

County of San Mateo Planning & Building Department

Planning Service Fee Study

This document compares the Department's current fees to those proposed, including a comparison of how the fees would apply to a few common project types. In addition, this document includes data indicating the estimated cost to the Department to provide planning services. This data demonstrates that the proposed fees would not exceed the estimated reasonable cost of providing the services, as required by Government Code Section 66014.

COMPARISON OF FEES FOR EXAMPLE HIGH VOLUME PROJECT TYPES CURRENT FEES VERSUS PROPOSED FEE*

PROJECT TYPE	CURRENT FEE STRUCTUR		PROPOSED FEE STRUCTUR					
	FEE ITEM	AGENCY		FEES	FEE ITEM	AGENCY	FEES	Increase/Decrease
EXAMPLE 1: Design Review, Grading Permit, and Coastal Development Permit Exemption for a new 2,187-sq. ft., two- story, single-family residence with an attached 398 sq. ft. 2 car garage, including 495 cubic yards of grading and no tree removal, on a legal 6,250 sq. ft. lot in El Granada	Design Review Permit - New Grading Permit Coastal Development Permit Exemption CEQA Exemption Public Notice Planning Fees Subtotal Planning Fee Note Adjustments (Not Fee Cap) Planning Fee Cap Adjustment Civil/Drainage Review Geotechnical Review Information Technology Surcharge (4%) General Plan Update Surcharge Planning & Building Fees Total Legal Counsel Surcharge (5%)	P&B	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	3,489.00 3,489.00 287.00 136.00 7,688.00 5,614.00 400.00 622.00 265.44 40.00 6,941.44	Design Review Permit - New Grading Permit* Coastal Development Permit Exemption* CEQA Exemption Planning Fees Subtotal Planning Fees Note Adjustments (Not Fee Cap) Note 12 - 25% reduction of subsequent base permit fee (*) Planning Fee Cap Adjustment - Note 10 Civil/Drainage Review Information Technology Surcharge (4%) Planning & Building Fees Total County Attorney Surcharge (5%)	P&B P&B P&B P&B P&B P&B P&B P&B	\$ 6,041.46 \$ 2,833.63 \$ 430.56 \$ 330.56 \$ 9,636.22 \$ 8,820.17 \$ 7,500.00 \$ 495.00 \$ 319.80	Planning & Building
	Department of Public Works Review	SMC	\$		Department of Public Works Review	SMC	\$ 400.00	
	Other Agency Total	-	\$	711.80	Other Agency Total		•	Grand Total
	Grand Total Application Fees		\$	7,653.24	Grand Total Application Fees		\$ 9,114.55	· ·
								19.1%

	FEE ITEM	AGENCY		FEES	FEE ITEM	AGENCY	FEES	Increase/De	ecrease
EXAMPLE 2: Design	Design Review Permit - Addition	P&B	\$	1,782.00	Design Review Permit - Addition	P&B	\$ 3,770.46		
Review Permit and	Grading Permit	P&B	\$	3,489.00	Grading Permit*	P&B	\$ 2,833.63		
Grading Permit to allow	CEQA Exemption	P&B	\$	287.00	CEQA Exemption	P&B	\$ 330.56		
an 1,148 sq. ft., 500 sq. ft.	Public Notice	P&B	\$	136.00					
of new deck, and major	Planning Fees Subtotal	•	\$	5,694.00	Planning Fees Subtotal		\$ 6,934.66	1	
remodel to an existing									
1,629 sq. ft. single-family					Planning Fee Note Adjustments (Not Fee Cap)				
residence, including 400					Note 12 - 25% reduction of subsequent base				
cubic yards of grading and	Planning Fee Note Adjustments (Not Fee Cap)	P&B	\$	-	permit fee (*)	P&B	\$ 6,226.25		
removal of 8 significant	Planning Fee Cap Adjustment	P&B	\$	5,614.00					
trees, on a legal 16,400	Civil/Drainage Review	P&B	\$	400.00	Civil/Drainage Review	P&B	\$ 495.00		
sq. ft. lot in Emerald Lake	Geotechnical Review	P&B	\$	622.00					
Hills	Information Technology Surcharge (4%)	P&B	\$	265.44	Information Technology Surcharge (4%)	P&B	\$ 268.85		
	General Plan Update Surcharge	P&B	\$	40.00		_		Planning & B	uilding
	Planning & Building Fees Total		\$	6,941.44	Planning & Building Fees Total		\$ 6,990.10	\$	48.66
									0.7%
	Legal Counsel Surcharge (5%)	SMC	\$	311.80	County Attorney Surcharge (5%)	SMC	\$ 336.06		
	Department of Public Works Review	SMC	\$	400.00	Department of Public Works Review	SMC	\$ 400.00		
	County Fire Review	SMC	\$	173.00	County Fire Review	SMC	\$ 187.00		
	Other Agency Total	-	\$	884.80	Other Agency Total	_	\$ 923.06	Grand Total	
	Grand Total Application Fees		\$ 7,826.24		Grand Total Application Fees		\$ 7,913.16	\$	86.92
									1.1%

