



# CITY OF NOVATO CALIFORNIA

## Schedule of User and Regulatory Fees

### Master Fee Schedule

*Effective July 1, 2024*

Resolution No. 2022 - 059

Revised January 19, 2025

# 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.

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# City of Novato

## Introduction

The City of Novato Master Fee Schedule provides a comprehensive list of fees that may apply to new or expanding businesses and commercial and residential projects. These fees, established by the Novato City Council in Resolution No. 2022-059 following a detailed fee study, cover various City services that benefit individuals and properties. The primary purposes of these fees are to: (i) fund the installation of public utilities and service facilities necessary for development, (ii) collect charges from those who benefit from specific City facilities and services, and (iii) offset costs incurred by the City in providing essential services such as preconstruction, construction, inspection, and public safety.

Some fees in the Master Fee Schedule are subject to annual adjustments, while others may be updated at the City Council's discretion. While this document provides the most current information, it is best to confirm specific requirements with City staff to ensure that there are no other requirements that your project might need to meet.

### General Fee Information

- User Fees – User Fees are charged for services that directly benefit individuals, organizations, or businesses. Examples include building permit fees, recreation program fees, and facility rental fees. User fees are generally collected at the time of application or service request.
- Regulatory Fees – Fees imposed to support regulatory activities, such as plan reviews, inspections, and code enforcement actions. These fees ensure compliance with local codes, ordinances, and regulations. Regulatory fees are usually due upon permit issuance or when an inspection is scheduled.
- Actual Cost – Actual Cost means the actual number of staff hours (calculated at the current staff hourly rate) incurred to review the project, plus any third-party consultant or contract costs.
- Hourly Rate – Staff Hourly Rate means the average billable staff salary, plus an estimate of benefits and indirect costs.

### Annual Fee Adjustments

Unless otherwise noted, fees will be adjusted annually based on the percentage change in the U.S. Bureau of Labor Statistics San Francisco/Oakland/San Jose Consumer Price Index – All Urban Consumers (CPI-U).

### Punitive Fines and Penalties

Punitive fines and penalties for violations of the Novato Municipal Code, such as infractions or misdemeanors, are established to enforce compliance with City regulations. These fines are outlined in Chapter I – General of the Novato Municipal Code, which covers general penalties, public nuisance abatement procedures, and administrative citations.

# City of Novato

## BUILDING FEES

**On May 24, 2022, the Novato City Council adopted a full cost recovery model for building services through Resolution No. 2022-059. Costs associated with processing building permits and plan check services, including staff time and resources, are recovered through fees paid by applicants. Exceptions to this policy are noted where applicable.**

### A. Administrative and Other Fees

Activity Description	Fee	Note
1 Permit Issuance Fee	\$75	
2 General Plan Maintenance Fee (% of permit fee)	10%	[b]
3 Technology Fee (% of permit fee)	10%	[b]
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)	\$269	
7 Permit Extension	\$180	
8 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	\$269	
<b>Other Fees</b>		
9 Phased Inspection Fee (per inspection)	\$90	
10 After Hours Inspection (per hour) (2-hour minimum)	\$215	
<u>11 Call back or off day inspection (per hour) (4 hour minimum)</u>	<u>\$215</u>	
<del>11-12</del> Re-inspection Fee (2nd Time or More) (each)	\$90	[a]
<del>12-13</del> Missed inspection Fee	\$90	
<u>14 Fees for Services not listed in this fee schedule (per 1/2 hour)</u>	\$90	
<u>15 Alternate Methods and Application Fee</u>	<u>\$150</u>	
<b><u>Pre-Application Assistance Request</u></b>		
<u>16 Pre-Application Meeting</u>		[c]
<u>a) First Meeting - (up to 1/2 hour)</u>	<u>No Charge</u>	[c]
<u>b) Additional Meeting - (Up to 1 hour)</u>	<u>\$547</u>	[c]
<u>17 Pre-Application Request for Information / Property Research (No Meeting)</u>		[d]
<u>a) First 1/2 hour</u>	<u>No Charge</u>	[d]
<u>b) Each Additional Meeting - (1 hour minimum)</u>	<u>\$150</u>	[d]
<u>18 Technical Advisory Committee Review</u>	\$1,346	
<u>19 Building Board of Appeals (BBA) Application Fee</u>	<u>\$150</u>	

# City of Novato

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### A. Administrative and Other Fees

Activity Description	Fee	Note
<b>Violation Fees</b>		
<del>15-20</del> Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)	equal to permit fee	
<b>Refunds</b>		
<del>16-21</del> 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.

[b] Exemption for minor permits, e.g. window replacements, reroofs, furnace, water heater.

[c] Intended to cover situations where prospective applicant requests a meeting with staff to discuss a project concept, applications process, development potential, etc.

[d] Intended to cover inquiries that go beyond simple requests for zoning, development standards, and application procedures.

# City of Novato

## BUILDING FEES

B. Fees for Commonly Requested and Minor Miscellaneous Building Permit Types. Fees shown in this section (Section B.) 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 California).

