

ORIGINAL

CITY COUNCIL OF THE CITY OF NOVATO

RESOLUTION 2022-059

A RESOLUTION UPDATING AND ESTABLISHING  
USER AND REGULATORY FEES

WHEREAS, user and regulatory fees are established by the City Council; and

WHEREAS, the City recently completed a study to identify the cost of providing various user and regulatory fee-related services; and

WHEREAS, the study examined fee-related services provided by the City, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City Council finds that providing these services is of special benefit to applicants both separate and apart from the general benefit to the public; and therefore, in the interests of fairness to the general public, the City desires to better recover the costs of providing these services from applicants who have sought or require the City's services by revising its schedule of fees; and

WHEREAS, the City Council hereby finds that the study provides adequate evidence to conclude that the revised fees do not exceed the cost to provide the services for which the fees are charged; and

WHEREAS, the City Council desires that annually the City Manager may update the fees July 1 based on the March annual percentage change in the all-urban Consumer Price Index for the San Francisco-Oakland-Hayward area (CPI), except for 2022 where fees will be effective September 1; and

WHEREAS, if the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year; and

WHEREAS, in adopting this Resolution, the City Council is taking action only on those fees for the services, programs or products set forth in *Exhibit "A"* which have been modified from prior resolutions of the City Council. The remaining fees that have not been modified from prior resolutions shall remain in full force and effect.

WHEREAS, fees adopted as set forth in *Exhibit "A"* include:

- Building Fees
- Code Enforcement Fees
- Short-Term Rental Licensing Fees
- Planning Fees
- Engineering and Encroachment Permit Fees
- Electric Vehicle Charging Rates
- Police Department Fees
- Field, Court, and Facility Rental Fees
- Community Banner Hanging Fees
- Administrative Fees

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Novato finds that the foregoing recitals and findings are true and correct and are incorporated herein by reference.

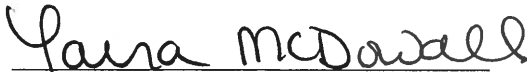
BE IT FURTHER RESOLVED that the City Council of the City of Novato hereby adopts the fees, charges, and rates as set forth in attached *Exhibit "A"* and incorporated by this reference.

BE IT FURTHER RESOLVED that any new or adjusted fees adopted by this Resolution shall go into effect September 1, 2022.

\* \* \* \* \*

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the City Council of the City of Novato, Marin County, California, at a meeting thereof held on the 24<sup>th</sup> day of May 2022, by the following vote, to wit:

AYES: Councilmembers Athas, Eklund, Milberg, Wernick  
NOES: Councilmembers Lucan  
ABSTAIN: Councilmembers  
ABSENT: Councilmembers

  
\_\_\_\_\_  
City Clerk of the City of Novato

Approved as to form:

  
\_\_\_\_\_  
City Attorney of the City of Novato

Exhibit A



CITY OF NOVATO  
CALIFORNIA

**Schedule of User and Regulatory Fees**

# City of Novato

## MASTER FEE SCHEDULE

**Note: This Fee Schedule does not include all fees, rates, or charges that may be imposed by the City. Examples of excluded items include, but are not limited to, development impact fees, utility rates, and punitive fines and penalties.**

| <b>Fee</b>                                      | <b>Page</b> |
|---|-------------|
| <b>Building Fees</b>                            | <b>1</b>    |
| <b>Code Enforcement Fees</b>                    | <b>5</b>    |
| <b>Short-Term Rental Licensing Fees</b>         | <b>6</b>    |
| <b>Planning Fees</b>                            | <b>7</b>    |
| <b>Engineering and Encroachment Permit Fees</b> | <b>12</b>   |
| <b>Electric Vehicle Charging Rates</b>          | <b>16</b>   |
| <b>Police Department Fees</b>                   | <b>17</b>   |
| <b>Field, Court, and Facility Rental Fees</b>   | <b>19</b>   |
| <b>Community Banner Hanging Fees</b>            | <b>29</b>   |
| <b>Administrative Fees</b>                      | <b>30</b>   |

# City of Novato

## MASTER FEE SCHEDULE - BUILDING FEES

A. Fees for Commonly Requested and Minor Miscellaneous Building Permit Types. Fees shown in this section (Section A.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g. State of

| Fee Description  | Fee                  | Charge Basis | Note |
|--|----------------------|--------------|------|
| 1 HVAC Change-Out - Residential                        | \$123                | per permit   |      |
| 2 Residential Solar Photovoltaic System - Solar Permit |                      |              |      |
| a) 15kW or less  | \$287                | per permit   |      |
| b) Above 15kW – base                                   | \$287                | per permit   |      |
| c) Above 15kW – per kW                                 | \$15                 | per permit   |      |
| 3 Commercial Solar Photovoltaic System - Solar Permit  |                      |              |      |
| a) 50kW or less  | \$1,000              | per permit   |      |
| b) 50kW – 250kW – Base                                 | \$1,000              | per permit   |      |
| c) 50kW – 250kW – per kW above 50kW                    | \$7                  | per permit   |      |
| d) Above 250kW – base                                  | \$2,400              | per permit   |      |
| e) Above 250kW – per kW                                | \$5                  | per permit   |      |
| 4 Service Panel Upgrade - Residential                  | \$141                | per permit   |      |
| 5 Water Heater Changeout - Residential                 | \$82                 | per permit   |      |
| 6 Residential Re-Roof                                  |                      |              |      |
| a) Up to 2,000 SF (Roof Area)                          | \$246                | per permit   |      |
| b) Each Add'l 1,000 SF or fraction thereof             | \$82                 | per permit   |      |
| 7 Temporary Power Pole                                 | \$82                 | per permit   |      |
| 8 Window / Sliding Glass Door - Retrofit / Repair      |                      |              |      |
| a) Up to 5   | \$164                | per permit   |      |
| b) Over 5  | See Permit Fee Table | per permit   |      |
| 9 Fence  | \$164                | per permit   |      |

# City of Novato

## MASTER FEE SCHEDULE - BUILDING FEES

### Determination of Valuation for Fee-Setting Purposes

• Project valuations shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official. For determining project valuations for new construction, the Building Official may use data published by the International Code Council (ICC) (building valuation data table, typically updated in February and August of each year). The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

**Note: For construction projects with permit fees calculated using Section B, additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.**

