

**CITY OF NOVATO - COMMUNITY DEVELOPMENT/PUBLIC WORKS DEPARTMENTS**  
 APPLICATION FEE SCHEDULE – September 1, 2016  
 SCHEDULE OF FLAT FEES AND MINIMUM DEPOSITS FOR COST BASED FEES



**TABLE OF CONTENTS**

<b>Community Development Department Fees</b>	
Planning Division .....	1
Building Division.....	2-4
Code Enforcement.....	4
<b>Public Works Department Fees</b>	
Engineering Division.....	5-6
<b>Miscellaneous Fees</b>	
Affordable Housing Fees.....	6
Art in Public Places.....	6
Development Impact Fees.....	6-7
Fire Facilities Impact Fees.....	7
Parking In-lieu fees.....	7
Quimby Act (Park In-lieu) Fees.....	8
<b>Notes</b> .....	8

**PLANNING DIVISION**

Minor Application Deposits may be reduced at the discretion of the Community Development Director.

**Bold print indicates that additional Engineering fees may apply. Please see page 5.**

<u>Cost Based Fees*</u>	<u>Minimum Deposit</u>	<u>Plan Storage**</u>	<u>Total</u>
Annexation Issues of Waiver of Dual Annexation Policy ***.....	\$ 8,121.00	\$ 13.00	\$ 8,134.00
Archaeological Investigation Permit.....	2,192.00		2,192.00
<b>Design Review (Minor Residential).....</b>	<b>2,560.00</b>	<b>14.00</b>	<b>2,574.00</b>
<b>Design Review (Residential or Nonresidential).....</b>	<b>5,491.00</b>	<b>35.00</b>	<b>5,526.00</b>
General Plan Amendment.....	8,765.00	10.00	8,775.00
Initial Study and Negative Declaration or Environmental Impact Report.....	9,543.00		9,543.00
<b>Lot Line Adjustment (No Lots Created).....</b>	<b>2,214.00</b>	<b>5.00</b>	<b>2,219.00</b>
Master Plan or Master Plan Amendment.....	15,144.00	86.00	15,230.00
Precise Development Plan.....	6,506.00	70.00	6,576.00
Research Fee (Per Hour) ***.....	177.00		177.00
Rezoning (Map Change) or Prezoning.....	6,508.00	10.00	6,518.00
Sign Permit (Major).....	545.00	5.00	550.00
<b>Tentative Map Land Division.....</b>	<b>4,254.00</b>	<b>26.00</b>	<b>4,280.00</b>
<b>Tentative Map Subdivision.....</b>	<b>4,755.00</b>	<b>36.00</b>	<b>4,791.00</b>
Time Extension.....	1/2 of minimum deposit	As Appropriate	
Tree Removal or Alteration – 6 or more.....	860.00	2.50	862.50
Use Permit.....	2,615.00	46.00	2,661.00
Variance.....	2,108.00	46.00	2,154.00
<b>Waiver of Parcel/Tentative Map.....</b>	<b>1,596.00</b>		<b>1,596.00</b>
Zoning Code Interpretation.....	225.00		225.00
<b>Flat Fees</b>			
Appeal.....	\$ 100.00		100.00
<b>Certificate of Compliance ***.....</b>	<b>2,230.00</b>	<b>26.00</b>	<b>2,256.00</b>
Christmas Tree Lot or Other Temporary Event (Previously Approved Site).....	198.00		198.00
Christmas Tree Lot or Other Temporary Event (New Site).....	558.00		558.00
Home Occupation Permit.....	77.00		77.00
Pre-Application Assistance Fee****.....	970.00		970.00
Sign Permit (Minor) Over the Counter Issuance.....	100.00	5.00	105.00
Street Name or Address Change ***.....	693.00		693.00
Technical Advisory Committee Review.....	1,095.00		1,095.00
Tree Removal or Alteration per tree – up to 5 ***.....	100.00	2.50	102.50
Accessory Dwelling Unit.....	747.00		747.00
Junior Accessory Dwelling Unit.....	374.00		374.00
Zoning Clearance (Telecommunication Facility).....	1,308.00	46.00	1,354.00
Zoning Inquiry Letter.....	450.00		450.00