Fee Description	Fee	Charge Basis	Note
1 HVAC Change-Out - Residential	<del>\$135-</del>		
<a href="#">a) Like for Like, Repair</a>	<u>\$90</u>	<u>per permit</u>	
<a href="#">b) Relocation, Same Location (Different Type),     New A/C Unit</a>	<u>\$180</u>	<u>per permit</u>	
<a href="#">c) HVAC Change Out - New</a>	<u>\$240</u>	<u>per permit</u>	
<a href="#">d) HVAC Change Out - Commercial</a>	<u>See Permit Fee Table</u>	<u>per permit</u>	
2 Residential Solar Photovoltaic System - Solar Permit			
a) 15kW or less	\$314	per permit	
b) Above 15kW – base	\$314	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	\$155	per <del>permit</del> panel	
5 Water Heater Changeout - Residential	<del>\$90-</del>	per <del>permit</del> water heater	
<a href="#">a) Like for Like, Repair</a>	<u>\$90</u>	<u>per water heater</u>	
<a href="#">b) Relocation (Like for Like), Tank to Tankless,     Tank/tankless to Heat Pump, New</a>	<u>\$180</u>	<u>per water heater</u>	
<a href="#">c) Commercial</a>	<u>\$240</u>	<u>per water heater</u>	
6 Residential Re-Roof			
a) Up to 2,000 SF (Roof Area)	\$269	per permit	
b) Each Add'l 1,000 SF or fraction thereof	\$90	per permit	
<a href="#">c) Commercial / multi-family</a>	<u>See Permit Fee Table</u>	<u>per permit</u>	
7 Temporary Power Pole	\$90	per permit	
8 <del>SFR</del> Window / Sliding Glass Door - Retrofit / Repair			
a) Up to 5	\$180	per permit	
b) Over 5	<del>See Permit Fee Table-</del> <u>\$180 + \$25 each additional</u>	per permit	
<a href="#">c) Commercial / multi-family</a>	<u>See Permit Fee Table</u>		

# City of Novato

## BUILDING FEES

B. Fees for Commonly Requested and Minor Miscellaneous Building Permit Types. Fees shown in this section (Section B.) 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 California).

Fee Description	Fee	Charge Basis	Note
9 Fence	\$180	per permit	
<hr/>			
<u>10 Demolition</u>			
<u>a) Investigative Demolition</u>	<u>\$150</u>	<u>per permit</u>	
<u>b) Minor Interior Demolition (500 sq. Ft or less)</u>	<u>\$250</u>	<u>per permit</u>	
<u>c) Major Demolition</u>	<u>See Permit Fee Table</u>	<u>per permit</u>	
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# City of Novato

## 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	[a]
<del>c) Expedited Plan Check – At Application Submittal (when applicable)</del>	<del>1.5x standard plan check fee</del>	
<del>d) Expedited Plan Check – After Permit Issuance (when applicable- approved by CBO)</del>	2x Hourly Rate	[a]
e) Tract Home / Master Plan Units (Production Units)	25% of standard plan check fee	[b]
f) Alternate Materials and Materials Review <u>or BBA</u> (per hour) <u>(1 hour minimum)</u>	\$180	
g) Excess Plan Review Fee <u>(3rd Fee 4th and subsequent)</u> (per hour)	Hourly	
h) Revisions of Approved Plans	Hourly	
i) <u>Minor Plan Review</u>	<u>\$150</u>	
j) <u>Minimum plan review fee (as applicable)</u>	<u>\$75</u>	
k) <u>Flood Zone Plan Review (Building Division)</u>	<u>15% of PC Fee</u>	
<b>2 Building Plan Check Fees - Planning (Fees Only Applied to Projects Requiring Review)</b>		[c]
a) Zoning Clearance Verification	\$112	
b) Planning Plan Check		
i) Alterations/Additions - Residential	\$281	
ii) New Construction - Single Family Residential	\$505	
iii) New Construction - 2-4 Residential Units	\$954	
iv) New Construction - 5+ Residential Units	\$2,469	
v) New Construction - Non-Residential	\$954	
vi) Alterations/Additions - Non-Residential	\$505	
<b>3 Building Plan Check Fees - Public Works Engineering (Fees Only Applied to Projects Requiring Review)</b>		[c]
a) Swimming Pool	\$201	
b) Block Wall	\$101	
c) Fence	\$101	
d) Sign	\$101	
e) Alterations/Additions - Residential	\$151	
f) New Construction - Single Family Residential	\$403	
g) New Construction - 2-4 Residential Units	\$604	
h) New Construction - 5+ Residential Units	\$1,209	
i) New Construction - Non-Residential	\$806	
j) Alterations/Additions - Non-Residential	\$201	
k) Permits / Plan checks not listed above	See footnote	[d]

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



# City of Novato

## BUILDING FEES

### C. Building Plan Review Fees

Activity Description	Fee	Note
[a] Includes up to <del>three</del> two plan checks. The City's Chief Building Official has authority to <del>will</del> bill hourly for any additional plan review <u>required beyond the two initial plan checks. The hourly rate is the fee charged for each additional hour of plan review beyond the standard allowance.</u>		
[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] Fees in the underlying category include one plan check. After that hourly rates apply.		
[d] Engineer/technician to determine hours and applicable fee at time of application.		

