

RESOLUTION NO. 6439-2022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL UPDATING AND ESTABLISHING USER AND REGULATORY FEES

WHEREAS, the City Council establishes user and regulatory fees to offset all, or portions of, the costs of providing various services that are of special benefit to applicants or service recipients that are both separate and apart from the general benefit to the public; and

WHEREAS, on September 15, 2020, the City Council adopted Resolution No.6313-2020, Updating and Establishing User and Regulatory Fees; and

WHEREAS, the resolution authorized annual update to fees based on the annual percentage change in the all-urban Consumer Price Index for Consumer Price Index All Urban Consumers, San Francisco-Oakland-Hayward, CA (CPI). If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year; and

WHEREAS, this update to the fee schedule is intended to reflect the annual inflationary adjustments authorized by the City Council; and

WHEREAS, the City intends to periodically update fees based on findings of the User and Regulatory Fee Study prepared in 2020, and feedback received subsequent to completion of the study; and

WHEREAS, the City Council hereby finds that the User and Regulatory Fee Study prepared in 2020 and supporting documentation provides adequate evidence to conclude that the revised fees do not exceed the cost to provide the services for which the fees are charged; and

WHEREAS, the City Council desires that annually, commencing July 1, 2023 the City Manager may update the fees based on the annual percentage change in the all-urban Consumer Price Index for Consumer Price Index All Urban Consumers, San Francisco-Oakland-Hayward, CA (CPI). If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year; and

WHEREAS, this action is found to be in compliance with the requirements of California Government Code § 66016 and 66018; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sebastopol that:

1. Each WHEREAS paragraph, set forth above, is hereby adopted as a specific finding of this City Council.
2. The City Council hereby adopts the fees as set forth in attached Exhibit "A" and incorporated by this reference.
3. Any and all provisions of prior resolutions of the City Council establishing or modifying fees for the services, programs or products set forth in Exhibit "A," are hereby repealed and replaced as of the effective date of this Resolution in the manner set forth in Exhibit "A;"

provided, however, that such repeal shall not excuse or affect the failure of any person or entity to pay any fee heretofore imposed upon such person or entity. The City Council desires to clarify that in adopting this Resolution, it is taking action only on those fees for the services, programs or products set forth in Exhibit "A" which have been modified from prior resolutions of the City Council. The remaining fees that have not been modified from prior resolutions shall remain in full force and effect.

4. Non-Profit Organizations are eligible to apply for a fee reduction/waiver for flat fees only as listed in this user fee schedule and as listed below:
 - a. Fee Reduction (25% Department Head Approval): Not for profit organizations and non-profit entities that have a documented federal tax-exempt status are eligible to apply for a twenty five percent (25%) reduction of fees. Such fee reduction shall be submitted to the Department Head of fee holder for final determination. Such fee shall not exceed \$500.00 in total reduction/waiver of fees.
 - b. Fee Reduction (50% City Manager Approval): Not for profit organizations and non-profit entities that have a documented federal tax-exempt status are eligible to apply for a fifty percent (50%) reduction of fees. Such fee reduction shall be submitted to the Department Head of fee holder for final determination. Such fee shall not exceed \$1,000.00 in total reduction/waiver of fees; and
 - c. Fees requested above \$1000 for waiver shall require Council approval

5. Fees amounts adopted by this Resolution shall be effective July 1, 2022.

IN COUNCIL DULY PASSED this 7th day of June 2022.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by City of Sebastopol City Council following a roll call vote:

VOTE:


Ayes: Councilmembers Glass, Gurney, Rich, Vice Mayor Hinton and Mayor Slayter

Noes: None

Abstain: None

Absent: None

APPROVED: 
Mayor Patrick Slayter

ATTEST: 

Mary Gourley, Assistant City Manager/City Clerk, MMC


APPROVED AS TO FORM: 
Larry McLaughlin, City Attorney

Exhibit A



Schedule of User and Regulatory Fees

Fiscal Year 2022/23

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Note: This Fee Schedule does not include all fees, rates, or charges that may be imposed by the City. Examples of excluded items include, but are not limited to, development impact fees, utility rates, and punitive fines and penalties.

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City of Sebastopol

MASTER FEE SCHEDULE - BUILDING FEES

A. Fees for Commonly Requested Building Permit Types (Fees Shown In This Section (Section A.) Include All Applicable Permit Issuance, Inspection, and Internal Plan Check). If third party plan review is required, additional fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, Fees Collected on Behalf of Other Agencies (e.g. State of California), etc.