**Notes**

- \* An “Agreement for Payment of Full Cost Recovery Fees for Application Processing and Inspection Services” shall be executed in conjunction with applications for these services and/or permits.
- \*\* Fees are nonrefundable.
- \*\*\* Fees adjusted annually – see note (1) page 8
- \*\*\*\* Provides 5 hours of staff time at fully burdened hourly rates

**BUILDING DIVISION**  
**CONSTRUCTION PERMIT FEES**

1. General Plan Surcharge: A surcharge of 10% on all construction permits will be charged to cover a portion of costs for advanced planning and update of the City's General Plan.
2. Automation Surcharge: A surcharge of 10% on all construction permits will be charged to cover a portion of costs for managing database and maintenance costs for new permit issuance software.
3. Training Surcharge: A surcharge of 1% on all construction permits will be charged to cover a portion of costs for training/certification of Building Division staff. Plumbing permits for the replacement of residential water heaters are exempt. (This fee is effective 9/8/03).
4. Plan Storage: A building permit plan storage fee will be charged for the storage of all building permit plans, as follows:  

Per Each 8½" x 11" Page . . . . .	0.30	Per Each Large Plan Page . . . . .	1.25
<b>PLUS Flat Fee Per Application . . . . . 3.00</b>			
5. All construction permit fees are based on the valuation of the work proposed unless otherwise indicated. Construction permits shall be defined as: building permits, plumbing permits, mechanical permits, and electrical permits. The valuation of all construction work shall be determined by the Building Official and the value to be used in computing construction permit fees shall be the total value or all construction work for which the permit is issued.  
  
 Construction valuation shall be referenced but not limited to the valuation data in Building Safety Journal, published by the International Code Council or valuation data approved by the Building Official.

**Fee Schedule for Construction Permits**

**Flat Fees:**

Flat fees include surcharges, plan storage, seismic and green building.

**Minor Construction Permits**

Decks (Wood) Height 30 Inches Or Less Above Grade .....	\$182.06
Furnace Replacement or Furnace and AC Replacement (Residential).....	93.23
Minor Bathroom Remodel (Includes Plan Check Fee).....	213.52
Job Valuation \$20,000 OR Less, No Changes To Plumbing Fixture Locations, No Structural Changes	
Minor Kitchen Remodel (Includes Plan Check Fee) .....	213.52
Job Valuation \$25,000 Or Less, No Additional Lineal Feet of Cabinets, No Structural Changes	
Retaining Wall Up To 50 LF (Masonry) .....	258.29
No Surcharge On Wall And Use of Uniform Standards Engineering Drawing #170	
Retaining Wall Up To 50 LF (Wood).....	304.27
No Load Surcharge On Wall and Use of Uniform Standards Engineering Drawing #172	
Water Heater Replacement - <b>Residential</b> 50 Gallons or less .....	39.90

**Energy Conservation/Green Building Flat Fees**

Photovoltaic System Residential Electrical System .....	\$208.18
Solar System - Solar Water Heating Or Swimming Pool Heating .....	208.18
Window or Sliding Glass Door (1 to 8) – <b>Residential</b> Dual Pane Glazing Inserts or Complete Frame Replacement.....	93.73
Window or Sliding Glass Door (9 Or More) - <b>Residential</b> Dual Pane Glazing Inserts Or Complete Frame Replacement ...	127.61

**Valuation Fees:**

\$1.00 to \$2,000.00	\$74.00	\$100,001.00 to \$500,000.00	\$999.60 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$2,001.00 to \$25,000.00	\$74.00 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00	\$500,001.00 to \$1,000,000.00	\$3,283.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$25,001.00 to \$50,000.00	\$401.10 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	\$1,000,001.00 and up	\$5,612.65 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof
\$50,001.00 to \$100,000.00	\$699.00 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00		

1. Expiration of Issued Building Permits: Issued permits shall expire two (2) years from date of issuance. Building Official may extend permit once for a maximum of six (6) months upon written request by the permit holder. Inspections must be made no more than 180 days apart.
2. Residential Plumbing, Mechanical and Electrical Fees: plumbing permits, mechanical permits, and electrical permits for residential construction shall be \$.035 per square foot or fraction thereof of floor area, with a minimum fee of \$74.00. Subcontracted commercial specialty work fees shall be based on the aforementioned valuation fee schedule according to the contract price or the valuation as determined by the Building Official.

