

**RESOLUTION NO. 3975**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AFFIRMING THE MASTER FEE SCHEDULE THAT CONTAINS THE VARIOUS FEES AND FINES CURRENTLY BEING CHARGED BY THE TOWN**

**Whereas**, California State Law allows local governments to set fines and fees for municipal services; and

**Whereas**, the Town of San Anselmo does charge fees for a number of services it provides and fines for violations of certain municipal and vehicle codes violations; and

**Whereas**, the Town of San Anselmo has a Master Fee Schedule; and

**Whereas**, the Town Council recognizes the need to have all fines and fees charged by the Town contained in one single document referred to as a Master Fee Schedule; and

**Whereas**, the Town also recognizes that these fees should be evaluated and reviewed on an annual basis so that adjustments may be made to when necessary to reflect actual and reasonable costs incurred by the Town; and

**Now, Therefore, Be It Resolved** that the Town Council of the Town of San Anselmo does hereby affirm the Master Fee Schedule, hereby attached as Exhibit A.

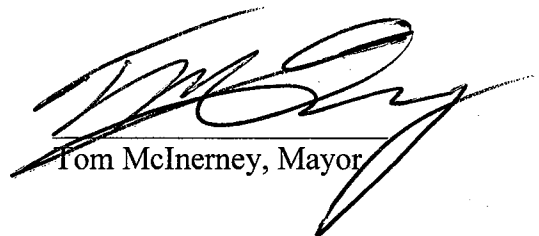
Passed And Adopted at a regular meeting of the Town Council of the Town of San Anselmo on the 24th day of January, 2012, by the following vote:

AYES: Coleman, Greene, Kroot, Lopin, McInerney

NOES: None

ABSTAIN: None

ABSENT: None

  
Tom McInerney, Mayor

ATTEST:

\_\_\_\_\_  
Barbara Chambers, Town Clerk

# TOWN OF SAN ANSELMO

## FEES & FINES - JANUARY 2012

Department	Description	Fine/Fee
<b>Fin &amp; Admin</b>	<b>Miscellaneous Fees:</b>	
	Photocopies (Document with State requirements are charged per State Mandate.)	\$.25 per page
	Returned check charge	\$25 per incident
	Lost checks	\$25
	<b>Business License Fees:</b>	
	Administrative processing fee	\$15
	Transfer fee	\$20
	Business License penalty	10% per month, max. 50%
	Duplicate Business License	\$5
	<b>Gross Receipts:</b>	
	\$0 - \$7,500	\$15
	\$7,501 - \$15,000	\$30
	\$15,001 - \$25,000	\$45
	\$25,001 - \$50,000	\$60
	\$50,001 - \$100,000	\$100
	\$100,001 - \$250,000	\$150
	\$250,001 - \$500,000	\$300
	\$500,001 - \$750,000	\$450
	\$750,001 - \$1,000,000	\$600
	\$1,000,001 - \$2,000,000	\$800
	\$2,000,001 - \$3,000,000	\$1,200
	\$3,000,001 - \$4,000,000	\$1,500
	\$4,000,001 - \$5,000,000	\$2,100
	\$5,000,001 - \$10,000,000	\$3,000
	\$10,000,001 - \$25,000,000	\$4,500
	\$25,000,000 - and over	\$4,500 + .01%
	Hotels/Motels/Inns	\$17 per unit
	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 per unit
	General contractors and subcontractors	\$30 per quarter or \$100 per year
	Auctioneers	\$50 per day
	Peddlers, solicitors	\$25 per day; \$150 per qtr.; \$500 per year
	Circuses or carnivals	\$400 first day; \$300 each additional day
Commercial & still film permits (public property)	\$100 per day for 1-3 persons; \$200 per day for 4-6 persons; \$300 per day for 7-9 persons; \$400 per day for 10+ persons	

