

Fee Description	Adopted FY 2017-18 Fee
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 without Mitigations	Time - \$1,500 minimum deposit
Mitigation Monitoring and Reporting Plan	Included with Mitigated Neg Dec/ EIR
Categorical Exemption	County filing fee + time
Permits	
Home Occupation Permit - Administrative Review	\$181
Home Occupation Permit - Planning Commission Review	Time - \$750 minimum deposit
> Use Permit - Fences Administrative Review	\$181
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	\$181
Temporary Use Permit - Planning Commission Review	Time \$500 minimum deposit
> Sign Permit - Administrative Review	\$59
Sign Permit - Planning Commission Review	Time - \$1,000 minimum deposit
> Temporary Storage Permit	\$59
> Second Dwelling Unit Permit - Administrative Review	\$301
> Tree Removal Permit - Administrative Review without notice	\$10 / tree - minimum \$37
Tree Removal Permit - Administrative Review with Notice	\$55 / tree - minimum \$121
Tree Removal Permit - Planning Commission Review	Time - \$500 minimum deposit
Tree Replacement In-Lieu Fee (CMC 15.70.040F & 15.70.55) (per 24" box tree)	\$800
Building Moving Permit	Time - \$1,000 minimum deposit
Noise Permit - Administrative Review	\$181
Reasonable Accommodations Permit - Administrative Review	\$181
Reasonable Accommodations Permit - Planning Commission Review	Time - \$500 minimum deposit
> Outdoor Seating Permit (17.24.020 -H/Standard Policy No 3)	\$95
Miscellaneous	
Variance - Residential	Time - \$1,000 minimum deposit
Variance - Non Residential	Time - \$5,000 minimum deposit
Appeal - Administrative Decisions	\$59
Appeal-Administrative Code Enforcement Citation	Time - \$1,800 minimum deposit
> Appeal - Planning Commission Decisions - Residential	\$301
> Appeal - Planning Commission Decisions - Non Residential	\$604
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	\$157
> Permit processing Fee -Commercial	\$315
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	Actual Cost
>	Deed Restriction / Covenant Agreement Preparation (Does not include recordation extra cost. See Administrative Fees.)	\$367
Subdivisions		
>	Final Map Filing Fee (per map)	\$604
	Final Map Checking Fee ¹	Time - \$2,500 minimum deposit
	Construction Plans Checking Fee ¹	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 (per map)	\$121
	Final Parcel Map Plan Checking Fee ¹	Time - \$1,000 minimum deposit
	Construction Plan Checking Fee ¹	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
Major Grading		
>	Grading Permit Filing Fee (per permit)	\$181
	Grading Permit Plan Check ¹	Time - \$1,000 minimum deposit
	Grading Inspection ¹	Time - \$1,000 minimum deposit
Construction Activity Permits (Including Encroachment, Stormwater & Grading)		
>	Projects that do not disturb the ground (i.e. interior remodels, roof replacement, etc.) ¹ (per permit + time - \$500 minimum deposit)	\$110
>	Room additions (including other projects that disturb the ground) ¹ (per permit + time - \$2,000 minimum deposit)	\$110
>	Minor concrete repairs or replacement (i.e. sidewalks, curb & gutter) ¹ (per permit + time - \$500 minimum deposit)	\$202
>	New driveway construction or replacement (Work may require the granting of additional street right of way requiring the preparation of grant deed and recordation. See Deed Restriction/Covenant Agreement Preparation fee above and Document Recording fee in Administrative Fees section.) ¹ (per permit + time - \$2,000 minimum deposit)	\$202
>	Pool installation or total removal of existing pool (requires inspection and testing by applicant's third party soils engineer) ¹ (per permit + time - \$2,000 minimum deposit)	\$202
>	Partial removal of existing pool (Work requires a grading permit and the preparation and recording of a restricted use covenant. See Deed Restriction/Covenant Agreement Preparation fee above and Document Recording fee in Administrative Fees section.) ¹ (per permit + time - \$2,000 minimum deposit)	\$202
Major Construction Activity Permits		
>	Major Construction Activity Permit (per permit)	\$59
	Major Plan Check ¹	Time- \$2,500 minimum deposit
	Major Inspection ¹	Time- \$2,500 minimum deposit
	Cash Bond Major Encroachments (may be surety if more than \$10,000)	Per City Engineer
Post Construction Stormwater Compliance		
	Post construction Annual Verification Inspection - Individual Single Family Lot (per lot)	\$194