Site Inspection Fees

3. Engineering Building Site Inspections: A fee of \$100 may be charged for engineering field checks of building sites at the occupancy stage of development. This fee will be charged only when no other engineering site inspection fees have been collected.
4. Planning Site Inspections: A fee of \$100 may be charged for planning final site inspections. Additional inspections, if required, may be charged at the cost recovery rate.
5. Reinspection Fee: A \$74.00 reinspection fee maybe assessed for any reinspection when: (1) portion of work for which an inspection is called is not complete; or (2) required corrections called for are not made.
6. Investigation Fee: A fee for work commenced without first obtaining an appropriate permit(s) shall be three times the amount of the total permit fees as prescribed by this resolution.

Plan Check Fees

7. One-Stop Shop Minimum Plan Check fees: A minimum Building Plan Check fee of \$20.00, Planning Plan Check fee of \$39.00 and Engineering Plan Check fee of \$38.00 shall be assessed when plan checks are performed. After the first 15 minutes the applicant will be charged for each additional 10 minutes or fraction thereof at the Building Inspector, Planner, and/or Engineer hourly cost recovery rate.
8. Building Plan Check Fees: Plan Check fees shall be 65% of the prescribed building permit fee. If an outside consultant conducts the plan check the fee shall be 30% of the prescribed building permit fee unless otherwise specified. (Amended 7/06/2006)
9. Additional Building Plan Check Fees: Changes to approved plans or plans previously rejected without having the appropriate corrections made will have a cost recovery rate hourly fee assessed in addition to the required plan check fee.
10. Building Plan Check Consultant Fee: When plan check consultants are employed by the City of Novato, the assigned cost(s) for services rendered shall be assessed plus a 15% department overhead fee. Plan check fees shall be assessed as specified in Item 8. above. (Amended 7/06/2006)
11. Planning Plan Checks of Building Permits: Charged on a cost recovery basis. An average of the cost recovery hourly rate may also be used for ease in calculations.
12. Engineering Plan Checks of Building Permits:  
  - Structural Plan Check – an average cost recovery hourly rate may also be used for ease of calculations.
  - Site Plan Check – an average cost recovery hourly rate may also be used for ease of calculation and a \$700 deposit is required.
13. Title 24 Compliance Energy Fee: The fee shall be 25% of the prescribed building permit fee with a minimum of \$60.00.
14. Application Review Fees: All building permit or construction permit applications requiring plans examination by the Building Division must post cash in the following amount:

**APPLICATION REVIEW DEPOSIT SCHEDULE**

Valuation:

\$1.00 to \$50,000.00	\$60.00/Residential \$150.00/Commercial	\$500,001.00 to \$1,000,000.00	\$3,000.00/Residential \$3,000.00/Commercial
\$50,001.00 to \$100,000.00	\$300.00/Residential \$500.00/Commercial	\$1,000,000.00 and up	\$5,000.00/Residential \$10,000.00/Commercial
\$100,001.00 to \$500,000.00	\$2,000.00/Residential \$2,000.00/Commercial		

These monies will be held by the Community Development Department and applied toward the total permit costs at the time of issuance. At the discretion of the Building Official, refunds on unexpired or withdrawn applications shall be 15% of the total deposit fee. Permit applications that are not issued within 30 calendar days from the date of approval may forfeit the deposit fee unless a written refund request is submitted to the Building Official and approved for disbursement within 30 calendar days from the date of approval or prior to expiration.

Where work commenced without first obtaining the appropriate permit(s), the fee shall be per the full fee schedule listed in this policy, including the investigation fee. Inspection or applicable code enforcement fees are charged against this permit(s); these fees shall be paid prior to acceptance of the permit application.

