



TOWN OF
SAN ANSELMO
EST. 1907

Schedule of User Fees

Effective July 1, 2020

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Finance & Administration

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Photocopies	\$0.20	\$0.20	Per page	Fee	Document with State requirements are charged per State Mandate
2	Returned check charge	\$25.00	\$25.00	Per incident	Regulated	
3	Certification	\$20.00	\$20.00	Per certification	Fee	
4	Appeals - Planning Applicant	\$2,500.00	\$2,562.50	Per appeal	Fee	Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time
5	Appeals - Non-Applicant	\$800.00	\$820.00	Per appeal	Fee	Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time
6	Proof of Residency/Living Certification	\$15.00	\$15.00	Per request	Fee	
7	Business License Fees:					
8	Transfer Fee	\$20.00	\$20.00	Per transfer	Fee	
9	Business License Penalty	10%	10%	Per month	Penalty	Max. 50%
10	Duplicate Business License	\$15.00	\$15.00	Per copy	Fee	
11	Gross receipts:					
12	\$0 - \$7,500	\$15.00	\$15.00		Tax	
13	\$7,501 - \$15,000	\$30.00	\$30.00		Tax	
14	\$15,001 - \$25,000	\$45.00	\$45.00		Tax	
15	\$25,001 - \$50,000	\$60.00	\$60.00		Tax	
16	\$50,001 - \$100,000	\$100.00	\$100.00		Tax	
17	\$100,001 - \$250,000	\$150.00	\$150.00		Tax	
18	\$250,001 - \$500,000	\$300.00	\$300.00		Tax	

Finance & Administration

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
19	\$500,001 - \$750,000	\$450.00	\$450.00		Tax	
20	\$750,001 - \$1,000,000	\$600.00	\$600.00		Tax	
21	\$1,000,001 - \$2,000,000	\$800.00	\$800.00		Tax	
22	\$2,000,001 - \$3,000,000	\$1,200.00	\$1,200.00		Tax	
23	\$3,000,001 - \$4,000,000	\$1,500.00	\$1,500.00		Tax	
24	\$4,000,001 - \$5,000,000	\$2,100.00	\$2,100.00		Tax	
25	\$5,000,001 - \$10,000,000	\$3,000.00	\$3,000.00		Tax	
26	\$10,000,001 - \$25,000,000	\$4,500.00	\$4,500.00		Tax	
27	\$25,000,000 - and over	\$4500 + .01%	\$4500 + .01%		Tax	
28	Hotels/Motels/Inns	\$17.00	\$17.00	Per unit	Tax	
29	Rental of one or more dwelling units or guest rooms within a rooming house, boarding house, single family dwelling, apartment, condominium, houseboat, or other residential structure containing guest rooms or dwelling units	\$17.00	\$17.00	Per unit	Tax	
30	General contractors and subcontractors	\$30.00	\$30.00	Per quarter	Tax	
31	General contractors and subcontractors	\$100.00	\$100.00	Per year	Tax	
32	Auctioneers	\$50.00	\$50.00	Per day	Tax	
33	Peddlers, solicitors	\$25.00	\$25.00	Per day	Tax	
34	Peddlers, solicitors	\$150.00	\$150.00	Per quarter	Tax	
35	Peddlers, solicitors	\$500.00	\$500.00	Per year	Tax	
36	Circuses or carnivals	\$400.00	\$400.00	First day	Tax	
37	Circuses or carnivals	\$300.00	\$300.00	Per additional day	Tax	
38	Commercial & still film permits (public property) : 1-3 persons	\$100.00	\$100.00	Per day	Tax	
39	Commercial & still film permits (public property) : 4-6 persons	\$200.00	\$200.00	Per day	Tax	
40	Commercial & still film permits (public property) : 7-9 persons	\$300.00	\$300.00	Per day	Tax	
41	Commercial & still film permits (public property) : 10 + persons	\$400.00	\$400.00	Per day	Tax	
42	Commercial & still film permits (private property): 1-3 persons	\$50.00	\$50.00	Per day	Tax	
43	Commercial & still film permits (private property): 4-6 persons	\$100.00	\$100.00	Per day	Tax	
44	Commercial & still film permits (private property): 7-9 persons	\$150.00	\$150.00	Per day	Tax	
45	Commercial & still film permits (private property): 10+ persons	\$200.00	\$200.00	Per day	Tax	
46	Taxicabs	\$60.00	\$60.00	Per vehicle	Tax	
47	Trucks/vans/delivery vehicles - less than 1/2 ton capacity	\$22.50	\$22.50	Per vehicle	Tax	
48	Trucks/vans/delivery vehicles - not exceeding 1 ton capacity	\$37.50	\$37.50	Per vehicle	Tax	

Finance & Administration

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
49	Trucks/vans/delivery vehicles - not exceeding 1-1/2 ton capacity	\$75.00	\$75.00	Per vehicle	Tax	
50	Trucks/vans/delivery vehicles - not exceeding 2 ton capacity	\$112.50	\$112.50	Per vehicle	Tax	
51	Trucks/vans/delivery vehicles - not exceeding 3 ton capacity	\$150.00	\$150.00	Per vehicle	Tax	
52	Trucks/vans/delivery vehicles - over 3 ton capacity	\$225.00	\$225.00	Per vehicle	Tax	
53	Christmas tree lots	\$45.00	\$45.00	Per year	Tax	
54	Commercial leased property	\$0.02	\$0.02	Per sq ft.	Tax	\$50 minimum, \$220 Maximum
55	Business located out of San Anselmo but use San Anselmo P.O. Box for business	\$50.00	\$50.00	Per year	Tax	
56	Real estate broker in San Anselmo	\$100.00	\$100.00	Per year	Tax	Plus \$10 per desk
57	Real estate broker in San Anselmo	\$10.00	\$10.00	Per desk	Tax	
58	Real estate broker out of San Anselmo	\$150.00	\$150.00	Per year	Tax	
59	Omnibus (all other categories)	\$50.00	\$50.00	Per year	Tax	
60	Business License List	\$1.00	\$1.00	Per page	Tax	
60	Tobacco Retailer License	\$50.00	\$50.00	Per year	Fee	

