

**RESOLUTION NO. 41-2008**

**A RESOLUTION AMENDING THE CITY MASTER FEE SCHEDULE FOR CITY SERVICES  
AND USE OF PUBLIC FACILITIES AND PARKS**

**THE CITY COUNCIL  
City of Clayton, California**

**WHEREAS**, the City of Clayton has various user fees for City services and facilities that are updated annually to reflect increases in costs to provide said services; and

**WHEREAS**, the City staff did develop data to substantiate proposed changes to fees which would not exceed the estimated reasonable cost of providing service or using the facility for which a fee is charged; and

**WHEREAS**, the fees reconsidered herein are not developer fees, and thus not subject to section 66017(a) of the California Government Code, and thus will become effective upon adoption of said Resolution.

**WHEREAS**, the City Council of Clayton, California does hereby determine the following be added to the Master Fee Schedule:

Temporary Use Permit Planning Commission Review actual time charge basis with a \$500 minimum deposit;  
Stormwater Annual Verification Inspection (\$45/unit; \$100/HOA; \$100/ac for commercial)  
Stormwater Documentation Compliance Review (\$72/unit; \$100/HOA; \$100/ac for commercial)  
Stormwater Annual State Reporting preparation/filing (\$53/unit; \$100/HOA; \$100/ac for commercial);  
Business License Renewal Exemption \$10; and

**WHEREAS**, the City Council of Clayton, California does hereby determine the following be modified in the Master Fee Schedule:

Home Occupancy Permit Planning Commission Review from \$250 flat fee to actual time charge bases with a \$500 minimum deposit.  
Use Permit Administrative Review from a Flat fee of \$50 to actual time charge basis with a \$250 minimum deposit.  
Temporary Use Permit Administrative Review from \$75 flat fee to \$150 flat fee.  
Second Dwelling Unit Permit– Administrative Review from \$150 flat fee to \$250 (\$100 contribution to come from the Redevelopment Agency Low Moderate Income Housing funds)  
Noise Permit Administrative Review from \$85 to \$90.  
Time Extension request from \$150 flat fee to actual time charge basis with a \$500 minimum deposit.  
Clayton Fountain/Geysers Operation, increase from \$315 to \$324 per 48 hours.  
Audio Recordings of meetings from \$16 flat fee to a \$20 refundable deposit.  
Initial Business License (one-time) registration fee for new businesses from \$30 to \$56.

**NOW THEREFORE BE IT RESOLVED** that the City Council of Clayton, California does hereby approve the attached Exhibit "A" as the City Master Fee Schedule.

**PASSED, APPROVED AND ADOPTED** by the City Council of Clayton, California at a regular public meeting thereof held on 15<sup>th</sup> day of July 2008 by the following vote:

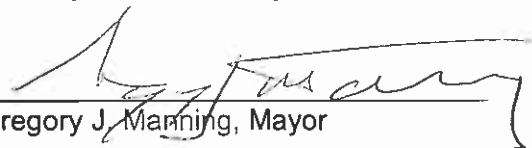
AYES: Mayor Manning, Vice Mayor Pierce, Councilmembers Shuey, Stratford and Walcutt.

NOES: None.


ABSENT: None.

ABSTAIN: None.

The City Council of Clayton, CA

  
\_\_\_\_\_  
Gregory J. Manning, Mayor

ATTEST:

  
\_\_\_\_\_  
Laci J. Jackson, City Clerk

**COMMUNITY DEVELOPMENT DEPARTMENT FEE SCHEDULE 2007-08****ANNEXATIONS**

Annexation Time--\$5,000 minimum deposit

**GENERAL PLAN / ZONING ORDINANCE AMENDMENTS**

General Plan Map or Text Amendment Time--\$5,000 minimum deposit

Pre-zoning / Re-zoning Time--\$5,000 minimum deposit

Zoning Ordinance Text Amendment Time--\$5,000 minimum deposit

**SITE PLANS / DEVELOPMENT PLANS**

Site Plan Review Permit - Residential Time--\$1,000 minimum deposit

Site Plan Review Permit - Residential - Amendment Time--\$1,000 minimum deposit

Site Plan Review Permit - Non-Residential Time--\$5,000 minimum deposit

Site Plan Review Permit - Non-Residential - Amendment Time--\$2,000 minimum deposit

Development Plan Time--\$5,000 minimum deposit

**ENVIRONMENTAL REVIEW**

Environmental Review Time--\$5,000 minimum deposit

**PERMITS**

Home Occupancy Permit - Administrative Review \$100

Home Occupancy Permit - Planning Commission Review Time--\$500 minimum deposit

Use Permit - Administrative Review Time--\$250 minimum deposit

Use Permit - Residential - Planning Commission Review Time--\$1,000 minimum deposit