15. Expiration of Plan Review Unapproved: Applications for which no permit is issued within 120 days following the date of application may expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official following advance notification. Approved applications for which no permit is issued shall expire 30 calendar days from the date of approval.
16. Refund of Permit Fees: Refunds for issued permits may be granted by the Building Official provided: (a) no work has commenced on the project for which permit was issued; (b) the permit must be canceled by the applicant in writing, within 30 days of issuance; (c) refunds shall be 50% of the original fee; and (d) no refunds shall be granted 90 days after permit issuance. The amount of any refund for requests made after 30 days but before 90 days from issuance of the permit will be determined by the Building Official.
17. Novato Housing and Building Codes Appeals Board Hearing Fee: A nonrefundable fee of \$100.00 is required by applicant seeking a hearing before the Codes Advisory Board. In addition, the applicant will pay costs incurred for any required noticing and applicable code enforcement fees.

18. City Council Code Appeals Filing Fee: A nonrefundable fee of \$100.00 is required by an applicant seeking to appeal before the City Council decision(s) previously appealed to the Novato Codes Advisory Board. In addition, the applicant will pay costs incurred for any required noticing and applicable code enforcement fees. Fee waivers may only be authorized by the City Council.
19. Seismic Tax: Established by Senate Bill 1374, based on a percentage of the construction cost of the structure.  
 Residential Project = 10¢ Cents Per Thousand Valuation  
 Commercial Project = 21¢ Cents Per Thousand Valuation  
 Minimum Fee = 50¢ for All Construction Projects
20. Green Building Standards Fee: Established by Senate Bill 1473, based on building permit valuation.

Permit Valuation	Fee
\$1 - 25,000	\$1
\$25,001 - \$50,000	\$2
\$50,001 - \$75,000	\$3
\$75,001 - \$100,000	\$4
Every \$25,000 or fraction thereof above \$100,000	Add \$1

21. Park Dedication and In-Lieu Fees (Quimby): Quimby fees apply to residential subdivisions only pursuant to Novato Municipal Code 9-20 (Ordinance 1124) and which establishes program and fee calculations (see page 8).
22. Residential Development Tax: As specified in City of Novato Municipal Code 16-4.5, the Residential Development Tax is to be adjusted annually.

**RESIDENTIAL DEVELOPMENT TAX**

FEE SCHEDULE (FACTOR FOR 2006 = 2.441)

One Bedroom	\$490.00
Two Bedrooms	730.00
Three Bedrooms	900.00
Four Bedrooms	1,070.00
Five Bedrooms	1,240.00
Each Additional Bedroom	170.00

23. Demolitions: Fee for all demolitions is the same as fee schedule for construction permits based on valuation of demolition contract. The minimum fee shall be \$74.00.

**CODE ENFORCEMENT FEES**

24. Residential Resale Report Fees: Prepared pursuant to City of Novato Municipal Code 4.8, fees are:

\$274.00 Each Dwelling Unit	\$37.00 Each Additional Unit on the Same Property
\$236.00 First Unit Within a Multiple Dwelling Unit	\$219.00 Each Unimproved Lot Review

Fee includes a 7.5% surcharge for each report for the City's Flood Insurance Information Program community ratings system and a \$4.00 Plan Storage fee for the storage of all resale reports.

25. Residential Refund of Resale Report Fees: Requests for refunds will be calculated according to the timing of the application withdrawal. No refunds will be considered after an inspection is completed.

**TABLE FOR REFUNDS FOR RESALE REPORT FEES**

Timing of Application Withdrawal	Single Family Dwelling	First Unit Within Multiple Property	Additional Unit on Property	Unimproved Lot
Inspection Completed	(No Refund)	(No Refund)	(No Refund)	(No Refund)
Application withdrawn less than 48 hours prior to inspection appointment	\$22.00	\$12.00	\$11.00	\$11.00
Application withdrawn more than 48 hours prior to inspection appointment	\$82.00	\$62.00	\$21.00	\$31.00

26. Penalty Fees: Failure to provide a resale report pursuant to City of Novato Municipal Code 4.8.7:

\$200.00 Each Dwelling Unit	\$40.00 Each Unimproved Lot
\$160.00 First Unit Within a Multiple Dwelling Unit	Failure of Seller to Keep Appointment for Site Inspection
\$80.00 Each Additional Unit on the Same Property	

In addition, code enforcement fees per Section L.2 of this policy may be assessed.

