

# City of Grass Valley

## Fee Schedule

### Fiscal Year 2016 / 2017

MASTER FEE RESOLUTION  
Effective Date: July 1, 2016  
Adopted by Resolution Number: 2016-27

<b>Description</b>	<b>Page</b>
Table of Contents	Fee 1
Introduction	Fee 2
Administration and Finance	Fee 2
Police	Fee 6
Animal Control	Fee 8
Fire	Fee 9
Development	Fee 13
Planning	Fee 17
Building	Fee 20
Engineering	Fee 30
Public Works	Fee 32
Parks, Recreation and Facilities	Fee 32
Water	Fee 34
Wastewater	Fee 38

**FEES EFFECTIVE JULY 25, 2016**

**FEES EFFECTIVE AUGUST 29, 2016**

# INTRODUCTION

The City of Grass Valley contracted with Revenue & Cost Specialists, LLC to perform a Cost of Services Study for the City of Grass Valley. The results of this study, dated March 28, 2005, were incorporated into the user fees included in this fee schedule.

Every reference in this Fee Schedule to the "Actual Cost" refers to the billing of staff time and materials incurred in order to provide the particular service. The staff time cost is the number of hours by position times the "Fully Allocated Hourly Rates" which consists of salary, benefits and overhead expenses.

## **ADMINISTRATION AND FINANCE**

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### A. Public Record / Information Request

- 1. Photo copies
  - 8 ½" x 14" or less - single sided \$0.34 / page
  - 8 ½" x 14" or less - double sided \$0.67 / page
  - 11" x 17" - single sided \$0.47 / page
  - 11" x 17" - double sided \$0.95 / page
- 2. Business License listing \$30 per report

Police, Fire and Arson reports are exempt from this section (see Police and Fire).

### B. Special Services

- 1. Labor Cost for special services provided by City staff where special interests are served (other than the general public) Fully Burdened Rate
- 2. Certification of Documents \$7.90
- 3. Bond payoff calculation not collected in advance (if fees were not collected in advance) \$141.00

### C. Business License Tax (Municipal Code 5.04)

- 1. For businesses not further described below:
  - 1 to 5 employees \$ 63.00 / year
  - 6 to 10 employees \$126.00 / year
  - 11 to 15 employees \$189.00 / year
  - 16 to 20 employees \$252.00 / year
  - 21 to 25 employees \$315.00 / year
  - 26 to 30 employees \$378.00 / year
  - 31 and over \$390.60+ \$12.60 x the number of employees over 31
- 2. Special Business permit available for businesses whose gross receipts do not exceed \$10,000.00 annually \$25.00 / year
- 3. Contractors located outside the City but working in the City \$25.00 per permit or \$120.00 per year
- 4. Itinerant merchant - Special events \$64.00 per event

- 5. Real estate operators and lessors (SIC Codes 6512 to 6519)
  - a. Operators with three or more residential units \$6.40 per rental unit
  - b. Commercial Operators \$6.40 / 1,000 sq. ft. of building space
- 6. Bingo License Fee (Municipal Code 5.12.030) \$15.00 per year

Other Fees Related to Business License Tax:

- 1. SB1186 state mandated fee \$1.00
- 2. Penalties and interest for failure to pay tax when due. For failure to pay a license tax when due, the collector shall add a penalty of 10% of said outstanding tax on the last day of each month after the due date thereof, providing that the amount of such penalty to be added shall in no event exceed 50% of the amount of the license tax due. Interest charges in the amount of 12% per year may be added to all taxes imposed and remaining unpaid after delinquency date (Municipal Code 5.04.280).
- 3. Penalty for violation (Municipal Code 5.04.290) not more than \$500.00
- 4. Duplicate and amended license fee \$33.00

Other Business License Tax and Fee Provisions:

- 1. All fees are annual unless otherwise stated.
- 2. The collector is hereby authorized to utilize the services of a collection agency as necessary to enforce the provisions of this Tax and Fee schedule.
- 3. For businesses located outside the city but operating in the city, the number of employees associated with the business for the determination of the business license tax is the number of employees related to the business activity taking place within the city limits.
- 4. The business license tax for the first year of operations will be prorated based on the number of full months remaining in the year at the date of application. The minimum business license tax for purposes of prorating is \$30.00. Special business permits will not be prorated.

- D. Transient Occupancy Tax (Municipal Code 3.16.030)
  - 1. Rent charged / Room 10% of Rent charged / Room
  - 2. Up to 30 days delinquent + 10% Penalty
  - 3. Beyond 30 days delinquent + 15% Penalty
  - 4. Interest on delinquencies + 1 1/2% per month
- E. Real Property Transfer Tax (Municipal Code 3.20.020) \$0.275 / \$500.00 of sale price
- F. Handbills & Circulars (Municipal Code 5.28.090) - Distribution License
  - for 1 year \$35.00
  - for 3 months \$20.00
  - for 1 week \$10.00
- G. Returned Check fee \$30.00

- H. Franchise Fees
  - PG&E - Municipal Code 5.24 - (Gas) and Ordinance 35 N.S. (Electric)
  - Waste Management - Solid Waste Pickup set by contract reference Resolution #2012-69
  - Cable Television - Municipal Code 5.16.120
- I. Auctioneers License - refer to Municipal Code 5.08.050
  - 1. Having maintained business in City within 2 years where goods were sold \$20.00/ day
  - 2. All others
    - a. First class license - one day only \$150.00
    - b. Second class license - yearly \$1,000.00
- J. Downtown Business Improvement District - refer to Municipal Code 12.40.040 - basic rates:

<u># Employees</u>	Zone 1	Zone 2
	<u>Rate</u>	<u>Rate</u>
1	\$ 22.50	\$ 17.50
2	39.00	32.50
3	57.00	47.50
4	75.00	62.50
5	93.00	77.50
6	108.00	90.00
7	123.00	102.50
8	138.00	115.00
9	153.00	127.50
10	168.00	140.00
11	180.00	150.00
12	192.00	160.00
13	204.00	170.00
14	216.00	180.00
15	228.00	190.00
16	237.00	197.50
17	246.00	205.00
18	255.00	212.50
19	264.00	220.00
20	273.00	227.50
21	279.00	232.50
22	285.00	237.50
23	291.00	242.50
24	297.00	247.50
25	303.00	252.50

Business type factors:

Retail	8
Bars, Restaurants, Theaters or Amusements	4
Professional, Services, Financial Lending, Hotels & other	3

The total assessment is calculated by multiplying the employee rate times the business type factor.

For over 25 employees use the 25 employee rate plus \$ 2.00 per each additional employee.

Minimum assessment	Zone 1 \$100.00
	Zone 2 \$75.00
K. Standard Appeal fee - Appeal of Staff decision to Council (Refunded if City Council finds in favor of appellant)	\$310.00

# POLICE

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A.       DUI Investigation and Reports \$1.70/ minute  
           Using *per minute rate*, costs shall be recovered based upon the total number of  
           minutes expended by the police department during the response.

B.       Record Request Fee \$15.50 1st 10 pages  
\$ 0.25 per additional page

C.       Fingerprinting Fee \$12.00

D.       Parking Permits \$45.00 / quarter

E.       Parking Violation Penalty Fees

<u>CITATION</u>	<u>ORIGINAL</u>	<u>WITH FIRST PENALTY *</u>	<u>WITH DMV HOLD**</u>
Disabled parking	\$290.00 (State Law)	\$366.00	\$370.00
Parking - Red, Yellow, White, and Green Zones	\$50.00	\$79.00	\$94.00
Posted No Parking and Blocking Crosswalk	\$50.00	\$79.00	\$94.00
Expired Registration	\$107.00	\$130.00	\$157.00
Use of Street for Storage	\$47.00	\$78.00	\$94.00
Other Parking Violations Listed Below:	\$47.00	\$78.00	\$94.00

Blocking Driveway; On Sidewalk; Double Parked; Over 18 inches from curb; Facing Wrong Way; Parked in Traffic Lane; Wheel Cramp; Fire Hydrant; Permit Parking; Overtime Parking; Parking Out of space; and all other Parking Violations.

\*If the original bail is not paid within 15 days of the date of the issuance of the citation.

\*\*If the bail is not paid and is submitted to DMV for a hold.