	Post construction Annual Verification Inspection - Single Family HOA (per HOA)	\$194
	Post construction Annual Verification Inspection - Commercial (per acre)	\$194
	Documentation Compliance Review Fee - Individual Single Family Lot (per lot)	\$194
	Documentation Compliance Review Fee - HOA (per HOA)	
	- First 10 lots	\$194
	- Each additional lot after 10th	\$57
	Documentation Compliance Review Fee - Commercial (per acre)	\$194
	Annual State Reporting preparation/filing Fee - Individual Single Family Lot (per lot)	\$70
	Annual State Reporting preparation/filing Fee - Single Family HOA (per HOA)	\$135
	Annual State Reporting preparation/filing Fee - Commercial (per acre)	\$135

POLICE DEPARTMENT	
Residential Alarm System Registration Fee (per residential unit)	\$31
Commercial Alarm System Registration Fee (per commercial occupancy)	\$62
Bicycle License (per license)	\$3
Vehicle Release (per vehicle)	\$157
Police Reports (per report)	\$31
VIN Verification (per vehicle)	\$42
Clearance Letters (Notary fee extra. See Administrative Fees section) (per letter)	\$31
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	\$59
Booking Fees	As established by County or agreement w/ Concord
False Alarm Fee (City Ordinance 9.18.060(a)(b))	\$50
Tobacco Sales Permit (City Ordinance 8.16.130)	\$90
Tobacco Sales Permit Fee Renewal (City Ordinance 8.16.130)	\$44
Taxicab Permit Fee (City Ordinance 5.36.050) (per taxicab)	\$305
Taxicab Permit Fee - Renewal (City Ordinance 5.36.190) (per taxicab)	\$114
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 40226 (per violation)	\$28
Firearms Seizure and Processing Fee (per violation)	\$121
RV Public parking Permit Fee - Bona fide guest of Clayton Resident (per permit)	\$31
RV Public Parking Permit Fee - Clayton Resident	No charge
Solicitation Permit (Not including live scan. Applicant pays for Livescan directly to Livescan entity) (per permit)	\$81
Citation Sign off for correctable offenses - Non Resident (per citation)	\$25
Citation Sign off for correctable offenses - Resident	No charge
Late Fee- Parking Violations (per citation)	\$42
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) (per hour)	\$50
Non-profit (Clayton Based) (per hour)	\$26
Resident (per hour)	\$61
Non resident or Commercial (per hour)	\$76
Deposit (for all) - clean up/damage - refundable (per rental)	\$200
Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$42
Reservation rental date change (less than 7 calendar days prior to use date)	\$53
Rental Cancellation	14 days or less: no refund 15-29 days: 50% refund and \$25 processing fee 30 or more days: \$25 processing fee
Endeavor Hall Meeting Room	
Non-profits (Clayton-based and Non-Clayton-based Weekdays) (per hour Sun 5pm - Fri 5pm)	\$48
Clayton-based non-profit only (maximum weekday rental)	\$121
Non-profits (Clayton-based and Non-Clayton-based Weekends) (per hour Fri 5pm - Sun 5pm)	\$181
Resident - Weekdays (per hour Sun 5pm - Fri 5pm)	\$121
Non-resident or Commercial - Weekdays (per hour Sun 5pm - Fri 5pm)	\$144
Resident - Weekends (per hour Fri 5pm - Sun 5pm)	\$181
Non-resident or Commercial - Weekends (per hour Fri 5pm - Sun 5pm)	\$217
Deposit (all) - no alcohol or beer and wine only (clean up/damage per reservation)	\$500
Deposit (all) - hard alcohol (distilled spirits) (clean up/damage per reservation)	\$1,000
Reservation rental time change (same date) (less than 30 days prior to the event)	\$42
Reservation rental date change (less than 90 days prior to event)	\$53
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) (per hour)	\$26
Resident (per hour)	\$32
Non-resident or Commercial (per hour)	\$39
Deposit (clean up/damage per reservation)	\$100
Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$42
Reservation rental date change (less than 7 calendar days prior to use date)	\$53
Rental Cancellation	14 days or less: no refund 15-29 days: 50% refund and \$25 processing fee 30 or more days: \$25 processing fee

PUBLIC FACILITIES AND PARKS RENTAL FEES (CONTINUED)	
City Hall Courtyard	
Non-profit (Clayton-based or non-Clayton-based non profits) (per hour)	\$50
Resident (per hour)	\$61
Non-resident or Commercial (per hour)	\$76
Deposit (clean up/damage per reservation)	\$100
Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$42