# City of Novato

## 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 a signed consutrction contract detailing all project cost sufficient 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) in the City's current Building Valuation Policy table or other published building construction costs. 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 D, 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.**

### D. 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	\$179.00			
\$2,001 to \$25,000	\$179.00 for the first \$2,000	plus	\$21.48 for each add'l \$1,000 or fraction thereof, to and including \$25,000	
\$25,001 to \$50,000	\$673.00 for the first \$25,000	plus	\$19.76 for each add'l \$1,000 or fraction thereof, to and including \$50,000	
\$50,001 to \$100,000	\$1,167.00 for the first \$50,000	plus	\$12.56 for each add'l \$1,000 or fraction thereof, to and including \$100,000	
\$100,001 to \$500,000	\$1,795.00 for the first \$100,000	plus	\$9.88 for each add'l \$1,000 or fraction thereof, to and including \$500,000	
\$500,001 to \$1,000,000	\$5,745.00 for the first \$500,000	plus	\$8.62 for each add'l \$1,000 or fraction thereof, to and including \$1,000,000	
\$1,000,001 and up	\$10,054.00 for the first \$1,000,000	plus	\$5.17 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

## CODE ENFORCEMENT FEES

Activity Description	Fee	Note
1 <b>Multi-Family and Hotel/Motel Inspections</b>		
a) Apartment Complexes, Hotels/Motels of 3-5 Units/Rooms	\$328	
b) Each Additional Apartment Unit Over 5	\$12	
c) Each Additional Hotel/Motel Room Over 5	\$8	
2 <b>Massage Establishment Inspection Fees (per Inspection; per Background Investigation)</b>	\$109	
3 <b>Vehicle Abatements by the City (Each Vehicle)</b>	\$241	[a],[b]
4 <b>Remedy violations of any chapter of the Novato Municipal Code requiring (1) order of abatement by the Housing and Building Codes Appeal Board or the City Council, (2) an inspection or seizure warrant, (3) a posting of an order designating the property as unsafe to occupy and/or (4) the commencement of civil litigation proceedings (Each Case).</b>	\$1,548	
5 <b>Cost of abatement in addition to code enforcement staff and associated indirect costs, including but not limited to labor, equipment, private contractor, materials, materials storage, and all other costs reasonably necessary to abate the nuisance (Each Case).</b>	Actual Costs	
6 <b>Costs to process and file lien for fees due for nonpayment</b>	Actual Costs	
7 <b>Appeal</b>		
a) Appeal to Housing, Zoning and Building Codes Appeals Board	\$130	[c]
b) Appeal to City Council of Housing, Zoning and Building Codes Appeals Board Decision	\$130	[d]
8 <b>Hourly Rate for Code Enforcement Staff and Services Not Otherwise Listed in this Schedule (per hour)</b>	<del>\$171</del> <u>\$200</u>	

[a] Public and private property, including street.

[b] For abandoned vehicles abated from the street, the last registered owner shall be responsible for the fee unless a more current owner is known. For abandoned vehicles abated from private property, the last registered owner shall be responsible for the fee unless a more current owner is known, or if the property owner gave permission to store the vehicle in violation of any City or State Code, then the property owner shall be responsible for the fee.

[c] Non-refundable fee 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.

[d] Non-refundable fee required by 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.

# City of Novato

## PLANNING FEES AND DEPOSITS

Through Resolution No. 2022-059, the Novato City Council adopted a 30% cost recovery model for most current planning services, unless otherwise noted. This model recovers 30% of the planning application processing costs through fees, with the remaining portion subsidized by a city revenue source, usually the General Fund. For complex entitlement packages, fees are calculated based on actual staff time and materials, using a time-and-materials basis.

Activity Description	Initial Deposit	Fixed Fee	Note
<b>General Plan Amendment</b>			
1 Land Use Map / Text Amendment	\$8,900		
2 Urban Growth Boundary Amendment / Waiver of Dual Annexation	\$8,900		
<b>Zoning Amendments</b>			
3 Zoning Map Amendment/Prezoning	\$8,900		
4 Zoning Text Amendment	\$8,900		
5 Master Plan / Amendment	\$13,300		
6 Precise Development Plan / Amendment	\$13,300		
7 Precise Development Plan Amendment (Director Modification)		\$1,795	
8 <u>Preliminary Application (Senate Bill 330)</u>			[i]
<b>Subdivision Actions</b>			
<del>8-9</del> Tentative Map (4 or Fewer Lots) / Amendment	\$4,400		
<del>9-10</del> Tentative Map (5 or More Lots) / Amendment	\$6,600		
<del>10-11</del> Improvement Plans / Subdivision Improvement Agreement / CC&Rs		\$2,244	
<del>11-12</del> Map Time Extension	\$2,100		
<del>12-13</del> Lot Line Adjustment	\$2,500		
<del>13 Lot Merger</del>	<del>\$2,500</del>		
14 Certificate of Compliance	\$2,100		
15 Vacation of Easements / Public Right-of-Way	\$4,400		
16 CC&R Amendments	\$4,400		
<b>Use Permits</b>			
17 Use Permit - Major (Planning Commission)	\$4,400		
18 Use Permit - Minor (Zoning Administrator)	\$2,500		
19 Use Permit - Temporary (Zoning Administrator Hearing)	\$1,700		
20 Use Permit - Temporary (ZA Action; No Notice; No Hearing)		\$898	
<b>Variance</b>			
21 Variance <del>Major (Hearing Authority)</del>	\$4,400		
<del>22 Variance - Minor (Director)</del>	<del>\$2,500</del>		
<b>Design Review</b>			
23 Design Review - Major Residential / Commercial (Hearing Authority)	\$5,500		
24 Design Review - Minor Residential / Commercial (Director Review)	\$2,500		

