TOWN OF SAN ANSELMO
RESOLUTION NO. 3103

A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL SETTING
AND AMENDING FEES FOR PERMITS UNDER TITLE 10
OF THE SAN ANSELMO MUNICIPAL CODE

WHEREAS, the certain Town Planning services are
deemed necessary to assure compliance with mandated
Federal and State laws.

WHEREAS, other Town Planning services are deemed
necessary to assure compliance with various Town codes
and to properly regulate development activities within
the Town’s boundaries, all for the benefit of the
community as a whole, and for the preservation of the
property rights of the individual residents of the Town,
and;

WHEREAS, the Town Council of the Town of San Anselmo
has determined that it is necessary and proper for the
Town of San Anselmo to charge fees to partially pay for
the Town’s cost of providing Planning Department
services,

NOW, THEREFORE, BE IT RESOLVED that the fee for
these services are established as shown in the following
fee schedule and shall become effective 30 days from the
date of adoption of this Resolution.

TABLE OF CONTENTS

Section Title Page
ANNEXATION 2
APPEAL 2
CERTIFICATE OF COMPLIANCE 2
DESIGN REVIEW 2
ENVIRONMENTAL REVIEW 2
GENERAL PLAN AMENDMENT 3
HILLSIDE DISTRICTS (R-1H)(R-1C) 3
LOT LINE ADJUSTMENT 3
LOT MERGER 3
NOTICING 4
PLAN STORAGE FEE 4
REPRODUCTION OF DOCUMENTS 4
SECOND UNITS 4
SIGNS 4
SUBDIVISION AND CONDOMINIUM 4
USE PERMIT 5
VARIANCE 5
ZONING 5
GENERAL CONDITIONS 6 & 7
## Fee Schedule

### Description of Service

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annexation</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Appeals</strong></td>
<td></td>
</tr>
<tr>
<td>To Planning Commission</td>
<td>$50</td>
</tr>
<tr>
<td>To Town Council</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Certificates of Compliance</strong></td>
<td></td>
</tr>
<tr>
<td>Research for Certificate of Compliance and Conditional Certificate of Compliance</td>
<td>$150 + Any Necessary Consultant Fees</td>
</tr>
<tr>
<td>Issuance of Certificate of Compliance and Conditional Certificate of Compliance</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Design Review</strong></td>
<td></td>
</tr>
<tr>
<td>Commercial - Administrative</td>
<td>$75</td>
</tr>
<tr>
<td>Commercial - Administrative Amendment</td>
<td>$50</td>
</tr>
<tr>
<td>Commercial - Planning Commission</td>
<td>$250</td>
</tr>
<tr>
<td>Commercial - Planning Commission Amendment</td>
<td>$125</td>
</tr>
<tr>
<td>Residential Conservation Area</td>
<td>$250 or Consultant Fee + 15% Administrative Fee</td>
</tr>
<tr>
<td>Residential Conservation Area Amendment</td>
<td>$200 or Consultant Fee + 15% Administrative Fee</td>
</tr>
<tr>
<td><strong>Environmental Review</strong></td>
<td></td>
</tr>
<tr>
<td>Determination of Categorical Exemption</td>
<td>$25</td>
</tr>
<tr>
<td>Initial Study which results in Negative Declaration</td>
<td>$200 or Consultant Fee + 15% Administrative Fee</td>
</tr>
</tbody>
</table>
Expanded Initial Study (major) $200 or Consultant Fee + 15% Administrative Fee
Mitigated Negative Declaration (major) $200 or Consultant Fee + 15% Administrative Fee
Environmental Impact Report (Focused or Full) Consultant Fee + 15% Administrative fee

General Plan Amendment
General Plan Text
General Plan Map

Hillside Density District (R-1H) (R-1C)
Preliminary Plan $500 or Consultant Fee +15% Administrative Fee
Precise Plan $500 or Consultant Fee +15% Administrative Fee
Tentative Map $500 or Consultant Fee +15% Administrative Fee
Final Map $500 or Consultant Fee + 15% Administrative Fee
Design Review (R-1H only) $500 or Consultant Fee + 15% Administrative Fee
Zoning Change (Density Change) $1,300 or Consultant Fee + 15% Administrative Fee