**TOWN OF SAN ANSELMO**  
**FEES & FINES - JANUARY 2012**

Department	Description	Fine/Fee
	Commercial & still film permits (private property)	\$50 per day for 1-3 persons; \$100 per day for 4-6 persons; \$150 per day for 7-9 persons; \$200 per day for 10+ persons
	Taxicabs	\$60 per vehicle
	Trucks/vans/delivery vehicles - less than 1/2 ton capacity	\$22.50 per vehicle
	Trucks/vans/delivery vehicles - not exceeding 1 ton capacity	\$37.50 per vehicle
	Trucks/vans/delivery vehicles - not exceeding 1-1/2 ton capacity	\$75 per vehicle
	Trucks/vans/delivery vehicles - not exceeding 2 ton capacity	\$112.50 per vehicle
	Trucks/vans/delivery vehicles - not exceeding 3 ton capacity	\$150 per vehicle
	Trucks/vans/delivery vehicles - over 3 ton capacity	\$225 per vehicle
	Christmas tree lots	\$45 per year
	Commercial leased property	\$.02 per sq. ft. (\$50 min., \$200 max.)
	Business located out of San Anselmo but use San Anselmo P.O. Box for business	\$50 per year
	Real estate broker in San Anselmo	\$100 per year + \$10 per desk
	Real estate broker out of San Anselmo	\$150 per year
	Omnibus (all other categories)	\$50 per year
	Business License List	\$1 per page
<b>PUBLIC WORKS</b>		
	Road Impact Fee	1% value of project
	<b>Tree Removal Fees:</b>	
	Heritage Tree &/or Undeveloped Parcel	\$170
	Street Tree	\$80
	<b>Encroachment Permit Fees:</b>	
	Minor work	\$100.00
	Major work (over \$2,500)	4% value of project
	Utilities Communication - Minor Maintenance Work Only	\$100
	Utilities power & pipelines - Minor Maintenance Work less than Work Only	\$100
	Sidewalks/Driveways - new & repair; debris or storage box	\$75
	Revocable Encroachment Permit for structures in town right-of-way	\$170

# TOWN OF SAN ANSELMO

## FEES & FINES - JANUARY 2012

Department	Description	Fine/Fee
	Revocable Encroachment Permit for temporary use of town right-of-way (restaurant outdoor seating)	\$100
	Plan Check-when applicable	\$90 per hour
	<b>Fence Permit Fees:</b>	
	Fences within setbacks abutting street	\$95
	Stop Work Fee for working without a permit	Up to 3 times value of Public Works Permit Fee determined by PW Director
	Plan Check-when applicable	\$90 per hour
	<b>Grading Permit Fees:</b>	
	<b>1997 UBC Appendix Chapter 33 Table A-33B</b>	
	100cy or less	\$75
	101cy to 1,000cy	\$75 first 100cy + \$17.50 for each add'l 100 cy
	1,001cy to 10,000cy	\$232.50 first 1,000cy + \$14.50 for each add'l 1,000cy
	10,001cy to 100,000cy	\$363 first 10,000cy + \$66 for each add'l 10,000cy
	100,001 and above	\$957 first 100,000cy + \$36.50 for each add'l 10,000cy
	<b>Grading Plan Review Fees:</b>	
	<b>1997 UBC Appendix Chapter 33 Table A-33A</b>	
	100cy or less	\$75.00
	101cy to 1,000cy	\$150.00
	1,001cy to 10,000cy	\$200.00
	10,001cy or more	\$200 for first 10,000cy + \$24.50 each add'l 10,000cy
	Grading permit fee for work without a permit	Up to 3 times value of Public Works Fee (\$500 minimum) determined by PW Director
	Fence Permits (fences within 20 feet of front or side fences within 12 feet of a street)	\$95
	Water Wells - potable and landscape wells	\$114
<b>LIBRARY</b>		
	<b>Overdue Fines</b>	
	Books, Magazines, Audio Tapes, Compact Discs, Books on CD, MP3, Music CD's	\$.30 p/day adult, \$15 max. \$.15 p/day child, \$7.50 max.
	DVDs, Blu-Ray, Videotapes (Adult, Children)	\$1 per day \$15 max.
	<b>Print Materials</b>	