### B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Mechanical, Electrical, and/or Plumbing Permits Not Identified Elsewhere in This Fee Schedule

| Total Valuation          | Permit Fee                           |      |   |
|--------------------------|--------------------------------------|------|---|
| \$1 to \$2,000           | \$164.00                             |      |   |
| \$2,001 to \$25,000      | \$164.00 for the first \$2,000       | plus | \$19.61 for each add'l \$1,000 or fraction thereof, to and including \$1,000    |
| \$25,001 to \$50,000     | \$615.00 for the first \$25,000      | plus | \$18.04 for each add'l \$1,000 or fraction thereof, to and including \$1,000    |
| \$50,001 to \$100,000    | \$1,066.00 for the first \$50,000    | plus | \$11.48 for each add'l \$1,000 or fraction thereof, to and including \$100,000  |
| \$100,001 to \$500,000   | \$1,640.00 for the first \$100,000   | plus | \$9.02 for each add'l \$1,000 or fraction thereof, to and including \$500,000   |
| \$500,001 to \$1,000,000 | \$5,248.00 for the first \$500,000   | plus | \$7.87 for each add'l \$1,000 or fraction thereof, to and including \$1,000,000 |
| \$1,000,001 and up       | \$9,184.00 for the first \$1,000,000 | plus | \$4.72 for each additional \$1,000 or fraction thereof over \$1,000,000         |

For permits for new construction, additions, tenant improvements or residential remodels requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

**Plumbing inspection fees = Base permit fee x .10**

**Electrical inspection fees = Base permit fee x .10**

**Mechanical inspection fees = Base permit fee x .10**

# City of Novato

## MASTER FEE SCHEDULE - BUILDING FEES

### C. Building Plan Review Fees

| Activity Description  | Fee                                      | Note |
|---|--|------|
| <b>1 Plan Check Fees</b>  |  |      |
| a) Plan Review Fee, if applicable   | 80% of Building Permit Fee               | [a]  |
| b) Phased Plan Check (when applicable)  | 1.5x full plan check fee for entire bldg |      |
| c) Expedited Plan Check - At Application Submittal (when applicable)  | 1.5x standard plan check fee             |      |
| d) Expedited Plan Check - After Permit Issuance (when applicable)   | 2x standard plan check fee               |      |
| e) Tract Home / Master Plan Units (Production Units)  | 25% of standard plan check fee           | [b]  |
| f) Alternate Materials and Materials Review (per hour)  | \$164                                    |      |
| g) Excess Plan Review Fee (4th and subsequent) (per hour)   | \$164                                    |      |
| h) Revisions of Approved Plans  | Hourly                                   |      |
| <b>2 Building Plan Check Fees - Planning<br/>(Fees Only Applied to Projects Requiring Review)</b>                 |  |      |
| a) Zoning Clearance Verification  | \$103                                    |      |
| b) Planning Plan Check  |  |      |
| i) Alterations/Additions - Residential  | \$256                                    |      |
| ii) New Construction - Single Family Residential  | \$461                                    |      |
| iii) New Construction - 2-4 Residential Units   | \$871                                    |      |
| iv) New Construction - 5+ Residential Units   | \$2,255                                  |      |
| v) New Construction - Non-Residential   | \$871                                    |      |
| vi) Alterations/Additions - Non-Residential   | \$461                                    |      |
| <b>3 Building Plan Check Fees - Public Works Engineering<br/>(Fees Only Applied to Projects Requiring Review)</b> |  |      |
| a) Swimming Pool  | \$184                                    |      |
| b) Block Wall   | \$92                                     |      |
| c) Fence  | \$92                                     |      |
| d) Sign   | \$92                                     |      |
| e) Alterations/Additions - Residential  | \$138                                    |      |
| f) New Construction - Single Family Residential   | \$368                                    |      |
| g) New Construction - 2-4 Residential Units   | \$552                                    |      |
| h) New Construction - 5+ Residential Units  | \$1,104                                  |      |
| i) New Construction - Non-Residential   | \$736                                    |      |
| j) Alterations/Additions - Non-Residential  | \$184                                    |      |
| k) Permits / Plan checks not listed above   | See footnote                             | [c]  |

When applicable, plan check fees shall be paid at the time of application for a building permit.  
The plan checking fee is in addition to the building permit fee

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

[c] Engineer/technician to determine hours and applicable fee at time of application.

# City of Novato

## MASTER FEE SCHEDULE - BUILDING FEES

### D. Other Fees

| Activity Description  | Fee                          | Note |
|---|------------------------------|------|
| 1 Permit Issuance Fee   | \$68                         |      |
| 2 General Plan Maintenance Fee (% of permit fee)  | 10%                          |      |
| 3 Technology Fee (% of permit fee)  | 10%                          |      |
| 4 Strong Motion Instrumentation (SMI) Fee Calculation   |                              |      |
| a) Residential  | \$0.50 or valuation x .00013 |      |
| b) Commercial   | \$0.50 or valuation x .00028 |      |
| 5 Building Standards (SB 1473) Fee Calculation (Valuation)                                    |                              |      |
| a) \$1 - \$25,000   | \$1                          |      |
| b) \$25,001 - \$50,000  | \$2                          |      |
| c) \$50,001 - \$75,000  | \$3                          |      |
| d) \$75,001 - \$100,000   | \$4                          |      |
| e) Each Add'l \$25,000 or fraction thereof  | Add \$1                      |      |
| 6 Temporary Certificate of Occupancy (per 30 Days)  | \$246                        |      |
| 7 Permit Extension  | \$164                        |      |
| 8 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)                                 | \$246                        |      |
| <b>Other Fees</b>   |                              |      |
| 9 Phased Inspection Fee (per inspection)  | \$82                         |      |
| 10 After Hours Inspection (per hour) (2-hour minimum)   | \$197                        |      |
| 11 Re-inspection Fee (2nd Time or More) (each)  | \$82                         | [a]  |
| 12 Missed inspection Fee  | \$82                         |      |
| 13 Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)                           | \$82                         |      |
| <b>Violation Fees</b>   |                              |      |
| 14 Investigation Fee For Work Done Without Permits<br>(In addition to applicable permit fees) | equal to<br>permit fee       |      |
| <b>Refunds</b>  |                              |      |
| 15 Refunds  |                              |      |
| a) Fees Erroneously Paid or Collected by the City   | 100% refund                  |      |
| b) Refund of Plan Review Fees - Prior to Plan Review Commencing                               | up to 80% refund             |      |
| c) Refund of Permit Fees - Prior to Inspection Commencing                                     | up to 80% refund             |      |
| d) 180 Days After Payment of Fees   | no refund                    |      |

[a] Reinspection fee applies after the first re-inspection.



# City of Novato

## MASTER FEE SCHEDULE - CODE ENFORCEMENT FEES

| Activity Description  | Fee   | Note |
|---|-------|------|
| <b>Residential Resale Report</b>  |       |      |
| 1 Residential Resale Report Fee   | \$250 | [a]  |
| 2 Penalty Fees for Failure to Provide a Resale Report   |       |      |
| a) Single Family Dwelling   | \$200 |      |
| b) Multi-Unit Property  |       |      |
| i) First Unit   | \$160 |      |
| ii) Each Additional Unit  | \$80  |      |
| <b>3 Multi-Family and Hotel/Motel Inspections</b>   |       |      |
| a) Apartment Complexes, Hotels/Motels of 3-5 Units/Rooms                                      | \$300 |      |
| b) Each Additional Apartment Unit Over 5  | \$11  |      |
| c) Each Additional Hotel/Motel Room Over 5  | \$7   |      |
| <b>4 Massage Establishment Inspection Fees (per Inspection; per Background Investigation)</b> | \$100 |      |

[a] Refunds of any unspent funds will be made.

