



# TOWN OF MORAGA, CA

## Master Fee Schedule Fiscal Year 2016-17 (Effective July 25, 2016)



Town Council Chambers and Community Meeting Room



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**TOWN OF MORAGA**

**GENERAL GOVERNMENT**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
<b>Administrative Citation (MMC Chapter 1.28)</b>		
Appeal of Hearing Officer's Decision - to Town Council	\$500	Application Fee
Late payment (of Administrative Citation)	10%	of Citation
<b>Checks</b>		
Returned Check (NSF) Fee	\$25	Each
Stop Payment/Re-issue	\$25	Each
<b>Documents</b>		
Adopted Budget (printed copy)	\$25	Each
Certified True Copy	\$11	Each
Comprehensive Annual Financial Report / Basic Financial Statements (printed copy)	\$25	Each
Mailing of Documents	\$3	Each
<b>Notary Services</b>	\$10	Each
<b>Notice of Intent to File an Initiative</b>	\$200	Each
<b>Nuisance Abatement (MMC Chapter 7.16)</b>		
Appeal Application - Hearing Officer	\$250	Application Fee
Appeal of Hearing Officer's Decision - to Town Council	\$500	Application Fee
<b>Photocopies</b>		
Black and White	\$0.20	Page
Color	\$0.50	Page
<b>Public Meetings</b>		
Audio CD (compact disc) of Council/Planning Commission/Parks & Recreation Commission Meetings	\$5	Each
Town Council Agenda - U.S. Mail	\$50	Year
Emailed Agendas or Pick Up at Town Offices	No Charge	

**TOWN OF MORAGA**

**PARKS & RECREATION**

Description	Fee	Unit
All rentals require Certificate of Insurance listing the Town as additionally insured. Nonprofit organizations must show the tax ID number.		
<b>Hacienda Event Fees -- May 1 to October 31</b>	\$750	Deposit
	\$250 non-refundable processing/ facilitation fee	
Resident:		
Friday/Saturday/Sunday	Fri \$1,076 Sat \$1,755 Sun \$1,168	Event
Friday/Saturday/Sunday (Cash/Check Discount)	Fri \$1,045 Sat \$1,695 Sun \$1,125	Event
Non-Resident:		
Friday/Saturday/Sunday	Fri \$1,400 Sat \$2,300 Sun \$1,600	Event
Friday/Saturday/Sunday (Cash/Check Discount)	Fri \$1,350 Sat \$2,250 Sun \$1,550	Event
<b>Pavilion Event Fees -- May 1 to October 31</b>	\$750	Deposit
	\$250 non-refundable processing/ facilitation fee	
Resident:		
Friday/Saturday/Sunday	Fri \$963 Sat \$1,539 Sun \$1,013	Event
Friday/Saturday/Sunday (Cash/Check Discount)	Fri \$935 Sat \$1,485 Sun \$975	Event
Non-Resident:		
Friday/Saturday/Sunday	Fri \$1,200 Sat \$2,000 Sun \$1,400	Event
Friday/Saturday/Sunday (Cash/Check Discount)	Fri \$1,150 Sat \$1,950 Sun \$1,350	Event
<b>Hacienda and Pavilion Event Fees -- May 1 to October 31</b>	\$750	Deposit
	\$250 non-refundable processing/ facilitation fee	
Resident:		
Friday/Saturday/Sunday	Fri \$1,473 Sat \$2,512 Sun \$1,709	Event
Friday/Saturday/Sunday (Cash/Check Discount)	Fri \$1,430 Sat \$2,430 Sun \$1,650	Event

