

CITY OF ORINDA
SCHEDULE OF FEES, CHARGES, and PENALTIES
 Effective: July 1, 2017

I. ADMINISTRATIVE SERVICES:

AGENDAS AND MINUTES	<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 www.cityoforinda.org.</i>	
PLANS	<i>Please note that all plans can be accessed for no charge at the Orinda Planning Department at 22 Orinda Way and on the City website http://cityoforinda.org/153/Planning-Department</i>	
BUDGET	<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 www.cityoforinda.org.</i>	
PHOTOCOPYING		
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		\$1.80 / sq ft
Radius Map and Mailing Label Preparation		\$177
RETURNED CHECK		
NSF Fee <i>(Maximum permitted by Civil code section 1719)</i>		\$25 - first NSF check \$35 - each subsequent NSF check
STOP PAYMENT/RE-ISSUE CHECK FEE		
Stop Payment/Re-issue Check Fee		\$30
FILING OF NOTICE OF INTENT TO CIRCULATE INITIATIVE PETITION <i>(Maximum permitted by Election Code section 9202)</i>		\$200
NOTARIAL ACKNOWLEDGEMENT/PROOF OF SIGNATURE <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.

BUILDING INSPECTION SURCHARGE	50% of fee charged by Contra Costa County
BUILDING PLAN CHECK/FINAL INSPECTION^	
In no "hold" on final inspections	\$100
With "hold" on final inspections (involves site visit by City staff and/or approval of waste management receipts prior building final)	\$185
Modification to prior Plan Check	\$42
Re-inspection fee	\$114
Accessory Dwelling Unit Plan Check	\$350
CERTIFICATE OF COMPLIANCE^	Staff hourly rate charges. A cash deposit of \$1,500 will be required before work commences
ENVIRONMENTAL REVIEW^	
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 (Code Section 711.4)	As required by law.
GENERAL PLAN^	
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.
Code Amendment	Staff hourly rate charges. A cash deposit will be required before work commences.
DESIGN REVIEW^	
Commercial/Non-Residential:	
Review by Zoning Administrator (exterior work only)	\$572 plus \$1.40 sq/ft exterior surface area
Review by Planning Commission (exterior work only)	\$1,144 plus \$1.40/sq ft exterior surface area up to a maximum of \$9,152
Commercial/Office (Construction or addition of less than 1,000 sq. ft.)	\$4,004
Commercial/Office (Construction or addition of 1,000 or more sq. ft.)	\$4,004 + \$43/100 sq. ft. in excess of 1,000 sq. ft.

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Residential: (Ridgeline, hillside, floor area ratio (FAR))	
Addition to existing residence: Review by Zoning Administrator Review by Planning Commission	\$572 plus \$1.40/sq ft * \$1,144 plus \$1.40/sq ft *
New: Single-family Multi-family * Square Footage as calculated in OMC Chapter 17.6	\$1,144 plus \$1.40/sq ft * up to a maximum of \$7,280(Non-Wilder) or \$4,940 (Wilder) Plus Non-Wilder - \$103/hour fee applies after 39 hours of staff work Wilder - \$103/hour fee applies after 71 hours of staff work Staff hourly rate charges. A cash deposit will be required before work commences.
DESIGN REVIEW^ (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.
Conceptual Development Review (CDR) (optional pre-review of CURRENT project) <i>Credit to Design Review Fee for non-Wilder homes if application submitted within 90 days of CDR guidance correspondence from Planning Dept.</i>	Residential Additions \$130 New Single Family Residential (Non- Wilder) \$390 Single Family Residential (Wilder) \$780 Commercial \$1,040
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)	\$416
Time extension of approved development plan (fee includes extension of concurrent approvals for exceptions, variance and/or use permits, if applicable)	\$416
LOT LINE ADJUSTMENT^	
Administrative Approval	Staff hourly rate charges. A cash deposit of \$1,500 will be required before work commences
Requiring Public Meeting	Staff hourly rate charges. A cash deposit of \$1,500 will be required before work commences