Administrative Fee – Dismissal of Disabled Cite \$25.00

F.       Vehicle Abatement - Public or Private Property \$280.00

G.       Concealed Weapon License Processing Fee (Municipal Code 9.20.020)  
           New \$375.00 plus current DOJ fee & psychological exam fee  
           Renewal \$62.00 plus current DOJ fee & psychological exam fee

H.       Solicitors

1. Department of Justice (DOJ) Check Required Current DOJ fee
2. Bond or Cash if Demanding Deposit of money in advance of  
 final delivery or performance of services (Municipal Code 5.36.060) \$520.00
3. Peddler / Vendor Permit Application Fee \$45.00

I.	Bicycle Fees (Municipal Code 10.26.020)	
	License	\$1.00
	Transfer Ownership	\$1.00
	Fine for Violation	up to \$10.00
J.	Second Hand Dealer Permit	\$57.00 plus current DOJ fee
K.	Alcohol Permits Filing Fee	\$5.00
L.	Special Events Fee - must be a benefit to all the residents of Grass Valley (includes Veterans Building events)	\$30.00
M.	Vehicle Release - Impounded - Administrative Hearing Required	\$156.00
N.	False Alarm Response Fee - After Notification	
	1st Alarm	\$44.00
	2nd Alarm	\$94.00
	Each subsequent alarm per year	\$188.00
O.	Booking Fee Recovery	\$165.00 (County Cost +1.00 City Admin Fee)
P.	Firearm Dealer Permit	
	Application	\$240.00
	Renewal Fee	\$38.00
Q.	Taxicabs & Horse drawn carriages - Drivers Permit (Municipal Code 5.40.200)	
	First year	\$77.00/ Driver plus DOJ fingerprint fee
	Renewal Fee per year (Municipal Code 5.40.230)	\$77.00 / Driver plus DOJ
	Taxicab Stand Permits / year (Municipal Code 5.40.290)	\$45.00 / cab
R.	Special Services (i.e. Filming, Photography)	Actual Cost
	Deposit	Estimated cost of providing this service
S.	Local Criminal History Review	\$70.00
T.	Visa clearance letter for City residents	\$25.00
U.	Card room license (per card table annually)	\$167.00
V.	Towed Vehicle Release/Non-Impound Admin Fee	\$50.00
W.	Massage Operator's Permit- New	\$95.00
X.	Massage Operator's Permit- Renewal	\$35.00
Y.	Massage Operator's Permit- Ownership Change	\$35.00

# ANIMAL CONTROL

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A.	Licensing		
	1. Dog (spayed or neutered)		\$12.00 / year
	2. Dog (non-spayed or neutered)		\$24.00 / year
	3. Duplicate - replacement tag		\$3.00
	4. Guide Dog		\$0
	5. Law Enforcement Dog		\$0
	6. Penalty on License Requirement (after August 1st)		\$12.00
B.	Impounding	<u>Dogs</u>	<u>Cats</u>
	1st Offense	\$ 87.00 + Board	\$ 31.00 + Board
	2nd Offense	\$131.00 + Board	\$ 47.00 + Board
	3rd Offense	\$175.00 + Board	\$ 62.00 + Board
	4th Offense	\$213.00 + Board	\$140.00 + Board
	5th Offense and Subsequent	\$314.00 + Board	\$140.00 + Board
C.	Feeding and Boarding animals associated with Animal Impound		
	1. Dogs		\$25.00 / day
	2. Cats		\$12.00 / day
	3. Other animals	Actual costs + 25% administrative fee	
D.	Fee for Redemption of non-spayed / neutered pets		
	1 <sup>st</sup> offense		\$62.00
	2 <sup>nd</sup> offense		\$94.00
	3 <sup>rd</sup> offense		\$188.00
E.	Animal Turn-In Fee		
	Dogs (turned in by owner)		\$31.00
	Cats (turned in by owner)		\$25.00
F.	Quarantine		
	Dogs		\$30.00 / day
	Cats		\$20.00 / day
	Other animals	Actual costs + 30% administrative fee	
G.	Adoption		
	Dogs – spayed/neutered*		\$90.00
	Cats – spayed/neutered*		\$55.00
	*in extenuating circumstances in which an unspayed/unneutered animal is adopted, a portion of the fee (\$75 for dogs, \$40 for cats) represents a refundable spay/neuter deposit		
H.	Disposal		
	Cat or small dog		\$40.00
	Medium or Large Dog		\$60.00
I.	Other charges		
	Other services provided such as veterinary services, services after normal operating hours and capture services shall be charged at the actual costs.		

# FIRE

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Fees apply to all state required inspections and permits as well as Uniform Fire Code Inspections. All fees are a deposit applied towards the actual cost of service.

A.	Inspections	
	Standard Inspection & Plan Review Fee	\$93.00/Hour
	Residential Care / Child Care	1 to 12, \$93.00
	Residential Care / Child Care	greater than 12, \$184.00
	Inspections after business hours	\$184.00
	Special inspections	\$184.00

Failure to cancel any scheduled inspection before inspectors leave office for the inspection will result in the following charges: 10% of the original fee + the original fee.

B.	Building Plan Review: <u>New Occupancies</u>	
	Building Plan Review fees are due at the time the plans are submitted to the Building Department. Fees will be charged in accordance with the following:	
	1 - 2,499 sf	\$184.00
	2,500 - 4,999 sf	\$366.00
	5,000 - 9,999 sf	\$608.00
	10,000 - 24,999 sf	\$1,379.00
	25,000 - 39,999 sf	\$1,841.00
	40,000 and greater sf	\$2,305.00

C.	Building Plan Review: <u>Existing Occupancies</u>	
	Building Plan Review fees are due at the time the plans are submitted to the Building Department. Fees will be charged in accordance with the following:	
	1 - 2,499 sf	\$184.00
	2,500 - 4,999 sf	\$273.00
	5,000 - 9,999 sf	\$547.00
	10,000 - 24,999 sf	\$915.00
	25,000 - 39,999 sf	\$1,104.00
	40,000 and greater sf	\$1,379.00

D.	Plan Review - Water Storage System	\$136.00
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E.	Hazardous Materials Response	FBR
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F.	Fire Alarm Systems Plan Review Fee	
	Fee includes plan review, two (2) field inspections and testing of the system	
	New system; 1 - 9,999 sf	\$184.00
	New system; 10,000 sf or greater	\$273.00
	Existing system; 1 - 999 sf,	\$93.00
	Existing system; 1,000 sf or greater	\$184.00

G.	Hood / Duct Systems Plan Review Fee	
	Fee includes plan review, one (1) field inspection and testing of the hood /duct fire suppression system	\$184.00

H.	Spray Booth / Suppression Plan Review Fee Fee includes plan review, one (1) field inspection, and testing	\$230.00
I.	Fire Sprinkler Systems Plan Review Fee Fee includes plan review, Hydro Test of sprinkler system only, piping inspection and final inspection	
	New systems; 1 - 49 heads	\$458.00
	New systems; 50 - 99 heads	\$550.00
	New systems; greater than 99 heads	\$646.00
	Alterations or Additions to an existing system; 1 - 49 heads	\$93.00
	Alterations or Additions to an existing system; greater than 49 heads	\$184.00
	Residential - fee includes the plan review, inspection and testing	\$184.00
J.	Underground Supply Line for Fire Sprinkler Systems New systems, Alterations or Additions to an existing system This fee includes plan review, Hydro Test, field inspection and flushing	\$184.00
K.	Hydrant plan review Fee is for plan check, one (1) field inspection, hydro test and flow test	\$285.00
L.	Subdivision or Other Site Design Approval Plan Review Second dwelling	\$230.00
	Subdivision or other site design approvals 1 - 4 parcels,	\$230.00
	Subdivision or other site design approvals 5 - 9 parcels,	\$230.00
	Subdivision or other site design approvals greater than 9 parcels,	\$458.00
	Use permit	\$93.00
	Site Plan	\$93.00
	Fee covers any map or plan submitted for approval of fire access roads, protection systems and other related items	
M.	Fuel Tank Installation - Under or Above Ground Each additional (under or above)	\$272.00 \$42.00
N.	Tank Removal Each additional	\$184.00 \$42.00
O.	Fireworks Storage Public Fireworks Display (Municipal Code 8.44.010 – Fireworks Prohibition)	\$133.50 \$222.00
P.	Debris Burn	Actual Costs
Q.	Alarm Activations - False Alarms Response to alarm activations will be charged upon the third and subsequent alarm activation within a one year period.	\$128.50 penalty, plus actual response costs

R.	False Calls - Negligence Calls - Assistance Calls Costs may be recovered for responses to those calls that would otherwise not be considered an emergency but were dispatched as such, based upon information relayed to the Emergency Dispatch Center. This may also pertain to non-emergency responses to care facilities where trained in-house staff is provided.	Actual Costs
S.	DUI Emergency Response Recovery Fee	Actual Costs, \$182.00 minimum
T.	Report Fees Incident reports Investigation reports / Inspection reports	Actual Costs, \$10.00 minimum
	1 to 10 pages	\$10.00
	11 to 20 pages	\$20.00
	Each page over 20	\$1.00
U.	Photograph 8x10 w/thumbnaill pics Photo CD with all pics	\$15.00 \$25.00
V.	Permit Fees - Required Occupancies / Processes Annual Fees for permits, as provided by Section 105 of the 2007 California Fire Code, shall be charged on an hourly standard inspection basis. Permits shall not be valid until the applicant has paid the required fee at the time of the receipt of the permit. Permits are good for one year from date of issuance. Business license fees are in addition to this fee.	
W.	Yard debris removal (Municipal Code 8.16.080)	Actual Costs (Lien on Property)