	FEE ITEM	AGENCY	FE	EES	FEE ITEM	AGENCY	FEES	Increase/Decrease
EXAMPLE 3: Planned	Planned Agricultural District Permit	P&B	\$ 4,5	574.00	Planned Agricultural District Permit (fc)	P&B	\$ 9,795.99	
Agricultural District	Coastal Development Permit	P&B	\$ 3,4	489.00	Coastal Development Permit* (fc)	P&B	\$ 6,041.46	
Permit, Coastal	Grading Permit	P&B	\$ 5,3	333.00	Grading Permit* (fc)	P&B	\$ 6,791.46	
Development Permit, and	Initial Study/Mitigated Negative Declaration	P&B	\$ 2,2	234.00	Initial Study/Mitigated Negative Declaration	P&B	\$ 6,041.46	
Grading Permit for a new	Public Notice	P&B	\$ 1	136.00		-		
3,658 sq. ft. single-family	Planning Fee Subtotal		\$15,7	766.00	Planning Fee Subtotal		\$28,670.38	
residence, attached 1,358								
sq. ft. garage/workshop,					Planning Fee Note Adjustments (Not Fee Cap)			
718 sq. ft. greenhouse,					Note 12 - 25% reduction of subsequent base			
conversion of an	Planning Fee Note Adjustments (Not Fee Cap)	P&B	\$	-	permit fee (*)	P&B	\$25,462.15	
agricultural well to	Planning Fee Cap Adjustment	P&B	\$ 5,6	614.00	Planning Fee Cap Adjustment - Note 10 (fc)	P&B	\$13,541.46	
domestic, new septic	Civil/Drainage Review	P&B	\$ 4	400.00	Civil/Drainage Review	P&B	\$ 495.00	
system, water tanks, and	Geotechnical Review	P&B	\$ 6	622.00				_
1,800 c.y. of grading on a	Information Technology Surcharge (4%)	P&B	\$ 2	265.44	Information Technology Surcharge (4%)	P&B	\$ 561.46	
legal 36-acre parcel in	General Plan Update Surcharge	P&B	\$	40.00				Planning & Building
Pescadero	Planning & Building Fees Total		\$ 6,9	941.44	Planning & Building Fees Total		\$14,597.92	\$ 7,656.48
								110.3%
	Legal Counsel Surcharge (5%)	SMC			County Attorney Surcharge (5%)	SMC	\$ 701.82	
	Department of Public Works Review	SMC	\$ 4	400.00	Department of Public Works Review	SMC	\$ 400.00	
	Environmental Health Services Review	SMC	\$ 1,2	245.00	Environmental Health Services Review	SMC	\$ 1,245.00	
	County Fire Review	SMC	\$ 1	173.00	County Fire Review	SMC	\$ 187.00	
	Other Agency Total		\$ 2,1	129.80	Other Agency Total		\$ 2,533.82	Grand Total
	Grand Total Application Fees		\$ 9,0	071.24	Grand Total Application Fees		\$17,131.75	\$ 8,060.51
								88.9%