# City of Novato

## MASTER FEE SCHEDULE - SHORT-TERM RENTAL LICENSING FEES

| Activity Description                                | Fee           | Note |
|---|---------------|------|
| 1 Application Review<br>a) First Year<br>b) Renewal | \$315<br>\$65 |      |
| 2 Property Inspection                               | \$100         | [a]  |
| 3 Rental Registration                               | \$170         |      |

[a] Inspection can be completed by property owner and appropriately documented in application. Fee applies only if documentation cannot be satisfactorily completed and City staff is required to conduct an inspection.

# City of Novato

## MASTER FEE SCHEDULE - PLANNING FEES

| Activity Description  | Initial Deposit | Fixed Fee | Note |
|---|-----------------|-----------|------|
| <b>General Plan Amendment</b>   |                 |           |      |
| 1 Land Use Map / Text Amendment                                       | \$8,200         |           |      |
| 2 Urban Growth Boundary Amendment / Waiver of Dual Annexation         | \$8,200         |           |      |
| <b>Zoning Amendments</b>  |                 |           |      |
| 3 Zoning Map Amendment/Prezoning                                      | \$8,200         |           |      |
| 4 Zoning Text Amendment   | \$8,200         |           |      |
| 5 Master Plan / Amendment   | \$12,300        |           |      |
| 6 Precise Development Plan / Amendment                                | \$12,300        |           |      |
| 7 Precise Development Plan Amendment (Director Modification)          |                 | \$1,640   |      |
| <b>Subdivision Actions</b>  |                 |           |      |
| 8 Tentative Map (4 or Fewer Lots) / Amendment                         | \$4,100         |           |      |
| 9 Tentative Map (5 or More Lots) / Amendment                          | \$6,150         |           |      |
| 10 Improvement Plans / Subdivision Improvement Agreement / CC&Rs      |                 | \$2,050   |      |
| 11 Map Time Extension   | \$2,050         |           |      |
| 12 Lot Line Adjustment  | \$2,460         |           |      |
| 13 Lot Merger   | \$2,460         |           |      |
| 14 Certificate of Compliance  | \$2,050         |           |      |
| 15 Vacation of Easements / Public Right-of-Way                        | \$4,100         |           |      |
| 16 CC&R Amendments  | \$4,100         |           |      |
| <b>Use Permits</b>  |                 |           |      |
| 17 Use Permit - Major (Planning Commission)                           | \$4,100         |           |      |
| 18 Use Permit - Minor (Zoning Administrator)                          | \$2,460         |           |      |
| 19 Use Permit - Temporary (Zoning Administrator Hearing)              | \$1,640         |           |      |
| 20 Use Permit - Temporary (ZA Action; No Notice; No Hearing)          |                 | \$820     |      |
| <b>Variance</b>   |                 |           |      |
| 21 Variance - Major (Hearing Authority)                               | \$4,100         |           |      |
| 22 Variance - Minor (Director)  | \$2,460         |           |      |
| <b>Design Review</b>  |                 |           |      |
| 23 Design Review - Major Residential / Commercial (Hearing Authority) | \$5,125         |           |      |
| 24 Design Review - Minor Residential / Commercial (Director Review)   | \$2,460         |           |      |
| 25 Signs - Minor (Director Review)                                    |                 | \$205     |      |
| 26 Signs - Major (Design Review Commission Review)                    | \$2,460         |           |      |
| 27 Master Sign Program  | \$2,460         |           |      |

# City of Novato

## MASTER FEE SCHEDULE - PLANNING FEES

| Activity Description   | Initial Deposit | Fixed Fee   | Note |
|--|-----------------|-------------|------|
| <b>Wireless Facilities</b>   |                 |             |      |
| 28 Small Cell Wireless Facilities (per site)                             | \$4,100         |             |      |
| 29 Eligible Facilities Requests - Spectrum Act 6409(a) (per site)        | \$1,025         |             |      |
| 30 Non-Small Cell Wireless Facilities (per site)                         | \$4,100         |             |      |
| <b>Commercial Cannabis Licensing</b>                                     |                 |             |      |
| 31 Application for Conditional Certificate                               |                 | \$10,920    |      |
| 32 Business Permit Renewal   |                 |             |      |
| a) Administrative  |                 | \$8,920     |      |
| b) Public Hearing  |                 | \$10,920    |      |
| 33 Community Benefit Agreement   |                 |             |      |
| a) Initial Application   |                 | \$4,000     |      |
| b) Renegotiation   |                 | Actual Cost |      |
| <b>Environmental Review</b>  |                 |             |      |
| 34 Categorical / Statutory Exemption                                     | n/a - see note  |             | [a]  |
| 35 Initial Study / Negative Declaration / Mitigated Negative Declaration | Deposit - TBD   |             | [b]  |
| 36 Environmental Impact Report   | Deposit - TBD   |             | [b]  |
| 37 Mitigation Monitoring & Compliance (Post Project Approval)            | \$2,050         |             | [c]  |
| <b>Zoning Clearance</b>  |                 |             |      |
| 38 General / Commercial Cannabis   |                 | \$410       |      |
| <b>Streamlined Residential Review</b>                                    |                 |             |      |
| 39 Senate Bill 35 / AB 2162 (Streamlined Residential Development Review) | \$13,325        |             |      |
| 40 AB 168 (Notice of Intent / Tribal Consultation)                       | \$2,460         |             |      |
| <b>Density Bonus Request</b>   |                 |             |      |
| 41 Density Bonus Request   | \$8,200         |             |      |
| <b>Development Agreement / Amendment</b>                                 |                 |             |      |
| 42 Development Agreement / Amendment                                     | \$12,300        |             |      |
| <b>Zoning Code Interpretation Request</b>                                |                 |             |      |
| 43 Zoning Code Interpretation Request                                    | \$1,640         |             |      |
| <b>Accessory Dwelling Unit (Planning Permit)</b>                         |                 |             |      |
| 44 Accessory Dwelling Unit (Planning Permit)                             |                 | \$820       |      |
| <b>Zoning Compliance Letter Request</b>                                  |                 |             |      |
| 45 Zoning Compliance Letter Request                                      |                 | \$820       |      |