27. Multiple Unit Inspection Fees: Prepared pursuant to City of Novato Administrative Policy 2.3 Section M.8. Code, fees are:

\$230.00	Apartment Complexes, Hotels/Motels of 3 to 5 Units/Rooms.
\$11.00	Each Additional Apartment Unit Over 5.
\$7.00	Each Additional Hotel/Motel Room Over 5.

**PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION**

Deposits and Flat Fees \$1,000.00 or less are non-refundable.

**Cost Based Fees\* (Minimum Deposits)**

Abandonments & Property Disposal.....	1,436.00
Certificate of Compliance .....	792.00
Certificate of Correction.....	2,223.00
Consultant Services	
For review and checking of maps, plans, reports, peer review services, inspection services, testing, investigation, etc., and for the City Attorney services for preparation of agreements, CC&R's, other legal documentation, etc.....	300.00

\*An "Agreement for Payment of Full Cost Recovery Fees for Application Processing and Inspection Services" shall be executed in conjunction with applications for these services and/or permits.

**Development Flat Fees**

Parcel Map Waiver Map Check.....	756.00
Tentative Map (TM) (1-4 Lots).....	4,075.00
TM (5-25 Lots).....	6,344.00
TM (26-50 Lots).....	10,495.00
TM (51 Lots or Greater).....	19,970.00
Vesting Tentative Map (VTM) (1-4 Lots).....	5,100.00
VTM (5-25 Lots) .....	8,277.00
VTM (26-50 Lots).....	13,702.00
VTM (51 Lots or Greater).....	22,650.00
Planning Commission Meetings -	
Beyond standard of 2 meetings for Tentative Map, or VTM Approval (per meeting).....	1,604.00
Parcel Map (1-4 Lots).....	3,380.00
Final Map (FM) (5-25 Lots).....	6,252.00
FM (26-50 Lots).....	10,617.00
FM (51 Lots or Greater).....	17,392.00
City Council Meetings -	
Beyond standard of 2 meetings for Final Map Approval (per meeting).....	3,842.00
Standard Subdivision Improvement Agreement (SIA)	
Engineer's estimate - less than \$75,000 .....	3,081.00
Engineer's estimate - greater than \$75,000 .....	5,709.00
Development Agreements.....	4,126.00
All other agreements cost recovery, check with Public Works.	
Reversion to Acreage.....	4,770.00
Design Review (Minor Residential) .....	1,056.00
Design Review (Residential or Non-Residential).....	1,680.00
Design Review Meetings -	
Beyond standard of 2 meetings (per meeting) .....	690.00
Planning Commission Meetings-	
Beyond standard of 2 meetings (No Map).....	1,330.00
Lot Line Adjustment (2 Lots).....	2,482.00
Lot Line Adjustment (3-6 Lots, 1 application) .....	3,786.00

**Flat Fees -**

**Calculated by Percent (%) of Engineers Cost Estimate**

Applicant provides Engineer's Cost Estimate for review and approval by the City Engineer. Public Works determines fee amount owed. Applicant's Contractor, or City Engineering staff, may prepare a cost estimate for the purpose of determining fees owed only when the work proposed appears to be valued at less than \$10,000, or as approved by the City Engineer.

**Improvement Plan Check / Engineer's Cost Estimate:**

\$0 - 50,000 .....	150.00
minimum, non refundable, plus (+) 10.0% of Engineer's Estimate over and above \$1,000.00.	
\$50,001 - 250,000 .....	3.60%
\$250,001- 1,000,000 .....	2.00%
\$1,000,001 - 2,000,000 .....	1.50%
\$2,000,001 or Greater .....	1.30%

**Encroachment Permit / Engineer's Cost Estimate:**

\$0 - 10,000 .....	150.00
minimum , non refundable, plus (+) 3.50% of Engineer's Estimate over and above \$1,000.00, plus 10% automation surcharge fee.*	
\$10,001 - 80,000 .....	2.00%
\$80,001- 250,000 .....	1.50%
\$250,001 - 1,000,000 .....	0.65%
\$1,000,001 or Greater.....	0.50%

