

City of Pinole

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fee	Note
Design Review		
1 Administrative Design Review: Single family residential additions; additions of less than 500 sf for multifamily and nonresidential	\$725	
2 Comprehensive Design Review – Small New single family residence; new multifamily building with 2 to 4 units; multifamily and nonresidential additions 500 to 5,000sf	\$3,700	
3 Comprehensive Design Review – Medium New multifamily building with 5 to 10 units; multifamily and nonresidential additions 5,001 to 10,000sf	\$9,941	
4 Comprehensive Design Review – Large New multifamily building of 10 or more units; new nonresidential buildings; multifamily and nonresidential additions greater than 10,000sf	\$20,000 Deposit; \$14,000 Minimum Fee	
5 Sign Permit: New Sign/Approved Program, replace old sign as previously approved, etc.	\$430	
6 Creative Sign Program: Encourage signs of unique design	\$750	
7 Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or building with 3 or more tenants.	\$2,150	
Use Permits		
8 Similar Use Determination	\$325	
9 Administrative Use Permits (AUP): Outdoor Dining	\$875	
10 Temporary Use Permits (TUP) – Small. Special one-day events, such as grand openings Outdoor sales and display. Seasonal sales (Christmas tree sales, pumpkin sales)	\$350	[a]
11 Temporary Use Permits (TUP) – Large. Construction yards and storage sheds Expositions, concerts, clinics, amusement rides, and flea markets.	\$775	[a]
12 Conditional Use Permits (CUP)	\$5,186	
13 Home Occupation Permit	\$140	
14 Condo Conversion Permit	\$7,500 Deposit; \$5,000 Minimum Fee	
15 Tree Removal Permit	\$215	
16 Use Permit Amendments	\$2,580	
17 Use Permit - Combined with Other Permits	100% of highest applicable permit fee, plus 50% of all other applicable permit fees	

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Variations		
18 Minor Deviation	\$660	
19 Single Family Variance	\$1,650	
20 All Other Variance Requests	\$4,730	
Policy / Plan Amendments		
21 Rezoning / Annexation	\$20,000 Deposit; \$14,000 Minimum Fee	
22 Rezoning / Zoning Code Amendment (Includes Map and Text)	\$9,460	
23 Minor Development Plan Amendment	\$430	
24 General Plan Amendment	\$10,000 Deposit; \$7,000 Minimum Fee	
25 Specific Plan Amendment	\$10,000 Deposit; \$7,000 Minimum Fee	
Subdivision / Mapping		
26 Subdivision / Tentative Map		
a) Minor Subdivision / Parcel Map (4 Lots or Less)	\$5,000 Deposit; \$3,500 Minimum Fee	
b) Major Subdivision / Tract Map (5 or More Lots)	\$7,500 Deposit; \$5,000 Minimum Fee	
27 Lot Line Adjustment	\$2,000 Deposit; \$1,400 Minimum Fee	
28 Lot Merger	\$2,000 Deposit; \$1,400 Minimum Fee	
29 Easement / Street Vacation / Existing Utility Review	\$2,000 Deposit; \$1,400 Minimum Fee	
30 Final Map		
a) Parcel Map	\$5,000 Deposit; \$3,500 Minimum Fee	
b) Tract Map	\$7,500 Deposit; \$5,000 Minimum Fee	
Environmental Review		
31 Categorical Exemption	\$250	
32 Initial Study	\$3,500 or Consultant Cost + 15%	
33 Negative Declaration	\$5,000 Deposit; \$3,500 Minimum Fee	
34 Mitigated Negative Declaration	\$10,000 Deposit; \$7,000 Minimum Fee	
35 Environmental Impact Report	Consultant Cost + 15%; Deposit TBD	

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Agreements		
36 Development Agreement	\$10,000 Deposit; \$7,000 Minimum Fee	
37 Affordable Housing Agreement	\$10,000 Deposit; \$7,000 Minimum Fee	
38 Review of CC&R's	\$2,500 Deposit; \$1,750 Minimum Fee	
Other Development Services		
39 Extensions	1/2 Original Fee	
40 Appeals of Department, Administrative and Planning Commission Actions (Per Appeal)	\$500 + \$2,500 Deposit	[b]
41 Zoning Administrator Hearing (Each Required Hearing)	\$485	
42 Planning Commission / City Council Hearing (Each Required Hearing)	\$645	
43 Records Research	\$100 per half hour after first hour	
44 Address Assignment	\$215	
Public Noticing		
45 Project Notification Sign	\$250 per sign (as needed)	
46 Public Noticing (Administrative)	\$450	
47 Public Noticing (Public Hearing Required)	\$700	
48 Public Noticing (Deposit-Based Project)	Deposit	
Small Cell Wireless		
49 Small Cell: Right of Way Pole Usage Fee	\$270 per pole annually	
50 Small Cell Wireless Attachment Fee	\$500 for first five + \$100 for each additional	
51 Small Cell Wireless New Pole	\$1,000	
Affordable Housing Requests		
52 Equity-Share Payoff Demand	\$323	
53 Reconveyance	\$323	
54 Density Bonus Application	\$430	
Redevelopment (Successor Agency)		
55 Loan Extension Application Fee (Commercial/Residential)	\$325	

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Technology Enhancement Fee		
56 Technology Fee (% of plan review and permit fee)	10%	
Violation Fees		
57 Penalty for Work Without Planning Approval	equal to permit fee	
Hourly Rates and Fees for Services Not Listed in this Fee Schedule		
58 Rates for Services Not Listed Above		
a) Planning Personnel (per hour)	\$215	
b) Contract Planning, Peer Review, Architecture Review, Etc.	Pass through of Actual Cost + 15%	
c) Specialized Attorney Services	Pass through of Actual Cost	

[a] Temporary use permit fee may be reduced to \$0 (no charge) for non-profit entities.

[b] Planning Commission Appeal requests initiated by the City Council members shall be accompanied by a \$250 rather than \$500 appellant fee. The \$250 may be refundable if the appeal initiated by a majority of the City Council members that hear the appeal request.

Overview of Fee Structure

Fees may be either fixed fees, or Full Cost Recovery with Minimum Amount Due. When a fee is Full Cost Recovery with Minimum Amount Due, the minimum amount charged shall be the Minimum Fee. The City reserves the right to collect amounts in excess of the minimum fee when City costs or other review costs (e.g. consultant, County, attorney, etc.) exceed this amount.

Use of Full Cost Recovery with Minimum Amount Due

For fees collected using Full Cost Recovery with Minimum Amount Due, the City will provide an accounting of internal costs and other related costs (e.g. consultant, County, attorney, etc.), to support any amounts billed in excess of the minimum amount due.

Full Cost Deposits and Deposit Replenishment Policy

Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.

Initial deposits will be collected and held by the City in a deposit account at the time the application is submitted. Project billing amounts will be drawn from the deposit account. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount.

When more than one full cost application is submitted, the sum total of the initial full cost deposit amount may be reduced by up to 20% at the discretion of the Planning Director.

Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City).

As may be required by the Planning Department or Public Works Department for project evaluation or environmental review, all payment for attorney and consultant work shall be the responsibility of the applicant.