Activity Description	Fee	Charge Basis	Note
1 HVAC Change-Out - Residential	\$139	per permit	
2 HVAC Change-Out - Commercial (per unit)	\$248	per permit	
3 Residential Solar Photovoltaic System - Solar Permit			
a) 15kW or less	\$450	per permit	
b) Above 15kW – base	\$450	base fee	
c) Above 15kW – per kW	\$15	per kW	
4 Commercial Solar Photovoltaic System - Solar Permit			
a) 50kW or less	\$1,000	per permit	
b) 50kW – 250kW – Base	\$1,000	base fee	
c) 50kW – 250kW – per kW above 50kW	\$7	per kW	
d) Above 250kW – base	\$2,400	base fee	
e) Above 250kW – per kW	\$5	per kW	
5 Service Panel Upgrade - Residential	\$186	per permit	
6 Service Panel Upgrade - Commercial	\$248	per permit	
7 Water Heater Change-Out	\$139	per permit	
8 Line Repair - Sewer / Water / Gas	\$186	per permit	
9 Residential Re-Roof			
a) Up to 2,000 SF	\$248	per permit	
b) Each Add'l 1,000 SF or fraction thereof	\$83	per permit	
10 Mobile Home Awning	\$202	per permit	
11 Demolition	\$186	per permit	
12 Temporary Power Pole	\$186	per permit	
13 Swimming Pool/Spa Equipment Change-out Only	\$289	per permit	
14 Window / Sliding Glass Door			
a) Retrofit / Repair			
i) Up to 5	\$248	per permit	
ii) Each additional 5	\$41	per permit	
b) New / Alteration			
i) Up to 5	\$330	per permit	
ii) Each additional 5	\$62	per permit	
15 Construction and Demolition Materials Management Plan Fee - Application Plan Review & Deposit Administration Fee	\$137		

City of Sebastopol

MASTER FEE SCHEDULE - BUILDING FEES

Building Permit Fees

Determination of Valuation for Fee-Setting Purposes

• Project valuations shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

Note: For construction projects with permit fees calculated using Section B additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, Fees Collected on Behalf of Other Agencies (e.g. State of California), etc.. Additional fees apply for plan review, when applicable.

B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, Stand-Alone and Combined Mechanical, Electrical, and/or Plumbing Permits

Total Valuation	Permit Fee			
\$1 to \$500	\$77.41			
\$501 to \$2,000	\$77.41	for the first \$500	plus \$4.18	for each add'l \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$140.11	for the first \$2,000	plus \$22.20	for each add'l \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$650.73	for the first \$25,000	plus \$16.02	for each add'l \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$1,051.19	for the first \$50,000	plus \$11.10	for each add'l \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,605.95	for the first \$100,000	plus \$8.89	for each add'l \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$5,160.55	for the first \$500,000	plus \$7.53	for each add'l \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$8,927.77	for the first \$1,000,000	plus \$4.90	for each additional \$1,000 or fraction thereof over \$1,000,000

For building permits requiring Green Building Compliance, Accessibility Compliance, or Energy Compliance review, the following percentages shall be added to the base permit fee

Green Building Compliance Review = Base permit fee x .15

Accessibility Compliance Review = Base permit fee x .15

Energy Compliance Review = Base permit fee x .15

For building permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

Plumbing permit fee = Base permit fee x .10

Electrical permit fee = Base permit fee x .10

Mechanical permit fee = Base permit fee x .10

City of Sebastopol

MASTER FEE SCHEDULE - BUILDING FEES

C. Building Plan Review Fees

Fee Description	Fee	Charge Basis	Note
1 Plan Check Fees			
a) Plan Review Fee, if applicable (% of building permit fee)	75%	% of building permit fee	[a]
b) Phased Plan Check (when applicable)	1.5x full plan check fee for entire bldg	% of building permit fee	
c) Master Plan			
i) Master Plan	100% of standard plan check fee		
ii) Production Phase Units / Identical Buildings	25% of standard plan check fee		[b]
d) Alternate Materials and Materials Review (per hour)	\$165	per hour	
e) Excess Plan Review Fee (3rd and subsequent) (per hour)	\$165	per hour	

When applicable, plan check fees shall be paid at the time of application for a building permit.
The plan checking fee is in addition to the building permit fee

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

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MASTER FEE SCHEDULE - BUILDING FEES