**Encroachment Public Works Inspection / Engr's Cost Est.:**

\$0 - 10,000 .....	100.00
minimum , non refundable, plus (+) 5.50% of Engineer's Estimate over and above \$1,000.00.	
\$10,001 - 80,000 .....	2.80%
\$80,001- 250,000 .....	2.00%
\$250,001 - 1,000,000 .....	1.30%
\$1,000,001 - 2,000,000 .....	1.00%
\$2,000,001 or Greater.....	0.90%

**Encroachment Permit Agreement Extension**

Upon expiration of an approved Enchr. Permit, if the Engr.'s Estimate for work remaining is \$44,000 or greater, permit may be extended by the City Engineer for flat fee \$900.00. Otherwise, a new Encroachment Permit is required.

**Grading Permit** - For any subdivision, complex or large scale projects, 1 acre or more land disturbed, and as determined by the City Engineer. (For single parcel, single family dwelling, see Building Division Fee Schedule), plus 10% automation surcharge fee. \*

Flat Fee - Less than 1,000 cubic yards .....	1,142.00
Flat Fee - 1,000 to 10,000 cubic yards.....	2,740.00
Over 10,000 cubic yards .....	2,740.00
minimum, non refundable, plus (+) 1.00% of Engineer's Estimate over and above \$3,000.00.	

**Grading Inspection (Public Works Inspector)**

Flat Fee - Less than 1,000 cubic yards .....	1,142.00
Flat Fee - 1,000 to 10,000 cubic yards.....	2,740.00
Over 10,000 cubic yards .....	2,740.00
minimum, non refundable, plus (+) 1.00% of Engineer's Estimate over and above \$3,000.00.	

**Grading Permit Agreement Extension**

Upon expiration of an approved Grading Permit, if grading work remaining is 5,000 cu.yd. or greater, permit may be extended by the City Engineer for flat fee \$1,400.00. Otherwise, a new Grading Permit is required.

**Miscellaneous and Annual Flat Fees**

Release of Lien and Recordation .....	107.00
Street Fair Event (per Event Day) .....	162.00
Temporary Sign or Banner (Not Over Street).....	91.00
Transportation Permit.....	16.00
Utility Company Annual Encroachment Permit.....	2,770.00
Annual utility encroachment permit does not cover, or include: trenching or cutting of streets 150 ft. or more, sidewalk, curb or gutter, service upgrades, traffic lane closures, or utility company's capital improvement projects, check with Public Works for individual project encroachment permit(s).	
Farmers Market Annual Encroachment Permit .....	162.00
Due with Business License Renewal:	
Newspaper Rack Annual Permit (per Distributor) ....	548.00
Real Estate Sign Annual Permit (per Distributor).....	548.00

\* Automation surcharge: a surcharge of 10% on encroachment and grading permits will be charged to cover a portion of costs for managing database and maintenance costs for new permit issuance software.

**PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION**

**PUBLIC WORKS - FEE REDUCTION POLICY:**

- 1) A fee is 30% of total fee calculated, if a Professional Outside Consultant conducts plan check services, unless otherwise specified. The City determines if an outside consultant will perform service for a particular project and the consultant selected. Outside consultant services require a City cost recovery agreement.
- 2) Any request for a reduction in the Public Works fees owed must be made by the applicant in writing to the City Engineer. A reduction may require action and approval by the City Council. Full payment of fees are due at the time an application is submitted. Any refund amount determined as a result of an approved fee reduction by Council, or the City Engineer, will be processed by the City within 3 to 6 weeks. By submission of an application the applicant agrees to this policy.

**PUBLIC WORKS - FLAT FEE REFUND POLICY:**

Flat Fees for \$1,000.00 or greater, are eligible for a partial refund upon receipt of applicant's written request to the City Engineer withdrawing their application and requesting a refund of the fee balance. Time and material expenses incurred by the City to date will be calculated using current cost recovery rates. Balances remaining of \$300 or greater will be considered for a refund. Approved refund checks will be processed within 3 to 6 weeks. The City Engineer's decision to allow for a refund and the refund amount is final. By submission of an application the applicant agrees to this policy.