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USE PERMIT & COMMERCIAL USE PERMIT^	
Large (greater than 6) Residential Care, Child Care Facilities & Pre-Schools	\$2,184
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)	\$572 plus \$1.04/sq ft Up to a maximum of \$8,112
Modification or expansion of existing business, when the requested change requires use permit approval (such as addition of outdoor seating) (Commercial Use Permit)	\$728
Use Permits for a Temporary Use	\$650
Other Use Permits	\$1,500
Time Extensions of Approved Land Use Permit	\$416
Wireless Communication Facility Permit	\$5,304 + 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)	\$322
Wireless Communication Facility Permit Compliance Review per OMC Section 17.34.9.A (1) or (2)	\$1,612
MAJOR SUBDIVISION^	
Tentative Map Vesting Tentative Map Time Extension	Staff hourly rate charges. A cash deposit will be required before work commences.
MINOR SUBDIVISION^	
Tentative Map Vesting Tentative Map Time Extension	Staff hourly rate charges. A cash deposit will be required before work commences.

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PLANNED UNIT DEVELOPMENT^	
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.
REZONING TO COMMERCIAL/OFFICE^	
Zoning Ordinance Text Revision Zoning Ordinance Map Revision Residential Commercial & Office	Staff hourly rate charges. A cash deposit will be required before work commences.
SIGN PERMIT^	
Type I	\$114 first sign, \$36 each additional sign
Type II	\$1,352 first sign, \$73 each additional sign
BART Banner	\$42
VARIANCE^	
When Combined with Another Application or Addition	\$728
All other Variances	Staff hourly rate charges. A cash deposit of \$1,500 will be required before work commences.
Time Extension	\$416
EXCEPTION^	
New residences and additions; when combined with the required concurrent Design Review application	\$728
All other Exceptions	Staff hourly rates charges A cash deposit will be required before work commences.
Time Extension	\$416
OTHER PERMITS & SERVICES^	
Elevated Deck Permit when no Design Review is required	\$520
Elevated Deck Permit if Design Review is required	\$100
Outdoor Dining or Take-out Restaurant Permit	\$500

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Hillside Grading (review under 17.7.7)	\$728
Temporary Event Permit	\$416 \$229 for annual events after the first year
Relocation Permit (to relocate nonconforming office uses in DC Zone)	\$1,612
Tree Removal Permit (Including Heritage Tree)	\$150 for the first tree plus \$50 for each additional tree
Heritage Tree Nomination	\$780
Neighborhood Analysis "Vicinity" Map and Data Table	\$728
Resubmittal (modified plan submitted within 90 days of final decision)	50% of original application fee
IN-LIEU TREE REPLACEMENT FEES	
Replacement with tree removal permit, as per OMC 17.21.5.F.2	\$125
Restitution for illegally removed trees, as per OMC 17.21.8	\$880.70
SUBDIVISION AGREEMENT^	
Original:	See Section IIa. (Non-Standard Projects)
Each Extension	\$1,118
SUBDIVISION FEES^	
Parcel Maps Parcel Map Checking Fee	Cost of Technical Review + \$447
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	Staff hourly charges. A cash deposit will be required before work commences. The cash deposit will be based on 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	Staff hourly charges. A cash deposit will be required before work commences. The cash deposit will be based on 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.
OTHER PLAN CHECKING & INSPECTION FEES (For work such as public or private streets, drainage or other improvements not related to a subdivision.)	
Plan Checking	Staff hourly charges. A cash deposit will be required before work commences. The cash deposit will be based on 2.5% of City Engineer's estimate of value of improvements.

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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.	
ENCROACHMENT PERMIT		
Standard, Routine Projects (Driveways, utility hook-ups, sidewalk repairs, main break/repair, raise MH to grade, etc)		\$360
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		\$78
Road Closure/Block Party		\$260
Cash Bond	Determined by the City Engineer.	
Transportation of Oversized and/or Overweight Loads; House Moving Permit Fee		Per CALTRANS fee schedule.
Revocable Encroachment Agreement when not associated with a project subject to Design Review		\$1,500
Revocable Encroachment Agreement when associated with a project subject to Design Review		\$250

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WATERCOURSE ALTERATION PERMIT^	
Watercourse Setback Determination Fee	\$250
Drainage Work within a Waterway: Standard, routine projects (drainage around house on private property; repair of existing drainage).	\$350 (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.	\$103 (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 Inspection of Improvements Cash Bond	2.5% of the City Engineer's estimate of value, or any fraction + 5% of that value which exceeds \$30,000. 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. Determined by the City Engineer
STORMWATER TREATMENT AND FLOW CONTROL FACILITY CERTIFICATION FEE	
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)	\$350
Annual certification fee: Developments with more than 4 stormwater facilities and covers 2.5 hours of staff time. (Adopted January 19, 2010)	\$350

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% of the first \$10,000 of the contract and 10% of contract amounts in excess of \$10,000. 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 to 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.

