	
NSF Fee <i>(Maximum permitted by Civil code section 1719)</i>	\$25 - first NSF check \$35 - each subsequent NSF check
<b>STOP PAYMENT/RE-ISSUE CHECK FEE</b>	
Stop Payment/Re-issue Check Fee	\$30
<b>FILING OF NOTICE OF INTENT TO CIRCULATE INITIATIVE PETITION</b> <i>(Maximum permitted by Election Code section 9202)</i>	\$200
<b>NOTARIAL ACKNOWLEDGEMENT/PROOF OF SIGNATURE</b> <i>(Maximum permitted by Government Code section 8211)</i>	\$10 per signature

**II. PLANNING & ENGINEERING:** City staff time only. See page 9 for additional fees that may apply.

<b>BUILDING INSPECTION SURCHARGE</b>	50% of fee charged by Contra Costa County
<b>BUILDING PLAN CHECK/FINAL INSPECTION</b>	
In no "hold" on final inspections	\$65
With "hold" on final inspections (involves site visit by City staff prior building final)	\$105
Re-inspection fee	\$105
Second Dwelling Unit (waived if subject to design review application fee)	\$670
Waste Management Plan Check and Deposit	\$105 plan check fee plus deposit equal to 2% of project costs but not less than \$100 or more than \$5,000.
<b>CERTIFICATE OF COMPLIANCE</b>	\$630 1 <sup>st</sup> lot \$515 2 <sup>nd</sup> – 5 <sup>th</sup> lots \$340 6 <sup>th</sup> + lots
<b>ENVIRONMENTAL REVIEW</b>	
Environmental Impact Report	Contract cost + 30%
Initial Study/Standard or Mitigated Negative Declaration	Contract cost + 30% or Staff Hourly Rate Charges A cash deposit will be required before work commences.
Department of Fish & Wildlife (AB 3158)	As required by law.
<b>GENERAL PLAN</b>	
Text Amendment	Staff hourly rate charges. A cash deposit will be required before work commences.
Map Amendment	Staff hourly rate charges. A cash deposit will be required before work commences.
<b>DESIGN REVIEW</b>	
<b>Commercial/Non-Residential:</b>	
Commercial/Office Exterior Work Only: Review by Zoning Administrator	\$1.30 sq/ft exterior surface area affected plus \$530
Review by Planning Commission	\$1,060 up to a maximum of \$8,500
Commercial/Office (Construction or addition of less than 1,000 sq. ft.)	\$3,725
Commercial/Office (Construction or addition of 1,000 or more sq. ft.)	\$3,725 + \$40/100 sq. ft. in excess of 1,000 sq. ft.

**II. PLANNING & ENGINEERING:** City staff time only. See page 9 for additional fees that may apply.

<b>Residential:</b> (Ridgeline, hillside, floor area ratio (FAR))	
<p>Addition to existing residence:  Review by Zoning Administrator  Review by Planning Commission</p> <p>New:  Single-family  Multi-family</p> <p>* Square Foot as calculated in  OMC Chapter 17.6</p>	<p>\$530 plus \$1.30 / sq ft *  \$1,060 plus \$1.30 / sq ft *</p> <p>\$1,060 plus \$1.30/sq ft *up to a  maximum of \$6,695  Staff hourly rate charges.  A cash deposit will be required  before work commences.</p>
<b>DESIGN REVIEW</b> (cont.)	
Dwelling Unit part of a PUD or subdivision submitted for concurrent design review.	Staff hourly rate charges. A cash deposit will be required before work commences.
<p>Conceptual Development Review (CDR)  (optional pre-review of CURRENT project)</p> <p><i>Credit to Design Review Fee if application submitted within 90 days of CDR.</i></p>	\$120
Special Design Review (additions and new residences require special design review standards for: very large homes, severely sloped development footprints, and lots within the R overlay zone and small narrow lots)	\$675 (for each set of special standards that apply)
Time extension of approved development plan (fee includes extension of concurrent approvals for exceptions, variance and/or use permits, if applicable)	\$385
<b>LOT LINE ADJUSTMENT</b>	
Administrative Approval	\$1,350
Requiring Public Meeting	\$1,980 (1 <sup>st</sup> 3 lots) \$280 (each additional lot)