*Refunds and Fee Reductions will be processed in accordance with any applicable laws at the time the request for the refund, or the fee reduction, is received by the City from the applicant.*

**AFFORDABLE HOUSING FEES**

**IN-LIEU FEE (RESOLUTIONS 97-01 and 120-03)**

**This fee is revised annually - see note (2) page 8**

Affordable Housing In-Lieu Fee per the Revised Affordable Housing Ordinance:

- a) Developments of one or two single family homes of less than 3,000 sq. ft. are exempt from paying the fee. Contact Housing Coordinator via the Planning Department at 415-899-8989.
- b) Subdivisions of 3-7 units must pay a fee dependent on the subdivision size. Please contact Housing Coordinator for amount.
- c) Any subdivision larger than 7 units must provide an affordable unit in the development.

**REFINANCE FEE FOR UNITS IN THE BELOW MARKET RATE HOUSING PROGRAM:** \$550 per transaction

**APPROVAL OF CAPITAL IMPROVEMENTS FOR UNITS IN THE BELOW MARKET RATE HOUSING PROGRAM**

- Application Processing: \$100
- Application Processing including on-site inspection of improvements: \$250

**ART IN PUBLIC PLACES - ORDINANCE 1468**

New development of five or more residential units, new non-residential development or additional floor space to non-residential structures shall be subject to this ordinance.

**IMPACT FEES**

**These fees have been revised - see note (3) page 8**

The costs for a City to provide municipal services in perpetuity to residential projects are not offset by traditional permit fees or property tax revenues. The City has adopted the Impact Fees listed below in order for new development to pay their fair share relating to the impacts caused by such development.

<b>Table I Projects that Require Impact Fees</b>				
New Single-family Dwelling (SFD)	New Multi-family Dwelling	New Commercial Building	New Industrial Building	New Office Building
Accessory Dwelling Unit for Existing SFD (excluding Junior Accessory Dwelling Units)	Additional Units to Existing Multi-family Dwelling	Additions to Existing Commercial Building	Additions to Existing Industrial Building	Additions to Existing Office Building

**DEVELOPMENT IMPACT FEES: RESOLUTIONS 74-01, 75-01 (66-02 and 68-02: Effective May 29, 2002)**

The following table reflects projects that are assessed Development Impact Fees on a per-unit basis.

<b>Table II Residential Development Impact Fee Apportionment</b>									
<b>Description</b>	<b>Public Facilities Fees</b>					<b>Traffic Impact Fees</b>			<b>Total Per Unit Cost</b>
	<b>Rec/Cul Facilities</b>	<b>Civic Facilities</b>	<b>General Government Systems</b>	<b>Open Space</b>	<b>Drainage</b>	<b>Streets &amp; Intersections</b>	<b>Transit Facilities</b>	<b>Corp. Yard</b>	
Single Family Dwellings = \$22,025.00 Per Dwelling	\$6,669.00	\$1,195.00	\$519.00	\$1,442.00	\$2,839.00	\$8,866.00	\$304.00	\$191.00	\$22,025.00
Multi-family Dwellings = \$14,959.00 Per Unit	\$6,669.00	\$1,195.00	\$519.00	\$1,442.00	\$820.00	\$4,085.00	\$141.00	\$88.00	\$14,959.00
Accessory Dwelling Unit for existing Single Family Dwelling = 7,480.00	\$3,334.00	\$598.00	\$259.00	\$721.00	\$410.00	\$2,043.00	\$71.00	\$44.00	\$7,480.00

The following table reflects projects that are assessed Development Impact Fees on a square-foot basis.