# City of Novato

## MASTER FEE SCHEDULE - PLANNING FEES

| Activity Description  | Initial Deposit | Fixed Fee | Note |
|---|-----------------|-----------|------|
| <b>Project Modification Request (General)</b>   |                 |           |      |
| 46 Project Modification Request (General) - (Per Request)                             |                 | \$410     |      |
| <b>Stream Protection Zone Waiver</b>  |                 |           |      |
| 47 Stream Protection Zone Waiver - (Director Action)                                  |                 | \$205     |      |
| <b>Pre-Application Assistance Request</b>   |                 |           |      |
| 48 Pre-Application Meeting  |                 |           | [d]  |
| a) First Meeting - (up to 1/2 hour)   |                 | No Charge | [d]  |
| b) Additional Meeting - (Up to 1 hour)  |                 | \$500     | [d]  |
| 49 Pre-Application Request for Information / Property Research (No Meeting)           |                 |           | [e]  |
| a) First 1/2 Hour   |                 | No Charge | [e]  |
| b) Each Additional Hour - (1 hour minimum)  |                 | \$205     | [e]  |
| 50 Pre-Application Design Consultation (No Meeting) - (per plan submittal / response) |                 | \$205     | [f]  |
| 51 Technical Advisory Committee Review  |                 | \$1,230   |      |
| <b>Downtown Core Parking Waiver</b>   |                 |           |      |
| 52 Downtown Core Parking Waiver   |                 | \$410     |      |
| <b>Reasonable Accommodation Request</b>   |                 |           |      |
| 53 Reasonable Accommodation Request   |                 | \$820     |      |
| <b>Tree Removal</b>   |                 |           |      |
| 54 Tree Removal / Alteration – (Director Action)                                      |                 | \$205     |      |
| 55 Tree Removal / Alteration – (Hearing Authority)                                    | \$1,640         |           |      |
| <b>Archeological Investigation Permit</b>   |                 |           |      |
| 56 Archeological Investigation Permit   | \$2,460         |           |      |
| <b>Christmas Tree Lot / Temporary Event (Previously Approved)</b>                     |                 |           |      |
| 57 Christmas Tree Lot / Temporary Event (Previously Approved Site)                    |                 | \$205     |      |
| <b>Home Occupation Permit</b>   |                 |           |      |
| 58 Home Occupation Permit   |                 | \$77      |      |
| <b>Addressing</b>   |                 |           |      |
| 59 Single Address (New or Change)   |                 | \$205     |      |
| 60 Subdivisions / Multi-Tenant Buildings  |                 | \$1,025   |      |
| <b>Appeal</b>   |                 |           |      |
| 61 Appeal   |                 | \$500     |      |

# City of Novato

## MASTER FEE SCHEDULE - PLANNING FEES

| Activity Description   | Initial Deposit | Fixed Fee | Note |
|--|-----------------|-----------|------|
| [a] Costs of exemption review recovered via permit deposit/fee.  |                 |           |      |
| [b] Initial deposit amount to be determined based on consultant estimate.  |                 |           |      |
| [c] Initial deposit amount shall be \$2,050 or consultant estimated full cost, whichever is greater.   |                 |           |      |
| [d] Intended to cover situations where prospective applicant requests a meeting with staff to discuss a project concept, application process, development potential, etc.  |                 |           |      |
| [e] Intended to cover inquiries that go beyond simple requests for zoning, development standards, and application procedures   |                 |           |      |
| [f] Intended to cover inquiries where staff is requested to review and provide feedback on preliminary plans. This is not intended to serve as a full plan-check. Example use: when prospective applicants seek waiver from Design Review. |                 |           |      |

# City of Novato

## MASTER FEE SCHEDULE - PLANNING FEES

| Activity Description  | Rate                    | Note |
|---|-------------------------|------|
| <b>Hourly Billing Rates</b>   |                         |      |
| 1 Community Development Director  | \$387                   |      |
| 2 Planning / Environmental Svcs Mgr.  | \$291                   |      |
| 3 Principal Planner   | \$241                   |      |
| 4 Sr. Planner   | \$223                   |      |
| 5 Planner II  | \$196                   |      |
| 6 Planner I   | \$178                   |      |
| 7 Sr. Office Assistant  | \$127                   |      |
| 8 Contract Services   | Actual Cost + 15% Admin |      |
| 9 Billing Factor for Other Job Classifications, if Applicable (multiply hourly wage rate by billing factor) | 4.29                    |      |

# City of Novato

## MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

| Activity Description  | Initial Deposit     | Fixed Fee | Note |
|---|---------------------|-----------|------|
| 1 Tentative Parcel Map (1 - 4 Lots)                         | \$5,000             |           |      |
| 2 Tentative Subdivision Map (Five or More Lots)             | \$15,000            |           |      |
| 3 Parcel Map (1 - 4 Lots)                                   | \$10,000            |           |      |
| 4 Final Map (Five or More Lots)                             | \$10,000            |           |      |
| 5 Lot Line Adjustment - Two Lots                            |                     | \$3,500   |      |
| 6 Lot Line Adjustment - More than Two Lots, One Application |                     | \$5,000   |      |
| 7 Lot Merger  |                     | \$2,500   |      |
| 8 Certificate of Compliance                                 |                     | \$1,250   |      |
| 9 Certificate of Map Correction                             |                     | \$1,250   |      |
| 10 Development Agreement                                    | \$30,000            |           |      |
| 11 Reversion to Acreage                                     | 100% of Actual Cost |           | [a]  |
| 12 Improvement Plan Check                                   |                     |           |      |
| a) Engineer's Estimate - for first \$50,000                 |                     |           |      |
| i) Minimum Fee  |                     | \$368     |      |
| ii) Percent of Engineer's Estimate                          |                     | 10.0%     |      |
| b) Engineer's Estimate - for next \$200,000                 |                     |           |      |
| i) Base Fee   |                     | \$5,000   |      |
| ii) plus, Percent of Engineer's Estimate > \$50,000         |                     | 4.0%      |      |
| c) Engineer's Estimate - for amount exceeding \$250,000     |                     |           |      |
| i) Base Fee   |                     | \$13,000  |      |
| ii) plus, Percent of Engineer's Estimate > \$250,000        |                     | 3.0%      |      |
| 13 Encroachment Permit                                      |                     |           |      |
| a) Engineer's Estimate - for first \$10,000                 |                     |           |      |
| i) Minimum Fee  |                     | \$234     |      |
| ii) Percent of Engineer's Estimate                          |                     | 5.0%      |      |
| b) Engineer's Estimate - for next \$70,000                  |                     |           |      |
| i) Base Fee   |                     | \$500     |      |
| ii) plus, Percent of Engineer's Estimate > \$10,000         |                     | 2.5%      |      |
| c) Engineer's Estimate - for amount exceeding \$80,000      |                     |           |      |
| i) Base Fee   |                     | \$2,250   |      |
| ii) plus, Percent of Engineer's Estimate > \$80,000         |                     | 2.0%      |      |