**TOWN OF MORAGA**

**PARKS & RECREATION**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
<b>Non-Resident:</b>		
Friday/Saturday/Sunday	Fri \$1,900 Sat \$3,300 Sun \$2,200	Event
Friday/Saturday/Sunday (Cash/Check Discount)	Fri \$1,850 Sat \$3,150 Sun \$2,150	Event
Moraga-based Nonprofit/Town Employees	\$300/event (Nov 1 to April 30) Resident rate (Fri/Sat/Sun -- May 1 to October 31)	Event
Date Change Fee (Hacienda events May 1 - October 31)	Change < 6 mo \$550 Change ≥ 6 mo \$300	
Additional Hours added to Hacienda and/or Pavilion events	\$200	Hour
<b>Moraga Park Rentals:</b>		
Cancellation Fee	\$30	Event
<b>Reserved Park Picnic Area:</b>		
Reservations are required for groups of 10 or more.		
<35 people:		
Nonprofit	\$76	Event
Resident	\$92	Event
Non-Resident	\$150	Event
Commercial	\$174	Event
36-85 people:		
Nonprofit	\$101	Event
Resident	\$116	Event
Non-Resident	\$197	Event
Commercial	\$238	Event
86-100 people:		
Nonprofit	\$180	Event
Resident	\$197	Event
Non-Resident	\$368	Event
Commercial	\$416	Event
101-200 people:		
Nonprofit	\$268	Event
Resident	\$290	Event
Non-Resident	\$535	Event
Commercial	\$586	Event
201-400 people:		
Nonprofit	\$358	Event
Resident	\$374	Event
Non-Resident	\$586	Event
Commercial	\$659	Event

**TOWN OF MORAGA**

**PARKS & RECREATION**

Description	Fee	Unit
<b>Grass Areas:</b>		
Reservations are required for groups of 10 or more.		
Facility Maintenance impact fee (non-refundable)	\$97	groups over 70
Nonprofit	\$20	Hour
Private	\$27	Hour
Commercial	\$39	Hour
Bocce Ball, Volleyball, Basketball, Skatepark, Disc Golf:		
Nonprofit	\$20	Hour
Private	\$27	Hour
Commercial	\$39	Hour
Bocce Ball Set Rental	\$27	Hour
Bocce Ball Set Rental Deposit	\$100	Set
<b>Moraga Commons Bandshell:</b>		
Reservations are required for groups of 10 or more.		
Minimum Use Fee - 4 hours	\$516	Use
Per Hour over Minimum	\$113	Hour
Refundable Use Deposit	\$304	Use
Refundable Amplification Surcharge:	\$550	Use
Facility Attendant	\$23.00/hour (2-hour minimum)	
<b>Room Rentals (MEETINGS ONLY) :</b>		
Hacienda, Library:		
All fees will be based on an hourly rate with a 2 hour minimum. Deposits are due at the time of payment.		
All fees apply Mon-Sun, November 1 - April 30 and Mon-Thu, May 1 - October 31.		
Deposits:		
Rooms Rentals	\$100 (Mon-Thur); \$450 (Fri-Sun)	
Photography	\$100	
Kitchen	\$300	
Cancellation Fee	\$30	Room
Facility Attendant -- Required for all rentals.	\$23.00/hour (2-hour minimum)	
Mosaic, Dance, Garden Conference, Fireside, Hacienda Patio, Library Community:		
Library Facility Attendant Fee will be waived for local non-profit/homeowners associations in good standing during regular business hours (hours the library is open to the public). A damage deposit, posted by the Friends of the Library, will cover all local groups if rental extends beyond open hours.		
Nonprofit	\$19	Hour
Private	\$27	Hour
Commercial	\$58	Hour