	FEE ITEM	AGENCY		FEES	FEE ITEM	AGENCY	FEES	Increase/D	Decrease
EXAMPLE 4: Resource	Resource Management Permit	P&B	\$	572.00	Resource Management Permit* (fc)	P&B	\$ 1,962.46		
Management Permit,	Grading Permit	P&B	\$	5,333.00	Grading Permit (fc)	P&B	\$ 6,791.46		
Grading Permit, and	Architectural Review Permit	P&B	\$	3,489.00	Architectural Review Permit* (fc)	P&B	\$ 6,041.46		
Architectural Review for a	Initial Study/Mitigated Negative Declaration	P&B	\$	2,234.00	Initial Study/Mitigated Negative Declaration	P&B	\$ 6,041.46		
new single-family	Public Notice	P&B	\$	136.00					
residence, pool house,	Planning Fee Subtotal	·	\$1	1,764.00	Planning Fee Subtotal		\$20,836.86		
attached garage, and ADU									
with 3,880 c.y. of grading					Planning Fee Note Adjustments (No Fee Cap)				
and removal of 6 trees on					Note 12 - 25% reduction of subsequent base				
a ac. c pa. cc. c	Planning Fee Note Adjustments (Not Fee Cap)	P&B	\$	-	permit fee (*)	P&B	\$18,835.88		
Skyllic Boalevala	Planning Fee Cap Adjustment	P&B		5,614.00	Planning Fee Cap Adjustment - Note 10 (fc)	P&B	\$13,541.46		
	Civil/Drainage Review	P&B	\$	400.00	Civil/Drainage Review	P&B	\$ 495.00		
	Geotechnical Review	P&B	\$	622.00					
	Information Technology Surcharge (4%)	P&B	\$	265.44	Information Technology Surcharge (4%)	P&B	\$ 561.46		
	General Plan Update Surcharge	P&B	\$	40.00				Planning &	Building
	Planning & Building Fees Total		\$	6,941.44	Planning & Building Fees Total		\$14,597.92	\$	7,656.48
									110.3%
	Legal Counsel Surcharge (5%)	SMC	\$	311.80	County Attorney Surcharge (5%)	SMC	\$ 701.82		
	Department of Public Works Review	SMC	\$	400.00	•	SMC	\$ 400.00		
	Environmental Health Services Review	SMC		1,245.00			\$ 1,245.00		
	County Fire Review	SMC		173.00	County Fire Review		\$ 187.00		
	Other Agency Total			2,129.80	Other Agency Total			Grand Total	
	Grand Total Application Fees		\$	9,071.24	Grand Total Application Fees		\$17,131.75	\$	8,060.51
	FEE ITEM	AGENCY		FEES	 FEE ITEM	AGENCY	FEES	Increase/D	88.9%
EXAMPLE 5: Off-street	Off-street Parking Exception	P&B	\$	2,648.00		P&B	\$ 3,477.46	increase/L	Pecrease
	CEQA Exemption	P&B	\$	287.00	CEQA Exemption	P&B	\$ 330.56		
. a 6 =x.cop a.o to ao	Public Notice	P&B	\$	136.00	o La Chempton	1 00	φ 330.30		
two covered parking	Planning Fee Subtotal	. α.υ		3,071.00	Planning Fee Subtotal	-	\$ 3,808.02	1	
	riaming ree subtotal		Ψ	3,07 1.00	l laming ree subtetain		Ÿ 0,000.02		
spaces are required) in	Information Technology Surcharge (4%)	P&B	Ś	122.84	Information Technology Surcharge (4%)	P&B	\$ 152.32		
association with a 624 sq.	General Plan Update Surcharge	P&B	\$	40.00	l l l l l l l l l l l l l l l l l l l	. 0.2	Ψ 101.01	Planning &	Building
ft. single-family residence	Planning & Building Fees Total			3,233.84	Planning & Building Fees Total	-	\$ 3,960.35	\$	726.51
addition and remodel in			*	-,			, -,	'	22.5%
Broadmoor	Legal Counsel Surcharge (5%)	SMC	\$	153.55	County Attorney Surcharge (5%)	SMC	\$ 190.40		
	Department of Public Works Review		\$	400.00	, , ,		\$ 400.00		
	Other Agency Total		\$	553.55	Other Agency Total		\$ 590.40	Grand Total	l
	Grand Total Application Fees			3,787.39	Grand Total Application Fees		\$ 4,550.75	\$	763.36
	The second secon				pp. seeded to be		, , , , , , , ,		20.2%