# City of Novato

## MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

| Activity Description  | Initial Deposit | Fixed Fee | Note |
|---|-----------------|-----------|------|
| 14 Encroachment Public Works Inspection                               |                 |           |      |
| a) Engineer's Estimate - for first \$10,000                           |                 |           |      |
| i) Minimum Fee  |                 | \$156     |      |
| ii) Percent of Engineer's Estimate                                    |                 | 6.0%      |      |
| b) Engineer's Estimate - for next \$70,000                            |                 |           |      |
| i) Base Fee   |                 | \$600     |      |
| ii) plus, Percent of Engineer's Estimate > \$10,000                   |                 | 4.0%      |      |
| c) Engineer's Estimate - for amount exceeding \$80,000                |                 |           |      |
| i) Base Fee   |                 | \$3,400   |      |
| ii) plus, Percent of Engineer's Estimate > \$80,000                   |                 | 2.0%      |      |
| 15 Grading Permit   |                 |           |      |
| a) Less than 1,000 CY   |                 | \$1,400   |      |
| b) 1,000 - 10,000 CY  |                 | \$3,680   |      |
| c) Over 10,000 CY   |                 |           |      |
| i) Base Fee   |                 | \$3,680   |      |
| ii) plus, Percent of Engineer's Estimate > \$3,000                    |                 | 1.5%      |      |
| 16 Grading Inspection   |                 |           |      |
| a) Less than 1,000 CY   |                 | \$1,400   |      |
| b) 1,000 - 10,000 CY  |                 | \$3,680   |      |
| c) Over 10,000 CY   |                 |           |      |
| i) Base Fee   |                 | \$3,680   |      |
| ii) plus, Percent of Engineer's Estimate > \$3,000                    |                 | 1.5%      |      |
| 17 Design Review - Major Residential / Commercial (Hearing Authority) | \$2,000         |           |      |
| 18 Design Review - Minor Residential / Commercial (Director Review)   | \$1,000         |           |      |
| 19 Release of Lien and Recordation                                    |                 | \$184     |      |
| 20 Street Fair Event (per Event Day, per employee)                    |                 | \$244     |      |
| 21 Temporary Sign or Banner (not over street)                         |                 | \$244     |      |
| 22 Transportation Permit (per day)                                    |                 | \$16      | [b]  |
| 23 Utility Company Annual Encroachment                                |                 | \$6,000   |      |
| 24 Farmers Market Annual Encroachment Permit                          |                 | \$312     |      |
| 25 Newspaper Rack Annual Permit (per distributor)                     |                 | \$936     |      |
| 26 Real Estate Sign Annual Permit (per distributor)                   |                 | \$624     |      |

# City of Novato

## MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

| Activity Description   | Initial Deposit | Fixed Fee | Note |
|--|-----------------|-----------|------|
| 27 Extension - Encroachment Permit (extension only available if Engineer's Estimate for remaining work is \$50,000 or greater) |                 | \$900     |      |
| 28 Extension - Grading Permit (extension only available if grading work remaining is 5,000 CY or greater)                      |                 | \$1,400   |      |
| 29 Automation Surcharge  |                 | 10%       |      |

[a] Initial deposit amount to be determined based on City Engineer or consultant estimate.

[b] Set to match California Department of Transportation.

# City of Novato

## MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

| Activity Description   | Rate                    | Note |
|--|-------------------------|------|
| <b>Hourly Billing Rates</b>  |                         |      |
| 1 Public Works Director  | \$354                   |      |
| 2 Engineering Services Manager   | \$254                   |      |
| 3 Principal Civil Engineer   | \$250                   |      |
| 4 Public Works Administration Mgr.   | \$242                   |      |
| 5 Sr. Civil Engineer   | \$238                   |      |
| 6 Associate Civil Engineer   | \$207                   |      |
| 7 Assistant Engineer   | \$180                   |      |
| 8 Engineering Project Coordinator  | \$180                   |      |
| 9 Management Analyst II  | \$173                   |      |
| 10 Public Works Inspector  | \$156                   |      |
| 11 Permit Technician   | \$128                   |      |
| 12 Maintenance Worker  | \$122                   |      |
| 13 Sr. Office Assistant  | \$116                   |      |
| 14 Office Assistant II   | \$106                   |      |
| 15 Contract Services   | Actual Cost + 15% Admin |      |
| 16 Billing Factor for Other Job Classifications, if Applicable (multiply hourly wage rate by billing factor) | 3.92                    |      |

# City of Novato

## MASTER FEE SCHEDULE - ELECTRIC VEHICLE CHARGING RATES

| Activity Description   | Rate   | Note |
|--|--------|------|
| <b>Electric Vehicle Charging</b>   |        |      |
| 1 Rate per kW hour (First Hour Free)   | \$1.50 |      |
| 2 Idle Fee (per hour following 30-minute grace period and capped at \$50 for exceeding a 4-hour limit) | \$4    |      |

# City of Novato

## MASTER FEE SCHEDULE - POLICE FEES

| Activity Description                                       | Fee                        | Note |
|--|----------------------------|------|
| 1 Accident Report  | \$25                       |      |
| 2 Subpoena Duces Tecum (per statue: 1563 CA Evidence Code) | \$15 or max. allowable     | [a]  |
| 3 Alarm User Permit  | \$50                       |      |
| 4 Transfer of Alarm User Permit                            | \$50                       |      |
| 5 False Alarm Response (Per Calendar Year)                 |                            |      |
| a) First   | \$0                        |      |
| b) Second  | \$0                        |      |
| c) Third   | \$100                      |      |
| d) Fourth  | \$150                      |      |
| e) Fifth or More Per Calendar Year (each add'l)            | \$250                      |      |
| f) Additional Fee for Non-permitted system                 | \$85                       |      |
| 6 Impound Vehicle Release (+ tow/storage cost)             | \$200                      |      |
| 7 Vehicle Repossession Fee                                 | \$15                       | [b]  |
| 8 Local Criminal History Report                            | \$35                       |      |
| 9 Food Vehicle   |                            |      |
| a) Permit  | \$175                      |      |
| b) Renewal   | \$175                      |      |
| 10 Fingerprinting/Livescan                                 | \$35                       |      |
| 11 Clearance Letter / Visa                                 | \$40                       |      |
| 12 Emerg Response - Impaired Driver Accident               | actual costs; \$1,000 max. | [c]  |
| 13 Massage Establishment                                   |                            |      |
| a) Permit  | \$329                      |      |
| b) Renewal   | \$278                      |      |
| 14 Masseur Tech  |                            |      |
| a) Permit  | \$278                      |      |
| b) Renewal   | \$226                      |      |
| 15 Commercial / Solicitor Permit                           |                            |      |
| a) Permit  | \$278                      |      |
| b) Renewal   | \$226                      |      |