**TOWN OF MORAGA**

**PARKS & RECREATION**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
<b>Hacienda Kitchen:</b>		
Nonprofit	\$37	Hour
Private	\$42	Hour
Commercial	\$106	Hour
Kitchen staging fee	\$59	Flat Fee
<b>Hacienda (downstairs -- excluding the kitchen):</b>		
Hacienda Facility Attendant Fee will be waived during regular hours when staff is available (M-F 8:00 a.m. - 5:00 p.m.) Renters will be charged the hourly facility attendant rate for periods extending past the time when staff is available.		
Nonprofit	\$72	Hour
Private	\$79	Hour
Commercial	\$135	Hour
<b>La Sala:</b>		
Nonprofit	\$29	Hour
Private	\$37	Hour
Commercial	\$79	Hour
<b>Pavilion:</b>		
Nonprofit	\$29	Hour
Private	\$79	Hour
Commercial	\$135	Hour
<b>Town Council Chambers and Community Meeting Room:</b>		
Government	\$40	Hour
Non-Profit	\$75	Hour
Private	\$110	Hour
Commercial	\$150	Hour
Refundable Use Deposit	\$1,000	Use
<b>Photography Fee:</b>		
Nonprofit	\$57	Hour
Private	\$72	Hour
Commercial	\$141	Hour
<b>Electronic Community Information Sign:</b>		
Nonprofit/Private/Commercial	\$84	Week
<b>Bricks:</b>		
<b>Initial Purchase:</b>		
Nonprofit	\$139	Brick
Private	\$174	Brick
Commercial	\$208	Brick
<b>Additional Bricks:</b>		
Nonprofit	\$93	Brick
Private	\$116	Brick
Commercial	\$139	Brick
<b>VIP Section:</b>		
Nonprofit	\$231	Brick
Private	\$347	Brick
Commercial	\$462	Brick

**TOWN OF MORAGA**

**PARKS & RECREATION**

Description	Fee	Unit
<b>Booth Fee: 4th of July and Pear &amp; Wine Festival</b>		
Nonprofit	\$57	Event
Private/Commercial	\$90	Event
<b>Moraga School District</b>	Commercial rental rate for required facility (must pay wedding reception and special event rate for Hacienda facility, Fri/Sat/Sun -- May 1 to October 31)	
<b>Moraga Park Foundation / Hacienda Foundation</b>	Facility fees waived for Board of Director meetings and community events hosted at the Hacienda, Moraga Commons Park, or the Community Meeting Rooms/Town Council Chambers.	
<b>Recreation Class Fees</b>		
Fees for classes/activities/programs shall be charged at the rates published three times per year in the department brochure that describes schedule of events, and will include the following:		
Administration Fee	\$3	
Processing fee for dropping a class/activity/program	\$10	

**TOWN OF MORAGA**

**PLANNING DEPARTMENT**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
<b>Hourly Rates for Staff Services:</b>		
Planning Director	\$220	Hour
Senior Planner	\$154	Hour
Associate Planner	\$129	Hour
Assistant Planner	\$109	Hour
Administrative	\$88	Hour
Intern	\$57	Hour
Other Department Director	\$220	Hour
Overtime incurred by any hourly employee	1-1/2 times regular hourly rate	
<b>CD (compact disc) Copy of Meetings or Electronic Documents (e.g., General/Specific Plan)</b>	\$5	Each
<b>Document Copies:</b>		
General Plan (Printed Copy)	\$35	Copy
Specific Plan Document (Printed Copy)	\$35	Copy
<b>Photocopies:</b>		
8-1/2 x 11" - Black and white	\$0.20	Page
8-1/2 x 11" - Color	\$0.50	Page
11 x 17" or 8-1/2 x 14" - Black and White	\$0.50	Page
11 x 17" or 8-1/2 x 14" - Color	\$1.00	Page
Plan-size sheets - Black and White	\$4.08	Sheet
Plan-size sheets - Color	\$4.50	Sheet
<b>GIS Services</b>	Actual Cost	Hour
<b>Staff Consulting Services</b>	\$1,000	Deposit
<b>Address Change of Site/Property located in Moraga</b>	\$500	Fee
<b>Building Permit Surcharge</b>	50% of County Permit Fee	
<b>Building Permit Plan Check</b>	\$175	Fee
<b>Certificate of Compliance</b>	\$2,500	
<b>Conditional Occupancy Agreement</b>	\$2,000	Deposit
<b>Design Review:</b>		
<b>Design Review Board</b>	\$3,500	Deposit
<b>Administrative Design Review:</b>		
Minor Exterior Modifications, No Change in Building Envelope, that does not otherwise require Design Review Board approval	\$500	Fee
Additions <200 sq ft that do not otherwise require Design Review Board (DRB) approval	\$1,000	Deposit
Additions >200 sq ft that do not otherwise require DRB approval or have special issues such as drainage easements	\$2,000	Deposit
Additions requiring engineering review	\$1,000	Additional Deposit per Issue
<b>Appeals:</b>		
Appeal by Applicant Note: Applicant must cover full cost to process appeal.	\$3,000	
Appeal by Private Party (other than Applicant) Note: Applicant must cover full cost to process appeal.	\$1,000	
Appeal of Town Manager Decision regarding Tree Removal Permit	\$150	Fee