Lot Line Adjustment
Administrative Review $350
Planning Commission Review $420

Lot Merger
Lot Merger $200
Lot UnMerger $100
**Noticing**

Abutting Property Owners - Administrative $5

300 foot radius - Public Hearing $30

Renoticing (caused by applicant’s request) $20

Legal Advertisement (newspaper) $50

Display Advertisement (newspaper) $100

**Plan Storage Fee** $1.25 per page

**Reproduction of Documents** $0.25 per copy

**Second Units**

Registration $100

Use Permit $350

**Signs**

Administrative (conforming signs) $25

Planning Commission Review $200

Variance $250

Variance Amendment $200

**Subdivision and Condominium** (all zones except R-1C and R-1H)

Tentative Map - Minor Subdivision

two to four lots

$425 + $30 per lot
or Actual Consultant Fee + 15% Administrative Fee

Vesting Tentative Map - Minor Subdivision

two to four lots

$525 + $40 per lot
or Consultant Fee + 15% Administrative Fee

Final Map - Minor subdivision

$325 + $30 per lot
or Consultant Fee + 15% Administrative Fee

Tentative Map - Major Subdivision

five or more lots

$700 + $40 per lot
or Consultant Fee + 15% Administrative Fee
<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vesting Tentative Map - Major Subdivision</td>
<td>$800 + $ 50.00 per lot or Consultant Fee + 15% Administrative Fee</td>
</tr>
<tr>
<td>Improvement Plan</td>
<td>Consultant cost + 15% Administrative Fee</td>
</tr>
<tr>
<td>Final Map - Major Subdivision</td>
<td>$400 + $ 40 per lot or Consultant Fee + 15% Administrative Fee</td>
</tr>
<tr>
<td>CC &amp; R Review</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Use Permit</strong></td>
<td></td>
</tr>
<tr>
<td>Use Permit - Administrative</td>
<td>$100</td>
</tr>
<tr>
<td>Use Permit - Administrative Amendment</td>
<td>$ 50</td>
</tr>
<tr>
<td>Use Permit - Planning Commission</td>
<td>$300</td>
</tr>
<tr>
<td>Use Permit - Planning Commission Amendment</td>
<td>$250</td>
</tr>
<tr>
<td>Use Permit - Extension</td>
<td>$ 25</td>
</tr>
<tr>
<td>Use Permit - Review</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Variance</strong></td>
<td></td>
</tr>
<tr>
<td>Variance - Administrative</td>
<td>$100</td>
</tr>
<tr>
<td>Variance - Administrative Amendment</td>
<td>$ 50</td>
</tr>
<tr>
<td>Variance - Planning Commission</td>
<td>$300</td>
</tr>
<tr>
<td>Variance - Planning Commission Amendment</td>
<td>$250</td>
</tr>
<tr>
<td>Variance - Extension</td>
<td>$ 25</td>
</tr>
<tr>
<td><strong>Zoning</strong></td>
<td></td>
</tr>
<tr>
<td>Prezoning</td>
<td>$600 or Consultant Fee + 15% Administrative Fee</td>
</tr>
<tr>
<td>Zoning Change</td>
<td>$600 or Consultant Fee + 15% Administrative Fee</td>
</tr>
<tr>
<td>Specific Plan Development</td>
<td>$1,300 or Consultant Fee + 15% Administrative Fee</td>
</tr>
</tbody>
</table>
General Conditions:

1. All fees are initially considered deposits towards a fee determination and said deposits are due upon submittal of the application. The Town reserves the right to review the deposits at the time of its review of the completeness of the application. This completeness review may indicate the need for consultant services to properly process the application. In order for the application to be considered complete the deposits must be found adequate to reimburse the Town of the actual costs of processing the application. When the need for consultant services has been determined to be necessary, the applicant shall be required to enter into a contract for consultant services prior to finding the application complete. No processing efforts by the Town or its consultants beyond determination of completeness of application with regard to fee submittal will commence until said fees and deposits are paid in full.

2. At times, it is necessary to employ consultants to supplement Planning Department staff in order to provide expertise not available to inhouse staff and/or to provide timely processing of lengthy and complex applications during periods when there is inadequate inhouse staff time available. When this occurs the Town shall require the applicant to enter into the above described contract for consultant service and to deposit fees equal to the actual cost of employing consultants, including the cost of consultant’s miscellaneous charges to process said application, plus 15% general Administrative cost.

3. The term "Consultant" shall include all non Town employee personnel, including but not limited to planning professionals, the Town Attorney other attorney, engineers, architects, landscape architects, etc.

4. Fees are established for each of the components of the process which are required to take complete action on an application. A separate fee for each of the required components of an action shall be charged, so that all components required for a complete action are paid for. For example a noticing fee and a plan storage fee will be charged in addition to the variance-Planning Commission fee.

5. When there are multiple applications, submitted at the same time, for the same location, the total fee shall be the sum of the fees for the most costly application, plus 50 percent of each of the other fees normally
collected for the other applications, that are part of the group submittal.

6. A fee deduction for as much as 50% will be granted for that portion of a project specifically designated for senior citizens and/or affordable housing, as determined by the Director of Planning.

7. Amendment applications to previously approved applications shall be 1/2 the original application fee, unless otherwise noted.

8. A transfer fee of $10.00 shall be charged when the original applicant assigns or otherwise transfers responsibility for the application to another applicant. To accomplish the transfer a transfer application form shall be completed by the new applicant and the transfer fee shall be paid. All conditions imposed on the original applicant shall apply to the new applicant.

9. Once a public notice is sent, and a staff report has been written, no fee shall be refunded regardless of the disposition of the application, unless approved by the Director of Planning.

10. All excess deposits shall be returned to the applicant at the end of the processing effort.

11. Where work is performed or property is sold prior to securing the permits required by any of the laws or Codes for which fees are specified, the fees charged at the time of making the required permit applications shall be doubled. The payment of said double fees shall not guarantee that the permits for such work shall be granted, nor shall it relieve any persons from fully complying with the requirements of the laws or Codes in the execution of the work described in said permit, nor from any other penalties prescribed therein.

12. Permit fees shall automatically be adjusted on an annual basis to account for the change in the cost of labor, materials and overhead necessary to operate the Planning Department. The adjustment shall be based upon the actual change in the Town’s labor, materials and overhead costs. The adjustment shall not exceed the actual change in cost of labor, materials and overhead for the previous year. Said adjustment shall be computed prior to September 1 of each year and shall become effective October 1 of each year.
I HEREBY CERTIFY the foregoing Resolution was duly and regularly adopted by the Town Council of the Town of San Anselmo at a regular meeting thereof, held on the 12th day of September, 1989 by the following vote:

AYES: Chignell, Colteaux, Zaharoff, Walsh

NOES: (None)

ABSENT: Sharp

ANN WALSH, Mayor

Caroline Foster, Town Clerk