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Activity Description	Initial Deposit	Fixed Fee	Note
25 Signs - Minor (Director Review)		\$224	
26 Signs - Major (Design Review Commission Review)	\$2,500		
27 Master Sign Program	\$2,500		
<b>Wireless Facilities</b>			
28 Small Cell Wireless Facilities (per site)	\$4,400		
29 Eligible Facilities Requests - Spectrum Act 6409(a) (per site)	\$1,000		
30 Non-Small Cell Wireless Facilities (per site)	\$4,400		
<b>Commercial Cannabis Licensing</b>			
<del>31 Application for Conditional Certificate</del>		<del>\$11,954</del>	
<del>32 Business Permit Renewal</del>			
<del>a) Administrative</del>		<del>\$9,765</del>	
<del>b) Public Hearing</del>		<del>\$11,954</del>	
<del>33 Community Benefit Agreement</del>			
<del>a) Initial Application</del>		<del>\$4,379</del>	
<del>b) Renegotiation</del>		Actual Cost	
<b>Environmental Review</b>			
<del>34-31</del> Categorical / Statutory Exemption	n/a - see note		[a]
<del>35-32</del> Initial Study / Negative Declaration / Mitigated Negative Declaration	Deposit - TBD		[b]
<del>36-33</del> Environmental Impact Report	Deposit - TBD		[b]
<del>37-34</del> Mitigation Monitoring & Compliance (Post Project Approval)	\$2,100		[c]
<b>Zoning Clearance</b>			
<del>38-35</del> General / Commercial Cannabis		\$449	
<b>Streamlined Residential Review</b>			
<del>39-36 Senate Bill 35 / AB 2162 (Streamlined Residential Development Review)</del>	\$14,500		[g]
<del>40-37</del> AB 168 (Notice of Intent / Tribal Consultation)	\$2,500		
<b>Density Bonus Request</b>			
<del>41-38</del> Density Bonus Request	\$8,900		[h]
<b>Development Agreement / Amendment</b>			
<del>42-39</del> Development Agreement / Amendment	\$13,300		
<b>Zoning Code Interpretation Request</b>			
<del>43-40</del> Zoning Code Interpretation Request	\$1,700		
<b>Accessory Dwelling Unit (Planning Permit)</b>			
<del>44-41</del> Accessory Dwelling Unit (Planning Permit)		\$898	

# City of Novato

## PLANNING FEES AND DEPOSITS

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Activity Description	Initial Deposit	Fixed Fee	Note
<b>Zoning Compliance Letter Request</b>			
<del>45</del> 42 Zoning Compliance Letter Request		\$898	
<b><u>Minor</u> Project Modification Request (<del>General</del>)</b>			
<del>46</del> 43 Project Modification Request ( <del>General</del> <u>Director Action</u> ) - (Per Request)		\$449	
<b>Stream Protection Zone Waiver</b>			
<del>47</del> 44 Stream Protection Zone Waiver - (Director Action)		\$224	
<b>Pre-Application Assistance Request</b>			
<del>48</del> 45 Pre-Application Meeting			[d]
a) First Meeting - (up to 1/2 hour)		No Charge	[d]
b) Additional Meeting - (Up to 1 hour)		\$547	[d]
<del>49</del> 46 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)		\$224	[e]
<del>50</del> 47 Pre-Application Design Consultation (No Meeting) - (per plan submittal / response)		\$224	[f]
<del>51</del> 48 Technical Advisory Committee Review		\$1,346	
<b>Downtown Core Parking Waiver</b>			
<del>52</del> 49 Downtown Core Parking Waiver		\$449	
<b>Reasonable Accommodation Request</b>			
<del>53</del> 50 Reasonable Accommodation Request		\$898	
<b>Tree Removal</b>			
<del>54</del> 51 Tree Removal / Alteration – (Director Action)		\$224	
<del>55</del> 52 Tree Removal / Alteration – (Hearing Authority)	\$1,700		
<b>Archeological Investigation Permit</b>			
<del>56</del> 53 Archeological Investigation Permit	\$2,500		
<b>Christmas Tree Lot / Temporary Event (Previously Approved)</b>			
<del>57</del> 54 Christmas Tree Lot / Temporary Event (Previously Approved Site)		\$224	
<b>Home Occupation Permit</b>			
<del>58</del> 55 Home Occupation Permit		\$84	
<b>Addressing</b>			
<del>59</del> 56 Single Address (New or Change)		\$224	
<del>60</del> 57 Subdivisions / Multi-Tenant Buildings		\$1,122	
<b>Appeal</b>			
<del>61</del> 58 Appeal		\$500	

# City of Novato

## PLANNING FEES AND DEPOSITS

Through Resolution No. 2022-059, the Novato City Council adopted a 30% cost recovery model for most current planning services, unless otherwise noted. This model recovers 30% of the planning application processing costs through fees, with the remaining portion subsidized by a city revenue source, usually the General Fund. For complex entitlement packages, fees are calculated based on actual staff time and materials, using a time-and-materials basis.