## GENERAL FIRE DEPARTMENT REQUIREMENTS

1. **If the plans submitted for review are, in the opinion of the Fire Marshal and/or Plan Reviewer, complicated or would take an excessive amount of time to review, he/she may submit such plans to an outside agency or person for review. The fee billed for the plan review shall be that which the outside agency or person charges for the plan review, plus inspection fees.**
2. If the plans submitted for review are, in the opinion of the Fire Marshal and or the Plan Checker, incomplete or unreadable, he/she may return the plans for revisions to be made. The fee for this shall be the Standard Inspection Rate (\$93/hr), one (1) hour minimum, plus the plan review fee as listed in this fee schedule.
3. Information contained on plans and notes shall be of sufficient detail to allow determination of the code and standard compliance by the examiner. Plans shall bear the stamp and number of the registered professional engineer or licensed contractor responsible for submittal.
4. Business inspection fees are to be billed and collected by the fire department.  
Note: Plan review fees for building plan reviews shall be collected by the City of Grass Valley Building Department, at the time of submittal. Subdivision plan review fees shall be paid to the City of Grass Valley Planning Department, at the time of submittal.
5. Plan review fees are due upon plan submittal. Additional fees imposed, i.e., extra inspections, firefighter / equipment stand by, etc, shall be paid in full 30 days after mailing date of notice of payment. Fees not paid within 30 days will be assessed late fees of 20% of the outstanding balance. Fees more than 60 days late may be turned over to a collection agency.
6. The Fire Chief and/or the Fire Marshal for the City of Grass Valley Fire Department shall reserve the right to determine the level of staffing / equipment standby required for any special event.
7. **Those services for which a flat fee is charged, and that require a significant amount of time in excess of the amount of time used to calculate the flat fee, may result in additional charges based upon the actual excess time spent at \$93.00 per hour.**

# DEVELOPMENT

## A. RESIDENTIAL DEVELOPMENT IMPACT FEES

	<u>Single Family</u>	<u>Duplex</u>	<u>Multi Family</u>
1 Drainage	\$ 733.86	\$ 215.42	\$ 215.42
2 Fire Services	776.40	622.32	638.71
3 Police Services	309.44	248.00	257.96
4 Admin./Gen. Fac.	426.99	342.64	351.42
6 Parks and Rec	<u>2,628.39</u>	<u>2,106.72</u>	<u>2,162.26</u>
 Total per dwelling unit (not including the GVTIF – see below)	 <u>\$ 4,875.07</u>	 <u>\$ 3,535.12</u>	 <u>\$ 3,625.78</u>

Per Resolution 08-72, or as adopted by the Nevada County Transportation Commission (NCTC), the following table shows the GVTIF and RTMF for residential development:

	<u>GVTIF</u> (Per Unit)	<u>Admin. Charge for</u> <u>GVTIF</u> (at 3.0% Per Unit)	<u>RTMF</u> (with Admin.) (Per Unit)	<u>Total GVTIF + RTMF</u> (with Admin.) (Per Unit)
Single-Family	\$ 2,643.69	\$ 79.31	\$ 4,201.23	\$ 6,924.23
Multi-Family	1,763.32	52.90	2,950.08	4,766.30
Mobile Home	2,056.34	61.69	** 2,950.08	5,068.11
Senior Housing	1,120.69	33.62	1,527.72	2,682.03

\*\* Mobile homes located in a mobile home park will be calculated as multi-family dwelling units and mobile homes located on individual lots will be calculated as single-family dwelling units.

## B. NON RESIDENTIAL DEVELOPMENT IMPACT FEES

1. Per Resolution 08-72, or as adopted by the Nevada County Transportation Commission (NCTC), the following table shows the GVTIF and RTMF for non-residential development:

	<u>GVTIF</u> (Per 1,000 SF)	<u>RTMF</u> (with Admin.) (Per 1,000 SF)	<u>Total GVTIF +</u> <u>RTMF (with</u> <u>Admin.)</u> (Per Unit)
Retail – Low <sup>1</sup>	\$ 5,475.02	\$ 3,102.00	\$ 8,577.02
Retail – Medium <sup>2</sup>	9,001.66	5,190.90	14,192.56
Retail – High <sup>3</sup>	15,530.57	13,986.50	29,517.07
Office <sup>4</sup>	2,845.45	1,329.90	4,175.35
Light Industrial <sup>5</sup>	1,179.80	545.60	1,725.40

Per Grass Valley Transportation Impact Fee Program Nexus Study, dated August 2008, prepared by EPS:

<sup>1</sup> Retail – Low primarily means commercial development generating a low intensity of vehicle trips. Specific uses include specialty retail, book, video rental stores, professional services, barber

shops, dry cleaners, discount clubs, hardware/ paint, appliance, electronic, home supply, tire stores, health clubs, new car sales, furniture stores, and quick service oil change centers.

<sup>2</sup> Retail – Medium primarily means commercial development generating an average number of vehicle trips. Specific uses include clothing stores, banking services, auto parts stores, auto service centers, other auto-related services, arts and crafts stores, hotels/ motels, daycare/14 students equates to 1,000 sf of retail medium

<sup>3</sup> Retail – High primarily means commercial development generating an excessive number of vehicle trips. Specific uses include restaurants w/ drive-through window, banking services w/ drive-through teller, car sales, convenience stores, gas stations, drug stores, restaurants, movie theaters, and supermarkets.

<sup>4</sup> Office primarily means office development. Specific uses include insurance, real estate, and administrative services, hospital, and in-office medical and in-office dental services.

<sup>5</sup> Light Industrial primarily means industrial development. Specific uses include manufacturing; light/ heavy industrial uses; processing; fabricating; assembly; refining; repairing; goods packaging and treatment; material, produce, and sheet metal treatment; welding shops; wholesale lumber and contractor yards; and warehouse and mini-storage facilities.

2. Drainage - Commercial and Industrial, per 1,000 square feet of impervious surface- **\$103.85** in accordance with Development Impact Fee (Chapter 8 – Drainage Improvements).

3. Public Safety and General Administration (*no Park/Recreation Fees for non-residential projects*):

<u>Per 1,000 sq. ft.</u>	<u>Fire</u>	<u>Police</u>	<u>Administration</u>
<b>Commercial/Shopping Center</b>			
0- 25K gross leasable area	\$ 689.05	\$ 566.58	\$ 229.26
26- 50K gross leasable area	590.57	528.80	204.23
51-100K gross leasable area	516.79	459.75	172.13
101-200K gross leasable area	459.36	391.92	152.84
201K + gross leasable area	413.43	341.56	137.69
<b>General Office</b>			
0-10K gross floor area	926.07	265.31	308.44
11-25K gross floor area	857.88	214.19	348.24
26-50K gross floor area	807.58	182.67	269.20
51K + gross floor area	762.80	155.70	257.44
<b>Industrial</b>			
Business Park	648.38	148.95	217.55
Mini-Warehouse	9.19	29.17	2.74
Warehousing	263.56	57.89	88.11
Manufacturing	349.40	44.57	123.25
Light Industrial	477.09	81.51	16.55
<b>Other Nonresidential</b>			
Medical-Dental Office	838.24	421.76	278.82
Hospital	698.45	205.09	232.70
Day Care (per student)	32.91	52.27	110.28
Lodging (per room)	146.99	113.21	49.01

The commercial rate is applied to all developments on land zoned OP, C-1, C-2, C-2A and C-3 and not requiring a use permit.

The industrial rate is applied to all developments on land zoned CBP, -1, -2 and M-L and not requiring a use permit.

**C. OTHER DEVELOPMENT IMPACT FEES AND POLICIES**

1. Appeals filed with City Council \$310.00
2. In Lieu of off street parking in downtown area **\$2,363** / 200 square feet  
of building area or fraction thereof  
- refer to Ordinance No. 350 N.S
3. Recapture fees for McKnight Way Interchange \$1,525 per acre or \$.30 / square  
foot  
- refer to Resolution 88-275
4. Traffic Mitigation Fee for the Glenbrook Basin Refer to Ordinance 699
5. When existing buildings on the same lot are demolished to allow for new construction, the impact fee amount for the new construction will be offset by an amount equal to fees calculated based on the buildings demolished. In any case, the credit will not exceed the total impact fee for the new development.
6. A credit of up to 50% for the Fire Service portion of the City's Development Impact fee may be approved in writing by the Fire Chief if automatic sprinkling and other advanced fire prevention equipment is installed in a new building that, given the use, can demonstrably and factually justify a proportionate reduction in the ongoing need for fire service.
7. A credit of up to 50% for the Police Service portion of the City's Development Impact fee may be approved in writing by the Chief of Police if advanced security equipment is installed in a new building that, given the use, can demonstrably and factually justify a proportionate reduction in the ongoing need for police service.
8. Any future conversion in use of a development subject to these Impact Fees that creates a higher impact on City services than the original use will require the payment of additional Impact Fees. This amount shall be equal to the difference in fee calculation between the two uses calculated using the current Impact Fee rates.