# TOWN OF SAN ANSELMO

## FEES & FINES - JANUARY 2012

Department	Description	Fine/Fee
	Books lost or damaged beyond use	Cost of item + \$5.00 proc. fee
	Books missing supplement (like map or CD)	\$3 - \$7
	Damage (ink markings, stains, etc.)	\$4
	<b>Audio Visual Materials</b>	
	Lost or Damaged A/V Case	\$3 - \$7
	Lost or Damaged A/V Disc	\$10 per disc
	Lost or Damaged A/V Insert	\$3 - \$7 or replacement cost
	<b>Inter-Library Loan Fees:</b>	
	North Net Search	\$.50 per request
	National Search	\$5 per request
	<b>Other Fees</b>	
	Library Card Replacement	\$1 per card
	Photocopies/Computer Printing	\$.20 per page
<b>PLANNING</b>	Planning Commission Action Applications: Annexation, General Plan Amendment, Rezoning, Design Review, Use Permit, Variance, Subdivision, Parcel Split, Lot Line Adjustment, Illuminated Sign Review, FAR Exception. (Projects exceeding 8 hours planning time will be required to submit \$500 increments to cover additional planner time at current hourly research rate.)	\$1,200
	Ministerial Resident 2nd Unit Reviews - (First 4 hours)	\$720
	Administrative Variance	\$720
	Minor Exception	\$238
	Administrative Lot Merger	\$238
	Administrative Temporary Outdoor Display	\$100
	Administrative Commercial Design Review	\$360
	Administrative Residential Design Review	\$600
	Administrative Sign Review, conforming	\$119
	Certificates of Compliance	\$1,200
	<b>ENVIRONMENTAL REVIEWS:</b> Fees charged by outside agencies for review/process of environmental documents will be charged to the applicant in addition to the fees herein.	
	Initial Study & Negative Declarations (for first 16 hours of staff time)	\$1,920
	Environmental Impact Reports	Consultant cost + 20%
	Peer Reviews	Consultant cost + 20%
	Appeals	\$504
	Hourly Fee	\$119
	Zoning/General Plan Maps	\$20
	Zoning Ordinance (Bald Hill Plan)	\$25
	General Plan (maps included)	\$25
	Photocopies (State requirement documents are charged per State Mandate.)	\$.25 per page

**TOWN OF SAN ANSELMO**  
**FEES & FINES - JANUARY 2012**

Department	Description	Fine/Fee
	Development Standards	No Charge
	General Plan maintenance	10% of application fees
	Technology fee	5% of application fees
	Training fee	5% of application fees
	Plan storage fee	\$2 per sheet
<b>BUILDING</b>		
	<b>Building Permits:</b>	
	Valuation:	
	\$1 to \$3,999	\$125
	\$4,000 to \$24,999	\$125 for first \$3,999 + \$14.50 each add'l \$1,000 or fraction thereof
	\$25,000 to \$49,999	\$450.75 for first \$24,999 + \$10.60 each add'l \$1,000 or fraction thereof
	\$50,000 to \$99,999	\$715.75 for first \$49,999 + \$7.50 each add'l \$1,000 or fraction thereof
	\$100,000 to \$499,999	\$1090.75 for first \$99,999 + \$6.10 each add'l \$1,000 or fraction thereof
	\$500,000 to \$999,999	\$3,530.75 for first \$499,999 + \$5.25 each add'l \$1,000 or fraction thereof
	\$1,000,000 and above	\$6,165.75 for first \$999,999 + \$4.14 for each add'l \$1,000 or fraction thereof
	Fee for Building Permit Plan-Check	65% of permit fee (plan check beyond 2 submittals @ staff hr rate)
	Stop Work Fee for working without a permit; retroactive permit penalty fee	Up to 3 times value of Permit; Fee determined by Bldg Official (Minimum \$500)
	Stop Work Fee for incidences with no Building Permit	Determined by the Building Official
	Energy Fees - projects affecting heated space	15% of Bldg Permit Fee
	Code Compliance Fee	\$192.50
	Plumbing Permit	15% of Bldg Permit fee or \$130 if not associated w/other work
	Electrical Permit	15% of Bldg Permit fee or \$130 if not associated w/other work