Ilb. 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.

III. APPEALS

All appeals or reconsiderations	25% of original application fee but not less than \$556 and not more than \$1,560 + estimated cost of preparing detailed meeting minutes for decision(s) being appealed

IV. PARKS AND RECREATION

Indoor Facilities	Group I City of Orinda	Group II OUSD/MHS	Group III Nonprofit	Group IV Private	Group V Commercial
Orinda Community Center					
Meeting Room	No Charge	\$45/hour	\$49/hour	\$54/hour	\$67/hour
Founders Auditorium	No Charge	\$80/hour	\$85/hour	\$110/hour	\$119/hour
Kitchen	No Charge	\$39/hour	\$48/hour	\$54/hour	\$67/hour
Library					
Auditorium	No Charge	\$91/hour	\$97/hour	\$109/hour	\$133/hour
Garden Room	No Charge	\$57/hour	\$60/hour	\$66/hour	\$82/hour
May Room	No Charge	\$32/hour	\$33/hour	\$36/hour	\$45/hour
Wildler Park					
Ranch House	No Charge	\$91/hour	\$95/hour	\$104/hour	\$132/hour
Art & Garden Studio	No Charge	\$60/hour	\$65/hour	\$71/hour	\$85/hour
A&G Center Studios 1-3	No Charge	\$165/hour	\$173/hour	\$190/hour	\$228/hour
City Hall					
Sarge Littlehale Room	No Charge	\$32/hour	\$33/hour	\$36/hour	\$45/hour
Outdoor Facilities					
Library					
Library Plaza	No Charge	\$51/hour	\$55/hour	\$60/hour	\$74/hour
Orinda Community Park					
Amphitheater	No Charge	\$35/hour	\$37/hour	\$41/hour	\$51/hour
Gazebo (up to 3 hours)	No Charge	\$51/use	\$56/use	\$61/use	\$76/use
Meadow	No Charge	\$21/hour	\$25/hour	\$48/hour	\$85/hour
Tennis Courts	No Charge	\$7/hour	\$9/hour	\$11/hour	\$15/hour
Community Center Plaza	No Charge	\$51/hour	\$55/hour	\$57/hour	\$74/hour
Orinda Oaks Park					
Picnic Area (up to 3 hours)	No Charge	\$51/use	\$56/use	\$61/use	\$76/use
Wildler Park (up to 3 hours)					
Picnic Area up to 20	No Charge	\$32/use	\$33/use	\$36/use	\$45/use
Picnic Area up to 50	No Charge	\$51/use	\$55/use	\$60/use	\$76/use
Picnic Area 51 – 100	No Charge	\$81/use	\$85/use	\$96/use	\$119/use
Sports Facilities					
Orinda Sports Field/Pine Grove					
Natural Turf Field	No Charge	\$22/hour	\$26/hour	\$48/hour	\$85/hour
Infield Multi-Use (OSF)	No Charge	\$11/hour	\$13/hour	\$24/hour	\$43/hour
Wildler Park					
Natural Turf Field	No Charge	\$22/hour	\$26/hour	\$48/hour	\$85/hour
Artificial Turf Field	No Charge	\$48/hour	\$59/hour	\$119/hour	\$172/hour
Field Lights	No Charge	\$23/hour	\$28/hour	\$31/hour	\$36/hour
Wagner Ranch Gymnasium					
Gymnasium	No Charge	\$61/hour	\$73/hour	\$143/hour	\$172/hour