**D. ADMINISTRATIVE APPEALS PROVISION**

1. A developer of any project subject to development impact fees may apply to the City Council for a waiver, reduction or adjustment to the fees. The application shall be made in writing and filed with the City Community Development Director, or his or her designee (for purposes of this Section, the Director). The application shall state in detail the factual basis for the request for waiver, reduction, or adjustment. The Director shall make a recommendation to the City Council for consideration at a public meeting. Subject to the applicants' right to protest, the decision of the City Council shall be final. If a reduction, adjustment or waiver is granted, any change in use within the project shall invalidate the waiver, adjustment or reduction of the fee.
2. Fee Protests. Any landowner, developer or other aggrieved party may file a protest

of the Development Impact fees provided for herein in the manner provided and within the times provided for in sections 66020 and 66021 of the Government Code. For the purposes of determining the applicable time and limitation periods set for this, the date of the imposition of fees under this Article shall be the date of the earliest legislative approval by the City of the Development project upon which the fees are imposed as a condition of approval of the project.

**E. ANNUAL UPDATE**

The City Engineer shall, as part of the City's annual budget process, update the Development Impact Fee program by applying an inflation/escalation cost factor (i.e. Engineering News Record Construction Cost Index) and calculate the change in development impact fees for consideration by Council either during the public hearing on the budget/fee package or at a separate public hearing for this specific purpose. If needed, project lists will be modified appropriately.

# PLANNING

=====		
A.	Agenda Cover Sheet Mailing	
	1. Planning Commission	\$51.00 / year
	2. Development Review Committee	\$51.00 / year
B.	Annexation Application	Actual Costs - Deposit \$6,355.00
C.	Appeals	
	1. Planning Commission	\$356.00
	2. All Others to City Council	\$310.00 or 20% of Application whichever is greater
	Appeal fees are refunded if ruling is in favor of the appellant.	
D.	Condominium Conversions	Actual Costs - Deposit \$3,976.00
E.	Sign Reviews/Permits	
	1. Minor - DRC, Historic District, Monument Signs or other districts having specific design criteria	\$266.00
	2. Major – Master Sign Programs	\$1,049.00
	3. Exceptions to Sign Ordinance	\$781.00
F.	Development Review	
	1. Minor Development Review - Any expansion or new construction for a building or facility under 10,000 sq ft. and new or substantial modifications to parking lots	\$1,464.00
	2. Major Development Review - Any expansion or new construction for a building or facility over 10,000 sq ft.	\$2,650.00
	3. Other Development Review/Applications:	
	a. DRC Conceptual Review - minor - 1 meeting; façade changes Historic District	\$333.00
	b. DRC Conceptual Review - major - 2 meetings	\$661.00
	c. Plan Revisions (Staff review)	\$255.00
	d. Plan Revisions (DRC/PC review)	\$671.00
	e. Extensions of Time (Staff review)	\$221.00
	f. Extensions of Time (DRC/PC review)	\$487.00
G.	Development Agreements	
	1. New	Actual Costs - Deposit \$14,986.00
	2. Revision	Actual Costs - Deposit \$5,589.00
H.	Easements (covenants and releases)	\$1,337.00
I.	Environmental Review	
	1. Initial Study	\$1,385.00
	2. EIR Preparation	Actual Costs - Deposit \$25,594.00
	3. Notice of Determination	\$118.00 + Dept. of Fish and Game Fees
	4. Notice of Exemption (From CEQA)	\$118.00 + County Filing Fee
J.	General Plan Amendments	\$5,977.00
K.	Planned Unit Developments	\$6,591.00
L.	Specific Plan Review	
	1. New	Actual Costs - Deposit \$13,758.00
	2. Amendments/Revisions	Actual Costs - Deposit \$ 5,668.00*

\*Depending on amendment, deposit can be reduced by Community Development Director

M.	Subdivisions			
	1. Tentative Map (4 or fewer lots)			\$2,827.00
	2. Tentative Map (5 to 10 lots)			\$3,929.00
	3. Tentative Map (11 to 25 lots)			\$5,264.00
	4. Tentative Map (26 to 50 lots)			\$7,220.00
	5. Tentative Map (51 lots or more)			\$10,574.00
	6. Minor Amendment to Approved Map (staff)			\$899.00
	7. Major Amendment to Approved Map (public hearing)			\$1,972.00
	8. Reversion to Acreage			\$619.00
	9. Tentative Map Extensions			\$847.00
	10. Lot line adjustments			\$983.00
	11. Quimby Act Park Fees in lieu of dedication of park land as required by Chapter 17.86 of the Development Code (paid prior to recordation of the map).			
		<u>Single Family</u>	<u>Duplex</u>	<u>MultiFamily</u>
	Per lot type	\$1,052.00	\$844.00	\$866.00
N.	Use Permits			
	1. Limited Term Permits			\$523.00
	2. Minor Use Permit – Staff Review			\$414.00
	3. Major Use Permit – Planning Commission Review			\$2,451.00
O.	Variances			
	1. Minor Variance – Staff Review			\$414.00
	2. Major Variance – Planning Commission Review			\$1,641.00
P.	Zoning Review			
	1. Zoning Interpretation and Compliance Letters			\$178.00
	Includes review of Home Occupation and Second Unit proposals: all written interpretations on zoning issues			
	2. Zoning Text Amendment			\$2,493.00
	3. Zoning Map Amendment			\$4,093.00
Q.	Other Fees			
	1. Department of Fish and Game Fees - Varies according to environmental determination			
	<b>Note:</b> Fish and Game Fees vary according to the environmental determination (Negative Declaration or Environmental Impact Report). In all cases the applicant is responsible for paying the fee upon filing a notice of determination with the Nevada County Clerk’s Office. The Ca. Dept. of Fish and Game and County Clerk fees are listed on the City’s application form.			
	2. Other Agency Review Fees		Varies according to Agency	
	Note - Other Agency review fees are the responsibility of the applicant to pay directly to the particular Public Agency upon request.			

3. Hourly Rate for Special Meetings

a. Planning Commission

First Hour - \$689.00

Each Add'l Hr. - \$160.00

b. Development Review Committee

First Hour - \$960.00

Each Add'l Hr. - \$160.00

4. Research – Staff

Fully Burdened Rate

If possible, allow the requestor to do the research in order to free up staff.

R. Multiple Applications – If a proposed project includes several different applications, one of which is a deposit based application, the City shall process all the applications as a deposit-type account. The applicant shall submit a fee for the two largest applications as the initial deposit and shall be responsible for maintaining a minimum balance of \$2,000 during the processing of the project.

S. Landscape/Irrigation Permit

\$195.00

# BUILDING

**TABLE "A" ADMINISTRATIVE FEES**

<u>CODE</u>		<u>FEE</u>
102	Administrative Support/Research Time (Minimum 15 minutes)	Actual Cost
103	Inspection/Unit/Site Visit (5 minutes Support Time + 10 minutes Travel Time + 20 minutes Inspection Time = 35 minutes total)	\$146.00
104	Pre-Alteration Inspection A general inspection to establish the requirements or feasibility to a permitted activity or application	\$146.00
105	Compliance Inspection A general inspection to determine if all improvements have been permitted and check on potential code compliance issues	\$146.00
106	Inspections Outside Normal Business Hours (if staff is available) At Cost based on time and a half rate with 2 hour minimum	\$275.00
107	Re-inspection/Additional Inspection Fee during Normal Business Hours Fee assessed for each additional site visit required to approve the portion of work for which inspection was requested. Assessed fees to be paid prior to next site inspection (30 minute minimum)	\$86.00
108	Certificate of Occupancy Inspection Commercial projects with no building modifications. Required for all changes in use or occupancy classification set (1 hour minimum)	\$144.00
109	Site Plan Approval (additions, revisions/changes to approved plans)	\$109.00
110	Miscellaneous Plan Checks (review of plans for building, plumbing, mechanical and electrical)	65% of building permit fee
111	Preliminary Project Review (2 hour minimum)	\$314.00
112	Technical Report Review Fee (2 hour minimum) Review of reports relating to soils engineering, energy, hydrology, geotechnical, snow study, wind, structural analysis, etc.	\$275.00
113	Replacement of Inspection Record Card For a Residential or Commercial Project	\$51.00
114	Replacement of Expired Permit (Requires a requesting letter)	\$105.00
114A	Extension of Time for issued permits	<b>\$48.00</b>
115	Transfer of Permit (Requires a requesting letter)	\$51.00
116	Copies of Approved Plans	Actual Cost
117	Photocopying, per page face	\$0.34/page
118	Publications	Actual Cost