Building Fees

D. Other Fees

Fee Description	Fee	Charge Basis	Note
1 Permit Issuance Fee	\$83	per permit	
2 General Plan Maintenance Fee (percent of permit fee)	10%	per permit	[a]
3 Technology Fee (percent of permit fee)	7%	per permit	
4 Incremental Fee (Training) (percent of assessed value)	.10% of value; \$6 minimum	per permit	
5 Credit Card Transaction Fee (% of amount paid by card)	3%	per permit	[b]
6 Digitizing		per permit	
a) Document Size up to 11"x17"		per permit	
i) 1st 10 pages (per page)	\$1	per permit	
ii) Each additional page (per page)	\$0.50	per permit	
b) Document Size Larger than 11"x17" (per page)	\$4	per permit	
7 Strong Motion Instrumentation (SMI)			
a) Residential	\$0.50 or valuation x .00013		
b) Commercial	\$0.50 or valuation x .00028		
8 Building Standards (SB 1473) Fee Calculation (Valuation)			
a) \$1 - \$25,000	\$1		
b) \$25,001 - \$50,000	\$2		
c) \$50,001 - \$75,000	\$3		
d) \$75,001 - \$100,000	\$4		
e) Each Add'l \$25,000 or fraction thereof	Add \$1		
9 Certificate of Occupancy			
a) Temporary Certificate of Occupancy (per 30 Days)	\$248	per permit	
b) Certificate of Occupancy	\$124	per permit	
10 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	\$495		
Job Card Re-Print, Change Of Contractor			
11 Job Card / Permit Re-Print	\$54		
12 Change Of Contractor	\$83		
Violation Fees			
13 Investigation Fee For Work Done Without Permits	2x Permit Fee		
Other Fees			
1 Phased Inspection Fee (per inspection)	\$83		
2 After Hours Inspection (per hour) (2-hour minimum)	\$198		
3 Re-inspection Fee (3rd Time or More) (each)	\$83		[c]
4 Missed inspection Fee	\$83		
5 Fees for Services Not Listed in this Fee Schedule (per hour)	\$165		

[a] Fee only applies to permits for new construction and additions.

[b] For amounts paid by credit card in excess of \$5,000.

[c] Reinspection fee applies after second re-inspection.

City of Sebastopol

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fixed Fee	Deposit	Charge Basis	Note
1 Adjustment	\$671		Fixed Fee	
2 Administrative Permit Review	\$439		Fixed Fee	
3 Annexation				
a) Annexation Request - Preliminary		\$5,000	Deposit	
b) Annexation / Prezone Request		\$10,000	Deposit	
4 Antenna Permit				
a) Administrative	\$5,000		Fixed Fee	
b) Hearing Level		\$10,000	Deposit	
5 Appeal of Commission, Board, or Staff determination	\$1,000		Fixed Fee	[a]
6 Building Permit Review				
a) Alterations/Additions - Residential	\$67		Fixed Fee	
b) New Construction - Single Family Residential (Inc. ADUs)	\$181		Fixed Fee	
c) New Construction - 2-4 Residential Units	\$253		Fixed Fee	
d) New Construction - 5+ Residential Units	\$722		Fixed Fee	
e) Alterations/Additions - Non-Residential	\$181		Fixed Fee	
f) New Construction - Non-Residential < 10,000 SF	\$516		Fixed Fee	
g) New Construction - Non-Residential 10,000 SF or More	\$1,032		Fixed Fee	
7 Business License Application Review	\$36		Fixed Fee	
8 Certificate of Compliance		\$4,000	Deposit	
9 Design Review				
a) Administrative	\$335		Fixed Fee	[b]
b) Design Review Board Review				
i) Additions/modifications (to an existing building or site)	\$516		Fixed Fee	
ii) Amendment to an Existing Design Review Approval	\$413		Fixed Fee	
iii) New Building Less than 10,000 SF or 1-2 Dwellings		\$3,000	Deposit	
iv) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units		\$5,000	Deposit	
10 Development Agreement		\$15,000	Deposit	
11 Initial Study Preparation		\$6,000	Deposit	
12 EIR Review		\$12,000	Deposit	
13 Filming Permit				
a) Filming Permit	\$645		Fixed Fee	
b) Filming Permit - Still	\$464		Fixed Fee	
c) Filming Permit - Amendment	\$258		Fixed Fee	
d) Nonprofit or Student Filming Permit	\$155		Fixed Fee	
14 General Plan Map or Text Amendment		\$6,000	Deposit	
15 Lot Line Adjustment / Merger		\$3,000	Deposit	
16 Variance		\$4,000	Deposit	

City of Sebastopol

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fixed Fee	Deposit	Charge Basis	Note
17 Minor Administrative Permit Review	\$258		Fixed Fee	
18 Preapplication Conference	\$464		Fixed Fee	
19 Preliminary Review				
a) One Body	\$3,000		Fixed Fee	
b) Each Additional Body	\$1,000		Fixed Fee	
20 Public Art Review	\$2,500		Fixed Fee	
21 Reasonable Accomodation Request	\$413		Fixed Fee	[c]
22 Research Fee	\$175		Fixed Fee	
23 Rezone or Text Amendment		\$5,000	Deposit	
24 Sign Review				
a) Sandwich Board Sign / Banner Review	\$62		Fixed Fee	
b) Administrative/staff level review	\$144		Fixed Fee	
c) Individual / Minor	\$237		Fixed Fee	
d) Sign Design Review Board	\$750		Fixed Fee	
e) Sign Program		\$1,500	Deposit	
25 Site Inspection	\$139		Fixed Fee	
26 Subdivision				
a) Tentative Minor Subdivision		\$7,000	Deposit	
b) Tentative Major Subdivision		\$8,000	Deposit	
c) Subdivision Ordinance Exception	\$2,993		Fixed Fee	
27 Time Extension Request				
a) Staff Level	\$206		Fixed Fee	
b) Council or Commission Hearing	\$516		Fixed Fee	
28 Transfer of Alcoholic Beverages/Shared Use of Production Facility	\$206		Fixed Fee	
29 Tree Protection Plan	\$490		Fixed Fee	
30 Tree Removal (per tree)				
a) Arborist	\$310		Fixed Fee	
b) Tree Board	\$361		Fixed Fee	
31 Use Permit				
a) Planning Director review	\$1,500		Fixed Fee	
b) Planning Commission review		\$3,000	Deposit	
c) Temporary Use (less than 6 months)				
i) Initial Application	\$310		Fixed Fee	
ii) Per Amendment	\$210		Fixed Fee	
32 Water Efficient Landscape Review	\$291		Fixed Fee	
33 Zoning Determination	\$174		Fixed Fee	
34 Zoning Ordinance Interpretation	\$568		Fixed Fee	

