

DEPARTMENT	City of Clayton FY 14-15
COMMUNITY DEVELOPMENT DEPARTMENT	
Annexations	
Annexation	Time - \$5,000 minimum deposit
General Plan /Zoning Ordinance Amendments	
General Plan Map or Text Amendment	Time - \$5,000 minimum deposit
Pre Zoning / Re Zoning	Time - \$5,000 minimum deposit
Zoning Ordinance Text Amendment	Time - \$5,000 minimum deposit
Site Plans / Development Plans	
Site Plan Review Permit - Residential	Time - \$1,000 minimum deposit
Site Plan Review Permit - Residential Amendment	Time - \$1,000 minimum deposit
Site Plan Review Permit - Non Residential	Time - \$5,000 minimum deposit
Site Plan Review Permit - Non Residential Amendment	Time - \$2,000 minimum deposit
Development Plan	Time - \$5,000 minimum deposit
Subdivisions	
Tentative Subdivision Map Application	Time - \$5,000 minimum deposit
Lot Line Adjustment	Time - \$1,000 minimum deposit
Lot Merger	Time - \$2,000 minimum deposit
Parcel Maps	
Tentative Parcel Map Application	Time - \$2,000 minimum deposit
Environmental Review	
Environmental Impact Report	Time - \$5,000 minimum deposit
Negative Declaration with Mitigations (Mitigated Neg. Dec.)	Time - \$2,500 minimum deposit
Negative Declaration with out Mitigations	Time - \$1,500 minimum deposit
Mitigation Monitoring Plan	Included with Neg Dec/ Mitigated Neg Dec/ EIR
Categorical Exemption	No charge - unless document needs County
Permits	
Home Occupation Permit - Administrative Review	\$166
Home Occupation Permit - Planning Commission Review	Time - \$500 minimum deposit
> Use Permit - Fences Administrative Review	\$166
Use Permit - Residential - Planning Commission Review	Time - \$1,000 minimum deposit
Use Permit - Non- Residential - Planning Commission Review	Time - \$5,000 minimum deposit
Temporary Use Permit - Administrative Review	\$166
Temporary Use Permit - Planning Commission Review	Time \$500 minimum deposit
> Sign Permit - Administrative Review	\$54
Sign Permit - Planning Commission Review	Time - \$1,000 minimum deposit
> Temporary Storage Permit	\$54
> Second Dwelling Unit Permit - Administrative Review	\$276
> Tree Removal Permit - Administrative Review without notice	\$10 / tree - minimum \$34
Tree Removal Permit - Administrative Review with Notice	\$51 / tree - minimum \$111
Tree Removal Permit - Planning Commission Review	Time - \$500 minimum deposit
Tree Replacement In-Lieu Fee (code section 15.70.040 F & 15.70.55)	\$800 per 24" box tree
Building Moving Permit	Time - \$1,000 minimum deposit
Noise Permit - Administrative Review	\$166
Reasonable Accommodations Permit - Administrative Review	\$166
Reasonable Accommodations Permit - Planning Commission Review	Time - \$500 minimum deposit
> Outdoor Seating Permit (17.24.020 -H/Standard Policy No 3)	\$87

Miscellaneous	
Variance - Residential	Time - \$1,000 minimum deposit
Variance - Non Residential	Time - \$5,000 minimum deposit
Appeal - Administrative Decisions	\$54
Appeal-Administrative Code Enforcement Citation	Time-\$1800 minimum deposit
> Appeal - Planning Commission Decisions - Residential	\$276
> Appeal - Planning Commission Decisions - Non Residential	\$554
Time Extension Request	Time - \$500 minimum deposit
Contract Administration	Time - \$1,000 minimum deposit
Large Family Day Care Home Permit	Time - \$500 minimum deposit
Pre Application Consultation Deposit	Time - \$1,000 minimum deposit
Construction and Demolition (C&D) Recycling Plans	
Mgmt. Plan Deposit - Single Family	\$2,000 plus \$1/sq. ft. over 2,000 sq. ft.
> Permit processing Fee - Single Family	\$144
> Permit processing Fee -Commercial	\$289
Mgmt. Plan Deposit - Subdivision and Commercial	\$2,000 plus \$1/sq. ft. over 2,000 sq. ft.
Habitat Conservation Area Compliance	
Habitat Conservation Plan/Natural CC Plan	Time - \$1,000 minimum deposit