	FEE ITEM	AGENCY		FEES	FEE ITEM	AGENCY	FEES	Increase/Decrea	ase
EXAMPLE 6: Non-	Non-conforming Use Permit	P&B	\$	4,650.00	Non-conforming Use Permit	P&B	\$ 6,041.46		
conforming Use Permit to	CEQA Exemption	P&B	\$	287.00	CEQA Exemption	P&B	\$ 330.56		
add a 430 sq. ft. addition	Public Notice	P&B	\$	136.00					
to an existing non-	Planning Fee Subtotal	· ·	\$	5,073.00	Planning Fee Subtotal		\$ 6,372.02		
conforming single-family									
residence that will	Information Technology Surcharge (4%)	P&B	\$	202.92	Information Technology Surcharge (4%)	P&B	\$ 254.88		
encroach 3 ft. into the	General Plan Update Surcharge	P&B	\$	40.00		_		Planning & Buildi	ing
side yard setback in North	Planning & Building Fees Total		\$	5,315.92	Planning & Building Fees Total	Ī	\$ 6,626.91	\$ 1,310).99
Fair Oaks								24	4.7 %
	Legal Counsel Surcharge (5%)	SMC	\$	253.65	County Attorney Surcharge (5%)	SMC	\$ 318.60		
	Other Agency Total		\$	253.65	Other Agency Total		\$ 318.60	Grand Total	
	Grand Total Application Fees		\$	5,569.57	Grand Total Application Fees		\$ 6,945.51	\$ 1,375	
									4.7%
	FEE ITEM	AGENCY		FEES	FEE ITEM	AGENCY	FEES	Increase/Decrea	ase
EXAMPLE 7: Minor	Minor Subdivision	P&B	\$1	10,371.00	Minor Subdivision	P&B	\$11,510.29		
Subdivision to create two	CEQA Exemption	P&B	\$	287.00	CEQA Exemption	P&B	\$ 330.56		
8,000 sq. ft. lots from an	Public Notice	P&B	\$	136.00		_			
existing 16,000 sq. ft. lot	Planning Fee Subtotal		\$1	10,794.00	Planning Fee Subtotal	l	\$11,840.85		
in Weekend Acres									
	Civil/Drainage Review	P&B	\$	400.00	Civil/Drainage Review	P&B	\$ 495.00		
	Geotechnical Review	P&B	\$	622.00	Geotechnical Review	P&B	\$ 750.00		
	Information Technology Surcharge (4%)	P&B	\$	472.64	Information Technology Surcharge (4%)	P&B	\$ 523.43		
	General Plan Update Surcharge	P&B	\$	40.00		_		Planning & Build	ing
	Planning & Building Fees Total		\$1	12,328.64	Planning & Building Fees Total		\$13,609.28	\$ 1,280	
								10	0.4%
	Legal Counsel Surcharge (5%)	SMC	\$		County Attorney Surcharge (5%)	SMC	\$ 654.29		
	Department of Public Works Review	SMC	\$		Department of Public Works Review	SMC	\$ 400.00		
	Other Agency Total	· · · · · · · · · · · · · · · · · · ·			Other Agency Total			Grand Total	
	Grand Total Application Fees		\$1	L3,299.44	Grand Total Application Fees	i	\$14,663.58	\$ 1,364	
								10	0.3%

	FEE ITEM	AGENCY	FEES	FEE ITEM	AGENCY	FEES	Increase/Decrease
EXAMPLE 8: Certificate of	Certificate of Compliance Type B	P&B	\$ 6,796.00	Certificate of Compliance Type B	P&B	\$ 4,077.46	
Compliance Type B to	CEQA Exemption	P&B	\$ 287.00	CEQA Exemption	P&B	\$ 330.56	
legalize a 6,700 sq. ft.	Planning Fee Subtotal	_	\$ 7,083.00	Planning Fee Subtotal	_	\$ 4,408.02	
parcel in Los Trancos							
Woods	Civil/Drainage Review	P&B	\$ 400.00	Civil/Drainage Review	P&B	\$ 495.00	
	Information Technology Surcharge (4%)	P&B	\$ 299.32	Information Technology Surcharge (4%)	P&B	\$ 196.12	
	General Plan Update Surcharge	P&B	\$ 40.00		_		Planning & Building
	Planning & Building Fees Total	_	\$ 7,822.32	Planning & Building Fees Total	_	\$ 5,099.15	\$ (2,723.17
							-34.8%
	Legal Counsel Surcharge (5%)	SMC	\$ 354.15	County Attorney Surcharge (5%)	SMC	\$ 245.15	
	Department of Public Works Review	SMC	\$ 400.00	Department of Public Works Review	SMC	\$ 400.00	
	Other Agency Total Grand Total Application Fees		\$ 754.15	Other Agency Total	_	\$ 645.15	Grant Total
			\$ 8,576.47	Grand Total Application Fees		\$ 5,744.30	\$ (2,832.17)
							-33.0%

^{*}Calculations in these examples are only for the purposes of comparison. Actual fees may vary depending on the details of the projects.