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 \$2,100 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,			
[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.			
[g] <u>Intended to cover residential development applications submitted pursuant to State housing law, including, but not limited to Senate Bill 35. Assembly Bill 2011, and the like.</u>			
[h] <u>Intended to cover the processing procedures associated with a density bonus request.</u>			
[i] <u>The deposit amount for a preliminary application shall be the amount of the initial deposit or fixed fee of the formal permit request(s) required for the project. For example, if a project requires a design review (major) and a use permit (major), then the deposit for a preliminary application would be the total of the deposits required for design review (major) and a use permit (major). The remaining amount of a deposit for a preliminary application can be credited to cover the application deposit and/or fixed fee when</u>			

# City of Novato

## PLANNING FEES AND DEPOSITS

Activity Description	Rate	Note
<b>Hourly Billing Rates</b>		
1 Community Development Director	<del>\$424</del> <u>\$427</u>	
2 <del>Deputy Community Development Director Planning / Environmental Svcs Mgr.</del>	<del>\$319</del> <u>\$348</u>	
3 Principal Planner	<del>\$264</del> <u>\$277</u>	
4 Sr. Planner	<del>\$244</del> <u>\$249</u>	
5 Planner II	<del>\$215</del> <u>\$218</u>	
6 Planner I	<del>\$195</del> <u>\$199</u>	
7 Sr. Office Assistant	<del>\$139</del> <u>\$142</u>	
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

## 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		\$3,831	
6 Lot Line Adjustment - More than Two Lots, One Application		\$5,473	
7 Lot Merger		\$2,737	
8 Certificate of Compliance		\$1,368	
9 Certificate of Map Correction		\$1,368	
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		\$403	
ii) Percent of Engineer's Estimate		10.9%	
b) Engineer's Estimate - for next \$200,000			
i) Base Fee		\$5,473	
ii) plus, Percent of Engineer's Estimate > \$50,000		4.4%	
c) Engineer's Estimate - for amount exceeding \$250,000			
i) Base Fee		\$14,231	
ii) plus, Percent of Engineer's Estimate > \$250,000		3.3%	
13 Encroachment Permit			
a) Engineer's Estimate - for first \$10,000			
i) Minimum Fee		\$256	
ii) Percent of Engineer's Estimate		5.5%	
b) Engineer's Estimate - for next \$70,000			
i) Base Fee		\$547	
ii) plus, Percent of Engineer's Estimate > \$10,000		2.7%	
c) Engineer's Estimate - for amount exceeding \$80,000			
i) Base Fee		\$2,463	
ii) plus, Percent of Engineer's Estimate > \$80,000		2.2%	

# City of Novato

## 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		\$171	
ii) Percent of Engineer's Estimate		6.6%	
b) Engineer's Estimate - for next \$70,000			
i) Base Fee		\$657	
ii) plus, Percent of Engineer's Estimate > \$10,000		4.4%	
c) Engineer's Estimate - for amount exceeding \$80,000			
i) Base Fee		\$3,722	
ii) plus, Percent of Engineer's Estimate > \$80,000		2.2%	
15 Grading Permit			
a) Less than 1,000 CY		\$1,533	
b) 1,000 - 10,000 CY		\$4,028	
c) Over 10,000 CY			
i) Base Fee		\$4,028	
ii) plus, Percent of Engineer's Estimate > \$3,000		1.6%	
16 Grading Inspection			
a) Less than 1,000 CY		\$1,533	
b) 1,000 - 10,000 CY		\$4,028	
c) Over 10,000 CY			
i) Base Fee		\$4,028	
ii) plus, Percent of Engineer's Estimate > \$3,000		1.6%	
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		\$201	
20 Street Fair Event (per Event Day, per employee)		\$267	
21 Temporary Sign or Banner (not over street)		\$267	
22 Transportation Permit (per day)		\$18	[b]
23 Utility Company Annual Encroachment		\$6,568	
24 Farmers Market Annual Encroachment Permit		\$342	
25 Newspaper Rack Annual Permit (per distributor)		\$1,025	
26 Real Estate Sign Annual Permit (per distributor)		\$683	

# City of Novato

## 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)		\$985	
28 Extension - Grading Permit (extension only available if grading work remaining is 5,000 CY or greater)		\$1,533	
29 Automation Surcharge		<u>10%</u>	