119	Witness Fee (Cost as provided in Govt. Code Section 68096.1)	Actual Cost
120	Building Code Investigation Fee (work without a permit) Fee: Pursuant to CMC Section 15.08.070	Actual Cost
121	Code Enforcement Assistance Expenses (30 minute minimum)	\$218.00
122	Compliance Letters (Written request describing information or documentation required at 90 minute minimum)	\$213.00
123	Refund Processing Fee	\$65.00
124	Appeals Board Application Fee: Pursuant to CMC Section 15.08.030	\$255.00
125	Full Time/Continuous Inspection The provision of this service is subject to staff and/or availability of consultant	Actual Cost - Minimum Deposit \$1,019.00
126	Temporary/Conditional Occupancy (subsequent to an existing permit) Request for occupancy (max. 90 days) premature to final	\$440.00
127 Thru 140	Construction Permit Inspection and Plan Review Fees - see New and Remodel Construction Fee Schedule	

**New and Remodel Construction Fee Schedule**

*Fee = Base Rate Plus Square Footage Times Rate per Sq. Ft.	TOTAL BASE RATE	PER SQUARE FOOT RATE
Code		
127 Residence (Site Built) - Includes single family and secondary/guest house and the square footage of any attached garage, porches, patios and decks. Up to 1,600 sq ft After 1,600 sq ft	\$1,453.00	\$0.61 \$0.44
128 Residence (Factory Built) - Includes modular homes and the square footage of any attached garage, porches, patios and decks. Up to 1,700 sq ft After 1,700 sq ft	\$399.00	\$0.54 \$0.40
129 Residential Additions/Conversions - Includes additions/conversions to residential structures and occupancy changes to existing floor areas Up to 300 sq ft After 300 sq ft	\$1,328.00	\$1.49 \$1.11
130 Residential Remodels Up to 500 sq ft After 500 sq ft	\$174.00	\$1.17 \$0.89
131 Garages/Carports/Shops/Sheds - Includes workshop, carport, garage (new or detached) Up to 500 sq ft After 500 sq ft	\$605.00	\$1.49 \$1.11
132 Offices - Includes banks, offices, hospital, fire station	\$2,305.00	

	Up to 3,500 sq ft		\$0.29
	After 3,500 sq ft		\$0.22
133	Industrial/Manufacturing	\$766.00	
	Up to 15,000 sq ft		\$0.23
	After 15,000 sq ft		\$0.18
134	Retail Buildings - Includes restaurant and retail store	\$910.00	
	Up to 5,000 sq ft		\$0.85
	After 5,000 sq ft		\$0.64
135	Parking Structure (Public Garage)	\$603.00	
	Up to 25,000 sq ft		\$0.13
	After 25,000 sq ft		\$0.09
136	Assembly Buildings/Schools - Includes auditoriums, churches, theaters	\$246.00	
	Up to 3,300 sq ft		\$0.40
	After 3,300 sq ft		\$0.31
137	Auto Service/Fuel - Includes service station, canopies over pump areas. Foodmart or retail sales not included (covered under retail buildings).	\$82.00	
	Up to 15,000 sq ft		\$0.19
	After 15,000 sq ft		\$0.13
138	Multi-Residential - Includes two or more attached units including duplexes, triplexes, apartments and hotels/motels	\$3,935.00	
	Up to 20,000 sq ft		\$0.85
	After 20,000 sq ft		\$0.64
139	Hangers/warehouses - Includes hangers, mini-storage, warehouses	\$2,112.00	
	Up to 10,000 sq ft		\$0.52
	After 10,000 sq ft		\$0.39
140	Remodel/commercial conversion/tenant improvements to existing building - Includes all commercial interior changes	\$323.00	
	Up to 3,000 sq ft		\$0.39
	After 3,000 sq ft		\$0.31

Notes:

- 1) To complete calculations for commercial projects, the highest intensity occupancy or use of the building or structure shall determine the occupancy for the total square footage. Residential calculations are based on each specific use or category and use per square foot and then highest base rate for each.
- 2) Fees include electrical, mechanical, plumbing plan review and inspection.
- 3) Plan review fee covers initial plan check and one plan review re-check. **Additional plan reviews and reviews to approved plans will be assessed a plan check fee at the Department Hourly Rates.**
- 4) Inspection Fee covers the basic required schedule of inspections plus one re-inspection. Re-inspections and progress inspections will be assessed an inspection fee at the Department Hourly Rate or 30 minute minimum.

**A PLAN CHECK FEE IS COLLECTED WHEN PLANS ARE SUBMITTED AND BASED ON 65% OF THE BUILDING PERMIT FEE (plan check fee is included in the building fee).**

**TABLE "B" BUILDING PERMIT FEES**

**GENERAL NOTES**

- Permit fees for TABLE B (when plan review is not required):  
Site visit(s)/inspection unit plus 15 minutes Administrative support time at FBR
- Plan review fees for TABLE B:  
Plan review time plus 30 minutes Administrative support time / both at FBR
- Additional site visits:  
One inspection unit assessed for each additional site visit

<u>CODE</u>	<u>PERMIT TYPE</u>	<u>FEE</u>
201	DEMOLITION 2 Inspections required: Pre-Inspection/Final	\$207.00
202	FOUNDATION (under existing buildings) Plan Review Required 3 Inspections required: Footing / Frame / Final	\$578.00
203	SIDING (not allowed over asbestos shingles) 2 Inspections required: Pre-alteration / final	\$207.00
204	REROOF (does not include skylights) Tear off with new sheathing: 3 Inspections required per building: Pre-sheathing/Sheathing/Final	\$285.00
205	Tear off using existing sheathing: 2 Inspections required: Sheathing / Final	\$207.00
206	ROOF OVERLAY: 2 Inspections required: Pre-inspect / Final	\$207.00
207	PATIO ENCLOSURES (manufactured) Plan Review Required 1 Inspections required: Final	\$275.00
208	PATIO COVERS Open with solid roof / freestanding or attached Plan Review Required 3 Inspections required: Footing / Frame & sheathing / Final	\$473.00
209	Open with non- solid roof / freestanding or attached (Includes wood and metal gazebos and trellises) Plan Review Required 2 Inspections required: Footing / Final	\$356.00
210	WOOD DECKS / BALCONIES (with or without covers) Plan Review Required 2 Inspections required: Footing / Final	\$392.00
211	STAIRS (wood / metal / other) Plan Review Required (unless replacing like for like) 2 Inspections required: Frame/Final	\$356.00

	RETAINING AND OTHER WALLS	
	Plan Review Required (must be engineered)	
	Note: Permit required if wall height exceeds four feet (4') measured from <u>bottom of footing</u>	
212	<u>Masonry</u> Inspections required: Foundation / Each grout lift Additional lifts = 1 site visit / Inspection unit each	\$356.00
213	<u>Concrete</u> 2 Inspections required: Footing, forms and wall / Final Additional pours = 1 site visit/inspection unit each	\$379.00
	DOORS AND WINDOWS (exterior, fire, commercial, rated corridors, etc.)	
214	<u>With structural alterations:</u> Plan Review Required 2 Inspections required: Frame / Final	\$356.00
215	<u>With no structural alterations:</u> 2 Inspections required: Frame / Final	\$126.00
	SKYLIGHTS (Note: Product specs must be rated for applicable snow loads)	
216	<u>With structural alterations:</u> Plan Review Required (engineering may also apply) 2 Inspections required: Frame / Final	\$356.00
217	<u>With no structural alterations:</u> Plan Review Required (engineering may also apply) 1 Inspections required: Final	\$194.00
218	MASONRY FIREPLACE Plan Review Required 3 Inspections required: Footing / Throat / Final	\$428.00
219	SHOWER / TUB (tile lined) 2 Inspections required: Water Test/Final (Note - corrected as adopted - reduced from 3 site visits)	\$287.00
220	FENCES (over seven feet in height) 2 Inspections required: Footing / Final	\$207.00
	STORAGE SHEDS (No electrical, mechanical or plumbing /non-habitable use only) Notes: Permit required if floor size exceeds 120 sq ft	
221	<u>Site built (over 120 sq ft):</u> Plan Review Required 3 Inspections required: Foundation/Frame & sheathing / Final	\$473.00
222	<u>Manufactured (over 120 sq ft):</u> Plan Review Required 1 Inspections required: Final	\$275.00
	WALLS / MISCELLANEOUS (commercial or residential)	
223	<u>Structural:</u> Plan Review Required 3 Inspections required: Frame / Drywall / Final	\$450.00