**II. PLANNING & ENGINEERING:** City staff time only. See page 9 for additional fees that may apply.

<b>USE PERMIT &amp; COMMERCIAL USE PERMIT</b>	
Large (greater than 6) Residential Care, Child Care Facilities & Pre-Schools	\$1,980
Establishment of Commercial, Retail or Office Use in DC Zoning District when the new business requires use permit approval (such as service stations and "Class "B" retail businesses in "Type "1"spaces)  (Commercial Use Permit)	\$530 plus \$1.30 / sq ft Up to a maximum of \$7,747
Modification or expansion of existing business, when the requested change requires use permit approval (such as addition of outdoor seating)  (Commercial Use Permit)	\$675
Other Use Permits	\$2,575
Use Permit Combined with another Application	\$1.05 / sq ft
Time Extensions of Approved Land Use Permit	\$385
Wireless Communication Facility Permit	\$4,955 + peer review costs
Wireless Communication Facility Annual RF Report Review (waived in years Compliance Review is required per OMC Section 17.34.9.A (1) or (2)	\$300
Wireless Communication Facility Permit Compliance Review per OMC Section 17.34.9.A (1) or (2)	\$1,500
<b>MAJOR SUBDIVISION</b>	
Tentative Map Vesting Tentative Map Time Extension	Staff hourly rate charges. A cash deposit will be required before work commences.
<b>MINOR SUBDIVISION</b>	
Tentative Map Vesting Tentative Map Time Extension	Staff hourly rate charges. A cash deposit will be required before work commences.

**II. PLANNING & ENGINEERING:** City staff time only. See page 9 for additional fees that may apply.

<b>PLANNED UNIT DEVELOPMENT</b>	
Preliminary Development Plan/Final Development Plan (FDP) – Residential Commercial and Office (Non-Residential) Final Development Plan (When separate from Preliminary Development Plan) – Residential Commercial and Office (Non-Residential) Time Extension	Staff hourly rate charges. A cash deposit will be required before work commences.
<b>REZONING TO COMMERCIAL/OFFICE</b>	
Zoning Ordinance Text Revision Zoning Ordinance Map Revision Residential Commercial & Office	Staff hourly rate charges. A cash deposit will be required before work commences.
<b>SIGN PERMIT</b>	
Type I	\$105 first sign, \$30 each additional sign
Type II	\$1,270 first sign, \$65 each additional sign
BART Banner	\$40
<b>VARIANCE</b>	
When Combined with Another Application or Addition	\$675
All other Variances	Staff hourly rate charges. A cash deposit will be required Before work commences.
Time Extension	\$385
<b>EXCEPTION</b>	
New residences and additions; when combined with the required concurrent Design Review application	\$675
All other Exceptions	Staff hourly rates charges A cash deposit will be required before work commences.
Time Extension	\$380
<b>OTHER PERMITS &amp; SERVICES</b>	
Elevated Deck Permit when no Design Review is Required	\$475
Elevated Deck Permit if Design Review is Required	No fees additional to Design Review fees

**II. PLANNING & ENGINEERING:** City staff time only. See page 9 for additional fees that may apply.

Hillside Grading (review under 17.7.7)	\$675
Temporary Event Permit	\$380 \$210 for annual events after the first year
Relocation Permit (to relocate nonconforming office uses in DC Zone)	\$1,500
Tree Removal Permit (Including Heritage Tree)	\$40
Heritage Tree Nomination	\$265
Heritage Tree Signs	\$200
Neighborhood Analysis Map and Data Table	\$675
Resubmittal (modified plan submitted within 90 days of final decision)	50% of original application fee
<b>IN-LIEU TREE REPLACEMENT FEES</b>	
Replacement with tree removal permit, as per OMC 17.21.5.F.2	\$130
Restitution for illegally removed trees, as per OMC 17.21.8	\$880
<b>SUBDIVISION AGREEMENT</b>	
Original: Standard Form	\$1,725
Non-Standard Form	See Section IIa. (Non-Standard Projects)
Each Extension	\$1,075
<b>SUBDIVISION FEES</b>	
Parcel Maps Parcel Map Checking Fee	Cost of Technical Review + \$430
Final Map Checking Fee	See Section II a: Non-Standard projects
Final Map Recordation of Map	As required by Contra Costa County
Final Map Base Mapping Maintenance	As required by Contra Costa County
Improvement Plan Checking Fee	2.5% of the City Engineer's estimate of the value of street, drainage & other public or private improvements proposed to be installed
Inspection of Improvements	8% of the first \$30,000 of City Engineer's estimate of the value, or any fraction thereof, +5% of that value which exceeds \$30,000.
<b>OTHER PLAN CHECKING &amp; INSPECTION FEES</b> (For work such as public or private streets, drainage or other improvements not related to a subdivision.)	
Plan Checking	2.5% of City Engineer's estimate of value of improvements.