CITY ENGINEERING DEPARTMENT		
Bid or Plan Sets		
Subdivisions		
> Final Map Filing Fee		\$554 / map
Final Map Checking Fee		Time - \$2,500 minimum deposit
Construction Plans Checking		Time - \$2,500 minimum deposit
Construction Inspection Fee - Public Improvements		9% of Bond Estimates
Construction Inspection Fee - Private Improvements		9% of Bond Estimates
Construction Inspection Fee - Sanitary Sewer		3% of Bond Estimates
Parcel Maps		
> Final Parcel Map Filing Fee		\$111 / map
Final Parcel Map Plan Checking Fee		Time - \$1,000 minimum deposit
Construction Plan Checking Fee		Time - \$1,000 minimum deposit
Construction Inspection Fee - Public Improvements		9% of Bond Estimates
Construction Inspection Fee - Private Improvements		9% of Bond Estimates
Construction Inspection Fee - Sanitary Sewer		3% of Bond Estimates
Grading		
> Grading Permit Filing Fee		\$166 / permit
Grading Permit Plan Check		Time - \$1,000 minimum deposit
Grading Inspection		Time - \$1,000 minimum deposit
Minor Encroachment Permits		
> Pools, driveways, minor concrete repair		\$83 / permit
Major Encroachment Permits		
> Major Encroachment Permit		\$54 / permit
Major Plan Check		Time- \$2,500 minimum deposit
Major Inspection		Time - \$2,500 minimum deposit
Cash Bond Major Encroachments (may be surety if more than \$10,000)		Per City Engineer
STORMWATER INSPECTION PERMITS		
Construction Permit		
> Minor - project that does not disturb ground (interior remodels etc.)		\$109 / permit + Time-\$500 deposit
> Standard - pools, driveways, minor concrete repairs, room additions		\$139 / permit + Time-\$2,000 min deposit
Major projects		Time - \$5,000 minimum deposit
Post Construction		
Post construction Annual Verification Inspection - Individual Single Family Lot		\$178 / lot
Post construction Annual Verification Inspection - Single Family HOA		\$178 / HOA for up to 10 lots-\$53 per ea. addtl lot
Post construction Annual Verification Inspection - Commercial		\$178 / acre (with minimum of \$178)
Documentation Compliance Review Fee - Individual Single Family Lot		\$178 / lot
Documentation Compliance Review Fee - HOA		\$178 / HOA up to 10 lots; +53 per ea. addtl lot
Documentation Compliance Review Fee - Commercial		\$178 / acre (with minimum of \$178)
Annual State Reporting preparation/filing Fee - Individual Single Family Lot		\$65 / lot
Annual State Reporting preparation/filing Fee - Single Family HOA		\$124 / HOA
Annual State Reporting preparation/filing Fee - Commercial		\$124 / acre (minimum \$124)

POLICE DEPARTMENT	
Residential Alarm System Registration Fee	\$29 / residential unit
Commercial Alarm System Registration Fee	\$57 / commercial occupancy
Bicycle License	\$3 / License
Vehicle Release	\$144 / vehicle (cash, credit, debit only)
Police Reports	\$29 / report
VIN Verification	\$39 / vehicle
Clearance Letters	\$29 / letter
Police Enforcement on Party Ordinance	Time - Maximum \$500
Police Enforcement of DUI Involving Accident	Time - Maximum \$12,000
Enforcement of Suspended or Revoked Licenses	Time
City Alcohol Beverage Permit	\$54
Booking Fees	As established by County or agreement w/ Concord
False Alarm Fee (City Ordinance 9.18.060(a)(b))	\$108
Tobacco Sales Permit (City Ordinance 8.16.130)	\$83
Tobacco Sales Permit Fee Renewal (City Ordinance 8.16.130)	\$41
Taxicab Permit Fee (City Ordinance 5.36.050)	\$280
Taxicab Permit Fee - Renewal (City Ordinance 5.36.190)	\$105
Witness Fees per Gov. Code Sect. 68096-1 if City Employee subpoenaed	\$150 + IRS reimbursement min. rate per State Code
Administrative Fee for Failure to Display Disabled Placards per vehicle code	\$25 / violation
Firearms Seizure and Processing Fee	\$111 / violation
RV Public parking Permit Fee - Bona fide guest of Clayton Resident	\$29 / permit
RV Public Parking Permit Fee - Clayton Resident	No charge
Solicitation Permit	\$89 / permit
Citation Sign off for correctable offenses - Non Resident	\$24 / citation
Citation Sign off for correctable offenses - Resident	no charge
Late Fee- Parking Violations	\$39 / citation
Suspended License	As established by City Ordinance
Financial Responsibility (DUI)	As established by City Ordinance
Private Security Patrol Registration	No fee per City Ordinance 5.16.11