224	<u>Non-structural:</u> Plan Review Required Interior non-bearing partitions including the openings, electrical, plumbing and mechanical work 3 Inspections required: Frame / Drywall / Final	\$356.00
225	MINOR AND INCIDENTAL / REPAIRS 1 Inspection required: Final	\$126.00
226	AWNINGS (Note: snow load regulations apply) Plan Review Required 1 Inspections required: Final	\$276.00
227	SPRAY BOOTHS Plan Review Required 1 Inspection required: Final	\$350.00
	SIGNS (includes electrical) Plan Review Required (all signs)	
228	<u>Pole mounted</u> Note: engineered design required 2 Inspections required: Foundation & rough elect. / Final	\$237.00
229	<u>Freestanding / monument</u> Note: engineered design required 2 Inspections required: Foundation & rough electrical / Final	\$396.00
230	<u>Building mounted / projecting / window</u> 1 Inspection required: Final	\$126.00
231	SEISMIC REINFORCEMENT Plan Review Required 2 Inspections required: Frame / Final	\$356.00
232	ABOVE GROUND TANK Plan Review Required 3 Inspections required: Pre-site / Foundation / Final	\$550.00
233	TEMPORARY STRUCTURE (i.e. trailers, tents, booths, etc.>120 Sq. Ft.) Notes: Fee does not include electrical, if needed add one site visit. 1 Inspections required: Final	\$126.00
	SWIMMING POOLS / HOT TUBS / SPAS	
234	<u>Above ground</u> 2 Inspections required: Rough piping & electrical / Final	\$207.00
235	<u>In ground</u> Plan Review Required for all installations (engineered design required) 4 Inspections required: (vinyl lined): Footing / Sidewall / Frame pre-deck / Final	\$743.00
236	3 Inspections required (pre-manufactured shell) Pre-install / Pre-deck / Final	\$455.00
237	3 Inspections required (gunite): Pre-gunite / pre-deck / final	\$455.00

238	RESIDENTIAL SOLAR Plan Review Required 1 Inspection required: Final	\$339.00
239	COMMERCIAL SOLAR Plan Review Required 1 Inspection required: Final	\$246.00

**TABLE "C" PLUMBING PERMIT FEES**

<u>CODE</u>		<u>FEE</u>
301	Plumbing installation Relocation, repair, alteration, addition 1 Inspection required: Final	\$119.00
302	Plumbing installation Relocation, repair, alteration, addition 2 Inspections required: Rough/Final	\$207.00

Notes:

Additional site visits will be assessed as one inspection unit  
Plans and plan review may be required based on complexity,  
type and location of installation, for association with other work,  
and for non-residential work.

Fees applicable to (but not limited to):

Water heaters (electric or gas)  
Residential, commercial, industrial water piping  
Underground water piping  
Main water service piping  
Lawn sprinkler systems  
Water treatment equipment (permanent)  
Water meter/service reconnect (meter disconnected or locked out by City or  
NID)  
Vacuum breaker and/or backflow prevention device (above and  
below ground)  
Drain, waste and vent systems  
Sewer piping  
Backwater valves (for sewer piping)  
Storm drainage  
Fuel piping (no minimum quantity)  
Medical gas systems  
Gas meter/service reconnect (previous meter disconnected by utility  
company)  
Solar panels  
Grease traps (above or below ground)  
Grease interceptors (above or below ground)  
Above ground swimming pools, hot tubs and spas (fee per 502 / electrical  
included)

**Table "D" MECHANICAL PERMIT FEES**

<u>CODE</u>		<u>FEE</u>
401	Mechanical installation Relocation, repair, alteration, addition 1 Inspection required: Final	\$126.00
402	Mechanical installation Relocation, repair, alteration, addition 2 Inspections required: Rough/Final	\$207.00

Notes:

Additional site visits will be assessed as one inspection unit  
 Plumbing permit fees apply, if new gas piping is installed to service mechanical installations  
 Plans and plan review may be required based on complexity, type and location of installation, for association with other work, and for non-residential work

Fees applicable to (but not limited to)

Water heaters (electric or gas)  
 Heating facilities  
 Forced air units  
 Gravity units  
 Free standing room heaters  
 Floor furnace  
 Wood stoves  
 Wood or gas inserts  
 Pellet stoves  
 Suspended units  
 Chimneys and vents  
 Evaporative coolers  
 Air conditioning units  
 Residential and commercial ventilation and/or exhaust systems  
 Duct systems  
 Refrigeration units  
 Boilers

**TABLE "E" ELECTRICAL PERMIT FEES**

<u>CODE</u>		<u>FEE</u>
501	Electrical installation Relocation, repair, alteration, addition 1 Inspection required: Final	\$126.00
502	Electrical installation Relocation, repair, alteration, addition 2 Inspections required: Rough/final	\$207.00

Notes:

Additional site visits will be assessed as one inspection unit  
Plans and plan review may be required based on complexity, type and location of installation, for association with other work, and for non-residential work

Fees applicable to (but not limited to)

Residential, commercial and industrial wiring and rewiring  
Receptacles, switches, lighting outlets (no quantity limit)  
Installation of new, or upgrades to, utilities needed for residential and commercial appliances and/or apparatus (e.g. room or wall air conditioners, cooking equipment, heaters, dishwashers, clothes washers and dryers, refrigeration equip., motors, etc.)  
Residential, commercial and industrial main and subservice upgrades & changes  
Meter/Service reconnect (previous meter disconnected by utility company)  
Temporary meters and power poles  
Temporary lighting (e.g. seasonal / events)  
Underground installations  
Vehicle recharging systems

# ENGINEERING

A.	Development and/or Reimbursement Agreement Preparation of a development or reimbursement agreement for negotiating special conditions and for providing security for future improvements	Actual Cost - Deposit \$2,900.00
B.	Grading / Improvement Plans ( <i>Cost per Sheet</i> ) Per Sheet Inspection Fee	Actual Cost - Deposit \$640/ per sheet Actual Cost - Deposit \$2,700.00
C.	Other Development Review Costs <u>DESCRIPTION</u>	<u>FEE</u>
	Assessment District Reapportionment	Actual Cost - Deposit \$1,140.00
	Easements	\$660.00
	Certificate of Compliance	\$881.00
	Parcel Map - 4 parcels or less	Actual Cost - Deposit \$2,600.00
	Final Map - 5 or more lots	Actual Cost - Deposit \$6,400.00
	Parcel Merger	\$927.00
D.	Street or Easement Vacation Street Name Change Street Address Change	Actual Cost - Deposit \$2,758.00 \$1,240.00 + publication costs \$671.00
E.	Flood Zone Designation Letter Flood Plain Elevation Certificate	\$117.00 \$479.00
F.	Improvement Standards	Available Online
G.	Encroachment Permits issued pursuant to the Municipal Code 12.48	
	Short Term and Blanket Permits (see H Inspection Fees below)	\$260.00 + \$5.00/ day parking (if applicable)
	Short Term (No Construction Inspection, i.e.: Parking / Debris Container / Transport)	\$45.00 permit + \$5.00/ day parking (if applicable)
	Long-term Permit – New (i.e.: overhanging signs, display boxes)	\$46.00
	Long-term Permit – Renewal	\$23.00
	Blanket Permit Initial Deposit required	\$2,180.00
	Violations / Penalty per Municipal Code 12.48.690	up to \$500
	Initial deposit shall be released upon request of the permittee only after all fees associated with the work performed under a given blanket permit have been paid. Applicants may request to be billed monthly and may be required to enter into an agreement with the City to do so. Monthly billing will be at the option of the City Engineer. A blanket permittee must complete a separate encroachment permit application for each work location covered by the blanket permit.	
H.	Inspection Fees	
	a. Basic Inspection Rate	\$40.00 / half hour

- b. New Encroachment Permits (short & long term)
  - 1. Except as stated below, applicants for all NEW encroachment permits shall be charged for inspection at the time of permit issuance. Such fees shall be non-refundable.
  - 2. Additional inspection fees, based on the actual inspection time required, may be charged upon completion of the permitted work. The Basic Inspection Rate will be used to determine additional inspection fees.
- c. Renewal of Long Term Encroachment Permits
  - 1. No inspection fees will apply to renewal of long term encroachment permits, providing no modifications to the encroachment have been made.
  - 2. If modifications to the permitted long term encroachment have been made, the applicant will pay for actual inspection time, based on the Basic Inspection Rate, prior to issuance of the permit.
- d. Blanket Encroachment Permits
  - 1. Blanket permit inspection fees will be charged the Basic Inspection Rate unless overtime costs are incurred which will be passed on to the applicant.
  - 2. Blanket Permittees will be billed, at most, monthly for actual inspection time for all work covered by the permit.

I. Performance Security Required

- a. Encroachment permits
  - 1. Except as stated in Sections 12.48.270 and 12.48.300, all applicants for new encroachment permits, upon issuance of the permit, must provide the City with a bond or a cash deposit in an amount equal to Five (5)% of the total cost of the work covered by the permit.
  - 2. The performance security will be released to the permittee after final acceptance of the work by the City Engineer.
- b. Renewal of long term encroachment permits.  
No performance security will be required.
- c. Blanket encroachment permits
  - 1. Pursuant to Section 12.48.300, no performance security will be required for blanket encroachment permits obtained by any public utility or public agency authorized to establish or maintain facilities within the City.