Public Works

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Road Impact Fee	1.5% value of project	1.5% value of project	Percentage	Fee	
2	Tree Removal Fees:					
3	Heritage Tree &/or Undeveloped Parcel Tree	\$245 for 1st hour and hourly rate thereafter	\$251 for 1st hour and hourly rate thereafter	Per permit	Fee	For dead, dying or dangerous trees fee may be waived. Replacement trees may be required for each tree removed.
4	Street Tree	\$120.00	\$123.00	Per permit	Fee	This is the cost for both removal and planting of street trees
5	After the fact - Tree or Heritage Tree Removal Fine	\$2,000.00	\$2,050.00	Per tree	Penalty	\$2,050 Maximum as determined by the Public Works Director
6	Encroachment Permit Fees:					
7	Minor work	\$150.00	\$154.00	Per project	Fee	7-1.02 - Permit for curb cut for driveway entrance or approach (Street Superintendent) 7-1.08 – Adjustment and variance from driveway standards (City Engineer) 7-3.02 – Street cut or excavation permits (Public Works) 7-4.02 - Temporary street obstruction permits 7-5.09 - Permits to construct sidewalk, walkway, and/or driveway from curb to property line (Public Works)
8	Major work (over \$2,500)	4% value of project or as Determined by Public Works Director per Town Code	4% value of project or as Determined by Public Works Director per Town Code	Percentage	Fee	7-1.02 - Permit for curb cut for driveway entrance or approach 7-1.08 – Adjustment and variance from driveway standards 7-3.02 – Street cut or excavation permits 7-4.02 - Temporary street obstruction permits 7-5.09 - Permits to construct sidewalk, walkway, and/or driveway from curb to property line Major Work Fees vary depending on time to review and inspect during the course of the project

Public Works

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
9	Sidewalks/Driveways - new & repair; debris or storage box	\$100.00	\$103.00	Per project	Fee	
10	Revocable Encroachment Permit for structures in town right-of-way	\$300.00	\$308.00	Per project	Fee	
11	Revocable Encroachment Permit for temporary use of town right-of-way (restaurant outdoor seating)	\$127.00	\$130.00	Per project	Fee	7-5.11-permit for amilbox inright of way
12	Plan Check-when applicable	Hourly Staff Rate	Hourly Staff Rate	Per hour	Fee	Rate depends on actual Staff rate
13	Fence Permit Fees:					
14	Fences within setbacks abutting street	\$95.00	\$97.00	Per project	Fee	
15	Stop Work Fee for working without a permit	Up to 3 times value of Public Works Permit Fee	Up to 3 times value of Public Works Permit Fee	Per project	Penalty	Determined by the Public Works Director. 0-3 times based on stop work circumstances. If unpermitted work is identified by the Town and the owner addresses issues promptly, fee may be waived or 1 times the permit fee. However, if unpermitted work is not addressed and owner is uncooperative, fee may be up to 3 times the permit fee.
16	Plan Check-when applicable	\$135.00	\$138.00	Per hour	Fee	
17	Grading Permit Fees: UBC Appendix Chapter 33 Table A-33B					
18	100cy or less	\$112.00	\$115.00	100 cy or less	Fee	
19	101cy to 1,000cy	\$112.00	\$115.00	First 100 cy	Fee	Plus \$17.50 for each add'l 100 cy
20	1,001cy to 10,000cy	\$348.00	\$357.00	First 1,000 cy	Fee	Plus \$14.50 for each add'l 1,000cy
21	10,001cy to 100,000cy	\$348.00	\$357.00	First 10,000 cy	Fee	Plus \$66 for each add'l 10,000cy
22	100,001 and above	\$1,165.00	\$1,194.00	First 100,000 cy	Fee	Plus \$36.50 for each add'l 100,000cy
23	Grading Plan Review Fees: UBC Appendix Chapter 33 Table A-33A					
24	100cy or less	\$112.00	\$115.00	100 cy or less	Fee	
25	101cy to 1,000cy	\$225.00	\$231.00	First 100 cy	Fee	
26	1,001cy to 10,000cy	\$300.00	\$308.00	First 1,000 cy	Fee	
27	10,001cy or more	\$300.00	\$308.00	First 10,000 cy	Fee	\$24.50 each add'l 10,000cy
28	Grading permit fee for work without a permit	3 times value of Public Works Permit Fee	3 times value of Public Works Permit Fee	Per project	Penalty	\$500 minimum- determined by PW Director
29	Water Wells - potable and landscape wells	\$171.00	\$175.00	Per well	Fee	
30	Grading Permit Extension Fee	\$150.00	\$154.00	Per permit	Fee	

Public Works

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
31	Sidewalk Maintenance Program - Administration Fees					
32	First \$200	\$45.00	\$46.00		Fee	
33	\$201 - \$500	\$45 plus 15% of amount over \$200 (\$100 Max)	\$46 plus 15% of amount over \$200 (\$100 Max)		Fee	\$100 Max
34	\$501 - \$1,500	\$75 plus 10% of amount over \$500 (\$200 Max)	\$77 plus 10% of amount over \$500 (\$200 Max)		Fee	\$200 Max
35	Over \$1,500	\$175 plus 5% of amount over \$1,500	\$179 plus 5% of amount over \$1,500		Fee	No Max
36	Arborist Site Visit and Arborist Report	\$205.00	\$210.00	Per hour	Fee	
37	Street Cut Inspection	\$200.00	\$205.00	Per hour	Fee	
38	Street Crew Cost (Red Curb Painting)	Fees Waived	Fees Waived	Per project	Fee	
39	Temporary Trailer Fee	Fees Waived	Fees Waived	Per Trailer	Fee	Permit for temporary trailers for habitation during construction and after disasters
40	Abandonment	\$1,000 min + # hours of consultant time	\$1,000 min + # hours of consultant time	Per hour	Fee	\$1,000 minimum to be billed hourly
41	Penalty fee for After The Fact permits	3xpermit cost or \$500 min. Determined by building official or DPW director	3xpermit cost or \$500 min. Determined by building official or DPW director	Per project	Penalty	
42	DPW- RED TAG FEE	3xpermit cost or \$500 min. Determined by building official or DPW director	3xpermit cost or \$500 min. Determined by building official or DPW director	Per project	Penalty	