Use Permit - Non-Residential - Planning Commission Review Time--\$5,000 minimum deposit

Temporary Use Permit - Administrative Review \$150

Temporary Use Permit - Planning Commission Review Time--\$500 minimum deposit

Sign Permit - Administrative Review \$50

Sign Permit - Planning Commission Review Time--\$1,000 minimum deposit

Temporary Storage Permit \$50

Second Dwelling Unit Permit - Administrative Review \$250 (\$100 RDA-LMI contribution)

Tree Removal Permit - Administrative Review w/o Notice \$10 / tree. Minimum \$30

Tree Removal Permit - Administrative Review w/Notice \$50 / tree. Minimum \$100

Tree Removal Permit - Planning Commission Review Time--\$500 minimum deposit

Tree Replacement In-Lieu Fee Time--\$1,000 min deposit \$525 (24" box tree)

Building Moving Permit Time--\$1,000 minimum deposit

Noise Permit - Administrative Review \$90

**MISCELLANEOUS**

Variance - Residential Time--\$1,000 minimum deposit

Variance - Nonresidential Time--\$5,000 minimum deposit

Appeal - Administrative Decisions \$25

Appeal - Planning Commission Decisions - Residential \$250

Appeal - Planning Commission Decisions - Non-Residential \$500

Time Extension Request Time - \$500 minimum deposit

Contract Administration Time--\$1,000 minimum deposit

Electronic copy of document on disc \$10 / disc

Large Family Day Care Home Permit Time \$500 minimum deposit

**CONSTRUCTION & DEMOLITION PLAN DEPOSITS**

Construction &amp; Demolition Recycling &amp; Waste Management Plan Deposit Time--\$2,000 min dep + \$1/sq ft of new renovated, remodeled, reconstructed area &gt; 2,000 sq ft of gross building area

Habitat Conservation Plan/Natural CC Plan Time \$1,000 minimum deposit

**CITY ENGINEER FEE SCHEDULE**

**SUBDIVISIONS**

Tentative Map Application	Time--\$5,000 minimum deposit
Lot Line Adjustment	Time--\$1,000 minimum deposit
Lot Merger	Time--\$1,000 minimum deposit
Reversion to Acreage	Time--\$2,000 minimum deposit
Final Map Filing Fee	\$500/map
Final Map Checking Fee	Time-- \$2,500 minimum deposit
Const. Plans Checking	Time-- \$2,500 minimum deposit
Const. Inspection--Public Improvements	9% of Bond Estimates
Const. Inspection--Private Improvements	9% of Bond Estimates
Const. Inspection--Sanitary Sewer	3% of Bond Estimates

**PARCEL MAPS**

Parcel Map Application	Time--\$2,000 minimum deposit
Final Parcel Map Filing Fee	\$100 / map
Parcel Map Checking Fee	Time--\$1,000 minimum deposit
Const. Plans Checking	Time-- \$1,000 minimum deposit
Const. Inspection --Public Improvements	9% of Bond Estimates
Const. Inspection--Private Improvements	9% of Bond Estimates
Const. Inspection--Sanitary Sewer	3% of Bond Estimates

**GRADING PERMITS**

Grading Permit Filing Fee	\$150 / permit
Grading Permit Plan Check	Time--\$1,000 minimum deposit
Grading Inspection	Time--\$1,000 minimum deposit

**MINOR ENCROACHMENT PERMITS**

Standard Encroachment Permit-Pools, driveways, minor concrete repair	\$75 / permit
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**MAJOR ENCROACHMENT PERMITS (Anything not Minor)**

Major Encroachment Permit	\$50 / permit
Major Plan Check	Time--\$2,500 minimum deposit
Major Inspection	Time--\$2,500 minimum deposit
Cash Bond Major Encroachments (may be surety if > \$10,000)	Per City Engineer

**STORM WATER INSPECTION PERMITS**

Minor Stormwater Inspection-project that does not disturb ground (interior remodels, etc.)	\$75 / permit+Time--\$500 minimum deposit
Standard Stormwater Inspection-pools, driveways, minor concrete repairs, minor ground disturbances such as room additions and the like	\$75 / permit+Time-- \$2,000 minimum deposit
Major Stormwater Inspection	Time--\$5,000 minimum deposit
Annual Verification Inspection - Residential	\$45/unit
Annual Verification Inspection - Homeowners Association	\$100/HOA
Annual Verification Inspection - Commercial	\$100/acre
Documentation Compliance Review Fee - Residential	\$72/unit
Documentation Compliance Review Fee - HOA	\$100/HOA
Documentation Compliance Review Fee - Commercial	\$100/acre
Annual State Reporting preparation/filing Fee - Residential	\$53/unit
Annual State Reporting preparation/filing Fee - HOA	\$100/HOA
Annual State Reporting preparation/filing Fee - Commercial	\$100/acre