# TOWN OF SAN ANSELMO

## FEES & FINES - JANUARY 2012

Department	Description	Fine/Fee
	Mechanical Permit	10% of Bldg Permit fee or \$130 if not associated w/other work
	Demolition Permit	\$150
	Swimming Pool Permit	\$500
	Spa/Hot Tub Permit	\$200
	Photo-voltaic System Permit	\$200
	Water Heater Replacement Permit	\$130
	Furnace Replacement Permit	\$130
	Re-Roof Permit Residential	\$150
	Re-Roof Permit Commercial	Bldg Permit Fee
	Technology Fee	3% of Bldg Permit fee
	Training Fee	2% of Bldg Permit fee
	Permit Administrative Fee (change of owner, contractor, arch/engr.)	\$31
	Window replacement (not associated with other work)	\$150
	Minor Bathroom Remodel Permit Fee - OTC \$15,000 max. value of project	\$400
	Minor Kitchen Remodel Permit Fee - OTC \$25,000 max. value of project	\$600
<b>Plan Checks:</b>		
<b>Plumbing Plan Check:</b> 15% of Bldg Permit Fee or 65% of Plumbing Permit Fee if work not associated with Bldg Permit (\$25 min)		
<b>Electrical Plan Check:</b> 15% of Bldg Permit Fee or 25% of Electrical Permit Fee if work not associated with Bldg Permit (\$25 min)		
<b>Mechanical Plan Check:</b> 10% of Bldg Permit Fee or 65% of Mechanical Permit Fee if work not associated with Bldg Permit (\$25 min)		
	<b>Pool Plan Check:</b> 65% of Pool Permit fee	\$325
	<b>Spa/Hot Tub Plan Check:</b> 65% of Spa/Hot Tub	\$130
<b>Plan Checks charged at hourly rates after 2 Plan Checks</b>		
<b>Plan Check for revisions after permit issued:</b> time charged at hrly Bldg Official rate and an add'l hour for each submittal. Minimum one hr per submittal.		
<b>Staff Hourly Rate:</b>		
	Building Official	\$105
	Building Inspector	\$95
	Street Bond	Determined by Public Works Director
	Gross Receipts Tax on all projects done by a contractor	\$.50 per \$1,000 valuation

# TOWN OF SAN ANSELMO

## FEES & FINES - JANUARY 2012

Department	Description	Fine/Fee
	Seismic Fee - State fee on all residential and commercial work	\$ .10 per \$1,000 valuation
	Green Building Fee	\$1 per \$25,000 project valuation
	<b>Residential Resale Reports:</b>	
	Single Family Residence	\$200
	Multi-Family Residences	\$200 + \$25 each add'l unit
	Failure To Obtain Report	1X report fee
<b>POLICE</b>		
	Merchant Parking Permits	\$25 per year
	Overnight Parking Permits	\$50 per year
	Vehicle Impound Release	\$100
	Clearance/Citizen Letter	\$20
	Report Copy fee	\$10
	Fingerpinting "rolling" fee	\$20
	<b>Violations:</b>	
	Sign Retrieval	\$25
	Parked without permit	\$23
	Overnight parking	\$24
	Parked contrary to signs & markings	\$25
	Improperly parked in space	\$28
	Red zone	\$28
	Parked on fire road	\$28
	Standing in roadway	\$28
	15' of fire hydrant	\$28
	Parked out of marked stall	\$28
	Parked on school grounds for sale	\$33
	Parked in intersection, crosswalk, sidewalk, in front of a driveway, more than 18" from the curb or facing the wrong way	\$28
	Double parked	\$28
	Posted "No Parking"	\$30
	Overtime parking, illegally parked on school grounds, vehicle parked for sale on street, illegally parked, posted vehicle for sale and loading zone	\$33
	Parked on private property w/out consent	\$38
	Expired meter	\$38
	Tow Away Zone	\$50
	Parked without 12' clearance	\$58
	Expired tabs	\$84
	Vehicle for sale on street	\$111
	Parked on parkway	\$111
	Abandoned vehicle	\$278