Reservation rental date change (less than 7 calendar days prior to use date)	\$53
Rental Cancellation	14 days or less: no refund 15-29 days: 50% refund and \$25 processing fee 30 or more days: \$25 processing fee
Clayton Community Park and Related Facilities	
Picnic Areas	
Picnic Area #2 - Resident (flat fee for 4 hours block)	\$19
Picnic Area #2 - Non Resident or Commercial (flat fee for 4 hour block)	\$26
Picnic Area #3 - Resident (flat fee for 4 hours block)	\$19
Picnic Area #3 - Non Resident or Commercial (flat fee for 4 hour block)	\$26
Picnic Area #4 - Resident (flat fee for 4 hour block)	\$44
Picnic Area #4 - Non Resident or Commercial (flat fee for 4 hour block) ²	\$57
Picnic Area #5 - Resident (6 separate areas)	
- 1st 2 tables - flat fee for 4 hours block (per table)	\$37
- Each additional table - flat fee for 4 hour block (per table)	\$6
Picnic Area #5 - Non Resident or Commercial (6 separate areas)	
- 1st 2 tables - flat fee for 4 hour block (per table)	\$47
- Each additional table - flat fee for 4 hour block (per table)	\$8
Picnic Area #6 Resident (Large Group Area) (per day)	\$301
Picnic Area #6 Resident (Large Group Area) (per hour - 4 hr min)	\$37
Picnic Area #6 Non Resident or Commercial (Large Group Area) (per day)	\$392
Picnic Area #6 Non Resident or Commercial (Large Group Area) (per hour - 4 hr min)	\$51
Picnic Area #5 & #6 Combined - Resident (per day)	\$482
Picnic Area #5 & #6 Combined - Resident (per hour - 4 hr min)	\$59
Picnic Area #5 & #6 Combined - Non Resident or Commercial (per day)	\$628
Picnic Area #5 & #6 Combined - Non Resident or Commercial (per hour - 4 hr min)	\$79
Picnic Area #7 - Resident (per 4 hour block)	\$48
Picnic Area #7 - Non Resident or Commercial (flat fee for 4 hour block)	\$61
Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$42
Reservation rental date change (less than 7 calendar days prior to use date)	\$53
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 Sports Field Rental (per hour)	\$37
Youth Sports Field Rental (per hour)	\$22
Field Rental Change of Time, Same Date (less than 7 calendar days prior to use date)	\$42
Field Rental Change of Date (less than 7 calendar days prior to use date)	\$53
Field Rental Cancellation	No refund less than 14 days prior to use
Rain out	Reschedule to alt. date at no additional cost (no refund)

PUBLIC FACILITIES AND PARKS RENTAL FEES (CONTINUED)	
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	\$300
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) (per hour)	\$26
City provided Sound Equipment Tech if needed for use of City equip	Cost
Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$42
Reservation rental date change (less than 7 calendar days prior to use date)	\$53
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)
Entire Grove Park Facility	
Rental Entire Facility - Resident -- Weekends (per hour)	\$181
Rental Entire Facility - Resident -- Weekends (per day)	\$1,449
Rental Entire Facility - Non-profit (verification req'd) -- Weekends (per hour)	\$181
Rental Entire Facility - Non-profit (verification req'd) -- Weekends (per day)	\$1,449
Rental Entire Facility - Non-resident or Commercial -- Weekends (per hour)	\$217
Rental Entire Facility - Non-resident or Commercial -- Weekends (per day)	\$1,739
Rental Entire Facility - Resident -- Weekdays (per hour)	\$121
Rental Entire Facility - Resident -- Weekdays (per day)	\$966
Rental Entire Facility - Non-profit (verification req'd) -- Weekdays (per hour)	\$121
Rental Entire Facility - Non-profit (verification req'd) -- Weekdays (per day)	\$943
Rental Entire Facility - Non-resident or Commercial -- Weekdays (per hour)	\$144
Rental Entire Facility - Non-resident or Commercial -- Weekdays (per day)	\$1,275
Gazebo Only	
Rental Gazebo only -Resident - Weekends (per hour)	\$126
Rental Gazebo only -Resident - Weekends (per day)	\$1,015
Rental Gazebo only -Non-profit (verification req'd) - Weekends (per hour)	\$126
Rental Gazebo only -Non-profit (verification req'd) - Weekends (per day)	\$1,015
Rental Gazebo only - Non-resident or Commercial - Weekends (per hour)	\$152
Rental Gazebo only - Non-resident or Commercial - Weekends (per day)	\$1,217
Rental Gazebo only -Resident - Weekdays (per hour)	\$90
Rental Gazebo only -Resident - Weekdays (per day)	\$362
Rental Gazebo only -Non-profit (verification req'd) - Weekdays (per hour)	\$90