### POLICE DEPARTMENT FEE SCHEDULE

Residential Alarm System Registration	\$25 / house
Commercial Alarm System Registration	\$50 / commercial occupancy
Bicycle License	\$3 / License
Vehicle Release	\$130 / cash per vehicle
Police Reports: Residents, Non-Residents/Insurance	\$15, \$25
VIN Verifications	\$35
Clearance Letters	\$25
Police Enforcement on Party Ordinance	Time
Police Enforcement of DUI involving accident	Time Maximum \$12,000
Enforcement of Suspended or Revoked Licenses	Time
Alcohol Beverage Permit	\$50/permit
Booking Fees	As established by County or agreement with Concord
False Alarm Fee	Established by Ordinance
Tobacco Sales Permit	\$75 / permit
Taxicab Permit Fee	\$253 / New Permit \$97/renewal
Witness Fees per Government Code section 68096-1 if a City employee is subpoenaed	\$200 / day deposit + \$0.37 per mile
Administrative Fee for Failure to display Disabled Placards	\$25 / violation
Firearms Seizure and Processing Fee	\$100 / violation
RV Public Parking Permit Fee - Bona fide guest of a Clayton Resident	\$25 / permit
RV Public Parking Permit Fee - City Resident	\$0 / permit
Solicitation Permit	\$207 / permit

**FEE SCHEDULE FOR RENTAL OF PUBLIC FACILITIES AND PARKS****Library Meeting Room--Non Profit**

Non-profit - Non-Clayton Based	\$42 / hour (any time)
Non Profit - Only Clayton Based	\$21 / hour (Mon-Thur) \$50 max - 3 hr max
Resident	\$52 / hour
Nonresident	\$63 / hour
Commercial	\$100 / hour
Deposit (for all)	\$200 / rental

**Endeavor Hall Meeting Room--Non Profit**

Non-profit - Non Clayton Based	\$40 / hour (Sun 5:00 pm - Fri 5:00 pm)
Non-profit - Only Clayton Based	\$40 / hour (Sun 5:00 pm - Fri 5:00 pm) \$100 max
Non Profit and Clayton Based (Weekends)	\$150 / hour (Fri 5:00 pm - Sun 5:00 pm)
Resident (Weekdays)	\$100 / hour (Sun 5:00 pm - Fri 5:00 pm)
Nonresident (Weekdays)	\$120 / hour (Sun 5:00 pm - Fri 5:00 pm)
Commercial (Weekdays)	\$150 / hour (Sun 5:00 pm - Fri 5:00 pm)
Resident (Weekends)	\$150 / hour (Fri 5:00 pm - Sun 5:00 pm)
Nonresident (Weekends)	\$180 / hour (Fri 5:00 pm - Sun 5:00 pm)
Commercial (Weekends)	\$250 / hour (Fri 5:00 pm - Sun 5:00 pm)
Deposit	\$500 / rental

**City Hall 1st Floor Conference Room--Non Profit**

	\$21 / hour
Resident	\$26 / hour
Nonresident	\$32 / hour
Commercial	\$52 / hour
Deposit	\$100 / rental

**City Hall Courtyard--Non Profit**

	\$42 / hour
Resident	\$52 / hour
Non Resident	\$63 / hour
Commercial	\$79 / hour
Deposit	\$100 / rental
Outdoor Seating Permit	\$79 / permit

**Community Park and Related Facilities\***

Picnic Area #1	\$16 / 4 hours
Non Resident & Commercial	\$21 / 4 hours
Picnic Area #2	\$16 / 4 hours
Non Resident & Commercial	\$21 / 4 hours
Picnic Area # 3	\$16 / 4 hours
Non Resident & Commercial	\$21 / 4 hours
Picnic Area 4	\$37 / 4 hours
Non Resident & Commercial	\$48 / 4 hours
Picnic Area #5 (6 separate areas) (one reservation per day)	\$30 (1 table) or \$180 (all tables)
Non Resident & Commercial (one reservation per day)	\$39 (1 table) or \$234 (all tables)
Picnic Area #6 large group area (one reservation per day)	\$250
Non Resident & Commercial (one reservation per day)	\$325
Picnic Area #5 & 6 (one reservation per day)	\$400
Non Resident & Commercial (one reservation per day)	\$520