[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

## ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Rate	Note
<b>Hourly Billing Rates</b>		
1 Public Works Director	<del>388</del> - <del>\$395</del>	
2 Maintenance Superintendent	<del>299</del> - <del>\$309</del>	
3 Engineering Services Manager	<del>278</del> - <del>\$317</del>	
4 Principal Civil Engineer	<del>274</del> - <del>\$282</del>	
5 Public Works Administration Mgr.	<del>265</del> - <del>\$267</del>	
6 Sr. Civil Engineer	<del>261</del> - <del>\$277</del>	
7 Associate Civil Engineer	<del>227</del> - <del>\$241</del>	
8 Assistant Engineer	<del>197</del> - <del>\$210</del>	
9 Engineering Project Coordinator	<del>197</del> - <del>\$201</del>	
10 Maintenance Supervisor	<del>194</del> - <del>\$201</del>	
11 Management Analyst II	<del>189</del> - <del>\$200</del>	
12 Public Works Inspector	<del>171</del> - <del>\$176</del>	
13 Facilities Maintenance Lead Worker	<del>169</del> - <del>\$175</del>	
14 Senior Maintenance Worker	<del>145</del> - <del>\$150</del>	
15 Permit Technician	<del>140</del> - <del>\$143</del>	
16 Maintenance Worker	<del>134</del> - <del>\$136</del>	
17 Sr. Office Assistant	<del>127</del> - <del>\$130</del>	
18 Office Assistant II	<del>116</del> - <del>\$118</del>	
19 Contract Services	Actual Cost + 15% Admin	
20 Billing Factor for Other Job Classifications, if Applicable (multiply hourly wage rate by billing factor)	3.92	

# City of Novato

## ENGINEERING DEVELOPMENT IMPACT FEES

### A. Development Impact Fees

The costs for a City to provide municipal services in perpetuity to residential and non 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.

Activity Description	Fee Units	Public Facilities Fees <sup>[a]</sup>					Traffic Impact Fees <sup>[b]</sup>			Total
		Rec/Cul Facilities	Civic Facilities	Gen Govt Systems	Open Space	Drainage	Street & Intersections	Transit Facilities	Corp Yard	
1 Single Family Dwelling	Per Unit	\$ 10,354.03	\$ 1,856.11	\$ 805.41	\$ 2,239.61	\$ 4,408.25	\$ 11,539.67	\$ 396.31	\$ 248.55	\$ 31,847.93
2 Multi Family Dwelling	Per Unit	\$ 10,354.68	\$ 1,856.72	\$ 805.41	\$ 2,239.61	\$ 1,272.47	\$ 5,317.61	\$ 183.66	\$ 114.62	\$ 22,144.77
3 Second Unit for Existing Single Family Dwelling	Per 2nd Unit	\$ 5,177.34	\$ 928.36	\$ 402.70	\$ 1,119.80	\$ 636.24	\$ 2,658.81	\$ 91.82	\$ 57.31	\$ 11,072.37
4 Commerical	Per 1000 SF Gross Floor Area	\$ -	\$ 618.91	\$ 269.02	\$ 745.98	\$ 561.14	\$ 17,761.72	\$ 610.33	\$ 376.98	\$ 20,944.07
5 Industrial	Per 1000 SF Gross Floor Area	\$ -	\$ 618.91	\$ 269.02	\$ 745.98	\$ 561.14	\$ 9,957.23	\$ 289.98	\$ 180.90	\$ 12,623.15
6 Office	Per 1000 SF Gross Floor Area	\$ -	\$ 1,213.06	\$ 269.02	\$ 745.98	\$ 561.14	\$ 14,571.99	\$ 506.77	\$ 316.22	\$ 18,184.17
7 Hotel/Motel	Per Room	\$ -	\$ 749.29	\$ 402.70	\$ 1,118.98	\$ 760.84	\$ 5,317.61	\$ 183.66	\$ 114.62	\$ 8,647.71

[a] The Public Facilities Impact Fees are adjusted annually July 1, for inflation using the Building Cost Index (percent change from March/March) as established by Resolution No. 89-97 and updated by No's 133-99,75-01, 68-02 and 69-02.

[b] The Traffic Impact Fees are adjusted annually July 1, for inflation using the Construction Cost Index (percent change from March/March) as established by Resolution No. 90-97 and updated by No's 132-99, 74-01, 66-02 and 67-02.

# City of Novato

## **ENGINEERING IN-LIEU FEES DEVELOPMENT IMPACT FEES**

### **A. Affordable Housing Fees [a]**

- 1 IN-LIEU FEE (RESOLUTIONS 97-01 and 120-03)  
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.
- 2 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

### **B. 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.**

### **C. Parking In-Lieu Fee (Resolution 83-05 Effective July 2005) [b]**

**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**

### **D. Park Dedication and In-Lieu Fees (Quimby) [c]**

**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>Activity Description</b>	<b>FEE PER UNIT</b>
1	Single Family Detached	\$ 5,394.00
2	Single Family Attached	\$ 4,434.00
3	Duplex	\$ 4,925.00
4	Apartment 3-4 units	\$ 4,681.00
5	Apartment 5 or more	\$ 4,422.00
6	Mobile Home	\$ 2,976.00

### **E. School Developer Fee Information**

**If applicable, details about school developer fees can be found at <https://nUSD.org/business-services/developer-information/>. This page provides information on school impact fees for developers, including instructions for calculating fees and the necessary forms. It also includes contact details for further assistance and links to additional resources.**

- [a] 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.
- [b] 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.
- [c] 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).