**TOWN OF MORAGA**

**PLANNING DEPARTMENT**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
<b>Environmental:</b>		
Initial Study/Negative Declaration or Mitigated Negative Declaration	50% of Contract Cost, or \$25,000, whichever is greater.	Deposit
Environmental Impact Report	50% of Contract Cost, or \$25,000, whichever is greater.	Deposit
Notice of Exemption (Does not include California Department of Fish and Game Filing Fee)	\$250	
<b>Fence Permit (Public Hearing not required)</b>	\$500	Fee
<b>General Plan Amendment</b>	\$10,000	Deposit
<b>GIS Mapping "New Lot" Fee</b>	\$175	per Lot
<b>Grading Approval (Planning):</b>		
Design Review Administrator: Grading projects on slopes less than 20% and less than 200 cubic yards.	\$1,500	Deposit
Design Review Board (DRB): Grading on slopes greater than or equal to 20% or on predevelopment average slopes less than 25% and equal to or greater than 200 cubic yards.	\$3,000	Deposit
Planning Commission/ Town Council: Projects including landslide repair or slope stabilization on predevelopment average slopes greater than or equal to 25%.	\$9,600	Deposit
<b>Historic Landmark Nomination Application</b>	\$3,000	Deposit
<b>Hillside Development Permit:</b>		
	Note: When Grading Permit is also required, only one deposit amount is required.	
Zoning or Design Review Administrator	\$1,500	Deposit
Design Review Board or Planning Commission	\$3,000	Deposit
Town Council	\$9,600	Deposit
<b>Land Use Permit:</b>		
Conditional Use Permit (Planning Commission)	\$3,000	Deposit
Permitted Use, Subject to Findings (Zoning Administrator Approval)	\$1,500	Deposit
Use Permit Amendment, including Modification to Conditions of Approval	\$2,000	Deposit
<b>Landscape Maintenance Agreement</b>	\$2,000	Deposit
<b>Lot Line Adjustment</b>	\$4,000	Deposit
<b>Planned Development Application:</b>		
Conceptual Development Plan	\$12,000	Deposit
General Development Plan	\$12,000	Deposit
Precise Development Plan	\$12,000	Deposit
<b>Pre-Application Meeting</b>	\$175	Hour
<b>Reconsideration</b>	\$2,000	Deposit
<b>Rezoning or Zoning Text Amendment</b>	\$10,000	Deposit
<b>Secondary Living Unit</b>	\$1,800	Deposit

