

TOWN OF SAN ANSELMO  
RESOLUTION NO. 3241

A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL AMENDING  
PLANNING DEPARTMENT FEES SCHEDULE RESOLUTION NO. 3211 TO  
ALLOW ADMINISTRATIVE DESIGN REVIEW TO BE CHARGED ON AN  
HOURLY BASIS UNDER TITLE 10 OF THE SAN ANSELMO MUNICIPAL  
CODE

WHEREAS, the Town adopted Resolution No. 3211 with the intent to help defray the Town's cost of providing Planning Department services; and

WHEREAS, the current Planning Fee Schedule charges a flat fee of \$50 for Residential Administrative Design Review and such fee applies primarily to minor color or window changes; and

WHEREAS, on July 27, 1993, the Town Council adopted an ordinance amendment which would enable development up to 1,200 square feet in size, and requiring Design Review, to be reviewed administratively; and


WHEREAS, it is more appropriate to charge Residential Administrative Design Review applicants on an hourly basis to include an hourly charge for the Administrative Residential Design Review because of anticipated increased staff time due to in-field analysis, photographs of the site, and the necessity of a brief staff report addressing the findings.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of San Anselmo has determined that it is necessary and proper as shown in the attached Planning Fee Schedule and shall become effective on August 25, 1993.

AYES: BREEN, KANIS, ZAHAROFF, CHIGNELL

NOES: (none)

ABSENT: YARISH

  
\_\_\_\_\_  
Paul Chignell, Mayor

ATTEST:   
\_\_\_\_\_  
Caroline Foster, Town Clerk

bpc:feereso

## SAN ANSELMO PLANNING DEPARTMENT

### FEE SCHEDULE

#### **PART I - Major Projects**

The following permit processes are subject to the hourly billing approach as explained in the "Acknowledgement of Permit Processing Costs." Projects involving administrative processing are subject to fees outlined in Part II.

Annexation

CC & R review

Certificates of Compliance

Design Review

Commercial

Residential (includes Administrative projects)

Environmental Review

Initial Study which results in Negative Declaration

Expanded Initial Study

Mitigated Negative Declaration

Environmental Impact Report

(Focused or Full)

Consultant Fee + 15%

Administrative Fee

General Plan Amendment (text and/or map)

Hillside District (R-1 H)(R-1 C)

Preliminary Development Plan

Precise Development Plan

Land Divisions (includes Condominium)

Lot Line Adjustment

Lot Merger or Unmerger

Tentative Map (minor) - two to four lots

Tentative Map (major) - five or more lots

Vesting Tentative Map (minor)

Vesting Tentative Map (major)

Final Map (minor)

Final Map (major)

Improvement Plan

Preliminary or Specific Planned Development District review

Second Units

Registration

Use Permit

Signs

Planning Commission Review

Variance

Use Permit

Variance

Zoning

Prezoning

Amendment (text and/or map)

**PART II - Administrative Projects/Appeals/Noticing**

<u>DESCRIPTION OF SERVICE</u>	<u>FEE</u>
<b><u>Appeals</u></b>	
To Planning Commission	\$ 100
To Town Council	100
<b><u>Design Review</u></b>	
Commercial - administrative	100
<b><u>Lot Line Adjustment</u></b> - administrative	420
<b><u>Noticing</u></b>	
300 foot radius - public hearing	40
Renoticing (caused by applicant's request)	25
<b><u>Research</u></b>	38/hr.
<b><u>Signs</u></b> - administrative (conforming signs)	30
<b><u>Temporary Outdoor Display</u></b>	50
<b><u>Variance</u></b> - administrative	120

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**General Conditions:**

- 1. NOTICING - APPLICATION FEES ARE IN ADDITION TO A \$40 NOTICING FEE WHERE NOTICING IS REQUIRED.**
- 2. Amendments** - Amendments are 1/2 of the original fee or deposit.
- 3. Administrative Applications referred to Planning Commission** - Projects referred to the Planning Commission will be required to pay fee pursuant to the fee schedule under Part I - Major Projects.
- 4. Multiple Applications** - When multiple applications are submitted for the same project (e.g., use permit and variance), the application fee shall be the sum of the most costly fee plus 50% of each of the other application fees.
- 5. Affordable Housing** - A fee deduction for as much as 50% will be granted for projects which include affordable housing units. Affordability will be based on the income limit schedule for the Community Development Block Grant Program as published annually by the Department of Housing and Urban Development. The amount of fees waived will be based on the proportion of the project which provides affordable housing, and the permanency of the project's affordability.

6. **Application Withdrawal** - Once a public notice is sent and a staff report has been written, no fee or deposit amount expended on the project shall be refunded regardless of the disposition of the application, unless approved by the Planning Director.

7. **Refund** - All excess deposits shall be returned to the applicant at the end of the processing effort.

8. **After the Fact fees** - 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.

9. **Annual Adjustment of Fees** - Permit fees may 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 Consumer Price Index. 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 December 1 of each year and shall become effective January 1 of each year.

10. **Final Fee Determination** - 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 or additional fees.

11. **Outside Consultant Services** - When the need for outside consultant services has been determined to be necessary by the Planning Director, 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.

Typically consultants will be employed 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. Outside consulting services may be determined necessary when a project involves a General Plan amendment, Zoning Ordinance amendment, tentative map, development in the R-1 H zoning district, or an initial study that leads to a Mitigated Negative Declaration. The term "consultant" shall include non-Town employee personnel, including but not limited to planning professionals, the Town Attorney, other attorney, engineers, architects, landscape architects, etc.

An initial deposit fee of \$1,000 shall be required. The actual fees shall equal the actual cost of employing the consultant, including the cost of consultant's miscellaneous charges to process said application, plus 15% general administrative cost.

12. **Appeal of Fee Decisions** - Decisions of the Planning Director relative to fees or the need for outside consulting services may be appealed to the Town Council. An appeal fee will be charged but may be waived at the discretion of the Town Council.