# City of Novato

## 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		Total
	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

# City of Novato

## ELECTRIC VEHICLE CHARGING RATES

Activity Description	Rate	Note
<b>Electric Vehicle Charging</b>		
1 Rate per <del>kilowatt-hour (kWh) kW-hour (First Hour Free)</del>	<del>\$1.50-.45</del>	
2 Idle Fee (per hour following 30-minute grace period and capped at \$50 for exceeding a 4-hour limit)	\$4	

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# City of Novato

## POLICE FEES

Activity Description	Fee	Note
1 Accident Report	\$25	
2 Subpoena Duces Tecum (per statute: 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)	\$219	
7 Vehicle Repossession Fee	\$15	[b]
8 Local Criminal History Report	\$38	
9 Food Vehicle		
a) Permit	\$192	
b) Renewal	\$192	
10 Fingerprinting/Livescan	\$38	
11 Clearance Letter / Visa	\$44	
12 Emerg Response - Impaired Driver Accident	actual costs; \$1,000 max.	[c]
13 Massage Establishment		
a) Permit	\$360	
b) Renewal	\$304	
14 Masseur Tech		
a) Permit	\$304	
b) Renewal	\$247	
15 Commercial / Solicitor Permit		
a) Permit	\$304	
b) Renewal	\$247	

# City of Novato

## POLICE FEES

Activity Description	Fee	Note
16 Commercial Cannabis Delivery		
a) Permit Fee (per business / per year)	\$186	
b) Driver Registration Fee (per person)		
i) First Year	\$383	
ii) Renewal	\$164	
c) Driver Badge Issuance Fee (per person / one-time)	\$164	
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	\$99	[d]
ii) Corporal	\$85	[d]
iii) Officer	\$81	[d]
iv) Community Services Officer	\$58	[d]
b) All Others		
i) Sergeant	\$268	[d]
ii) Corporal	\$228	[d]
iii) Officer	\$217	[d]
iv) Community Services Officer	\$157	[d]

[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

## 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	\$41	\$50	\$71	\$19
b) Hill, Marion, Slade, Dunphy, South Hamilton Fields (Grass Fields)	\$30	\$37	\$51	\$12
c) Hill Synthetic Fields	\$66	\$88	\$109	n/a
d) Light Use (in addition to field rental fee)	\$20	\$20	\$20	\$20

# City of Novato

## 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> Court Rental (per court, per hour)	\$10	\$15	\$20

Facility Description	Community Service	Private	Commercial
<b>2 Bocce Ball Courts</b> a) Court Rental (per court, per hour)	\$24	\$33	\$49
b) Bocce Ball Equipment - per day rental fee	\$20	\$20	\$20

# City of Novato

## 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)	\$44	\$66	\$88
b) Cross Courts (2) (Hamilton Community Gym, Hill Gym)	\$27	\$42	\$55
c) Scoreboards (per day)	\$20	\$20	\$20
d) Volleyball Equipment (per day)	\$20	\$20	\$20

# City of Novato

## RENTAL RATES AND CHARGES FOR HAMILTON COMMUNITY POOL

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 Hamilton Community Pool</b>			
a) Hamilton Community Pool (Lap Pool & Activity Pool) Fee is per hour (minimum of 2 hours) attendees will be	\$44	\$65	\$86
b) Lifeguard Fees- For groups greater than 50, \$25/ per hour, 1 lifeguard per 25 additional attendees required.	\$25	\$25	\$25
c) Lane Fees (swim team practice) per lane/per hour.	\$5	\$8	\$11
d) Lane Fees (swim meets) per lane/per hour.	\$8	\$11	\$14

# City of Novato

## 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)	\$30	\$45	\$59
b) Large Picnic Area (seats 60+)	\$35	\$53	\$70
c) Multi-Use Grass Areas - Miwok, Hamilton, or Pioneer	\$30	\$45	\$59
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	\$35	\$53	\$70
ii) Per Day	\$340	\$510	\$680
b) Rehearsals/Setup/Cleanup (Available for Performing Arts Groups Only)			
i) Per Hour (2-hour minimum), or	\$19	\$28	\$37
ii) Per Day	\$180	\$270	\$360
c) Amphitheater Multi-Use Grass Area			
i) Per Hour (2-hour minimum), or	\$30	\$45	\$59
ii) Per Day	\$290	\$430	\$570
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) Deposit (Refundable) - Flat Amount	\$425	\$425	\$425
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

## 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	\$20	\$49	\$66
ii) Maximum Per Day	\$77		
b) Outside Novato Based Group	\$38	\$55	\$66
c) Custodian Fees - For Actual Time Required Per Event (per hour)	\$44	\$44	\$44
d) Building Attendant Fees - For Actual Time Required Per Event (per hour)	\$27	\$27	\$27
e) Deposit (Refundable) - Flat Amount	\$425	\$425	\$425
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	\$33	\$49	\$66
b) Multi-Purpose Room	\$39	\$59	\$79
c) Pocket Park	\$42	\$62	\$83
d) Entire Building	\$71	\$109	\$142
e) Custodian Fees - For Actual Time Required Per Event (per hour)	\$44	\$44	\$44
f) Building Attendant Fees - For Actual Time Required Per Event (per hour)	\$27	\$27	\$27
g) Deposit (Refundable) - Flat Amount	\$425	\$425	\$425
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