# City of Novato

## MASTER FEE SCHEDULE - POLICE FEES

| Activity Description  | Fee          | Note |
|---|--------------|------|
| 16 Commercial Cannabis Delivery   |              |      |
| a) Permit Fee (per business / per year)   | \$170        |      |
| b) Driver Registration Fee (per person)   |              |      |
| i) First Year   | \$350        |      |
| ii) Renewal   | \$150        |      |
| c) Driver Badge Issuance Fee (per person / one-time)  | \$150        |      |
| 17 Citation Sign-Off  | No Charge    |      |
| 18 Property Intake & Release (Guns)   |              |      |
| a) First Item   | \$125        |      |
| b) Each Add'l Item  | \$25         |      |
| 19 Duplication  |              |      |
| a) Digital Storage Device (e.g. flash drive)  | \$10         |      |
| b) Security Camera Video  | actual costs |      |
| 20 Special Request for Police Services (e.g. special events, film support, traffic control, etc.) |              |      |
| a) Non-Profits / Community Sponsored Events   |              |      |
| i) Sergeant   | \$91         | [d]  |
| ii) Corporal  | \$77         | [d]  |
| iii) Officer  | \$74         | [d]  |
| iv) Community Services Officer  | \$53         | [d]  |
| b) All Others   |              |      |
| i) Sergeant   | \$245        | [d]  |
| ii) Corporal  | \$208        | [d]  |
| iii) Officer  | \$199        | [d]  |
| iv) Community Services Officer  | \$144        | [d]  |
| 16 Commercial Cannabis Delivery   |              |      |
| a) Permit Fee (per business / per year)   | \$170        |      |
| b) Driver Registration Fee (per person)   |              |      |
| i) First Year   | \$350        |      |
| ii) Renewal   | \$150        |      |
| c) Driver Badge Issuance Fee (per person / one-time)  | \$150        |      |

[a] California Evidence Code Section 1563.

[b] California Government Code Section 41612.

[c] California Government Code Section 53150.

[d] Billing of actual costs for services rendered, per hour, per officer, as required.

# City of Novato

## SCHEDULE OF RENTAL RATES AND CHARGES FOR PLAYING FIELDS

|   |
|---|
| <b>All fees are hourly unless noted otherwise.</b>  |
| <b>All applications will be subject to a \$25 processing fee due at time of application.</b>  |
| <b>Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.</b>   |
| <b>Lost key/key card fee - \$20</b>   |
| <b>Park Maintenance Fee is \$200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.</b> |
| <b>Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.</b>  |

| Facility Description   | Community Service | Private | Commercial | Novato Youth Leagues |
|--|-------------------|---------|------------|----------------------|
| <b>1 Playing Fields</b>  |                   |         |            |                      |
| a) Indian Valley Campus Ballfields                                   | \$37              | \$46    | \$65       | \$17                 |
| b) Hill, Marion, Slade, Dunphy, South Hamilton Fields (Grass Fields) | \$27              | \$34    | \$47       | \$11                 |
| c) Hill Synthetic Fields   | \$60              | \$80    | \$100      | n/a                  |
| d) Light Use (in addition to field rental fee)                       | \$20              | \$20    | \$20       | \$20                 |



# City of Novato

## SCHEDULE OF RENTAL RATES AND CHARGES FOR PLAYING COURTS

|  |
|--|
| All fees are hourly unless noted otherwise.  |
| All applications will be subject to a \$25 processing fee due at time of application.  |
| Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.   |
| Lost key/key card fee - \$20   |
| Park Maintenance Fee is \$200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City. |
| Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.  |

| Facility Description  | Community Service | Private | Commercial |
|---|-------------------|---------|------------|
| <b>1 Tennis Courts, Pickleball Courts</b><br>Court Rental (per court, per hour) | \$9               | \$14    | \$18       |

| Facility Description  | Community Service | Private | Commercial |
|---|-------------------|---------|------------|
| <b>2 Bocce Ball Courts</b><br>a) Court Rental (per court, per hour) | \$22              | \$30    | \$45       |
| b) Bocce Ball Equipment - per day rental fee                        | \$15              | \$15    | \$15       |

| Facility Description   | Community Service | Private | Commercial |
|--|-------------------|---------|------------|
| <b>3 Multi-Purpose Sports Courts (Thigpen)</b><br>a) Outdoor Basketball Courts (2 courts)<br>(per court, per hour) | \$10              | \$15    | \$20       |
| a) Roller Hockey Court (1 court)<br>(per court, per hour)  | \$20              | \$30    | \$40       |



# City of Novato

## SCHEDULE OF RENTAL RATES AND CHARGES FOR GYMNASIUM

|  |
|--|
| All fees are hourly unless noted otherwise.  |
| All applications will be subject to a \$25 processing fee due at time of application.  |
| Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.   |
| Lost key/key card fee - \$20   |
| Park Maintenance Fee is \$200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City. |
| Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.  |

| Facility Description                                       | Community Service | Private | Commercial |
|--|-------------------|---------|------------|
| <b>1 Gymnasium</b>   |                   |         |            |
| a) Main Court (Hill, Hamilton, and Hamilton Community Gym) | \$40              | \$60    | \$80       |
| b) Cross Courts (2) (Hamilton Community Gym, Hill Gym)     | \$25              | \$38    | \$50       |
| c) Scoreboards (per day)                                   | \$15              | \$15    | \$15       |
| d) Volleyball Equipment (per day)                          | \$15              | \$15    | \$15       |

# City of Novato

## SCHEDULE OF RENTAL RATES AND CHARGES FOR PICNIC AREAS AND AMPHITHEATER

|  |
|--|
| All fees are hourly unless noted otherwise.  |
| All applications will be subject to a \$25 processing fee due at time of application.  |
| Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.   |
| Lost key/key card fee - \$20   |
| Park Maintenance Fee is \$200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City. |
| Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.  |

| Facility Description  | Community Service | Private | Commercial |
|---|-------------------|---------|------------|
| <b>1 Group Picnic Areas (2-hour minimum)</b>  |                   |         |            |
| a) Small Picnic Area (seats up to 36)   | \$27              | \$41    | \$54       |
| b) Large Picnic Area (seats 60+)  | \$32              | \$48    | \$64       |
| c) Multi-Use Grass Areas - Miwok, Hamilton, or Pioneer  | \$27              | \$41    | \$54       |
| d) Jump house, tents, other allowable large equipment in parks (in addition to field rental fee): Designated Areas Only - Per Day Fee | \$35              | \$35    | \$35       |

| Facility Description  | Community Service   | Private | Commercial |
|---|---|---------|------------|
| <b>2 Hamilton Amphitheater (2-hour minimum)</b>   |   |         |            |
| a) Amphitheater/Stage - All Users   |   |         |            |
| i) Per Hour (2-hour minimum), or  | \$32  | \$48    | \$64       |
| ii) Per Day   | \$320   | \$480   | \$640      |
| b) Rehearsals/Setup/Cleanup (Available for Performing Arts Groups Only)   |   |         |            |
| i) Per Hour (2-hour minimum), or  | \$17  | \$26    | \$34       |
| ii) Per Day   | \$170   | \$260   | \$340      |
| c) Amphitheater Multi-Use Grass Area  |   |         |            |
| i) Per Hour (2-hour minimum), or  | \$27  | \$41    | \$54       |
| ii) Per Day   | \$270   | \$410   | \$540      |
| d) Jump house, tents, other allowable large equipment in parks (in addition to field rental fee): Designated Areas Only - Per Day Fee | \$35  | \$35    | \$35       |
| e) Damage Deposit (Refundable) - Flat Amount  | \$400   | \$400   | \$400      |
| f) Cancellation Fee   | Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee. If rental is cancelled due to weather, there shall be a full refund minus the application fee. |         |            |