City of Sebastopol

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fixed Fee	Deposit	Charge Basis	Note
35 Density Bonus review		\$2,000	Deposit	
36 Inclusionary / Affordable Housing Agreement		\$5,000	Deposit	
Other				
37 Technology Fee (percent of fixed fee or hourly billing rate)	7%		Fixed Fee	
38 Credit Card Transaction Fee (% of amount paid by card)	3%		Fixed Fee	[d]
39 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule				
a) Planning Director		\$236	Deposit	
b) Assistant Planner		\$141	Deposit	
c) Administrative Assistant		\$126	Deposit	
d) Other In-House Staff		Hrly rate	Deposit	
e) Contract Service Providers		T&M plus 15% admin	Deposit	
40 Excess Review / Field Inspections		Bill Hourly	Deposit	[e]
41 Work Without a Permit / Work Outside Scope of Permit	2x Fee		Fixed Fee	

[a] Fee is per appeal.

[b] Includes review of minor amendments if no Design Review Board hearing is required; and, Administrative Design Review where required by Code or approved by Commission.

[c] To review request for relief of certain provisions to upgrade ADA on private property.

[d] For amounts paid by credit card in excess of \$5,000.

[e] Fixed fees include up to three plan reviews and initial inspection/re-inspection. Excess reviews or inspections will be billed hourly.

* Applicants shall be responsible for any additional materials, attorney, peer review, or outside agency costs (e.g. postage, public noticing, peer review, County Recorder-Clerk Office, Department of Fish and Wildlife, etc.).

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

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.

Refund Policy

Application fees are not refundable except as follows:

A. Refund of 100% shall be made if a determination is made by the Planning Director that the permit and associated fee are not required by the City's Municipal Code or adopted City Resolution.

B. If an applicant requests to withdraw a fixed fee application prior to project evaluation, refund of 50% of the applicable fee shall be refunded.

C. No refund of application fees shall be made after initial project evaluation has commenced, unless a fee waiver is approved by the City Council.

City of Sebastopol

MASTER FEE SCHEDULE - ENGINEERING FEES

Activity Description	Fixed Fee	Deposit / Minimum Fee *	Charge Basis	Note
1 Encroachment Permits				
a) Annual	\$2,064		Fixed Fee	
b) Debris Box	\$1,548		Fixed Fee	
c) Recordable		\$1,000	Deposit	
d) Homeowner	\$310		Fixed Fee	
e) Single Contractor	\$542		Fixed Fee	
f) Additional Contractors	\$310		Fixed Fee	
g) Minor Encroachment Permit	\$335		Fixed Fee	
2 Grading Permits				
a) Minor (less than 500 CY)	\$671		Fixed Fee	
b) Major (500 CY or more or in connection with major use permit, design review or subdivision)	\$1,032		Fixed Fee	
3 Plan Checks				
a) Major Subdivision		\$7,500	Deposit	
b) Minor Subdivision		\$5,000	Deposit	
c) Major Commercial Project		\$7,500	Deposit	
d) Minor Commercial Project		\$5,000	Deposit	
e) Major Residential Project		\$5,000	Deposit	
f) Minor Residential Project		\$2,000	Deposit	
g) Minor Permits		\$2,000	Deposit	
h) Major Permits		\$5,000	Deposit	
4 Inspections				
a) Major Subdivision		4% of Engineer's Cost Estimate	Deposit	
b) Minor Subdivision		\$3,000	Deposit	
c) Major Commercial Project		4% of Engineer's Cost Estimate	Deposit	
d) Minor Commercial Project		\$2,500	Deposit	
e) Major Residential Project		4% of Engineer's Cost Estimate	Deposit	
f) Minor Residential Project		\$2,500	Deposit	
g) Minor Permits		\$500	Deposit	
h) Major Permits		4% of Engineer's Cost Estimate	Deposit	
5 Certificate of Correction		\$500	Deposit	
6 Infrastructure Reimbursement Agreement		\$1,500	Deposit	
7 Legal Document Description Review		\$1,000	Deposit	
8 Map Amendment		\$1,250	Deposit	
9 Outside Service Area Agreement		\$2,500	Deposit	
10 Reversion to Acreage		\$1,400	Deposit	
11 Oversize Load Permit				
a) Per Day	\$16		Fixed Fee	
b) Annual	\$90		Fixed Fee	