**TOWN OF MORAGA**

**PLANNING DEPARTMENT**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
<b>Sign Applications</b>		
Sign (Design Review Administrator or Zoning Administrator)	\$500	Deposit
Sign (Design Review Board or Town Council)	\$1,500	Deposit
Sign Permit, Temporary	\$150	Fee
<b>Specific Plan Fee:</b> Applies to developments in the Moraga Center Specific Plan. Fee is charged at time of building permit issuance. Fee is based on the number of peak hour and peak direction trips.		
Residential:		
Saint Mary's Housing	\$695	Unit
Workforce Housing (12-20/ac)	\$721	Unit
Senior Housing (12-20/ac)	\$412	Unit
Single Family (3-6 DUA)	\$1,185	Unit
Compact Single Family (10-12/ac)	\$721	Unit
Non-Residential	\$2,575	Peak hr. trip
<b>Study Session - New Construction</b>		
With DRB	\$3,000	Deposit
With PC	\$3,000	Deposit
<b>Study Session - Existing Single Family Residence</b>		
With DRB	\$1,500	Deposit
With PC	\$1,500	Deposit
<b>Subdivision Improvement Agreement</b>	\$5,000	Deposit
<b>Subdivision Major (5+ Lots) / Tentative Map</b>	\$12,000	Deposit
<b>Subdivision Minor (1-4 Lots) / Parcel Map</b>	\$6,000	Deposit
<b>Tree Removal</b>		
Tree Removal Permit	\$250	Fee per Tree
Tree Removal Fine	\$1,000	per Tree
<b>Variance (Planning Commission)</b>	\$5,000	Deposit
<b>Variance (Zoning Administrator)</b>	\$2,000	Deposit
<b>Verification of Conditions of Approval</b>	\$125/condition (paving, landscaping, colors, etc)	
<b>Zoning Administrator Action – No Hearing</b>	\$2,000	Deposit
<b>Zoning Conformance Letter - Request for Written Verification</b>	\$250	Fee

**TOWN OF MORAGA**

**PLANNING DEPARTMENT**

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Description	Fee	Unit
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**Additional Information Regarding Deposits:**

The filing deposit for each application, except those which have a fixed fee as provided above, shall be the actual cost incurred by the Town based upon the time spent by staff, work performed by consultants for the Town, materials and other related incidental expenses. The initial deposit specified for the application is based upon the average cost of previous applications; therefore, it may not be sufficient to cover the actual cost incurred in processing a particular project.

If, after work has commenced, it is determined by the Town that the costs will exceed the original deposit, then the applicant shall be billed for the excess amount and an additional deposit shall be made based on an estimate by the staff on the amount of work remaining to complete the processing of the project. If the cost is less than the deposit, the excess of the deposit over the cost shall be refunded to the applicant 60 days after the close of the project. No processing by the Town shall occur unless all deposits called for above have been made by the applicant.

**Deposits for projects where the resources required exceed those available in the Planning Department:**

When it is determined by the Planning Director that resources or technical skills beyond the capability of the resident staff are required to evaluate an application, the staff shall secure an estimate for the cost for such services by outside consultants. Time for Planning Department staff to manage such contracts shall be billed at the hourly rates stated above.

Refunds: If an application is withdrawn before the Town does substantial work on it, and before any required notice is published or posted, a minimum of \$50 time and materials will be charged from the deposit or fee and the remaining balance will be refunded to the applicant.

**Appeals (including an objection to a second living unit):**

For an appeal from any decision for which there is a fee or deposit as described in this document, the Applicant shall be responsible for all expenses borne by the Town, including processing costs of an appeal. However, the appeal fee will be credited to the costs incurred by the applicant.

Government Code Section 65104 authorizes the Town to charge fees to support the work of the Planning Department provided that the fees do not exceed the reasonable cost of providing the service for which the fee is charged.