Rental Gazebo only -Non-profit (verification req'd) - Weekdays (per day)	\$362
Rental Gazebo only - Non-resident or Commercial - Weekdays (per hour)	\$107
Rental Gazebo only - Non-resident or Commercial - Weekdays (per day)	\$435

PUBLIC FACILITIES AND PARKS RENTAL FEES (CONTINUED)	
Group Picnic Area (Near Tot Lot)	
Group Picnic Area - Resident - Weekends (per hour - 4 hour minimum)	\$31
Group Picnic Area - Resident - Weekends (per day)	\$210
Group Picnic Area - Non-profit (verification req'd) - Weekends (per hour - 4 hour minimum)	\$31
Group Picnic Area - Non-profit (verification req'd) - Weekends (per day)	\$210
Group Picnic Area - Non-resident or Commercial - Weekends (per hour - 4 hour minimum)	\$37
Group Picnic Area - Non-resident or Commercial - Weekends (per day)	\$253
Group Picnic Area - Resident - Weekdays (per hour - 4 hour minimum)	\$25
Group Picnic Area - Resident - Weekdays (per day)	\$192
Group Picnic Area - Non-profit (verification req'd) - weekdays (per hour - 4 hour minimum)	\$25
Group Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$192
Group Picnic Area - Non-resident or Commercial - Weekdays (per hour - 4 hour minimum)	\$30
Group Picnic Area - Non-resident or Commercial - Weekdays (per day)	\$232
Plaza Picnic Area (Per Table)	
Plaza Picnic Area - Resident - Weekends (per hour - 4 hour minimum)	\$31
Plaza Picnic Area - Resident - Weekends (per day)	\$210
Plaza Picnic Area - Non-profit (verification req'd) - Weekends (per hour - 4 hour minimum)	\$31
Plaza Picnic Area - Non-profit (verification req'd) - Weekends (per day)	\$210
Plaza Picnic Area - Non-resident or Commercial - Weekends (per hour - 4 hour minimum)	\$37
Plaza Picnic Area - Non-resident - or Commercial - Weekends (per day)	\$253
Plaza Picnic Area - Resident - Weekdays (per hour - 4 hour minimum)	\$25
Plaza Picnic Area - Resident - Weekdays (per day)	\$192
Plaza Area - Non Profit (verification req'd) - Weekdays (per hour - 4 hour minimum)	\$25
Plaza Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$192
Plaza Picnic Area - Non-resident or Commercial - Weekdays (per hour - 4 hour minimum)	\$30
Plaza Picnic Area - Non-resident or Commercial - Weekdays (per day)	\$232
Fountain operation with geysers (per 48 hour block)	\$391
Special Event Liability Insurance purchased through City's 3rd party carrier	Insurance cost per schedule rates by insurance provider when purchasing insurance through City 3rd party carrier
Special Event Liability Insurance Administrative Fee (per certificate)	\$37

ADMINISTRATIVE FEES	
Document Copying (10 pages or less)	No charge
Document Copying (per page > 10 pages)	\$0.10
Document Recording [with County Clerk Recorders Office] (Actual recording fee costs plus staff time & mileage) (per document)	\$125
Trail Maps (per map)	\$2
Audio Recordings of Meetings (refundable deposit if using city-provided flash drive)	\$22
Printed documents (i.e. general plan, budget, zoning ord., etc.)	Cost
Video Recordings of Meetings	Cost
FPPC Document Copying (per page - State law) (per page)	\$0.10
Notary Public Fee (per document - State law) (per document)	\$15
Business License Initial Registration Fee - New Business	\$65
Business License Renewal Registration - All Businesses (including exempt)	\$30
Return Check Service Charge (per check return - State law)	\$25
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	\$121
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) (per inspection)	\$35
NOTES	
Time means the cost per hour for an employee at the time the costs are incurred. Costs included salary, benefits, employer taxes, overhead and overtime, as applicable. Time also means City Engineer billing (plus 15%), as well as costs of other contracts and expenses. Detail of costs are available upon request.	
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.	
¹ Amount reflects minimum engineering deposit for standard project requirements. However additional amount may be required as determined by the City Engineer for unusual or non-standard circumstances. All costs for inspection and administration relating to this permit shall be deducted from the inspection service deposit(s) or cash bond.	
> Indicates fee increases and will take effect 60 days after adoption that may be subject to California Government Code Section 66017. All other fees will take effect upon adoption of Resolutions.	