**II. PLANNING & ENGINEERING:** City staff time only. See page 9 for additional fees that may apply.

Inspection of Improvements	8% of the first \$30,000 of City Engineer's estimate of value of improvements, or any fraction thereof, + 5% of that value exceeding \$30,000.	
<b>ENCROACHMENT PERMIT</b>		
Standard, Routine Projects (Driveways, utility hook-ups, sidewalk repairs, main break/repair, raise MH to grade, etc)		\$165
Non-routine Projects (.5 hr. minimum inspection time per visit; utility line/conduits construction/ replacement, series of poles replacement, installation of frontage improvements, etc.)		\$100 processing fee + inspection costs
Debris Box (up to 7 days) Beyond 7 days, same as non-routine projects above		\$75
Road Closure/Block Party		\$250
Cash Bond	Determined by the City Engineer.	
Transportation of Oversized and/or Overweight Loads; House Moving Permit Fee		Per CALTRANS fee schedule.

**III. PLANNING & ENGINEERING:** (cont.) City staff time only. See page 9 for additional fees that may apply.

Revocable Encroachment Agreement when not associated with a project subject to Design Review	\$480
Revocable Encroachment Agreement when associated with a project subject to Design Review	No fees additional to Design Review Fees
<b>DRAINAGE PERMIT</b>	
Drainage Work within a Waterway: Standard, routine projects (drainage around house; repair of existing drainage).	\$212 (Includes a maximum of 3 inspections plus processing fee.) Additional costs will be billed for inspections in excess of 3.
Drainage Work within a Waterway: Nonstandard projects, including improvements discharging to public facility.	\$96 (Processing fee plus reimbursement for costs for staff review and inspection time.)
Drainage Work within a Waterway: Significant drainage improvements, repairs (as determined by the City Engineer) Plan Check Fee	2.5% of the City Engineer's estimate of value, or any fraction + 5% of that value which exceeds \$30,000.
Inspection of Improvements	8% of the first \$30,000 of City Engineer's estimate of value, or any fraction thereof + 5% of that value which exceeds \$30,000.
Cash Bond	Determined by the City Engineer
<b>STORMWATER TREATMENT AND FLOW CONTROL FACILITY CERTIFICATION FEE</b>	
Annual certification fee: Developments with 4 or less stormwater facilities; this fee covers approximately 1.5 hours of staff time for the following tasks: site inspection at required frequency, review of the annual inspection report, processing of the certification fee, and issuance of a certificate of compliance. (Adopted January 19, 2010)	\$135
Annual certification fee: Developments with more than 4 stormwater facilities and covers 2.5 hours of staff time. (Adopted January 19, 2010)	\$225



## **Ila. NON-STANDARD PROJECTS:**

Fees listed in this Schedule are intended to cover City staff time for standard processing. For any work not included in the schedule, including but not limited to street closure, abandonments, and Quit Claims, a fee will be charged that is equivalent to the hourly cost of the employee(s) involved, the cost of materials, equipment, and overhead.

Additional fees and deposits may be required for the following:

### **SPECIAL/COMPLEX PROJECTS**

For special projects requiring extensive staff work due to duration, complexity, required preparation of non-standard forms and agreements, etc., the City reserves the right to charge for materials and labor, plus overhead in addition to, or in lieu of the fees cited in this schedule. The City Manager is authorized to require a deposit for such projects, and to execute fee agreements approved as to form by the City Attorney. When the deposit has been drawn down by 50%, an additional deposit may be required to continue processing. Upon completion of the project, any unused portion will be refunded to the applicant.

### **CONSULTANT FEES**

For services contracted by the City of Orinda, such as soils peer review, the fee shall be the consultant's cost plus 30%. A deposit may be required to cover the estimated cost of consultants, plus 30%. When the deposit has been drawn down by 50%, an additional deposit may be required to continue processing. Upon completion of the project, any unused portion will be refunded to the applicant.

### **CITY ATTORNEY FEES**

If the assistance of the City Attorney is required in connection with any of the above services, with the exception of appeals, the applicant may be required to deposit funds to cover the City Attorney's estimated costs, plus 17.5% overhead fee. When the deposit has been drawn down by 50%, an additional deposit may be required to continue processing. Upon completion of the project, any unused portion will be refunded to the applicant.

### **CONTRACT SERVICES**

A deposit may be required for the estimated cost of services contracted on behalf of the applicant. A surcharge of 17.5% will be added to the contract services cost as an overhead fee. Services may include, but are not limited to, photocopying, delivery, etc. When the deposit has been drawn down by 50%, an additional deposit may be required to continue processing. Upon completion of the project, any unused portion will be refunded to the applicant.