**TOWN OF MORAGA**

**POLICE DEPARTMENT**

Description	Fee	Unit
<b>Accident Investigation</b>		
Resident	\$70	Each
Non-Resident	\$80	Each
<b>Accident Reports</b>		
	\$15	Each
<b>Background Check (Local)</b>		
	\$26	Each
<b>Citation Sign-Off</b>		
	No Charge	
<b>False Alarm Fee</b>		
	\$50	Each
<b>Fingerprinting - Standard</b>		
Resident	\$41	Set
Non-Resident	\$51	Set
Additional Card	\$5	Each
<b>Fingerprinting - Live Scan</b>		
Resident	\$41 + DOJ Fees	Set
Non-Resident	\$51 + DOJ Fees	Set
<b>Juvenile Diversion Program</b>		
	\$125	Incident
<b>Loss Verification</b>		
Resident	\$23	Each
Non-Resident	\$33	Each
<b>Parking Violations (California Vehicle Code, Section 40203.5)</b>		
Moraga Municipal Code		
10.08.020	No Parking/Restricted Zone	\$45 Violation
10.08.030(a)	Within Divisional Island	\$45 Violation
10.08.030(b)	Within Crosswalk	\$45 Violation
10.08.030(c)	Red Curb	\$45 Violation
10.08.030(d)	Posted No Parking	\$45 Violation
10.08.030(e)	Causes Hazard	\$45 Violation
10.08.030(f)	Area with 24 hour notice	\$45 Violation
All other municipal, county or park district ordinance violations		\$45 Violation
Vehicle Code		
5200 VC	No Front License Plate	\$45 Violation
5201 VC	Position of License Plate	\$45 Violation
5204 VC	Tags Not Displayed	\$45 Violation
21113(a) VC	Parking on Public Grounds	\$45 Violation
21211(b) VC	Parked in Bicycle Lane	\$45 Violation
22500.1 VC	Fire Lane	\$45 Violation
22500(a) VC	Blocking Intersection	\$45 Violation
22500(b) VC	Blocking Crosswalk	\$45 Violation
22500(c) VC	Parking Adjacent to Safety Zone	\$45 Violation
22500(d) VC	Parking w/in 15' of fire station driveway	\$45 Violation
22500(e) VC	Blocking driveway	\$45 Violation
22500(f) VC	Blocking sidewalk	\$45 Violation
22500(g) VC	Blocking excavation	\$45 Violation
22500(h) VC	Double Parking	\$45 Violation
22500(i) VC	Parking in Posted Bus Zone	\$250 Violation
22500(j) VC	Parking in tube or tunnel	\$45 Violation
22500(k) VC	Parking on Bridge	\$45 Violation
22500(l) VC	Blocking Wheelchair Access	\$285 Violation
22502(a) VC	Curb Parking - right wheel >18" away	\$45 Violation
22507.8 VC	Handicapped Parking	\$285 Violation
22514 VC	Blocking Fire Hydrant	\$45 Violation
22522 VC	Blocking Handicapped Ramp	\$285 Violation
All other Vehicle Code violations		\$45 Violation

# TOWN OF MORAGA

## POLICE DEPARTMENT

Description	Fee	Unit
<b>Permits</b>		
ABC Permit Process	\$20	Each
Peddler-Solicitor Permit		
Permit	\$50	Each
Fingerprinting - Live Scan	DOJ Fees	Each
<b>Photos</b>	\$5	Each
<b>CD/Audio tape</b>	\$15	Each
<b>DVD/Video tape</b>	\$25	Each
<b>Police Reports</b>	\$15	Each
<b>Police Services - Billable/Reimbursable</b>		
Personnel	Actual cost of personnel	
Police Vehicle	\$20	Flat Rate
<b>Repossession Release (CA Government Code 41612)</b>	\$15	Each
<b>Vehicle ID Verification:</b>		
At Police Dept	\$41	Each
At Residence	\$51	Each
<b>Vehicle - Release of Impounded/Stored Vehicles</b>	\$150	Vehicle