City of Sebastopol

MASTER FEE SCHEDULE - ENGINEERING FEES

Activity Description	Fixed Fee	Deposit / Minimum Fee *	Charge Basis	Note
Other				
12 Technology Fee (percent of fixed fee or hourly billing rate)	7%		Fixed Fee	
13 Credit Card Transaction Fee (% of amount paid by card)	3%		Fixed Fee	[a]
14 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule				
a) Public Works Superintendent		\$190	Deposit	
b) Engineering Manager		\$181	Deposit	
c) Sr. Maintenance Worker / Inspector		\$119	Deposit	
d) Management Analyst		\$132	Deposit	
e) Administrative Assistant		\$101	Deposit	
f) Other In-House Staff		Bill Hourly	Deposit	
g) Contract Service Providers		T&M + 15% admin fee	Deposit	
15 Excess Review / Field Inspections		Bill Hourly	Deposit	
16 Work Without a Permit / Work Outside Scope of Permit	2x Permit Fee		Fixed Fee	

[a] For amounts paid by credit card in excess of \$5,000.

* Fixed fees include up to three plan reviews and initial inspection/re-inspection. Excess reviews or inspections will be billed hourly.

** Applicants shall be responsible for any additional materials, attorney, peer review, or outside agency costs (e.g. postage, public noticing, peer review, County Recorder-Clerk Office, Department of Fish and Wildlife, etc.).

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 total amount charged shall be the amount shown in the Minimum Fee Column. 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.

City of Sebastopol

MASTER FEE SCHEDULE - ENGINEERING FEES

Activity Description	Fixed Fee	Deposit / Minimum Fee *	Charge Basis	Note
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Refund Policy

Application fees are not refundable except as follows:

- A. Refund of 100% shall be made if a determination is made by the City Engineer that the permit and associated fee are not required by the City's Municipal Code or adopted City Resolution.
- B. If an applicant requests to withdraw a fixed fee application prior to project evaluation, refund of 50% of the applicable fee shall be refunded.
- C. No refund of application fees shall be made after initial project evaluation has commenced, unless a fee waiver is approved by the City Council.

City of Sebastopol

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
1 Water Based Fire Protection Systems (1):		
a) Fire Sprinkler Commercial/Multi Family/Other - New System		
i) Plan Review (up to 50 heads)	\$316	
ii) Inspection (up to 50 heads)	\$316	
b) Fire Sprinkler Commercial/Multi Family/Other - Alteration		
i) Plan Review (up to 25 heads)	\$158	
ii) Inspection (up to 25 heads)	\$158	
c) Fire Sprinkler, Per additional head - New or Alteration		
i) Plan Review	\$1	
ii) Inspection	\$1	
d) Fire Sprinkler Single Family/Duplex - New System		
i) Plan Review	\$237	
ii) Inspection	\$237	
e) Fire Sprinkler Single Family/Duplex - Alteration of Existing System		
i) Plan Review	\$158	
ii) Inspection	\$158	
f) Standpipe		
i) Plan Review (per vertical standpipe)	\$237	
ii) Inspection (per vertical standpipe)	\$316	
g) Fire Pump		
i) Plan Review	\$316	
ii) Inspection	\$316	
h) Fire Protection Underground System		
i) Plan Review (includes 1 riser or hydrant)	\$237	
ii) Inspection (includes 1 riser or hydrant)	\$237	
i) Per Additional Sprinkler Riser or Hydrant		
i) Plan Review	\$158	
ii) Inspection	\$158	
2 Fire Alarm System (1):		
a) Fire Alarm - New System		
i) Plan Review (up to 25 devices)	\$316	
ii) Inspection (up to 25 devices)	\$316	
b) Fire Alarm - Alteration		
i) Plan Review (up to 5 devices)	\$158	
ii) Inspection (up to 5 devices)	\$158	
c) Per Additional Device		
i) Plan Review - New or Alteration	\$2	
ii) Inspection - New or Alteration	\$2	
3 Alternative Automatic Extinguishing Systems (2):		
a) Dry, Wet, CO2, Halon, UL 300, Clean Agent, Spray Booth, Other		
i) Plan Review	\$237	
ii) Inspection	\$237	