<b>Community Park and Related Facilities*</b>	
Picnic Area #7	\$40 / 4 hours
Non Resident & Commercial	\$52 / 4 hours
Sport Field Adult Rental	\$28 / hour
Sport Field Youth Rental	\$18 / hour
<b>Grove Park and Related Facilities</b>	
Entire Facility Rental Security Deposits	\$1,500 Deposit for events-no food or beverage \$1,800 Deposit for events - food and beverage \$2,160 Deposit for events closing streets
Gazebo Rental Security Deposits	\$250
Amplified Sound	\$1,000
<b>Entire Facility: Weekends</b>	
Resident and Non-Profit, verification required	\$150 hr/ \$1,200 day
Non-Resident	\$180 hr/ \$1,440 day
Commercial	\$250 hr / \$2,000 day
Special Event Permit/Application Process (non-refundable)	\$250
<b>Entire Facility: Weekdays</b>	
Resident and Non-Profit, verification required	\$100 hr/ \$800 day
Non-Resident	\$120 hr/ \$960 day
Commercial	\$150 hr / \$1,200 day
<b>Gazebo: Weekends</b>	
	4 hour minimum rental
Resident and Non-Profit, verification required	\$105 hr/ \$840 day
Non-Resident	\$126 hr/ \$1,008 day
Commercial	\$157 hr / \$1,256 day
<b>Gazebo: Weekdays</b>	
	2 hour minimum rental
Resident and Non-Profit, verification required	\$75 hr/ \$300 day
Non-Resident	\$90 hr/ \$360 day
Commercial	\$112 hr / \$450 day
<b>Group Picnic Area: Weekends</b>	
	4 hour minimum rental 9-1, 1:30-5:30
Resident and Non-Profit, verification required	\$25 hr/ \$175 day
Non-Resident	\$30 hr/ \$210 day
Commercial	\$38 hr / \$266 day
<b>Group Picnic Area: Weekdays</b>	
	4 hour minimum rental 9-1, 1:30-5:30
Resident and Non-Profit, verification required	\$20 hr/ \$160 day
Non-Resident	\$24 hr/ \$192 day
Commercial	\$30 hr / \$240 day
<b>Plaza Area: Weekends</b>	
	4 hour minimum rental 9-1, 1:30-5:30
Resident and Non-Profit, verification required	\$25 hr/ \$175 day
Non-Resident	\$30 hr/ \$210 day
Commercial	\$38 hr / \$266 day
<b>Plaza Area: Weekdays</b>	
	4 hour minimum rental 9-1, 1:30-5:30
Resident and Non-Profit, verification required	\$20 hr/ \$160 day
Non-Resident	\$24 hr/ \$192 day
Commercial	\$30 hr / \$240 day
<b>Amplified Sound Equipment Use</b>	
Sound Use Fee (Noise Permit also required)	\$21.00 hr
<b>Fountain Operation with Geysers</b>	
	\$324/ 48 hour event

**ADMINISTRATIVE FEES**

Document Copying	\$.21 / page (>10 page documents)
Audio Recordings of Meetings	\$20 refundable deposit
Printed documents (e.g. General plan, budget, etc.)	cost
Video Recordings of Meetings	cost
FPPC Document Copying	\$.10 / page
Notary Public Fee - 3 <sup>rd</sup> Party	\$10 /document
Business License initial registration fee (New Businesses)	\$56
Business License renewal registration fee for Exempt Businesses	\$10
Late Payment Charges for Administrative Fines	Ten (10) percent of original fine for every 30 days or portion thereof. The Late Payment Charge shall not exceed 100 percent of the original fine.

**NOTES**

**Time:** means the cost per hour for an employee as determined each July. The determination is based upon salary, benefits, overhead and overtime. Time also means City Engineer's billing (plus 15%), as well as costs of other contracts and expenses.

Audio recordings are kept for 30 days after minutes are approved.

**Cost:** means the cost of materials, labor and supplies.

**Deposits:** Deposits are required upon submittal of an application. A minimum deposit is stipulated by these fees. At his or her discretion, the City Manager can reduce the required deposit. Also if in the judgment of staff a minimum deposit is not sufficient the required deposit may be increased. If, after a deposit is made, more funds are needed the applicant will be notified when about 30% of the deposit remains.

If a development project requires multiple applications, only a single deposit shall be required. In such cases, the amount of the deposit shall be the largest single deposit required by any of the applications, or an amount determined by the City Manager, not to exceed the sum of the deposits.

All fixed-cost development application fees are refundable based upon the City amount of staff work completed on the processing the application and subject to approval of the City Manager.

\* There are two four hour increments for Community Park Facilities: 11:00 a.m. - 3:00 p.m. & 3:00 p.m. to 7:00 p.m.; no additional charge for hours before a.m. rental or hours after p.m. rental