PUBLIC FACILITIES AND PARKS RENTAL FEES	
Library Meeting Room - Hoyer Hall	
Non profit (Non-Clayton Based)	\$46 / hour (anytime)
Non profit - Only Clayton Based	\$25 /hour-\$46 max for up to 3 hours
Resident	\$56 / hour
Non resident or Commercial	\$70 / hour
Deposit (far all) - clean up/damage - refundable	\$200 / rental
Reservation rental time change (same date)	\$39 less than 7 calendar days prior to use
Reservation rental date change	\$49 less than 7 calendar days prior to use
Rental Cancellation	14 days or less: no refund 15-29 days: 50% refund (deposit+rental fee) and \$25 processing fee 30 or more days: \$25 processing fee
Endeavor Hall Meeting Room	
Non profits- Clayton based and Non Clayton based Weekdays	\$44 / hour Sun 5pm - Fri 5pm
Clayton Based Non Profit only	\$111 maximum weekday rental Clayton based non profit only
Non profits- Clayton based and Non Clayton based Weekends	\$166 / hour Fri 5pm - Sun 5pm
Resident - Weekdays	\$111 / hour Sun 5pm - Fri 5pm
Non resident or Commercial - Weekdays	\$132 / hour Sun 5pm - Fri 5pm
Resident - Weekends	\$166 / hour Fri 5pm - Sun 5pm
Non resident or Commercial - Weekends	\$199 / hour Fri 5pm - Sun 5pm
Deposit (all) - no alcohol or beer and wine only	\$500 reservation- clean up/damage per rental
Deposit (all) - hard alcohol (distilled spirits)	\$1,000 reservation- clean up damage per
Alcohol Permit	\$54 / event
Noise Permit - Administrative Review	\$165 / event
Reservation rental time change (same date)	\$39 less than 30 days prior to the event
Reservation rental date change	\$49 less than 90 days prior to event
Rental Cancellation	30 days or less: no refund 31-60 days: 25% deposit refund 61-90 days: 50% deposit refund 91-180 days: 75% deposit refund 181 or more days: 95% deposit refund
City Hall 1st Floor Conference Room	
Non Profit (Clayton based or non clayton based non profits)	\$25 / hour
Resident	\$30 / hour
Non Resident or Commercial	\$36 / hour
Deposit (all)	\$100 per rental - clean up/damage
Reservation rental time change (same date)	\$39 less than 7 calendar days prior to use
Reservation rental date change	\$49 less than 7 calendar days prior to use
Rental Cancellation	14 days or less: no refund 15-29 days: 50% refund (deposit+rental fee) and \$25 processing fee 30 or more days: \$25 processing fee
City Hall Courtyard	
Non Profit (Clayton based or non clayton based non profits)	\$46 / hour
Resident	\$56 / hour
Non Resident or Commercial	\$70 / hour
Deposit (all)	\$100 / rental - clean up/damage
Reservation rental time change (same date)	\$39 less than 7 calendar days prior to use
Reservation rental date change	\$49 less than 7 calendar days prior to use
Rental Cancellation	14 days or less: no refund 15-29 days: 50% refund (deposit+rental fee) and \$25 processing fee 30 or more days: \$25 processing fee

Clayton Community Park and Related Facilities	
Picnic Areas	
Picnic Area #2 - Resident	\$18 flat fee for up to 4 hours
Picnic Area #2 - Non Resident or Commercial	\$25 flat fee for up to 4 hours
Picnic Area #3 - Resident	\$18 flat fee for up to 4 hours
Picnic Area #3 - Non Resident or Commercial	\$25 flat fee for up to 4 hours
Picnic Area #4 - Resident	\$41 flat fee for up to 4 hours
Picnic Area #4 - Non Resident or Commercial	\$52 flat fee for up to 4 hours
Picnic Area #5 - Resident (6 separate areas)	\$34 / table for up to 4 hours - 1st 2 tables
	\$6 flat fee per each additional table - 4 hours
Picnic Area #5 - Non Resident or Commercial (6 separate areas)	\$43 / table for up to 4 hours - 1st 2 tables
	\$7 flat fee per each additional table - 4 hours
Picnic Area #6 Resident (Large Group Area)	\$276 / day
Picnic Area #6 Resident (Large Group Area)	\$34 / hour - 4 hour minimum required
Picnic Area #6 Non Resident or Commercial (Large Group Area)	\$360 / day
Picnic Area #6 Non Resident or Commercial (Large Group Area)	\$47 / hour - 4 hour minimum required
Picnic Area #5 & #6 Combined - Resident	\$442 / day
Picnic Area #5 & #6 Combined - Resident	\$54 / hour - 4 hour minimum required
Picnic Area #5 & #6 Combined - Non Resident or Commercial	\$576 / day
Picnic Area #5 & #6 Combined - Non Resident or Commercial	\$73 / hour - 4 hour minimum required
Picnic Area #7 - Resident	\$44 flat fee for up to 4 hours
Picnic Area #7 - Non Resident or Commercial	\$56 flat fee for up to 4 hours
Reservation rental time change (same date)	\$39 less than 7 calendar days prior to use
Reservation rental date change	\$49 less than 7 calendar days prior to use
Rental Cancellation	14 days or less: no refund 15-29 days: 50% refund and \$25 processing fee 30 or more days: \$25 processing fee
Rain out	Reschedule to alt. date at no additional cost (no refund)
Sports Fields	
Adult Field Rental	\$34 / hour
Youth Field Rental (was last changed in 2014 from \$19 to \$20)	\$20 / hour
Field Rental Change of Time, Same Date	\$39 less than 7 calendar days prior to use
Field Rental Change of Date	\$49 less than 7 calendar days prior to use
Field Rental Cancellation	No refund less than 14 days prior to use
Rain out	Reschedule to alt. date at no additional cost (no refund)