J. Base Mapping Reproduction Fees

24" x 36" (full sheet), blue line, (no discount for smaller sheets)	\$6.74
24" x 36" Mylar (no discount for smaller sheets)	\$38.23
CD with one topo map drawing file	\$4.05

## PUBLIC WORKS Streets

=====		
A.	Tree Removal Permits – No Permit required if DBH<10” Tree Permit if 10”<DBH<24” Tree Permit if DBH>24”	No Cost \$130.00
B.	Tree Removal Application Appeal (Refund to appellant if appeal granted)	\$318.00
C.	Fine for Removal of Tree without Permit (Municipal Code 12.36.130)	\$500 minimum
D.	Sidewalk Repair (Municipal Code 12.08)	Actual Costs
E.	Spilled Load Cleanup	Actual Costs

## Parks, Recreation and Facilities

=====		
A.	<b>Facility Rental Fees</b>	
1.	L.O.V.E. Building - Condon Park Daily Rental, includes use of the kitchen	Contact Gold Country Community Services
2.	Scout Lodge - Memorial Park Daily Rental, includes use of the kitchen	\$101.00
3.	Pre Event or Post event Set-Up/Clean Up (see reservation policies for details)	\$39.00
4.	Recreation Building Annex - Memorial Park Hourly Rental	\$15.00 up to 4 hours
5.	BBQ Areas	
	Condon Park – Large Group	\$105.00
	Condon Park – Small Group	\$62.00
	Memorial Park	\$105.00
6.	Baseball/Softball Field - Memorial Park or Condon Park	
	Hourly Rental	\$10.00 / hour
	Hourly Rental with Lights	\$29.00 / hour
7.	Soccer Field – Mautino Park	
	Hourly Rental	\$15.00 / hour/ game/ field

- |     |   |   |
|-----|---|---|
| 8.  | Disc Golf Course – Condon Park - tournament or event  | \$319.00 / day                            |
|     | Tennis Court Events – Memorial, Britton, Mautino – 2 courts/ day  | \$105.00 / day                            |
|     | Bocci Ball Court – Condon Park – Tournament or event  | \$62.00 / day                             |
|     | Skatepark – Condon Park – competition or event  | \$319.00 / day                            |
|     | Basketball Courts   | \$62.00 / day                             |
|     | Other miscellaneous park space or facility reservation  | \$202.00                                  |
| 9.  | Special Recreation Services - Cancellation Charge (non-refundable portion of rental fee), insurance processing charge, park vending permit  | \$31.00                                   |
| 10. | City Building Rentals   |   |
|     | Hullender Room (City Hall)  | \$ 91.00 up to 2 hours/ + \$25 add'l hrs  |
|     | Mayors Conference Room (City Hall)  | \$ 105.00 up to 2 hours/ + \$34 add'l hrs |
|     | Fire Station #2 Classroom   | \$ 95.00 up to 2 hours                    |
|     | Fire Station #2 Combined Classrooms   | \$152.00 up to 2 hours                    |
|     | Additional Hours Combined Classrooms  | \$ 15.00 / hour                           |
|     | Additional Hours All Others   | \$ 10.00 / hour                           |
|     | Refundable Security / Cleaning Deposit  | \$265.00                                  |
| 11. | Booking/Cleaning/Damage Deposit - Facility user applicants will be required to pay a refundable Booking/Cleaning/Damage deposit in an amount that will promote the use of Parks & Recreation facilities in a responsible manner. The deposit is required at the time of the application. The amount of the deposit shall be \$31, \$104, \$316 or \$527 (depending on the facility reserved and the type of event). Funds are deposited and will be returned two to four weeks after the event date (if no rules were violated, the facility is cleaned and vacated on time and no damage occurs). All or part of the deposit may be forfeited if an event causes a need for: |   |
|     | 1. Unanticipated staffing due to a failure to clean and/or vacate the facility on time.   |   |
|     | 2. Cleaning beyond the normal facility maintenance.   |   |
|     | 3. Repairs or replacement due to facility or equipment damage.  |   |

If charges for staffing, cleaning and/or repairs exceed the amount of the deposit, the applicant will be required to pay the additional amount.

- B** Recreation program activity fees and charges shall be established by staff, reviewed by the Director of Finance and approved by the Public Works Director. Program activity fees shall be developed to recover costs up to but not in excess of the estimated direct costs. Direct costs include: facilities, labor, materials and equipment.

The Grass Valley Parks & Recreation Program reserves the right to cancel or combine programs at any time. Programs or activities may be canceled due to low enrollment or unforeseen circumstances.

The Grass Valley Parks & Recreation Program will issue full refunds if it cancels a program or activity.

# WATER

- =====
- A. Reinstatement of service (Municipal Code 13.04.260) \$10.00
  - B. Penalty if service is discontinued for non-payment 25% of delinquent amount  
(Municipal Code 13.04.120D)
  - C. Turn on/off service \$23.00  
Tampering with facility Fully Burdened Rate
  - D. Ownership change/meter re-read \$81.00
  - E. Water Utility User Fees include both of the following monthly service charges in dollars:

Water Meter Base Water Rate:	Effective
<u>Meter Size</u>	<u>Jan 2013</u>
5/8"	\$ 26.00
3/4"	39.00
1"	65.00
1 1/2"	130.00
2"	208.00
3"	390.00
4"	650.00
6"	1,300.00
8"	2,080.00

Monthly Quantity charges in Dollars per Thousand Gallons:

Residential	\$ 3.75
Commercial (and temp use)	4.48

Water service is billed monthly after service is provided.

- F. Low Income Discount  
A 15% discount will be applied to residential users whose combined total annual household income is below 150% the federal poverty level. Application for such discount must be made annually & include such information as needed to verify total maximum household income.

- G. Water Connection Fees  
The connection fee is made up of two components; the meter installation charge and the impact fee.

New Water Service and  
Meter installation charge Actual Cost - Deposit \$1,190.00  
(Municipal Code 13.04.090)

New Water Meter installation only Actual Cost - Deposit \$420

The impact fee represents the customer's share of capital costs associated with the City's treated water system. Cost components included are for the treatment plant,

storage facilities and distribution pipelines and are based on the capacity requirements of a water service. These charges are non-refundable if service is terminated at a later date.

<u>Water Capacity Charge</u>		
<u>Water Meter Size</u>	<u>Demand Ratio</u>	<u>Charge</u>
Up to 3/4"	1.00	\$ 10,422
1"	1.67	17,371
1 1/2"	3.33	34,744
2"	5.33	54,462
3"	10.00	104,241
4"	16.67	173,735

Any water service to a mixed commercial/residential type of use shall be charged for the commercial water meter size plus the amount for each residential type unit as a secondary unit.

Other provision of the connection fee schedule:

H. General requirements:

Whenever the use of an existing structure is proposed to be changed in any manner which would cause a greater impact upon the City's water system, in accordance with this schedule, an additional water connection fee based upon the new type of use shall be charged to the owner of such property and said additional connection fee shall be paid prior to the commencement of such use or the issuance of a building permit relating to such use. The additional connection fee required under this provision shall be calculated by using the fees above and comparing the proposed use to the existing use.

- b. Services shall be sized according to the meter manufacturer, AWWA & plumbing design criteria. The owner of the property to be served may request a different meter size within the fee schedule; provided that in such a case the property owner shall hold the City harmless from any liability related thereto. If the City determines that the meter capacity – either continuous or maximum flow – is being exceeded per these design criteria, the meter will be changed to the size required & an additional impact fee paid by the owner as required above.
- c. No refund of fees is given if a smaller size meter is required than previously existed.
- d. Connection fees shall not be transferable from one property to another.
- e. Connection fees are payable at time of building permit or prior to service meter enlargement.
- f. The City Engineer shall, as part of the City's annual budget process, update the Water System Development Impact Fee by applying an inflation/escalation cost factor (i.e. *Engineering News Record* Construction Cost Index) and calculate the change in development impact fees for consideration by Council either during the public hearing on the budget/fee package or at a separate public hearing for this specific purpose. If needed, project list will be modified appropriately.

H. Private Fire Service Rate:

No Quantity Charge for fire suppression use. Illegal use of fire service will be charged at five (5) times the estimated usage applied to the commercial quantity charge outlined in Section C.

I. Miscellaneous Charges and Applicable Criteria related to Water Utility:

In addition to the provisions of Municipal Code 13.04, Rules and Regulations of the Public Works Department and the Finance Department (pursuant to City Charter Article VIII, Section 3) concerning the water utility, the following are also hereby authorized:

1. Temporary Water Meter: requires a fee of \$100.00 for setting up an account, setting the meter and removing the meter and a deposit of \$1,490.00 for replacement of the meter in case of loss or damage. A minimum monthly charge equal to the "Water Meter Base Water Rate" for a 1" meter and the cost of the Monthly Quantity for "Commercial" uses indicated in Section E will be applied.

Water Use By Load: basis is available at the Public Works Corporation Yard only and requires an advance water usage deposit of \$250.00. A minimum monthly charge equal to the "Water Meter Base Water Rate" for a 1" meter and the cost of the Monthly Quantity for "Commercial" uses indicated in Section E will be applied.