Public Works

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
43	Encroachment permit extension fee	\$75.00	\$77.00	Per project	Fee	
44	Charging Interest on Abatements	1% Monthly	1% Monthly	Per project	Fee	
45	Oversize Vehicle Permit - Single	\$16.00	\$16.00	Per trip	Fee	\$90 - Annual
46	Street Light Shield	\$250.00	\$256.00	Per shield	Fee	
47	Stormwater Violation Fees	\$100-1ST VIOLATION / \$200-2ND / \$500-3RD, 4TH, ETC	\$100-1ST VIOLATION / \$200-2ND / \$500-3RD, 4TH, ETC	Per occurrence	Fee	
48	Block Party Fee	Fees Waived	Fees Waived	Per occurrence	Fee	
49	Extension Fee- For Permits Excluding Encroachment	\$75.00	\$77.00	Per project	Fee	
50	Reactivation Fee	\$100.00	\$103.00	Per project	Fee	
51	Flatwork Permit - Small/Medium less than 1000 sq ft	\$100.00	\$103.00	Per project	Fee	
52	Flatwork Permit - Large Over 1000 sq ft	\$300.00	\$308.00	Per project	Fee	
53	Floodplain Development Permit	\$100 deposit + hourly	\$100 deposit + hourly	Per hour	Fee	7-11.403 Special flood hazard area development permit 7-11.402 – Review of required certifications for floodplain Development permits: (1) Certification required by Section 7-11.501(c)(1) and Section 7-11.504 (lowest floor elevations); (2) Certification required by Section 7-11.501(c)(2) (elevation or floodproofing of nonresidential structures); (3) Certification required by Section 7-11.501(c)(3) (wet floodproofing standard); (4) Certification of elevation required by Section 7-11.503(a)(3) (subdivisions and other proposed development standards); (5) Certification required by Section 7-11.506(b) (floodway encroachments); (6) "NON-CONVERSION AGREEMENT FOR CONSTRUCTION WITHIN FLOOD HAZARD AREAS" recorded deed restriction, review by town attorney

Public Works

Miscellaneous Items

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
54	Permit to place newsrack on public property	\$100 deposit + hourly	\$100 deposit + hourly	Per rack	Fee	
55	Frontage Improvement Fees	Based on Project Impact	At Cost of Requirement	Per project	Fee or work in lieu of	Public Works reviews frontage improvement requirements based on the code requirements in the right of way related to ADA, drainage, emergency vehicle access etc.

Library

Miscellaneous Items						
#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Overdue Fines					
2	Books, Magazines, Audio Tapes, Compact Discs, Books on CD, MP3, Music CDs - Adult	\$0.25 (\$10 Max)	\$0.25 (\$10 Max)	Per day	Fine	\$15 max.
3	Books, Magazines, Audio Tapes, Compact Discs, Books on CD, MP3, Music CDs - Child	\$0.10 (\$5 Max)	\$0.10 (\$5 Max)	Per day	Fine	\$7.50 max
4	DVDs, Blu-Ray - Adult	\$0.50 (\$14 Max)	\$0.50 (\$14 Max)	Per day	Fine	\$15 max.
5	DVDs, Blu-Ray - Child	\$0.50 (\$7 Max)	\$0.50 (\$7 Max)	Per day	Fine	\$15 max.
6	Print Materials					
7	Books lost or damaged beyond use	Actual Cost	Actual Cost		Fee	
8	Processing Fee	\$5.00	\$5.00	Per incident	Fee	
9	Books missing supplement (like map or CD)	\$3 - \$6	\$3 - \$6	Per incident	Fee	
10	Damage (ink markings, stains, etc.)	\$4.00	\$4.00	Per incident	Fee	
11	Audio Visual Materials					
12	Lost or Damaged A/V Case	\$3.00 - \$7.00	\$3.00 - \$7.00	Per case	Fee	
13	Lost or Damaged A/V Disc	\$8.00	\$8.00	Per disc	Fee	
14	Lost or Damaged A/V Insert	\$3.00 - \$7.00	\$3.00 - \$7.00	Per insert	Fee	
15	Inter-Library Loan Fees:					
16	Link +	\$1.00 (\$15 Max)	\$1.00 (\$15 Max)	Per day	Fee	\$115 Replacement
17	ILL - Other	\$5.00	\$5.00	Per request	Fee	Postage may apply
18	Other Fees					
19	Library Card Replacement	\$1.00	\$0.00	Per card	Fee	
20	Photocopies/Computer Printing Black and White	\$0.20	\$0.20	Per page	Fee	
21	Photocopies/Computer Printing Color	\$0.75	\$0.75	Per page	Fee	
22	Take & Make Kits	\$1.00 (\$10 Max)	\$1.00 (\$10 Max)	Per day	Fee	\$50 Fee if item is returned to other library
23	Museum Passes	\$2.00 (\$10 Max)	\$2.00 (\$10 Max)	Per day	Fee	