<b>Table III Nonresidential Impact Fee Apportionment</b>									
<b>Description</b>	<b>Public Facilities Fees</b>					<b>Traffic Impact Fees</b>			<b>Subtotal x Unit or Floor Area</b>
	<b>Rec/Cul Facilities</b>	<b>Civic Facilities</b>	<b>General Government Systems</b>	<b>Open Space</b>	<b>Drainage</b>	<b>Streets &amp; Intersections</b>	<b>Transit Facilities</b>	<b>Corp. Yard</b>	
Commercial Per 1,000 Sq. Ft. = \$15,818.00	∅	\$399.00	\$173.00	\$480.00	\$361.00	\$13,646.00	\$469.00	\$290.00	\$15,818.00
Industrial Per 1,000 Sq. Ft. = \$9,425.00	∅	\$399.00	\$173.00	\$480.00	\$361.00	\$7,650.00	\$223.00	\$139.00	\$9,425.00
Office Per 1,000 Sq. Ft. = \$13,622.00	∅	\$781.00	\$173.00	\$480.00	\$361.00	\$11,195.00	\$389.00	\$243.00	\$13,622.00
Hotel/Motel (Per Room) = \$6,267.00	∅	\$483.00	\$259.00	\$721.00	\$490.00	\$4,085.00	\$141.00	\$88.00	\$6,267.00

**FIRE FACILITIES IMPACT FEES: RESOLUTION NO. 44-02 (Effective June 8, 2002)**

**These fees have been revised - see note (4) page 8**

The following table reflects projects that are assessed Fire Facilities Impact Fees on a per-unit or square-foot basis.

<b>Table IV Fire Facilities Impact Fee Apportionment</b>	
<b>LAND USE</b>	<b>FEE</b>
Single-family Residential	\$1,084.00 per Dwelling Unit
Multi-family Residential	\$853.00 per Dwelling Unit
Commercial	\$587.00 per 1,000 sq. ft. of gross floor area
Office	\$980.00 per 1,000 sq. ft. of gross floor area
Industrial	\$420.00 per 1,000 sq. ft. of gross floor area

**Parking In-Lieu Fee (Resolution 83-05 Effective July 2005)**

**This fee is scheduled to be revised in July 2011 - see note (5) page 8**

New nonresidential development, expansion of existing nonresidential structures, or nonresidential changes of use requiring additional on-site parking, occurring on parcels located within the boundaries of the Downtown Overlay Zoning District must provide on-site parking or pay in-lieu fees in the amount of \$5,000 for each required on-site parking stall (See Novato Municipal Code Section 19.30).

**Park Dedication and In-Lieu Fees (Quimby) see note (6) page 8**

Quimby fees apply to residential subdivisions only, pursuant to Novato Municipal Code 9-20 (Ord. 1124 and Ord. 1478). Subdivider may dedicate land and/or pay fee, however, subdivisions with less than 50 units are required to pay fees and may not dedicate land or recreation facilities.

<b>TYPE OF UNIT</b>	<b>FEE PER UNIT</b>
Single Family Detached	\$5,394
Single Family Attached	\$4,434
Duplex	\$4,925
Apartment 3-4 units	\$4,681
Apartment 5 or more	\$4,422
Mobile Home	\$2,976

**Notes:**

**Notes:**

- (1) Planning fees in bold print are adjusted annually for inflation using the State and Local Government Employment Cost Index (percent change from March/March) as established by Resolution No. 73-01.
- (2) The Affordable Housing In-Lieu Fee is adjusted annually for inflation using the Consumer Price Index (percent change from March/March) as established by Resolution No. 97-01. This fee has been amended by Resolution 120-03 with an effective date of December 15, 2003.
- (3) The Public Facilities Impact Fees are adjusted annually for inflation using the Building Cost Index (percent change from March/March) as established by Resolution No's 68-02 and 69-02.  
The Traffic Impact Fees are adjusted annually for inflation using the Construction Cost Index (percent change from March/March) as established by Resolution No's 66-02 and 67-02.
- (4) Fire Facilities Impact Fees are adjusted annually for inflation using the Building Cost Index (percent change from March/March) as established by Resolution No. 44-02.
- (5) The Parking In-Lieu Fee shall remain at \$2,500 for a period of three (3) years commencing on the date of the adoption of resolution 83-05. Thereafter, the fee shall increase to \$5,000 per parking stall for a subsequent period of three (3) years. Thereafter, the Fee shall increase to \$10,000 per parking stall.
- (6) Quimby fees are collected in order for the City to provide for the park or recreation needs of the residents of the subdivision. Quimby fees are adjusted annually and are based on the fair market value of a buildable acre of land in Novato. Half of the total fee is due as a condition of final map or parcel map approval, with the remaining balance paid at the time of issuance of building permits (paid per permit).