2. Dispute of a bill shall not justify nonpayment thereof, and the bill shall be paid in full when due, or under payment terms upon the settlement of the dispute as authorized and determined in writing by the City or the City's designee.
3. Checks returned by the bank unpaid shall be returned to the account. A fee of \$30.00 per returned check shall be added to the water customer's account. In the event of repeat instances of checks returned by the same customer (two or more) payment will be accepted only in the form of cashier's check, money order or cash.
4. The City or contracted third party is authorized to bill customers on a monthly, bi-monthly, or other basis as necessary for the efficient operation, administration, and financing of the water utility.
5. A turn-off notification fee of \$64.00 per notice shall be added to the water customer's account whenever a shut-off notice is sent in accordance with Municipal Code Section 13.04.310.
6. A request for service call fee concerning a special meter reading (in addition to the normal billing process), or the pressure or the quantity of water being received, or the detection of leaks, of \$81.00 will be charged but only if it is determined that City facilities are operating satisfactorily and the problem lies within the customer's facilities.
7. Sprinkler system service Four (4) times regular service rates for water use per Municipal Code 13.04.340
8. Non-beneficial use of water adjustment - A billing credit for unexplained and very

large non-beneficial water usage can be approved by the City. Very large usage would be evidenced by usage at least 2 ½ times the normal usage at the property for a comparable time period. The credit can be approved only once every five years per property.

- J. Meter Box / Hydrant obstructions (Municipal Code 13.04.330) Actual Costs + \$1.00 penalty
- K. Change of location of service-water Actual Costs - Deposit \$1,944.00
- L. Hydrant Flow Test - Fee is for requested hydrant flow tests \$139.00 per hydrant tests

# WASTEWATER

- =====
- A. Penalty for delinquent/non-payment of service (Municipal Code 13.12.110) 25% of delinquent amount
  - A.1 Reinstatement of bill service (Municipal Code 12.12.115) \$10.00

B. Wastewater Utility User Fees Schedule - Monthly Wastewater Utility user fees include the following *flat or base rate* and quantity rate and shall be billed to each user by classification:

Classification:	Effective <u>Jan 1, 2013</u>
<b><u>Residential</u></b> (Residential Flat Rates are per living unit)	
Single Family/Duplex	\$55.00
Multi-Family	43.19
Mobile Home Park	31.66

<b><u>Commercial</u></b>	
Flat Monthly Charge per Commercial Unit	21.73

Quantity Rate per 1,000 Gallons

Class A – Standard Strength <i>General Comm'l, Theaters, Laundries, Fairground, dumping at WWTP</i>	4.43
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Class B – Moderate Strength Hotels/Motels	5.34
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Class C – High Strength Restaurants	9.42
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Class D – Schools	3.96
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Commercial Base Rates apply to each business per connection.

Sewer accounts are billed two months after the service is received.

- C. Low Income Discount  
A 15% discount will be applied to residential users whose combined total annual household income is below 150% the federal poverty level. Application for such discount must be made annually & include information to verify total maximum household income.

- D. Initial Wastewater Connection (Municipal Code 13.12.050 K) Actual Costs - \$609  
Deposit

E. Wastewater Utility Connection Rights

The connection rights fee represents the customer's share of capital costs associated with the City's wastewater system. Cost components included are for the treatment plant and collection system and are based on the demand ratios of a wastewater service. These charges are not refundable if service is terminated at a later date.

Residential Development:

<u>Water Meter size (inches)</u>	<u>Demand Ratio</u>	<u>Impact Fee Per Meter</u>
Up to 3/4"	1.00	\$ 11,037
1"	1.67	18,394
1 1/2"	3.33	36,794
2"	5.33	58,875
3"	10.00	109,107
4"	16.67	183,984
Non Residential (Fee per 100 gpd of estimated wastewater discharge)		\$ 5,518

F. Other provisions of the connection rights fee schedule:

- a. Any residential wastewater service shall be charged by each water meter size (3/4" minimum meter size).
- b. Whenever the use of an existing structure is proposed to be changed in any manner which would cause a greater impact upon the City's wastewater system, in accordance with this schedule, an additional wastewater connection fee based upon the new type of use shall be charged to the owner of such property and said additional connection fee shall be paid prior to the commencement of such use or the issuance of a building permit relating to such use. The additional connection fee required under this provision shall be calculated by using the fees above for changed use and for remaining uses with a credit for the maximum pre-existing connected use(s) in accordance with the City records since April 1, 1969, and calculated in accordance with the fee schedule above.
- c. If a water meter is not to be installed, an equivalent water meter size will be determined & this meter size will be used as the basis for changed use determination. For new uses where no sewer connection exists or where a changed use would require a larger water meter service, the impact fee will be determined from the above schedule with credit based on water meter size that would have been used (changed or expanded use only).
- d. Services shall be sized according to the meter manufacturers AWWA and plumbing design criteria. The owner of the property to be served may request a different meter size within the fee schedule; provided, however, that in such a case the property owner shall hold the City harmless from any liability related thereto. If the City determines that the meter capacity - either continuous or maximum flow - is being exceeded per these design criteria, the

meter will be changed to the size required and an additional impact fee paid by the owner as required above.

- e. There shall not be any refund of fees if a smaller size meter is required than would have previously existed.
- f. Connection fees shall not be transferable from one property to another.
- g. Connection fees are payable at time of building permit or prior to service meter enlargement if connection rights have not been purchased in advance of connection.
- h. No wastewater connection fee will be charged where a separate water meter exists & no facilities are connected to the sewer system, such as irrigation only water service.
- i. The City Engineer shall, as part of the City's annual budget process, update the Wastewater System Development Impact Fee by applying an inflation/escalation cost factor (i.e. *Engineering News Record Construction Cost Index*) and calculate the change in development impact fees for consideration by Council either during the public hearing on the budget/fee package or at a separate public hearing for this specific purpose. If needed, project list will be modified appropriately.

G. Industrial Wastewater

- 1. Pre-treated industrial wastewater disposal permit \$125.00
- 2A. Disposal of pre-treated industrial wastewater \$0.05 per gallon – minimum
  - a. Quality, quantity, and condition of delivery as approved by the wastewater treatment supervisor and Director of Public Works \$124.00
- 2B. Disposal of standard septage at wastewater treatment plant \$0.10 per gallon
  - a. Quality, quantity, and condition of delivery as approved by the wastewater treatment supervisor and Director of Public Works
- 3. Industrial Wastewater Discharge Permit \$456.00 every three years  
Subject to the following:
  - a. Letter of authorization of Nevada County Department of Environmental Health
  - b. Proof of compliance (laboratory analysis of report) to meet City requirements for wastewater discharge permit as issued by CA. Regional Water Quality Control Board.
  - c. Quality, quantity, and condition of delivery as approved by the wastewater treatment supervisor and Director of Public Works.

H. Other charges and provisions related to the Wastewater System

In addition to the provisions of the Municipal Code 13.12, Rules and Regulations of the Public Works Department and the Finance Department (pursuant to City Charter Article VIII, Section 3) concerning the wastewater utility, the following are also hereby authorized:

1. Dispute of a bill shall not justify nonpayment thereof, and the bill shall be paid in full when due, or under payment terms upon the settlement of the dispute as determined in writing and authorized by the City or the City's designee.
2. Checks returned by the bank unpaid shall be returned to the customer. A fee of \$30.00 per returned check shall be added to the customer's wastewater account. In the event of repeat instances of checks returned by the same customer (two or more) payment will be accepted only in the form of cashier's check, money order or cash.
3. The City or contracted third party is authorized to bill customers on a monthly, bi-monthly, or other basis deemed necessary for the efficient operation, administration, and financing of the wastewater utility.
4. Commercial flat rate portions are applied on a per business basis not a connection basis. If businesses share wastewater facilities then the Public Works Director can authorize that the commercial flat rate be applied on a connection basis.
5. A delinquent notification fee of \$64.00 per notice shall be added to the customer's wastewater account whenever a shut-off notice is sent in accordance with Municipal Code 13.12.100 B.
6. Any combined usage will be governed by the higher rate classification.
7. Rest homes, rest care facilities and hospitals are considered "other commercial".
8. The water usage amount for the Nevada Union High School is to be based on the average winter water usage as provided by NID.
9. Non-metered commercial service shall be calculated by taking the percentage increase in single family residential rate for all rate increases since the rates set forth in Resolution # 83-13 were adopted and multiplying this factor by the said rate.
10. Non-beneficial use of water adjustment commercial customers - A billing credit for unexplained and very large non-beneficial water usage can be approved by the City or the City's designee. Very large usage would be evidenced by usage at least 2-½ times the normal usage at the property for a comparable time period. The credit can be approved only once every five years per property. When a customer has NID water service, credit will be applied to water usage adjustment approved by NID.
11. Credits for vacancies on multi-family dwellings of 75% of the billing rate will be allowed when it is not possible to discontinue water service to a unit without affecting an occupied unit. Such credits must be requested in writing by the property owner or the property owner's agent prior to the start of the billing month (credits will not be allowed retroactively) and will be allowed only when the vacancy is for a full billing month. Vacancy shall be subject to verification by City. Any unit found to be occupied when presented as vacant will be backed billed for the full billing rate.
12. An additional connection fee for parcels served by the Douglas/Donald Sewer Improvements applies per Resolution 2013-04 (expires February 12, 2023).