# City of Novato

## SCHEDULE OF RENTAL RATES AND CHARGES FOR INDOOR FACILITIES

|   |
|---|
| <b>All fees are hourly unless noted otherwise.</b>  |
| <b>All applications will be subject to a \$25 processing fee due at time of application.</b>  |
| <b>Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.</b>   |
| <b>Lost key/key card fee - \$20</b>   |
| <b>Park Maintenance Fee is \$200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.</b> |
| <b>Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.</b>  |

| Facility Description   | Community Service  | Private | Commercial |
|--|--|---------|------------|
| <b>1 Hill Community Room (2-hour minimum)</b>                              |  |         |            |
| a) Novato Based Group  |  |         |            |
| i) Per Hour  | \$18   | \$45    | \$60       |
| ii) Maximum Per Day  | \$70   |         |            |
| b) Outside Novato Based Group  | \$35   | \$50    | \$60       |
| c) Custodian Fees - For Actual Time Required Per Event (per hour)          | \$40   | \$40    | \$40       |
| d) Building Attendant Fees - For Actual Time Required Per Event (per hour) | \$25   | \$25    | \$25       |
| e) Damage Deposit (Refundable) - Flat Amount                               | \$400  | \$400   | \$400      |
| f) Key Deposit (Refundable) - Flat Amount per Key                          | \$20   | \$20    | \$20       |
| g) Cancellation Fee  | Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee. |         |            |

| Facility Description   | Community Service  | Private | Commercial |
|--|--|---------|------------|
| <b>2 Downtown Recreation Center (2-hour minimum)</b>                       |  |         |            |
| a) Recreation Room   | \$30   | \$45    | \$60       |
| b) Multi-Purpose Room  | \$36   | \$54    | \$72       |
| c) Pocket Park   | \$38   | \$57    | \$76       |
| d) Entire Building   | \$65   | \$100   | \$130      |
| e) Custodian Fees - For Actual Time Required Per Event (per hour)          | \$40   | \$40    | \$40       |
| f) Building Attendant Fees - For Actual Time Required Per Event (per hour) | \$25   | \$25    | \$25       |
| g) Damage Deposit (Refundable) - Flat Amount                               | \$400  | \$400   | \$400      |
| h) Cancellation Fee  | Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee. |         |            |

# City of Novato

## SCHEDULE OF RENTAL RATES AND CHARGES FOR INDOOR FACILITIES

|   |
|---|
| <b>All fees are hourly unless noted otherwise.</b>  |
| <b>All applications will be subject to a \$25 processing fee due at time of application.</b>  |
| <b>Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.</b>   |
| <b>Lost key/key card fee - \$20</b>   |
| <b>Park Maintenance Fee is \$200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.</b> |
| <b>Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.</b>  |

| Facility Description   | Community Service  | Private | Commercial |
|--|--|---------|------------|
| <b>3 Hamilton Community Center (2-hour minimum)</b>                            |  |         |            |
| a) Hamilton Dance Studio Performance Use                                       | \$40   | \$60    | \$80       |
| b) Hamilton Dance Studio Rehearsal Time for Performances Only                  | \$20   | \$30    | \$40       |
| c) Classroom Use: Dance Studio, Hamilton Art Studio, Bay Room, Recreation Room | \$35   | \$53    | \$70       |
| d) Meeting Room (Small)  | \$22   | \$33    | \$44       |
| e) West Wing Auditorium  | \$50   | \$75    | \$100      |
| f) Custodian Fees - For Actual Time Required Per Event (per hour)              | \$40   | \$40    | \$40       |
| g) Building Attendant Fees - For Actual Time Required Per Event (per hour)     | \$25   | \$25    | \$25       |
| h) Damage Deposit (Refundable) - Flat Amount                                   | \$400  | \$400   | \$400      |
| i) Cancellation Fee  | Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee. |         |            |



# City of Novato

## SCHEDULE OF RENTAL RATES AND CHARGES FOR MARGARET TODD SENIOR CENTER

|  |
|--|
| All fees are hourly unless noted otherwise.  |
| All applications will be subject to a \$25 processing fee due at time of application.  |
| Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.   |
| Lost key/key card fee - \$20   |
| Park Maintenance Fee is \$200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City. |
| Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.  |

|  |
|--|
| A Senior Group is defined as 50% or more members who are 50 years and older.<br>Senior Group rates are only available during core hours: Monday - Friday, 8:30 a.m. to 5:00 p.m. |
| Community Service, Private, and Commercial categories receive a \$20 per hour discount for Monday - Friday day use (9 a.m. - 4 p.m.) during regular operating hours              |

| Facility Description   | Community Service   | Private | Commercial | Senior Groups |
|--|---|---------|------------|---------------|
| <b>Margaret Todd Senior Center<br/>(2-hour minimum rental)</b> |   |         |            |               |
| 1 Full Auditorium with kitchen and lobby<br>(A - C + L)        | \$158   | \$206   | \$249      | \$72          |
| 2 Full Auditorium with kitchen<br>(A - C)                      | \$143   | \$183   | \$219      | \$62          |
| 3 Full Auditorium<br>(A + B)                                   | \$132   | \$167   | \$196      | \$57          |
| 4 Partial Auditorium with kitchen<br>(A + C)                   | \$132   | \$167   | \$196      | \$57          |
| 5 Partial Auditorium<br>(A)                                    | \$117   | \$144   | \$166      | \$48          |
| 6 Meeting Room 1 (Small)                                       | \$57  | \$70    | \$84       | \$23          |
| 7 Meeting Room 3 (Large)                                       | \$64  | \$80    | \$96       | \$26          |
| 8 Crafts Room  | \$64  | \$80    | \$96       | \$26          |
| 9 Card Room  | \$57  | \$70    | \$84       | \$23          |
| 10 Kitchen Only  | \$20  | \$27    | \$35       | \$12          |
| 11 Damage Deposit (Refundable) - Flat Amount                   | \$400   | \$400   | \$400      | \$400         |
| 12 Cancellation Fee  | Less than 20 days before date of event will result in forfeiture of 50% of the deposit as a processing fee. |         |            |               |
| 13 Custodial and Building Attendant                            | Costs included in the hourly room rate, where required.   |         |            |               |

A = stage + wood floor banquet room, B = rear carpeted nutrition site, C = Kitchen