## **Iib. SB 1473 STATE FEE FOR DEVELOPMENT OF GREEN BUILDING STANDARDS**

California Senate Bill 1473 requires the City of Orinda to collect, on behalf of the California Building Standards Commission, a fee in the amount of \$4.00 per every \$100,000 in building valuation, with a minimum fee of \$1.00, to fund development of statewide building standards, with emphasis on green building standards.

## II. APPEALS:

<b>DEVELOPMENT PLAN:</b>	
<b>Administrative Review:</b> Planning Commission (PC) Decision	\$535 + cost of preparing meeting minutes
<b>OTHERS:</b>	
Appeal of Planning Commission Environmental Review	\$535 + cost of preparing meeting minutes
Land Use Permit	\$535 + cost of preparing meeting minutes
Subdivision	\$535 + cost of preparing meeting minutes
Variance	\$535 + cost of preparing meeting minutes
Other Appeals	\$535 + cost of preparing meeting minutes
Sign Review	\$535 + cost of preparing meeting minutes
Request for Reconsideration	\$535 + cost of preparing meeting minutes
Administrative Decisions	\$535 + cost of preparing meeting minutes

#### IV. PARKS AND RECREATION

<b>Indoor Facilities</b>	<b>Group I <u>City of Orinda</u></b>	<b>Group II <u>OUSD/MHS</u></b>	<b>Group III <i>Nonprofit</i></b>	<b>Group IV <u>Private</u></b>	<b>Group V <u>Commercial</u></b>
<b>Orinda Community Center</b>					
Class Room	No Charge	\$43/hour	\$46/hour	\$50/hour	\$63/hour
Founders Auditorium	No Charge	\$75/hour	\$80/hour	\$103/hour	\$112/hour
Kitchen	No Charge	\$37/hour	\$46/hour	\$50/hour	\$63/hour
<b>Library</b>					
Auditorium	No Charge	\$85/hour	\$91/hour	\$102/hour	\$125/hour
Garden Room	No Charge	\$53/hour	\$56/hour	\$62/hour	\$77/hour
May Room	No Charge	\$30/hour	\$31/hour	\$34/hour	\$43/hour
<b>Wilder Park</b>					
Ranch House	No Charge	\$85/hour	\$89/hour	\$99/hour	\$124/hour
<b>City Hall</b>					
Sarge Littlehale Room	No Charge	\$30/hour	\$31/hour	\$34/hour	\$43/hour
<b>Outdoor Facilities</b>					
<b>Library</b>					
Library Plaza	No Charge	\$48/hour	\$51/hour	\$56/hour	\$70/hour
<b>Orinda Community Park</b>					
Amphitheater	No Charge	\$33/hour	\$35/hour	\$39/hour	\$48/hour
Gazebo (up to 3 hours)	No Charge	\$48/use	\$52/use	\$57/use	\$72/use
Meadow	No Charge	\$19/hour	\$23/hour	\$45/hour	\$80/hour
Tennis Courts	No Charge	\$6/hour	\$8/hour	\$10/hour	\$14/hour
<b>Orinda Oaks Park</b>					
Picnic Area (up to 3 hours)	No Charge	\$48/use	\$52/use	\$57/use	\$72/use
<b>Wilder Park (up to 3 hours)</b>					
Picnic Area up to 20	No Charge	\$30/use	\$31/use	\$34/use	\$43/use
Picnic Area up to 50	No Charge	\$48/use	\$52/use	\$57/use	\$72/use
Picnic Area 51 – 100	No Charge	\$76/use	\$80/use	\$90/use	\$112/use
<b>Sports Facilities</b>					
<b>Orinda Sports Field/Pine Grove</b>					
Natural Turf Field	No Charge	\$19/hour	\$23/hour	\$45/hour	\$80/hour
<b>Wilder Park</b>					
Natural Turf Field	No Charge	\$19/hour	\$23/hour	\$45/hour	\$80/hour
Artificial Turf Field	No Charge	\$45/hour	\$55/hour	\$112/hour	\$162/hour
Field Lights	No Charge	\$22/hour	\$27/hour	\$55/hour	\$79/hour
<b>Wagner Ranch Gymnasium</b>					
Gymnasium	No Charge	\$56/hour	\$67/hour	\$134/hour	\$162/hour