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Fee for Building Permit Plan-Check	65% of permit fee	65% of permit fee- Building Valuation table will increase 2.5% for all base rates	Percentage	Fee	Plan check beyond 2 submittals @ staff hr rate
2	Stop Work Fee for working without a permit; retroactive permit penalty fee	Up to 5 times value of Permit Fee; (Minimum \$500)	Up to 5 times value of Permit Fee; (Minimum \$500)	Per project	Penalty	Determined by the Department Director or Building Official. 0-5 times based on stop work circumstances. If work stops immediatley and the owner addresses issues promptly, the fee may be waived or 1-3 times the permit fee. However, if work continues and owner is uncooperative, fee may be up to 5 times the permit fee.
3	Energy Fees - projects affecting heated space	15% of Bldg Permit Fee	15% of Bldg Permit Fee	Percentage	Fee	
4	Code Compliance Fee	\$288.00	\$295.00	Per hour	Fee	
5	Plumbing Permit	15% of Bldg Permit fee or \$150 if not associated w/other work	15% of Bldg Permit fee or \$154 if not associated w/other work	Percentage	Fee	Fee waived for graywater projects
6	Electrical Permit	15% of Bldg Permit fee or \$150 if not associated w/other work	15% of Bldg Permit fee or \$154 if not associated w/other work	Percentage	Fee	Fee waived for local EV charging, roof top solar, and tankless water heater
7	Mechanical Permit	15% of Bldg Permit fee or \$150 if not associated w/other work	15% of Bldg Permit fee or \$154 if not associated w/other work	Percentage	Fee	
8	Demolition Permit	\$225.00	\$231.00	Per project	Fee	
9	Swimming Pool Permit	\$598.00	\$613.00	Per project	Fee	
10	Spa/Hot Tub Permit	\$299.00	\$306.00	Per project	Fee	
11	Photo-voltaic System Permit	\$0.00	\$0.00	Per project	Fee	

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
12	Water Heater Replacement Permit	\$130.00	\$133.00	Per project	Fee	Fee waived for Tankless Water Heater
13	Furnace Replacement Permit	\$130.00	\$133.00	Per project	Fee	
14	Re-Roof Permit Residential	\$150.00	\$154.00	Per project	Fee	Fee waived for Cool Roof Initiatives
15	Re-Roof Permit Commercial	Bldg Permit Fee	Bldg Permit Fee	Per project	Fee	Fee waived for Cool Roof Initiatives
16	Technology Fee	8.8% of Bldg Permit fees	8.8% of Bldg Permit fees	Percentage	Fee	
17	Training Fee	3% of Bldg Permit fee	3% of Bldg Permit fee	Percentage	Fee	
18	Permit Administrative Fee (change of owner, contractor, arch/engr.)	\$31.00	\$37.00	Per project	Fee	
19	Window replacement (not associated with other work)	\$225.00	\$231.00	Per project	Fee	
20	Minor Bathroom Remodel Permit Fee	\$600.00	\$615.00	Per project	Fee	OTC \$15,000 max. value of project
21	Minor Kitchen Remodel Permit Fee	\$805.00	\$825.00	Per project	Fee	OTC \$25,000 max. value of project
22	Plan Checks:					
23	Plumbing Plan Check	15% of Bldg Permit Fee or 65% of Plumbing Permit Fee	15% of Bldg Permit Fee or 65% of Plumbing Permit Fee	Percentage	Fee	If work not associated with Bldg Permit (\$25 min) Fee waived for graywater projects
24	Electrical Plan Check	15% of Bldg Permit Fee or 25% of Electrical Permit Fee	15% of Bldg Permit Fee or 25% of Electrical Permit Fee	Percentage	Fee	If work not associated with Bldg Permit (\$25 min)
25	Mechanical Plan Check	10% of Bldg Permit Fee or 65% of Mechanical Permit Fee	10% of Bldg Permit Fee or 65% of Mechanical Permit Fee	Percentage	Fee	If work not associated with Bldg Permit (\$25 min)
26	Pool Plan Check	\$425.00	\$436.00	Per project	Fee	65% of Pool Permit fee
27	Spa/Hot Tub Plan Check	\$195.00	\$200.00	Per project	Fee	65% of Spa/Hot Tub
28	Plan Checks after 2 Plan Checks	Consultant Fee	Consultant Fee	Per hour	Fee	Consultant Fee

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
29	Plan Check for revisions after permit issued	\$183.33	\$188.00	Per hour	Fee	Time charged at hourly Building Official rate and an additional hour for each submittal. Minimum one hour per submittal.
30	Staff Hourly Rate:					
31	Building Official	\$183.33	\$187.91	Per hour	Fee	
32	Building Inspector	\$132.49	\$135.80	Per hour	Fee	
33	Street Bond	Determined by Public Works Director	Determined by Public Works Director	Per project	Bond	Reimbursable if no damage to street/public right of way
34	Gross Receipts Tax on all projects done by a contractor	\$0.50	\$0.50	Per \$1,000 valuation	Fee	
35	Seismic Fee - State fee on all residential and commercial work	\$0.10	\$0.10	Per \$1,000 valuation	Fee	
36	Green Building Fee	\$1.00	\$1.00	Per \$25,000 valuation	Fee	
37	Residential Resale Reports:					
38	Single Family Residence	\$300.00	\$308.00	Per report	Fee	
39	Multi-Family Residences	\$300 +\$50 each add/t unit	\$308 +\$52 each add/t unit	Per report	Fee	
40	Failure To Obtain Report	1X Report Fee	1X Report Fee	Per report	Fee	
41	Watercourse Permit	\$200.00	\$205.00	Per project	Fee	Fee may be waived for emergency projects at the discretion of Public Works Director
42	Floodplain Development Permit	\$100.00	\$103.00	Per project	Fee	
43	Lot Line(Property Line Adjustment)	\$1000 Deposit	\$1000 Deposit	Per hour	Fee	25% administration plus hourly thereafter
44	Well Permit	\$225.00	\$231.00	Per project	Fee	
45	Reinstatement of Building Permit Fee	50% of bulding permit fee	50% of bulding permit fee	Per project	Fee	
46	Extension of Building Permit Fee	\$100.00	\$103.00	Per project	Fee	