ESTIMATION FOR COST OF PROVIDING SERVICE ON EXAMPLE HIGH VOLUME PROJECT TYPES

		Average Se	rvice Level Provi	ded by Planning	partment					
	<u>Planner</u>	Administrative	<u>Drainage</u>	<u>Geotech</u>	Other Costs	<u>Total Cost of Services</u> (Including Other Agencies)				
		Hourly Rate	<u>Staff</u> Hourly Rate	<u>Review</u> Hourly Rate	<u>Review</u> Hourly Rate		(Includ	encies)		
		No. of Hours	No. of Hours	No. of Hours	No. of Hours		Planning &	Other		
PROJECT TYPE PROPOSED FEES		\$100.00	\$61.12	\$495.00	\$750.00	Direct Costs	Building Department	Agencies	Total	
EXAMPLE 1: Design Review, Grading Permit, and Coastal Development Permit Exemption for a new 2,187-sq. ft., two-story, single-family residence with an attached 398 sq. ft. 2 car garage, including 495 cubic yards of grading and no tree removal, on a legal 6,250 sq. ft. lot in El Granada	\$ 9,114.55	66	26	1	1	\$ 290.00	\$ 9,434.12	\$ 799.75	\$10,523.87	
EXAMPLE 2 : Design Review Permit and Grading Permit to allow an 1,148 sq. ft., 500 sq. ft. of new deck, and major remodel to an existing 1,629 sq. ft. single-family residence, including 400 cubic yards of grading and removal of 8 significant trees, on a legal 16,400 sq. ft. lot in Emerald Lake Hills	\$ 7,913.16	63	26	1	1	\$ 290.00	\$ 9,134.12	\$ 923.06	\$10,347.18	
EXAMPLE 3: Coastal Development Permit, Planned Agricultural District Permit, and Grading Permit for a new 3,658 sq. ft. single-family residence, attached 1,358 sq. ft. garage/workshop, 718 sq. ft. greenhouse, conversion of an agricultural well to domestic, new septic system, water tanks, and 1,800 c.y. of grading on a legal 36- acre parcel in Pescadero	\$17,131.75	150	55	1	1	\$ 699.00	\$19,606.60	\$ 2,533.82	\$22,839.42	
EXAMPLE 4: Resource Management Permit, Grading Permit, and Architectural Review for a new singlefamily residence, pool house, attached garage, and ADU with 3,880 c.y. of grading and removal of 6 trees on a 4.8-acre parcel on Skyline Boulevard	447 404 75	129	39	1	1	\$ 580.00	\$16,528.68	\$ 2,533.82	\$19,642.50	
EXAMPLE 5: Off-street Parking Exception to allow a one-car garage (where two covered parking spaces are required) in association with a 624 sq. ft. single-family residence addition and remodel in Broadmoor	\$ 4,550.75	30	12.875	0	0	\$ 290.00	\$ 3,786.92	\$ 590.40	\$ 4,667.32	
EXAMPLE 6: Non-conforming Use Permit to add a 430 sq. ft. addition to an existing non-conforming single-family residence that will encroach 3 ft. into the side yard setback in North Fair Oaks	\$ 6,945.51	60	13	0	0	\$ 290.00	\$ 6,794.56	\$ 318.60	\$ 7,403.16	
EXAMPLE 7: Minor Subdivision to create two 8,000 sq. ft. lots from an existing 16,000 sq. ft. lot in Weekend Acres	\$14,663.58	105	30	1	1	\$ 409.00	\$13,578.60	\$ 1,054.29	\$15,041.89	
EXAMPLE 8: Certificate of Compliance Type B to legalize a 6,700 sq. ft. parcel in Los Trancos Woods	\$ 5,744.30	36	12.875	1	0	\$ 290.00	\$ 4,881.92	\$ 645.15	\$ 5,817.07	