# TOWN OF SAN ANSELMO

## FEES & FINES - JANUARY 2012

Department	Description	Fine/Fee
	Parked in area for handicapped	\$283
	Blocking handicapped access ramp	\$283
	Handicapped parking	\$283
	Disabled crosshatch markings	\$283
	<b>OVERSIZED VEHICLE FEES:</b>	
	Single trip permit	\$16 per trip
	Repetitive trip permit (max \$90 6 mo period)	\$16 per trip
	Annual trip permit (max of \$90 for 1 yr period)	\$16 per trip
	Oversized Vehicle Escort Fee	\$216.12 per trip
<b>RECREATION</b>		
	<b>Administrative Rates</b>	
	Administrative Registration Fee	\$6 per class
	<b>Tennis Key Fees:</b>	
	Resident (R): Full Year	\$30
	Resident (R): Jul-Dec	\$20
	Non-Resident (NR): Full Year	\$80
	Non-Resident (NR): Jul-Dec	\$50
	Commercial Dog Walker Permit (Annual)	\$100
	<b>Sign Fees</b>	
	Hub Sign	\$95 per week
	Tunstead Street Banner	\$250 per week
	Sir Francis Drake Street Banner	\$325 per week
	<b>Facility Rental Fees - Picnic &amp; Park Areas 3 Hour Minimum Rental</b>	
	Memorial Park - Small Picnic Area - R	\$24 per hour
	Memorial Park - Small Picnic Area -NR	\$27 per hour
	Memorial Park - Large Picnic Area - R	\$34 per hour
	Memorial Park - Large Picnic Area - NR	\$40 per hour
	Memorial Park - Large Picnic Area - Inflatable Jumper Fee	\$30
	Robson Park - Upper Picnic Area - R	\$25 per hour
	Robson Park - Upper Picnic Area - NR	\$32 per hour
	Robson Park - Lower Picnic Area - R	\$30 per hour
	Robson Park - Lower Picnic Area - NR	\$42 per hour
	Creek Park Picnic Area - R	\$35 per hour
	Creek Park Picnic Area - NR	\$45 per hour
	Elders Garden - R	\$12 per hour
	Elders Garden - NR	\$15 per hour
	Creek Park Amphitheatre -Resident	\$45 per hour
	Creek Park Amphitheatre -Resident	\$45 per hour
	Creek Park Amphitheatre - Non-Resident	\$60 per hour
	Creek Park Amphitheatre - Non-Resident	\$60 per hour
	<b>Athletic Field Rental Fees - 2 Hour Minimum Rental</b>	

# TOWN OF SAN ANSELMO

## FEES & FINES - JANUARY 2012

Department	Description	Fine/Fee
	<b>Memorial Park - Single Baseball Field</b>	
	Group A	\$30 per hour
	Group B	\$35 per hour
	Group C	\$45 per hour
	<b>Memorial Park - Two Baseball Fields</b>	
	Group A	\$50 per hour
	Group B	\$60 per hour
	Group C	\$75 per hour
	<b>Memorial Park - Three Baseball Fields</b>	
	Group A	\$70 per hour
	Group B	\$85 per hour
	Group C	\$110 per hour
	<b>Indoor Facilities</b>	
	ICC Kitchen, Lower Classrooms (2 hr min.) Resident	\$25 per hour
	ICC Kitchen, Lower Classrooms (2 hr min.) Non-Resident	\$35 per hour
	ICC Vista Room, (2 hr min.) Resident	\$30 per hour
	ICC Vista Room, (2 hr min.) Non- Resident	\$45 per hour
	Robson Harrington Meeting Room - Weekdays (2 hr min.) Group A	\$25 per hour
	Robson Harrington Meeting Room - Weekdays (2 hr min.) Group B	\$30 per hour
	Robson Harrington Meeting Room - Weekdays (2 hr min.) Group C	\$40 per hour
	Robson Harrington Weekend Rental - First Floor (4 hr min.) Group A	\$70 per hour
	Robson Harrington Weekend Rental - First Floor (4 hr min.) Group B	\$75 per hour
	Robson Harrington Weekend Rental - First Floor (4 hr min.) Group C	\$90 per hour
	<b>Definitions:</b>	
	<b>Group A:</b> Non-Profit organizations, school related groups, community organizations (Scouts, Homeowners Assoc., Youth Sports Groups, religious organizations, etc.)	
	<b>Group B:</b> Private individuals, non-profit fundraising activities	
	<b>Group C:</b> Commercial, for profit groups	