City of Sebastopol

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
4 Other Fire Construction Reviews and Inspections (2):		
a) LPG, Cryogenics, Compressed Gas, Medical Gas, Battery Storage Systems, Industrial Oven, & Other Fire Construction Permit		
i) Plan Review	\$316	
ii) Inspection	\$316	
b) Commercial Indoor or Outdoor Cannabis Cultivation		
i) Up to 5,000 SF	\$316	
ii) Per Additional 100 SF over 5,000 SF	\$3	
c) Cannabis Extraction System	\$158	
d) Alternative Materials & Methods of Construction (hourly; 2-hour minimum) (3)	\$158	per hour
5 Hazardous Activities Installation/Removal Permits / Tanks (Above Ground / Under Ground; Fuel Dispensing; LPG) (4):		
a) Above Ground Tank or Underground Tank installation or removal and/or Pipe Installation or Removal (1 tank)	\$474	
b) Above Ground Tank or Underground Tank installation or removal (per add'l tank)	\$158	
c) Under Ground Tank Installation, New System (1 tank)	\$1,263	
d) Under Ground - Hazardous Materials Tank Pipe Installation or Removal (per add'l tank)	\$474	
e) Under Ground - Hazardous Materials Tank Removal (1 tank)	\$474	
Permits to Operate (Type of Permit Activity)		
6 Amusement Building	\$316	
7 Carnivals and Fairs	\$316	
8 Combustible Dust Operations	\$316	
9 Covered Mall Buildings	\$316	
10 Exhibits and Trade Shows	\$316	
11 Explosives or Blasting Agents	\$790	
12 Recreational or Bon Fire	\$158	
13 Theatrical Fire Performance	\$316	
14 High Pile Storage	\$316	
15 Hot Work Operations	\$316	
16 Industrial Ovens	\$316	
17 Lumber Yards	\$316	
18 Misc. Combustible Storage	\$316	
19 Places of Assembly		
a) Less than 300 occupant load	\$316	
b) 300 - 999 occupant load	\$474	
c) 1,000 or more occupant load	\$632	
20 Commercial Day Care Facility		
a) 7 - 49 persons	\$316	
b) 50 - 149 persons	\$474	
c) 150 or more persons	\$632	

City of Sebastopol

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
21 Institutional		
a) Less than 6 patients	\$316	
b) 6 or more patients	\$474	
c) Detention facilities	\$632	
22 Apartments/Hotels/Motels		
a) 3 - 16 units	\$158	
b) 17 - 32 units	\$316	
c) 33 or more units	\$474	
23 Large Family Day Care		
a) Large Family Day Care	\$316	
b) Pre-inspection (at hourly rate)	\$158	
24 850 Inspections		
a) 850 Inspection	\$158	
25 Residential Care Facilities		
a) 7 or more residents	\$474	
b) Pre-inspection (at hourly rate)	\$158	
26 Business License Inspection (5):		
a) Commercial Other	\$155	
b) Home Occupancy	\$77	
27 Tents, Air-Supported Structures & Temporary Stage Canopies Permit		
a) 400 - 2,000 SF (First)	\$158	
b) Greater than 2,000 SF (First)	\$237	
c) Each additional	\$79	
28 Burn Permit	\$155	
29 Fireworks		
a) Fireworks - Public Display	\$310	
b) Fireworks Stand	\$206	

City of Sebastopol

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
Building Permit Plan Review and Inspection Fees		
30 Building Permit Plan Review and Inspection Fees (Greater of A or B)		
A) Commercial Industrial Plan Review and Inspection (% of building permit fee)	25%	
B) Commercial Industrial Plan Review and Inspection - minimum fee		
i) Commercial / Industrial - New		
i) Plan Review	\$316	
ii) Inspection	\$316	
ii) Commercial / Industrial - Tenant Improvement		
i) Plan Review	\$197	
ii) Inspection	\$237	
iii) Commercial / Industrial (over 2 stories) - New		
i) Plan Review	\$158	per hour
ii) Inspection	\$158	per hour
iv) Commercial / Industrial (over 2 stories) - Tenant Improvement		
i) Plan Review	\$158	per hour
ii) Inspection	\$158	per hour
v) Multi-Family - New		
i) Plan Review	\$474	
ii) Inspection	\$474	
vi) Multi-Family - Tenant Improvement		
i) Plan Review	\$316	
ii) Inspection	\$316	
31 Fire Code Verification:		
a) Operational permit Plan Review/Application Code Review and Presubmittal Planning Related Reviews (hourly) - Minimum 1/2 hour review deposit, additional time billed at hourly rate (3)	\$79	per 1/2 hour
b) Operational permit inspection (hourly) - Minimum 2 hour review deposit, additional time billed at hourly rate (3)	\$158	per hour
c) Inspection Outside of Normal Work Hours - Hourly Rate (7)	\$192	per hour
32 False Alarm (After 3rd in Calendar Year)	\$1,450	
33 Other:		
a) Technology Fee (percent of permit fee)	7%	% of permit fee
b) Credit Card Transaction Fee (% of amount paid by card) (8)	3%	% of card pmt.
c) Fire Records and Research (add'l fees apply for copies of mat'ls)	\$39	per 1/4 hour
d) Fire Report	\$20	each
e) Plan Revision	\$158	per revision
f) Excess Plan Review	\$158	per review
g) Missed Inspection / Excess Inspections	\$158	each
h) Service Required in Excess of Standard. Applies to all fees listed in schedule. See footnote (6)	\$158	per hour
i) Expedited Review (subject to availability)	1.5x base fee	
j) Work Commenced without a Permit	2x base fee	
k) HazMat / Emergency Clean-Up Call Response / Standby / etc. (9)	bill hourly	per hour
l) Special Requests for Fire Services	bill hourly	per hour
m) Fire Prevention Fee-Related Services Not Identified in this Schedule	\$158	per hour