Building

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
47	Penalty fee for After The Fact permits	Up to 5 times value of Permit Fee; (Minimum \$500)	Up to 5 times value of Permit Fee; (Minimum \$500)	Per project	Fee	Determined by the Department Director or Building Official. 0-5 times based on stop work circumstances. If unpermitted work is identified by the Town and the owner addresses issues promptly, the fee may be waived or 1-3 times the permit fee. However, if unpermitted work is not addressed and the owner is uncooperative, fee may be up to 5 times the permit fee.
48	Flood Gate Building Permits	Fees Waived	Fees Waived	Per project	Fee	
49	Admin Assistant II	\$83.19	\$85.27	Per hour	Fee	
50	Public Works Director	\$233.15	\$238.98	Per hour	Fee	
51	Assistant Public Works Director	\$183.35	\$187.93	Per hour	Fee	
52	Assistant Engineer	\$114.23	\$117.09	Per hour	Fee	
53	Maintenance Supervisor	\$132.86	\$136.18	Per hour	Fee	
54	Maintenance Worker I	\$82.13	\$84.18	Per hour	Fee	
55	Senior Maintenance Worker	\$112.96	\$115.78	Per hour	Fee	
56	Construction Inspector	\$365.36	\$374.49	Per hour	Fee	
57	Consultant	Consultant cost + 25%	Consultant cost + 25%	Per Hour	Fee	Plan check or review as required by outside consultant

Building permit fee waived for an ADU subject to a recorded affordability restriction of 55 years to rent as an Affordable Unit reserved for occupancy by a Low Income Household at an Affordable Rent.

“Affordable Rent” is the maximum allowable Rent for an Affordable Unit that does not exceed one-twelfth (1/12) of thirty percent (30%) of eighty percent (80%) of Area Median Income as adjusted for Assumed Household Size.

“Area Median Income” means median yearly income in Marin County as published pursuant to California Code of Regulations, Title 25, Section 6932, or successor provision.

“Low Income Household” means a household whose Household Income does not exceed the lower income limits applicable to Marin County, adjusted for household size, as published annually by the California Department of Housing and Community Development; generally a household with a Household Income between fifty percent (50%) and eighty percent (80%) of Area Median Income, adjusted for actual household size.

**Building Valuation Table
Current (All New Construction)**

Minimum Value	Maximum Value	Base Rate	Plus \$\$	For every
0.00	0.00	0.00	0.00	0.00
1.00	3,999.00	127.17	0.00	0.00
4,000.00	24,999.00	127.17	14.75	1,000.00
25,000.00	49,999.00	458.59	10.78	1,000.00
50,000.00	99,999.00	728.19	7.63	1,000.00
100,000.00	499,999.00	1,109.71	6.21	1,000.00
500,000.00	999,999.00	3,592.12	5.34	1,000.00
1,000,000.00	and above	6,272.93	4.21	1,000.00

**Building Valuation Table
Proposed (All New Construction)**

Minimum Value	Maximum Value	Base Rate	Plus \$\$	For every
0.00	0.00	0.00	0.00	0.00
1.00	3,999.00	130.35	0.00	0.00
4,000.00	24,999.00	130.35	15.12	1,000.00
25,000.00	49,999.00	470.05	11.05	1,000.00
50,000.00	99,999.00	746.40	7.82	1,000.00
100,000.00	499,999.00	1,137.45	6.36	1,000.00
500,000.00	999,999.00	3,681.93	5.47	1,000.00
1,000,000.00	and above	6,429.75	4.32	1,000.00

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Planning Commission Action Applications: Annexation	\$10,000.00	\$10,250.00	Per application	Deposit	Plus 25% overhead on consultant costs
2	Planning Commission Action Applications: General Plan Amendment	\$3,794.00	\$3,888.85	Flat fee	Fee	
3	Planning Commission Action Applications: Rezoning	\$3,794.00	\$3,888.85	Flat fee	Fee	
4	Planning Commission First Application/Hearing	\$2,125.00	\$2,178.13	Flat fee	Fee	
5	Planning Commission Action Applications: Use Permit	\$2,125.00	\$2,178.13	Flat fee	Fee	
6	Planning Commission Action Applications: Variance	\$2,125.00	\$2,178.13	Flat fee	Fee	
7	Planning Commission Action Applications: Subdivision	\$2,125.00	\$2,178.13	Flat fee	Fee	
8	Planning Commission Action Applications: Parcel Split	\$2,125.00	\$2,178.13	Flat fee	Fee	
9	Planning Commission Action Applications: Lot Line Adjustment	\$2,125.00	\$2,178.13	Flat fee	Fee	
10	Planning Commission Action Applications: Illuminated Sign Review	\$2,125.00	\$2,178.13	Flat fee	Fee	
11	Planning Commission Action Applications: FAR Exception.	\$2,125.00	\$2,178.13	Flat fee	Fee	
12	Each additional application	\$130.00	\$133.25	Flat fee	Fee	
13	Minor Exception - Administrative	\$223.00	\$228.58	Flat fee	Fee	
14	Lot Merger - Administrative	\$306.00	\$313.65	Flat fee	Fee	
15	Residential Design Review - Planning Director	\$913.00	\$935.83	Flat Fee	Fee	
16	Commercial Design Review - Planning Director	\$913.00	\$935.83	Flat fee	Fee	
17	Administrative Sign Review, conforming	\$47.00	\$48.18	Flat fee	Fee	
18	Certificates of Compliance	\$2,500.00	\$2,562.50	Per certification	Deposit	Plus 25% overhead on consultant costs
19	Initial Study & Negative Declarations (for first 16 hours of staff time In House)	\$6,000.00	\$6,150.00	Flat fee	Fee	Plus 25% overhead on consultant costs
20	Environmental Impact Reports	Consultant cost + 25%	Consultant cost + 25%	Flat fee	Fee	
21	Peer Reviews	Consultant cost + 25%	Consultant cost + 25%	N/A	Fee	