#### IV. PARKS AND RECREATION (cont.)

<b>Rental Extra Fees</b>			
Security Deposit-Meeting Room (Refundable)	\$100/rental	Overhead Projector	\$16/day
Security Deposit-Auditorium (Refundable)	\$250/rental	LCD Projector	\$58/day
Security Deposit-Gym (Refundable)	\$150/rental	TV/DVD	\$32/day
Security Deposit-Picnic 50+ (Refundable)	\$50/rental	Flip Chart with Pad	\$16/day
Facility Attendant	\$41/hour	Easel	\$5/day
Sound Technician	\$51/hour	Microphone (Podium/Hand)	\$32/use
Sound System/Sound Booth	\$75/day	Lapel Microphone	\$58/day
Non-resident Surcharge	15%	Coffee Pot	\$11/day
Podium	\$11/day	Picnic Kit	\$83/day
Tennis Court Light Cards	\$60/4 mos.	PA System	\$61/day

Below are the recommended categories for Indoor and Outdoor Facilities:

- Group I: City of Orinda sponsored and co-sponsored events
- Group II: Orinda Unified School District and Miramonte High School
- Group III: Orinda Non-Profit Groups
- Group IV: Orinda Private Resident
- Group V: Orinda Businesses/Commercial

Below are the recommended categories for Sports Facilities:

- Group I: City of Orinda sponsored and co-sponsored events
- Group II: Non-Profit and School Groups with 50% or more Orinda residents
- Group III: Non-Profit and School Groups with less than 50% Orinda residents
- Group IV: Orinda Private Residents
- Group V: Orinda Businesses/Commercial

The above categories are for Orinda residents, businesses, and non-profit groups. It is recommended that all non-residents be charged a 15% surcharge for facility rentals and recreation programs.

**V. PUBLIC SAFETY SERVICES:**

<b>FINGERPRINTING</b>	
Taking of Prints Only – Ink Card	\$22
Additional Fee if Prints are to be Forwarded to Dept. of Justice or Other Agency – Ink Card	\$22 + Addressed Envelope(s)
Live Scan Roll – Resident	\$38
Live Scan Roll – Non Resident	\$43
Live Scan – Lic/Cert/Permit Dept of Social Svcs	\$10
Live Scan – Lic/Cert/Permit with Firearm – DOJ	\$35
Live Scan – Lic/Cert/Permit with Firearm – FBI	\$21
<b>CORRECTABLE VIOLATION</b> (Veh. Code 40610)	Free (courtesy)
<b>COPY OF TRAFFIC COLLISION REPORT</b>	\$10
<b>STORED/IMPOUNDED VEHICLE RELEASE</b>	\$108
<b>COPY OF PHOTOGRAPHS</b>	\$70 handling fee + \$ 2 per photo
<b>POLICE CLEARANCE LETTER</b> (Background Checks)	\$49 (County only)
<b>FALSE ALARMS</b> For every false alarm in excess of two during any 90-day period (City Ordinance Section 8.12.070)	\$281
<b>REDEMPTION OF ADVERTISING SIGNS PICKED UP FROM PUBLIC RIGHT-OF-WAY</b>	\$49
<b>VEHICLE ABATEMENT</b> For every incident where the City abates vehicles or vehicle parts determined to be a public nuisance.	\$205
<b>APPLICATIONS</b>	
New application for operating a massage parlor	\$227
Renewal of application for operating a massage parlor	\$113
New application for acting as a masseur	\$129
Renewal of application for acting as a masseur	\$70
<b>PERMITS</b>	
Annual permit for operating a massage parlor	\$49
Annual permit for acting as a masseur	\$49
<b>REGISTRATION</b>	
Solicitor Registration	\$27

**VI. DEVELOPMENT IMPACT FEES: (Effective August 16, 2014)**

<b>PARK DEDICATION FEE</b>	
Single-family detached	\$12,782
Single-family attached or townhouse	\$8,684
Multiple-family duplex, condominium	\$8,919/ unit
<b>TRANSPORTATION IMPACT FEE</b>	
Single-family	
Regional	\$1,332
Local	\$4,958
Multiple-family or second unit	
Regional	\$840
Local	\$3,084
Non-residential	
Regional	\$0.57 / sq. ft.
Local	\$2.08 / sq. ft.
College/University (per student)	
Regional	\$318
Local	\$1,178
Peak Hour Trip	
Regional	\$1,326
Local	\$4,904
Habitable Additions: (Local)	
100 sq. ft. or more	No fee
Not to exceed:	
<b>DRAINAGE IMPACT FEE</b>	
Impervious Surface of New Development	\$1.27 / sq. ft.

**VII. TRANSIENT OCCUPANCY TAX:**

Transient Occupancy Tax	8.5%
-------------------------	------