# City of Novato

## SCHEDULE OF RENTAL RATES AND CHARGES FOR POLICE TRAINING ROOM

|  |
|--|
| All fees are hourly unless noted otherwise.  |
| All applications will be subject to a \$25 processing fee due at time of application.  |
| Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.   |
| Lost key/key card fee - \$20   |
| Park Maintenance Fee is \$200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City. |
| Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.  |

| Facility Description                           | Community Service  | Private | Commercial |
|--|--|---------|------------|
| <b>1 Police Training Room (2-hour minimum)</b> |  |         |            |
| a) Police Training Room                        | \$32   | \$59    | \$89       |
| b) Damage Deposit (Refundable) - Flat Amount   | \$400  | \$400   | \$400      |
| c) Cancellation Fee                            | Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee. |         |            |

# City of Novato

## SCHEDULE OF RENTAL RATES AND CHARGES FOR CIVIC CENTER

|  |
|--|
| All fees are hourly unless noted otherwise.  |
| All applications will be subject to a \$25 processing fee due at time of application.  |
| Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.   |
| Lost key/key card fee - \$20   |
| Park Maintenance Fee is \$200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City. |
| Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.  |

| Facility Description   | Community Service  | Private | Commercial |
|--|--|---------|------------|
| <b>1 City Hall Facilities (2-hour minimum)<br/>Friday - Sunday Use</b> |  |         |            |
| a) Novato City Hall Chamber, Prep, Lobby                               | \$150  | \$225   | \$300      |
| b) City Hall and Outdoor Patio   | \$200  | \$300   | \$400      |
| c) City Hall, Outdoor Patio, and Novato City Green                     | \$225  | \$338   | \$450      |
| d) City Green Only   | \$25   | \$38    | \$50       |
| e) Damage Deposit (Refundable) - Flat Amount                           | \$400  | \$400   | \$400      |
| f) Custodial and Building Attendant                                    | Costs included in the hourly room rate, where required.  |         |            |
| g) Cancellation Fee  | Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee. |         |            |

| Facility Description   | Community Service  | Private | Commercial |
|--|--|---------|------------|
| <b>2 City Hall Facilities (2-hour minimum)<br/>Monday - Thursday Use</b> |  |         |            |
| a) Novato City Hall Chamber, Prep, Lobby                                 | \$100  | \$150   | \$200      |
| b) City Hall and Outdoor Patio   | \$125  | \$213   | \$250      |
| c) City Hall, Outdoor Patio, and Novato City Green                       | \$150  | \$225   | \$300      |
| d) City Green Only   | \$25   | \$38    | \$50       |
| e) Damage Deposit (Refundable) - Flat Amount                             | \$400  | \$400   | \$400      |
| f) Custodial and Building Attendant                                      | Costs included in the hourly room rate, where required.  |         |            |
| g) Cancellation Fee  | Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee. |         |            |

# City of Novato

## SCHEDULE OF RENTAL RATES AND CHARGES FOR CIVIC CENTER

|  |
|--|
| All fees are hourly unless noted otherwise.  |
| All applications will be subject to a \$25 processing fee due at time of application.  |
| Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.   |
| Lost key/key card fee - \$20   |
| Park Maintenance Fee is \$200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City. |
| Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.  |

| Facility Description                                  | Community Service  | Private | Commercial |
|---|--|---------|------------|
| <b>3 Civic Center Plaza (2-hour minimum)</b>          |  |         |            |
| <b>Saturday - Sunday Use Only</b>                     |  |         |            |
| a) Novato Civic Plaza (City Green and Flex Hardscape) | \$50   | \$75    | \$100      |
| b) Damage Deposit (Refundable) - Flat Amount          | \$400  | \$400   | \$400      |
| c) Custodial and Building Attendant                   | Costs included in the hourly room rate, where required.  |         |            |
| d) Cancellation Fee                                   | Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee. |         |            |



# City of Novato

## MASTER FEE SCHEDULE - COMMUNITY BANNERS

All applications will be subject to a \$25 processing fee due at time of application.

| Fee Description   | Fee         | Charge Basis | Note |
|---|-------------|--------------|------|
| 1 Community Banners - Community Events / Civic Purpose Only |             |              |      |
| a) Building Banner (South side of Community House)          | \$125       | per week     |      |
| b) Storage Fee  | \$35        | per day      |      |
| c) Cancellation Fee   |             |              | [a]  |
| i) At Least 60 Days in Advance                              | Full Refund |              |      |
| ii) Less than 60 Days in Advance                            | 50% Refund  |              |      |

[a] If an applicant cancels their reservation sixty (60) days or more in advance of their banner display date, the applicant shall be entitled to a 100% refund of their fees. If an applicant cancels their reservation less than sixty (60) days in advance of their banner display date, they shall be entitled to a 50% refund of their fees. If a City event preempts a previously scheduled reservation, the applicant will be reimbursed for 100% of their fees. No refunds for canceled events shall be given unless another eligible banner assumes the same display dates and pays the applicable fees. The City of Novato will not be responsible for finding any substitute reservations.

# City of Novato

## MASTER FEE SCHEDULE - ADMINISTRATIVE FEES

| Activity Description  | Fee                                  | Charge Basis                         | Note |
|---|--------------------------------------|--------------------------------------|------|
| 1 Document Certification  | \$2                                  |                                      | [a]  |
| 2 DVD Copy of Meetings  | \$6                                  |                                      | [b]  |
| 3 Election  |                                      |                                      |      |
| a) Candidate Nomination Filing  | \$25                                 | per filing                           |      |
| b) Fee for Late Filing of Reports of Campaign Contributions & Expenditures      | \$10                                 | Beginning on 2nd day after due date. | [c]  |
| c) Initiative Filing Fee  | \$200                                |                                      | [d]  |
| 4 FPPC Form 700s (Late Fees)  | \$10                                 | per day                              | [e]  |
| 5 Notary  | \$15                                 |                                      |      |
| 6 Printed Documents   |                                      |                                      | [f]  |
| a) 8.5 x 11 Black and White (0-9 copies)  | No Charge                            | per single sided page                |      |
| b) 8.5 x 11 Black and White (10 or more copies)                                 | \$0.10                               | per single sided page                |      |
| c) 8.5 x 14 Black and White   | \$0.20                               | per single sided page                |      |
| d) 8.5 x 11 Color Copies  | \$0.50                               | per single sided page                |      |
| e) 8.5 x 14 Color Copies  | \$0.75                               | per single sided page                |      |
| f) 11 x 17 Color Copies   | \$1.00                               | per single sided page                |      |
| g) 18 x 24 Color Copies   | \$2.00                               | per single sided page                |      |
| h) 24 x 36 Color Copies   | \$3.00                               | per single sided page                |      |
| 7 Requests Requiring Special Programming or Formatting (Extraordinary Requests) | Hourly<br>See City Salary Schedule   |                                      |      |
| 8 Subpoena Fees   | Maximum Fees<br>Established by State |                                      |      |

[a] No charge to other public agencies.

[b] E.g., digital hard copy of City Council / Planning Commission meeting.

[c] Fee intended to mirror FPPC Form 700 late fee.

[d] Fee intended to mirror amount authorized in Election Code.

[e] Fee applies after second notice sent to Form 700 filer.

[f] Fee applies for printed copies of city-wide records, and public records requests.