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
22	Hourly Fee	\$130.00	\$133.25	Per hour	Fee	
23	Development Standards	No charge	No charge			
24	General Plan maintenance	4% of Building Permit fees	4% of Building Permit fees	Percentage	Fee	
25	Technology fee	8.8% of Bldg Permit fees	8.8% of Bldg Permit fees	Percentage	Fee	
26	Training fee	5% of application fees	5% of application fees	Percentage	Fee	
27	Additional Planning Deposit and Research Fee	\$130.00	\$133.25	Per hour	Fee	
28	Photocopies, per page (State requirement documents are charged per State Mandate)	\$0.20	\$0.20	Per copy	Fee	
29	Excavation/grading Permit SAMC Sec. 9-18.08	\$2,125.00	\$2,178.13	Flat fee	Fee	
30	Review of R-1-H Precise Development Plan (PC) SAMC Sec. 10-3.1105	\$3,525.00	\$3,613.13	Flat fee	Fee	
31	Sign program SAMC Sec. 10-9.1103	\$2,125.00	\$2,178.13	Flat fee	Fee	
32	Signs which are part of a project necessitating design review by the Planning Commission SAMC Sec. 10-9.409	\$130.00	\$133.25	Flat fee	Fee	
33	Planning Commission requests for reasonable accommodation SAMC Sec. 10-10.03	\$130.00	\$133.25	Flat fee	Fee	
34	Planning Director requests for reasonable accommodation SAMC Sec. 10-10.03	\$436.00	\$446.90	Flat fee	Fee	
35	Move Building SAMC Sec. 9-6.01	\$2,125.00	\$2,178.13	Flat fee	Fee	
36	Additional Public Hearing	\$1,736.00	\$1,779.40	Flat fee	Fee	
37	Zoning ordinance amendment SAMC Sec. 10-3.803	\$10,000.00	\$10,250.00	Per application	Deposit	plus 25% overhead on any consultant costs

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
38	Preliminary or Specific Planned Development District SAMC Sec. 10-3.904	\$4,105.00	\$4,207.63	Flat fee	Fee	
39	Final Map (if dedications are involved) SAMC Sec. 10-2.603	\$5,000.00	\$5,125.00	Per application	Deposit	plus 25% overhead for consultant costs
40	R-1-H Development Plan Meeting with Open Space Committee SAMC Sec. 10-3.1102	\$1,074.00	\$1,100.85	Flat fee	Fee	
41	Tentative parcel and tract map and final parcel and tract maps – Planning Director SAMC Sec. 10-3.1201	\$399.00	\$408.98	Flat fee	Fee	Plus \$2,000 deposit to cover consultant and 25% overhead
42	Conditional Use Permit Planning Director SAMC Sec. 10-3.1303	\$913.00	\$935.83	Flat fee	Fee	
43	Notice of public hearing - publication in newspaper SAMC Sec. 10-3.1602	\$166.00	\$170.15	Flat fee	Fee	Plus cost of publication
44	Renewal of a discretionary action SAMC Sec. 10-3.1608	\$130.00	\$133.25	Per extension request	Fee	
45	Applications and determinations of unmergers (Public Works or Council) SAMC Sec. 10-3.273	\$2,000.00	\$2,050.00	Per application	Deposit	
46	Application for expanded telecommunication facilities Administrative	\$1,432.00	\$1,467.80	Per facility	Fee	plus \$10,000 deposit to cover consultant cost plus 25%
47	Application for design review/use permit for telecommunication facilities (Planning Commission)	\$3,012.00	\$3,087.30	Per facility	Fee	plus \$10,000 deposit to cover consultant cost plus 25%
48	Application for density bonus SAMC Sec. 10-11.050 Administrative	\$890.00	\$912.25	Flat fee	Fee	

Planning

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
49	Remove deed restriction - Administrative	\$332.00	\$340.30	Flat fee	Fee	Plus any notary and recording costs
50	Residential chicken-keeping permit SAMC Sec. 5-1.05	\$0.00	\$0.00	Flat fee	Fee	
51	PreApplication Meeting - Non-commercial uses	\$300.00	\$307.50	Flat fee	Fee	Plus applicant pays \$100 to Ross Valley Fire Department
52	Review of Home Occupation Application	\$0.00	\$0.00	Flat fee	Fee	
53	Review of Use Proposal or Business License Application	\$0.00	\$0.00	Flat fee	Fee	
54	Penalty for work without a permit	1x Application Fee	1x Application Fee	Per application	Penalty	
55	Remove deed restriction to allow a second unit	\$0.00	\$0.00	Flat fee	Fee	Plus any notary and recording costs
56	PreApplication Meeting - Commercial Uses	\$0.00	\$0.00	Flat fee	Fee	
57	Lot Line Adjustment - Planning Director	\$0.00	\$935.83	Flat fee	Fee	New
58	Administrative Design Review - No Notice	\$0.00	\$48.18	Flat fee	Fee	New

ENVIRONMENTAL REVIEWS: Fees charged by outside agencies for review/process of environmental documents will be charged to the applicant in addition to the fees herein.

ALL PLANNING APPLICATIONS: Town Attorney costs will be passed on directly to applicant as incurred and the Town may request a deposit to cover the cost of anticipated town attorney time.

DEPOSITS will be charged at the fully burdened hourly rate calculation for each staff position.