City of Sebastopol

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
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Notes:

- (1) Fee includes up to two plan checks or three inspections. Additional costs to be recovered at staff hourly rate. Fees are per building.
- (2) Fee includes up to two plan checks or two inspections. Additional costs to be recovered at staff hourly rate. Fees are per building.
- (3) Actual costs - may also be charged by actual costs using the fully burdened hourly rates plus any outside consultant costs if applicable.
- (4) Fee includes plan check and up to two inspections. Additional costs to be recovered at staff hourly rate.
- (5) Fee includes research and up to two inspections. Additional costs to be recovered at staff hourly rate.
- (6) Each fee listed in this schedule is based on the estimated number of hours required to perform a standard service request. The standard number of hours estimated can be calculated by dividing the fee amount by \$158, the Division's fully-burdened hourly rate. For example, a fee amount of \$316 assumes roughly 2.00 hours will be required to perform a standard request for the fee related service. Review and inspection efforts that exceed the standard number of hours used to calculate the fee by more than one hour will be billed hourly for any time spent in excess of the standard hours built into the fee.
- (7) Inspection outside normal work hours will require hourly fees in addition to other required fees.
- (8) For amounts paid by credit card in excess of \$5,000.
- (9) Use staff hourly billing or OES rates.
- (10) Planning submittals for fire review and related correspondence, meetings, etc. may be charged for at hourly rate during the construction plan review.

City of Sebastopol

MASTER FEE SCHEDULE - POLICE FEES

Activity Description	Fee	Charge Basis	Note
1 Animal Release			
a) Dog or Cat	\$100	Fixed Fee	
b) Small Companion Animal	\$40	Fixed Fee	
2 Audio / Video Reproduction	Bill Hourly; \$45 Min.	Per Hour	
3 Clearance Letters	\$26	Fixed Fee	
4 Dog License			
a) Neutered	\$20	Fixed Fee	
b) Neutered (for Senior Citizens)	\$10	Fixed Fee	
c) Non-Neutered	\$40	Fixed Fee	
d) Non-Neutered (for Senior Citizens)	\$20	Fixed Fee	
5 False Alarm Fee	\$100	Fixed Fee	
6 Fingerprint / Live Scan Fees	\$20	Fixed Fee	
7 Firearms & Property Storage Fee			
a) Base fee for up to five weapons for 30 days	\$60	Fixed Fee	
b) Fee per additional weapon or per additional day after 30 days	\$5	Fixed Fee	
8 Hazardous Material Response	Bill Hourly	Per Hour	
9 Noise / Party Abatement Fee (per response beginning with 3rd response)	\$50 Min.; fee escalates for add'l responses	Per Response	
10 Party Control	\$100	Fixed Fee	
11 Photograph Reproduction	\$20	Fixed Fee	
12 Report Copy	\$20	Fixed Fee	
13 Research / Crime Analysis Fee	\$35 per hour	Per Hour	
14 Residential Parking Permit Fee	\$10	Fixed Fee	
15 Special Events			
a) Major	\$268	Fixed Fee	
b) Minor	\$52	Fixed Fee	
16 Vehicle Release	\$103	Fixed Fee	
17 VIN Verification Fee	\$25	Fixed Fee	
18 Motor Vehicle Certificate	\$200	Fixed Fee	
19 Tobacco Retailer License:			
a) New License Fee	\$62	per year	
b) Renewal License Fee	\$62	per year	
c) Late Renewal Fee (in addition to applicable license fee)	\$41		
d) Appeal Fee	\$1,000	per appeal	