Grove Park and Related Facilities	
Entire Facility Security Deposits	Events without food or beverage \$1,500
Entire Facility Security Deposits	Events with food and beverage \$1,800
Entire Facility Security Deposits	Events closing street (i.e.: either Main or Center etc.) \$2,200
Special Event Permit/Application Process (non refundable) - events closing streets (Main or Center etc.) + other permit fees:TUP/NP	\$275
Gazebo only Rental Security Deposit	\$250
Amplified Sound - damage/security deposit if using City sound equip	\$1,000
Amplified Sound Equipment Use Fee (Noise Permit also required)	\$25 / hour
City provided Sound Equipment Tech if needed for use of City equip	Cost
Reservation rental time change (same date)	\$39 less than 7 calendar days prior to use
Reservation rental date change	\$49 less than 7 calendar days prior to use
Rental Cancellation	14 days or less: no refund 15-29 days: 50% refund (deposit+rental fee) and \$25 processing fee 30 or more days: \$25 processing fee
Rain out	Reschedule to alt. date at no additional cost (no refund)
Entire Grove Park Facility	
Rental Entire Facility - Resident -- Weekends	\$166 / hour
Rental Entire Facility - Resident -- Weekends	\$1,328 / day
Rental Entire Facility - Non Profit (verification req'd) -- Weekends	\$166 / hour
Rental Entire Facility - Non Profit (verification req'd) -- Weekends	\$1,328 / day
Rental Entire Facility - Non Resident or Commercial -- Weekends	\$199 / hour
Rental Entire Facility - Non Resident or Commercial -- Weekends	\$1,593 / day
Rental Entire Facility - Resident -- Weekdays	\$111 / hour
Rental Entire Facility - Resident -- Weekdays	\$885 / day
Rental Entire Facility - Non Profit (verification req'd) -- Weekdays	\$111 / hour
Rental Entire Facility - Non Profit (verification req'd) -- Weekdays	\$864 / day
Rental Entire Facility - Non Resident or Commercial -- Weekdays	\$133 / hour
Rental Entire Facility - Non Resident or Commercial -- Weekdays	\$1,169 / day
Gazebo Only	
Rental Gazebo only -Resident - Weekends	\$116 / hour
Rental Gazebo only -Resident - Weekends	\$930 / day
Rental Gazebo only -Non profit (verification req'd) - Weekends	\$116 / hour
Rental Gazebo only -Non profit (verification req'd) - Weekends	\$930 / day
Rental Gazebo only - Non Resident or Commercial - Weekends	\$140 / hour
Rental Gazebo only - Non Resident or Commercial - Weekends	\$1,115 / day
Rental Gazebo only -Resident - Weekdays	\$83 / hour
Rental Gazebo only -Resident - Weekdays	\$332 / day
Rental Gazebo only -Non profit (verification req'd) - Weekdays	\$83 / hour
Rental Gazebo only -Non profit (verification req'd) - Weekdays	\$332 / day
Rental Gazebo only - Non Resident or Commercial - Weekdays	\$99 / hour
Rental Gazebo only - Non Resident or Commercial - Weekdays	\$399 / day
Group Picnic Area (near tot lot)	
Group Picnic Area - Resident - Weekends	\$29 / hour - 4 hour minimum
Group Picnic Area - Resident - Weekends	\$193 / day
Group Picnic Area - Non Profit (verification req'd) - Weekends	\$29 / hour - 4 hour minimum
Group Picnic Area - Non Profit (verification req'd) - Weekends	\$193 / day
Group Picnic Area - Non Resident or Commercial - Weekends	\$34 / hour - 4 hour minimum
Group Picnic Area - Non Resident or Commercial - Weekends	\$232 / day
Group Picnic Area - Resident - Weekdays	\$24 / hour - 4 hour minimum
Group Picnic Area - Resident - Weekdays	\$177 / day
Group Picnic Area - Non Profit (verification req'd) - Weekdays	\$24 / hour - 4 hour minimum
Group Picnic Area - Non Profit (verification req'd) - Weekdays	\$177 / day
Group Picnic Area - Non Resident or Commercial - Weekdays	\$28 / hour - 4 hour minimum
Group Picnic Area - Non Resident or Commercial - Weekdays	\$213 / day