Recreation

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Administrative Rates					
2	Administrative Registration Fee	\$6.00	\$8.00	Per class	Fee	
3	Security deposit	\$250.00	\$260.00	Per occurrence	Deposit	
4	Tennis Key Fees:					
5	Resident (R): Full Year	\$35.00	\$36.00	Per year	Fee	
6	Resident (R): Jul-Dec	\$25.00	\$26.00	Every six months	Fee	
7	Non-Resident (NR): Full Year	\$85.00	\$87.00	Per year	Fee	
8	Non-Resident (NR): Jul-Dec	\$55.00	\$56.00	Every six months	Fee	
9	Commercial Dog Walker Permit (Annual)	\$105.00	\$108.00	Per year	Fee	
10	Sign Fees					
11	Hub Sign	\$105.00	\$108.00	Per week	Fee	
12	Tunstead Street Banner	\$250.00	\$256.00	Per week	Fee	
13	Sir Francis Drake Street Banner	\$325.00	\$333.00	Per week	Fee	
14	Facility Rental Fees - Picnic & Park Areas 3 Hour Minimum Rental					
15	Memorial Park - Small Picnic Area - R	\$28.00	\$29.00	Per hour	Fee	
16	Memorial Park - Small Picnic Area -NR	\$30.00	\$31.00	Per hour	Fee	
17	Memorial Park - Large Picnic Area - R	\$38.00	\$39.00	Per hour	Fee	
18	Memorial Park - Large Picnic Area - NR	\$43.00	\$44.00	Per hour	Fee	
19	Memorial Park - Large Picnic Area - Inflatable Jumper Fee	\$40.00	\$41.00	Per hour	Fee	
20	Robson Park - Upper Picnic Area - R	\$28.00	\$29.00	Per hour	Fee	
21	Robson Park - Upper Picnic Area - NR	\$35.00	\$36.00	Per hour	Fee	
22	Robson Park - Lower Picnic Area - R	\$33.00	\$34.00	Per hour	Fee	
23	Robson Park - Lower Picnic Area - NR	\$45.00	\$46.00	Per hour	Fee	
24	Creek Park Picnic Area - R	\$38.00	\$39.00	Per hour	Fee	
25	Creek Park Picnic Area - NR	\$48.00	\$49.00	Per hour	Fee	
26	Elders Garden - R	\$15.00	\$16.00	Per hour	Fee	
27	Elders Garden - NR	\$20.00	\$21.00	Per hour	Fee	
28	Creek Park Amphitheatre -Resident	NA	NA	Per hour	Fee	
29	Creek Park Amphitheatre - Non-Resident	NA	NA	Per hour	Fee	

Recreation

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
30	Athletic Field Rental Fees - 2 Hour Minimum Rental					
31	Memorial Park - Single Baseball Field					
32	Group A	\$32.00	\$40.00	Per hour	Fee	Non-Profit organizations, school related groups, community organizations that charge a nominal fee to cover their expenses (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)
33	Group B	\$37.00	\$60.00	Per hour	Fee	Private individuals, non-profit fundraising activities
34	Group C	\$47.00	\$80.00	Per hour	Fee	Commercial, for profit groups
35	Indoor Facilities					
36	ICC Kitchen, Lower Classrooms (2 hr min.) Resident	\$27.00	\$28.00	Per hour	Fee	
37	ICC Kitchen, Lower Classrooms (2 hr min.) Non-Resident	\$37.00	\$38.00	Per hour	Fee	
38	ICC Vista Room, (2 hr min.) Resident	\$32.00	\$33.00	Per hour	Fee	
39	ICC Vista Room, (2 hr min.) Non- Resident	\$47.00	\$48.00	Per hour	Fee	
40	Robson Harrington Meeting Room - Weekdays (2 hr min.)					
41	Group A	\$30.00	\$31.00	Per hour	Fee	Non-Profit organizations, school related groups, community organizations (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)
42	Group B	\$35.00	\$36.00	Per hour	Fee	Private individuals, non-profit fundraising activities
43	Group C	\$45.00	\$46.00	Per hour	Fee	Commercial, for profit groups
44	Robson Harrington Weekend Rental - First Floor (4 hr min.)					
45	Group A	\$75.00	\$77.00	Per hour	Fee	Non-Profit organizations, school related groups, community organizations (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)
46	Group B	\$80.00	\$82.00	Per hour	Fee	Private individuals, non-profit fundraising activities
47	Group C	\$95.00	\$97.00	Per hour	Fee	Commercial, for profit groups

Police

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
1	Merchant Parking Permits	\$25.00	\$25.00	Per year	Fee	
2	Overnight Parking Permits	\$50.00	\$50.00	Per year	Fee	
3	Vehicle Impound Release	\$100.00	\$100.00	Per incident	Fee	
4	Clearance/Citizen Letter	\$20.00	\$20.00	Per request	Fee	
5	Report Copy fee	\$10.00	\$10.00	Per report	Fee	
6	Fingerprinting "rolling" fee	\$20.00	\$20.00	Per event	Fee	
7	Violations:					
8	Sign Retrieval	\$25.00	\$25.00	Per violation	Penalty	
9	Parked without permit	\$40.00	\$40.00	Per violation	Penalty	
10	Parked contrary to signs & markings	\$40.00	\$40.00	Per violation	Penalty	
11	Improperly parked in marked space	\$40.00	\$40.00	Per violation	Penalty	
12	No Parking/Stopping Red Zone	\$55.00	\$55.00	Per violation	Penalty	
13	No Parking Yellow/Green/White	\$40.00	\$40.00	Per violation	Penalty	
14	Failure to Curb Wheels on 3% Grade	\$40.00	\$40.00	Per violation	Penalty	
15	Parked in Excess of 72 Hours	\$155.00	\$155.00	Per violation	Penalty	
16	Parked in Excess of 2 Hours	\$40.00	\$40.00	Per violation	Penalty	
17	Restricted Parking Only	\$40.00	\$40.00	Per violation	Penalty	
18	Night Parking - 30 minute Limit 2AM-6AM	\$24.00	\$24.00	Per violation	Penalty	
19	Posted No Parking	\$40.00	\$40.00	Per violation	Penalty	
20	Parked without 12' clearance	\$55.00	\$55.00	Per violation	Penalty	
21	No Parking on Private Property without consent	\$40.00	\$40.00	Per violation	Penalty	
22	Expired Meter	\$40.00	\$40.00	Per violation	Penalty	
23	No Parking on Crosswalk	\$40.00	\$40.00	Per violation	Penalty	
24	No Parking Blocking Driveway	\$40.00	\$40.00	Per violation	Penalty	
25	No Parking on Sidewalk	\$40.00	\$40.00	Per violation	Penalty	
26	No Parking Wheelchair Ramp Access	\$290.00	\$290.00	Per violation	Penalty	
27	No Parking/Stopping in Fire Lane/Road	\$40.00	\$40.00	Per violation	Penalty	
28	Parked in excess of 18" from curb	\$40.00	\$40.00	Per violation	Penalty	
29	Blue Zone - Handicapped Only	\$290.00	\$290.00	Per violation	Penalty	
30	No Parking within 15' of Fire Hydrant	\$40.00	\$40.00	Per violation	Penalty	
31	Parked on school grounds for sale	\$33.00	\$33.00	Per violation	Penalty	
32	Parked in intersection, crosswalk, sidewalk, in front of a driveway, more than 18" from the curb or facing the wrong way	\$40.00	\$40.00	Per violation	Penalty	