City of Sebastopol

MASTER FEE SCHEDULE - PUBLIC WORKS FEES

Activity Description	Fee	Charge Basis	Note
1 Aerial Lift Tower Truck	\$181	Per Hour	
2 After Hours Phone Call	\$83	Fixed Fee	
3 After Hours Public Works Response	\$279	Fixed Fee	
4 Air Compressor- Jack Hammer	\$186	Per Hour	
5 Backhoe Tractor	\$206	Per Hour	
6 Banner Installation - (City - Non-Profit)	\$361	Fixed Fee	
7 Banner Installation - (Non-City - Non-Profit)	\$568	Fixed Fee	
8 Concrete Saw	\$196	Per Hour	
9 Inspection- Sewer Main Video	\$2,064	Deposit	
10 Large Dump Truck	\$196	Per Hour	
11 Multi Trash Pump	\$186	Per Hour	
12 Pavement Repair & Trench Inspect.	\$289	Service	
13 Pickup Truck	\$155	Per Hour	
14 Property Clean Up Notification	\$93	Per 1/2 Hour	
15 Service Call	\$186	Per Hour	
16 Sewer Camera	\$279	Per Hour	
17 Sewer Cleaning Truck	\$382	Per Hour	
18 Small Dump Truck	\$196	Per Hour	
19 Village MHP Dump Station Fee	\$52	Fixed Fee	
20 Annual Inspection of Backflow Protection Devices	\$129	Fixed Fee	

City of Sebastopol

MASTER FEE SCHEDULE - PARKS, SPECIAL EVENTS & FACILITY USE

Activity Description	Community Group Fee	Resident Fee	Non-Resident Fee	Charge Basis	Note
1 Application Fee					
a) Up to 50 people	\$0	\$0	\$0	Fixed Fee	
b) 51 - 200 people	\$100	\$150	\$200	Fixed Fee	
c) More than 200 people	\$150	\$250	\$350	Fixed Fee	
2 Security Deposit					
a) Up to 50 people	\$150	\$150	\$150	Deposit	
b) 51 - 200 people	\$500	\$500	\$500	Deposit	
c) More than 200 people	\$1,000	\$1,000	\$1,000	Deposit	
3 Daily Use Fee					
a) Up to 50 people	\$50	\$75	\$100	Fixed Fee	[a]
b) 51 - 200 people	\$125	\$250	\$500	Fixed Fee	[a]
c) More than 200 people	\$250	\$500	\$1,000	Fixed Fee	[a]
4 Amplified Sound / Stage / Bouncehouse					
a) Amplified Sound Use	\$50	\$75	\$100	Fixed Fee	
b) Stage Use	\$50	\$75	\$100	Fixed Fee	
c) Bouncehouse Use	\$30	\$40	\$50	Fixed Fee	

[a] 25% discount available for park use of less than 3 hours.

City of Sebastopol

MASTER FEE SCHEDULE - PARKS, SPECIAL EVENTS & FACILITY USE

Activity Description	Fee	Charge Basis	Note
5 Parking Space Fee			
a) Residential Area	\$10	Fixed Fee	[b]
b) Non-Residential Area	\$15	Fixed Fee	[b]
6 Classes with Instructors Utilizing Park Area (per week)			
a) Small Group, 1 - 15 Persons	\$25	Fixed Fee	[c]
b) Medium Group, 16 - 30 Persons	\$50	Fixed Fee	[c]
c) Large Group, More than 30 Persons	\$75	Fixed Fee	[c]
7 City Hall Meeting Room	\$15	Per Hour	

[b] Daily per space fee for use of City parking spaces (proof of parking required for events of more than 200 persons).

[c] Per week fee for classes with monetary component (e.g. charge for classes).

City of Sebastopol

MASTER FEE SCHEDULE - CLERK FEES

Activity Description	Fee	Charge Basis	Note
1 Duplication Fee			
a) Up to 11" x 17"			
i) Up to 10 pages	No Charge	Fixed Fee	
ii) More than 10 pages (per page, after 1st 10)	\$0	Fixed Fee	
b) Oversize	Actual Cost	Fixed Fee	
2 Meeting Recording Fee	\$20	Fixed Fee	
3 Municipal Code	\$20	Fixed Fee	
4 Solemnization of Marriage			
a) Solemnization of Marriage - City Hall	\$50	Fixed Fee	
b) Solemnization of Marriage - Outside City Hall	\$75 + Mileage Cost	Fixed Fee	

City of Sebastopol

MASTER FEE SCHEDULE - ADMINISTRATIVE SERVICES FEES (FINANCE)

Activity Description	Fee	Charge Basis	Note
1 Monthly Administration Fee for Water Deposit Accounts	\$36	Fixed Fee	
2 Research Fee (per 1/2 hour)	\$88	Fixed Fee	
3 Returned Check Fee	\$25	Fixed Fee	[a]
4 Issuance of 48 Hour Notice	\$55	Fixed Fee	
5 Turn on After Non-Payment Shut-off	\$110	Fixed Fee	
6 New Water Service Fee	\$50	Fixed Fee	
7 Business License Application Processing Fee	\$50	Fixed Fee	
8 Water Tower Key Replacement Fee	\$10	Fixed Fee	

[a] CA Civil Code 1719.