## RENTAL RATES AND CHARGES FOR INDOOR FACILITIES

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 Hamilton Community Center (2-hour minimum)</b>			
a) Hamilton Dance Studio Performance Use	\$44	\$66	\$88
b) Hamilton Dance Studio Rehearsal Time for Performances Only	\$22	\$33	\$44
c) Classroom Use: Dance Studio, Hamilton Art Studio, Bay Room, Recreation Room	\$38	\$58	\$77
d) Meeting Room (Small)	\$24	\$36	\$48
e) West Wing Auditorium	\$55	\$82	\$109
f) Custodian Fees - For Actual Time Required Per Event (per hour)	\$44	\$44	\$44
g) Building Attendant Fees - For Actual Time Required Per Event (per hour)	\$27	\$27	\$27
h) Deposit (Refundable) - Flat Amount	\$425	\$425	\$425
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

## 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%.

<b>A Senior Group is defined as 50% or more members who are 50 years and older.</b> <b>Senior Group rates are only available during core hours: Monday - Friday, 8:30 a.m. to 5:00 p.m.</b>
<b>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</b>

Facility Description	Community Service	Private	Commercial	Senior Groups
<b>Margaret Todd Senior Center (2-hour minimum rental)</b>				
1 Full Auditorium with kitchen and lobby (A - C + L)	\$173	\$226	\$273	\$79
2 Full Auditorium with kitchen (A - C)	\$157	\$200	\$240	\$68
3 Full Auditorium (A + B)	\$144	\$183	\$215	\$62
4 Partial Auditorium with kitchen (A + C)	\$144	\$183	\$215	\$62
5 Partial Auditorium (A)	\$128	\$158	\$182	\$53
6 Meeting Room 1 (Small)	\$62	\$77	\$92	\$25
7 Meeting Room 3 (Large)	\$70	\$88	\$105	\$28
8 Crafts Room	\$70	\$88	\$105	\$28
9 Card Room	\$62	\$77	\$92	\$25
10 Kitchen Only	\$22	\$30	\$38	\$13
11 Deposit (Refundable) - Flat Amount	\$425	\$425	\$425	\$425
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

## 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.
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Facility Description	Community Service	Private	Commercial
<b>1 Police Training Room (2-hour minimum)</b>			
a) Police Training Room	\$35	\$65	\$97
b) Deposit (Refundable) - Flat Amount	\$425	\$425	\$425
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

## RENTAL RATES AND CHARGES FOR CIVIC CENTER

<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 City Hall Facilities (2-hour minimum) Friday - Sunday Use</b>			
a) Novato City Hall Chamber, Prep, Lobby	\$164	\$246	\$328
b) City Hall and Outdoor Patio	\$219	\$328	\$438
c) City Hall, Outdoor Patio, and Novato City Green	\$246	\$370	\$493
d) City Green Only	\$27	\$42	\$55
e) Deposit (Refundable) - Flat Amount	\$425	\$425	\$425
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) Monday - Thursday Use</b>			
a) Novato City Hall Chamber, Prep, Lobby	\$109	\$164	\$219
b) City Hall and Outdoor Patio	\$137	\$233	\$274
c) City Hall, Outdoor Patio, and Novato City Green	\$164	\$246	\$328
d) City Green Only	\$27	\$42	\$55
e) Deposit (Refundable) - Flat Amount	\$425	\$425	\$425
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

## 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)	\$55	\$82	\$109
b) Deposit (Refundable) - Flat Amount	\$425	\$425	\$425
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

## NONRESIDENT FEE POLICY

<b>I. POLICY:</b> The Parks, Recreation and Community Services Department charges a nonresident fee for all classes, programs and facilities, except those specifically exempted, to participants and users who are not residents of the City of Novato.
<b>II. DEFINITION:</b> Nonresidents of the City of Novato are persons who do not reside within the legal limits of the City of Novato, who do not own a business within the legal limits of the City of Novato, or who do not own property within the legal limits of the City of Novato.
<b>III. PROCEDURE:</b> A nonresident fee shall be added to the basic resident fee charged for classes, programs and facilities.

Description	Total
Nonresident Fee Surcharge	10%

# City of Novato

## 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)	\$137	per week	
b) Storage Fee	\$38	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

## COMMERCIAL CANNABIS LICENSING FEES

Activity Description	Initial Deposit	Fixed Fee	Note
<b><u>Commercial Cannabis Licensing</u></b>			
1 <u>Application for Conditional Certificate</u>		<u>\$11,954</u>	
2 <u>Business Permit Renewal</u>			
a) <u>Administrative</u>		<u>\$9,765</u>	
b) <u>Public Hearing</u>		<u>\$11,954</u>	
3 <u>Community Benefit Agreement</u>			
a) <u>Initial Application</u>		<u>\$4,379</u>	
b) <u>Renegotiation</u>		<u>Actual Cost</u>	



# City of Novato

## SHORT-TERM RENTAL LICENSING FEES

Activity Description	Fee	Note
1 Application Review a) First Year b) Renewal	\$345 \$71	
2 Property Inspection	\$109	[a]
3 Rental Registration	\$186	

[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

## 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 See City Salary Schedule		
8 Subpoena Fees	Maximum Fees 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.

# City of Novato

## FINANCE FEES

Activity Description	Fee	Charge Basis	Note
<u>1</u> <u>Non-Sufficient Funds/Returned Item Fee</u>	<u>\$25</u>	<u>Per returned item/ Non sufficient funding</u>	
<u>2</u> <u>Credit and Debit Card Service Fee for all card payments</u>	<u>3.00%</u>	<u>Per Credit/Debit Card Transaction</u>	