Police

#	Description	Current Fee/Charge	Proposed Fee/Charge	Unit	Type	Notes
33	Double parked	\$40.00	\$40.00	Per violation	Penalty	
34	Overtime parking, illegally parked on school grounds, vehicle parked for sale on street, illegally parked, posted vehicle for sale and loading zone	\$40.00	\$40.00	Per violation	Penalty	
35	Tow Away Zone	\$50.00	\$50.00	Per violation	Penalty	
36	Expired tabs	\$84.00	\$84.00	Per violation	Penalty	
37	Vehicle for sale on street	\$111.00	\$111.00	Per violation	Penalty	
38	Parked on parkway	\$111.00	\$111.00	Per violation	Penalty	
39	Abandoned vehicle	\$278.00	\$278.00	Per violation	Penalty	
40	Parked in area for handicapped	\$290.00	\$290.00	Per violation	Penalty	
41	Blocking handicapped access ramp	\$290.00	\$290.00	Per violation	Penalty	
42	Handicapped parking	\$290.00	\$290.00	Per violation	Penalty	
43	Disabled crosshatch markings	\$290.00	\$290.00	Per violation	Penalty	
44	Parked in restricted EV charging spaces and Town's on- and off-street parking facilities	\$40.00	\$40.00	Per violation	Penalty	New
45	OVERSIZED VEHICLE FEES:					
46	Single trip permit	\$16.00	\$16.00	Per trip	Regulated	
47	Repetitive trip permit	\$16.00	\$16.00	Per trip	Regulated	max \$90 for 6 mo period
48	Annual trip permit	\$16.00	\$16.00	Per trip	Regulated	max of \$90 for 1 yr period
49	Oversized Vehicle Escort Fee	\$216.12	\$216.12	Per trip	Fee	

Town of San Anselmo - User Fee

Fully Burdened Hourly Rate

Department	Position	Fully Burdened	Fully Burdened
		Hourly Rate	Hourly Rate
Position Rates		Current	Proposed
01: ADMINISTRATION	Admin - Accounting and Benefits Technician	86.96	89.13
01: ADMINISTRATION	Admin - Administrative Services Technician	67.85	69.55
01: ADMINISTRATION	Admin - Finance/Administration Services Director	134.94	138.31
01: ADMINISTRATION	Admin - Town Clerk	66.55	68.21
01: ADMINISTRATION	Admin - Town Manager	156.34	160.25
01: LIBRARY	Library - Lead Library Assistant	84.76	86.88
01: LIBRARY	Library - Librarian I	88.03	90.23
01: LIBRARY	Library - Library Assistant	80.00	82.00
01: LIBRARY	Library - Town Librarian	185.72	190.36
01: PLANNING	Planning - Assistant Planner	93.38	95.71
01: PLANNING	Planning - Planning Director	166.15	170.30
01: PUBLIC WORKS	PW - Administrative Assistant II	83.19	85.27
01: PUBLIC WORKS	PW - Assistant Engineer	114.23	117.09
01: PUBLIC WORKS	PW - Assistant Public Works Director	183.35	187.93
01: PUBLIC WORKS	PW - Building Inspector	132.49	135.80
01: PUBLIC WORKS	PW - Building Official	183.33	187.91
01: PUBLIC WORKS	PW - Maintenance Supervisor	132.86	136.18
01: PUBLIC WORKS	PW - Maintenance Worker 1	82.13	84.18
01: PUBLIC WORKS	PW - Public Works Director	233.15	238.98
01: PUBLIC WORKS	PW - Senior Maintenance Worker	112.96	115.78
01: RECREATION	Rec - Administrative Assistant II	78.73	80.70
01: RECREATION	Rec - Community Services Director	126.51	129.67
19: ROAD MAINTENANCE FUND	Fund 19 - Assistant Public Works Director	127.75	187.93
21: RECREATION	Fund 21 - Recreation Coordinator I	117.58	120.52
21: RECREATION	Fund 21 - Recreation Coordinator II	124.85	127.97
21: RECREATION	Fund 21 - Recreation Supervisor	128.41	131.62
27: LIBRARY TAX FUND	Fund 27 - Lead Library Assistant	81.76	83.80
27: LIBRARY TAX FUND	Fund 27 - Librarian II	104.58	107.19
27: LIBRARY TAX FUND	Fund 27 - Library Assistant	88.15	90.35
31: ISABEL COOK COMMUNITY CENTER	Fund 31 - Maintenance Supervisor	406.91	417.08
34: ROBSON HOUSE	Fund 34 - Maintenance Supervisor	228.67	234.39