Plaza Picnic Area - per table	
Plaza Picnic Area - Resident - Weekends	\$29 / hour - 4 hour minimum
Plaza Picnic Area - Resident - Weekends	\$193 / day
Plaza Picnic Area - Non Profit (verification req'd) - Weekends	\$29 / hour - 4 hour minimum
Plaza Picnic Area - Non Profit (verification req'd) - Weekends	\$193 / day
Plaza Picnic Area - Non Resident or Commercial - Weekends	\$34 / hour - 4 hour minimum
Plaza Picnic Area - Non Resident - or Commercial - Weekends	\$232 / day
Plaza Picnic Area - Resident - Weekdays	\$24 / hour - 4 hour minimum
Plaza Picnic Area - Resident - Weekdays	\$177 / day
Plaza Area - Non Profit (verification req'd) - Weekdays	\$24 / hour - 4 hour minimum
Plaza Picnic Area - Non Profit (verification req'd) - Weekdays	\$177 / day
Plaza Picnic Area - Non Resident or Commercial - Weekdays	\$28 / hour - 4 hour minimum
Plaza Picnic Area - Non Resident or Commercial - Weekdays	\$213 / day
FOUNTAIN OPERATION WITH GEYSERS	\$359 per 48 hour event
Special Event Liability Insurance purchased thru City's 3rd party carrier	Insurance cost per schedule rates by insurance provider when purchasing insurance thru City 3rd party carrier
Special Event Liability Insurance Administrative Fee	\$34
ADMINISTRATIVE FEES	
Document Copying (10 pages or less)	No charge
Document Copying (more than 10 pages)	\$.10 per page if more than 10 pages
Trail Maps	\$2.00 per map
Audio Recordings of Meetings	\$20 refundable deposit if using city provided
Printed documents (i.e. general plan, budget, zoning ord., etc.)	cost
Video Recordings of Meetings	cost
FPPC Document Copying	\$.10/page (per State Law)
Notary Public Fee	\$10/document (per State law)
Business License Initial Registration Fee - New Business	\$60
Business License Renewal Registration - All Businesses (including exempt)	\$28
Return Check Service Charge	\$25/check return (per state law)
Late Payment Charges for Administrative Fines	Ten (10) percent of original fine for every 30 days or portion thereof. The Late Payment Charge shall not exceed 100 percent of the original fine.
Street Closure Fee	\$111
Administrative penalty for City issued permits after the fact (encroachment permit; tree removal permit, etc.)	Double the original permit fee,
Code Enforcement non-compliance re-inspection after the first inspection (in addition to any citation fines)	\$33

NOTES	
	Time means the cost per hour for an employee at the time the costs are incurred. Costs included salary, benefits, overhead and overtime, as applicable. Time also means City Engineer billing (plus 15%), as well as costs of other contracts and expenses.
	Cost means the cost of equipment use, materials, labor, and supplies.
	Deposits are required upon submittal of an application. A minimum deposit is stipulated by these fees. At his/her discretion the City Manager can reduce the required deposit. Also, if it is the judgment of staff a minimum deposit is not sufficient, the required deposit may be increased. If, after a deposit is made, more funds are needed, the applicant will be notified when approx. 30% of the deposit remains, any additional funds estimated by staff are to be provided to replenish the deposit account for continuing work on the project, until such funds are received work on the project may be suspended.
	If a development project requires multiple applications, only a single deposit shall be required. In such cases, the amount of the deposit shall be the largest single deposit required by any of the applications, or an amount determined by the City Manager, not to exceed the sum of the deposits.
	All fixed-cost development application fees are refundable based upon the City amount of staff work completed on the process of the application and subject to approval by the City Manager.
	Audio recordings are kept for 30 calendar days after the minutes are approved.
	> Indicates fee increases and will take effect on November 17, 2014. All other fees will take effect upon adoption of resolutions.