IV. PARKS AND RECREATION (cont.)

Rental Extra Fees			
Description	Amount	Description	Amount
Security Deposit-Meeting Room (Refundable)	\$100/rental	Security Deposit – Art & Garden Center Studio (Refundable)	\$100/rental
Security Deposit-Auditorium (Refundable)	\$250/rental	LCD Projector	\$60/day
Security Deposit – Art & Garden Studios 1-3 (Refundable)	\$250/rental	Security Deposit – Sports Field (Refundable)	\$250/rental
Security Deposit-Gym (Refundable)	\$150/rental	TV/DVD	\$35/day
Security Deposit-Picnic 50+ (Refundable)	\$50/rental	Rental Change Fee	\$25
Facility Attendant	\$42/hour	Easel	\$10/day
Sound Technician	\$53/hour	Microphone (Podium/Hand)	\$35/use
Sound System/Sound Booth	\$75/day	Lapel Microphone	\$60/day
Non-resident Surcharge	15%	Coffee Pot	\$15/day
Podium	No charge	Picnic Kit	\$85/day
Tennis Court Light Cards	\$72/4 mos.	PA System	\$65/day
Fitness Class Permit	\$205/6mos.	Per Player Fee for Sports League (Maintenance and Capital Replacement Fund)	\$12/Player/scheduling session (6-month)
Wilder Scoreboard Use	\$50/day	Wilder Storage Container Use (not provided)	\$50/season
Tournament Fee	\$168/day	Recreation Facility Preservation Fee (maintenance and capital replacement of non-sports recreation facilities)	3% charge added to each transaction, excluding sports facility rentals

The City’s goal is to charge user fees that are comparable with neighboring agencies, fair and reasonable for the facility or service provided, and that offset operating costs as much as possible. The Director of Parks and Recreation, with the approval of the City Manager, is authorized to establish one-time or temporary discounted fees or reduced rates as revenue-generating incentives where applicable.

Below are the 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 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:

FINGERPRINTING	
Taking of Prints Only – Ink Card	\$22
Live Scan Roll – for Orinda Service	\$42
Live Scan Roll – DOJ Department of Justice	\$32
Live Scan – CACI Child Abuse Central Index	\$25
Live Scan – FBI Federal Bureau of Investigation	\$17
CORRECTABLE VIOLATION (Veh. Code 40610)	Free (courtesy)
COPY OF TRAFFIC COLLISION REPORT	\$11
STORED/IMPOUNDED VEHICLE RELEASE	\$114
COPY OF PHOTOGRAPHS	\$73 handling fee + \$ 2 per photo
POLICE CLEARANCE LETTER (Background Checks)	\$49 (County only)
FALSE ALARMS For every false alarm in excess of two during any 90-day period (City Ordinance 8.12.070)	\$292
REDEMPTION OF ADVERTISING SIGNS PICKED UP FROM PUBLIC RIGHT-OF-WAY	\$51
VEHICLE ABATEMENT For every incident where the City abates vehicles or vehicle parts determined to be a public nuisance.	\$213
APPLICATIONS	
New application for operating a massage parlor	\$236
Renewal of application for operating a massage parlor	\$118
New application for acting as a masseur	\$134
Renewal of application for acting as a masseur	\$73
PERMITS	
Annual permit for operating a massage parlor	\$51
Annual permit for acting as a masseur	\$51
Tobacco retailers license (OMC section 9.28.080)	\$300
REGISTRATION	
Solicitor Registration	\$28

VI. DEVELOPMENT IMPACT FEES:

PARK DEDICATION FEE (fees are adjusted as required under OMC 3.28.070 and 3.28.080)	
Single-family detached	\$15,880
Single-family attached or townhouse	\$10,789
Multiple-family duplex, condominium	\$11,081/ unit
TRANSPORTATION IMPACT FEE (fees are adjusted with direction from the Lamorinda Fee and Finance Authority)	
Single-family	
Regional	\$3,770.49
Local	\$3,770.49
Multiple-family or second unit	
Regional	\$2,639.18
Local	\$2,639.18
Multiple Family Transit Oriented Development	
Regional	\$1,398.95
Local	\$1,398.95
Non-residential	
Regional	\$4.04 / sq. ft.
Local	\$4.04 / sq. ft.
Other	
Regional	\$414.97/Daily Trip
Local	\$414.97Daily Trip

DRAINAGE IMPACT FEE	
Impervious Surface of New Development	\$1.36/sq. ft. in excess of 100 sq ft

VII. TRANSIENT OCCUPANCY TAX:

Transient Occupancy Tax	8.5%
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