DOJ: Department of Justice Fee Structure

**TOWN OF MORAGA**

**PUBLIC WORKS & ENGINEERING**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
<b>Hourly Rates for Staff Services: (2 hour minimum for emergency services)</b>		
Public Works Director / Town Engineer	\$220	Hour
Senior Civil Engineer	\$147	Hour
Public Works/Parks Maintenance Manager	\$150	Hour
Senior Construction Inspector	\$117	Hour
Assistant (Civil) Engineer	\$107	Hour
Maintenance Team Leader	\$104	Hour
Engineering Technician / Inspector	\$91	Hour
Senior Maintenance Worker	\$88	Hour
Administrative Support	\$70	Hour
Maintenance Worker	\$77	Hour
Engineering Intern	\$57	Hour
Overtime incurred by any hourly employee	1-1/2 times regular hourly rate	
Consultant Services	Cost + 25%	
<b>Photocopies:</b>		
8-1/2 x 11" - Black and White	\$0.20	Page
8-1/2 x 11" - Color	\$0.50	Page
11 x 17" or 8-1/2 x 14" - Black and White	\$0.50	Page
11 x 17" or 8-1/2 x 14" - Color	\$1.00	Page
Plan-size sheets - Black and White	\$4.08	Sheet
Plan-size sheets - Color	\$4.50	Sheet
<b>Public Works Equipment Rentals:</b>		
Standard Type 1 Barricade (with Flashing Beacon)	\$1.00/day with 2 day minimum	Each
Type 3 barricade (3 used to close 2 lane road)	\$7.00/day with 2 day minimum	Each
28-inch Traffic Cone	\$0.60/day with 2 day minimum	Each
Rental Deposit	Rental Fee multiplied by 20 (used to purchase replacement equipment that is damaged during rental or returned to renter if no damage)	
Drop off & Pickup of Rental Equipment	\$154 minimum (+ hourly charges beyond 2 hrs of Maintenance Worker I time)	
Setup of Traffic Control Equipment	\$154 minimum (+ hourly charges beyond 2 hrs of Maintenance Worker I time)	
<b>General Engineering Permits Fees:</b>		
Permit Administrative Fee	\$125	Application
Work outside permit hours	\$428 minimum (+ hourly charges beyond 4 hrs of inspection time & add'l required admin time at overtime rate)	Day
Investigation of Work Without a Permit or Without Inspection	An investigation fee shall be charged equal to two times the amount of all permit fees required by this ordinance, with a minimum of \$500. The fee is additive to the permit fees.	

**TOWN OF MORAGA**

**PUBLIC WORKS & ENGINEERING**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
<b>Encroachment Applications:</b>		
Concrete Permit Fee (sidewalk, driveway, curb & gutter, ditches, etc.)	\$214 minimum (+ hourly charges beyond 2 hrs of inspection time & add'l req'd admin time)	Application
Excavation Permit Fee (Street Cut)	\$428 minimum (+ hourly charges beyond 4 hrs of inspection time & add'l req'd admin time)	Application
Excavation Permit Fee (Street Cut) - Deposit Required for projects greater than 15 days.	\$3,500	Deposit
Street Storage Permit Fee	\$30	Space per Day
Drainage Easement Permit Fee	\$2,000 deposit	Deposit
Encroachment License (Non-Standard Improvements)	\$1,500 + \$250/year	Application
Signalized Intersection Encroachment Bond	\$10,000 Bond	Application
Excavation Bond (Street Cut)	Deposit amount equal to the calculation of the excavation area multiplied by the unit price for pavement restoration and adjusted by quantity and for the Moraga region per the latest California Department of Transportation cost database plus 25% for administration as a warranty bond returned after 1 year trench does not develop any wearing surface or major defects after 1 year of its installation.	Bond
<b>Transportation Applications:</b>		
Traffic Control Review	\$53.50 minimum (+ hourly charges beyond 1/2 hr of technician time & any add'l req'd admin time)	Application
Hauling Permit	Project proponent shall correct, or pay for, the "haul incurred" damage, as determined by the Town Engineer or Public Works staff, in accordance with Resolution 2-83.	Case-by-Case
Oversize Loads Permit (Annual)	\$90	per Vehicle
Curb Painting Review	\$214 minimum (+ hourly charges beyond 2 hrs of inspection time & add'l req'd admin time)	Application

**TOWN OF MORAGA**

**PUBLIC WORKS & ENGINEERING**

Description	Fee	Unit
<b>Grading Applications:</b>		
Erosion Control Plan Review & Inspection:		
Between April 15 and October 15	Fee: \$200 / week of potential erosion creating activities; Bond: \$1,000	
Between October 16 and April 14:		
50 cubic yards or less	Fee: \$4,875; Bond: \$2,500*	
51 - 500 cubic yards	Fee: \$6,250; Bond: \$2,500*	
501 - 1000 cubic yards	Fee: \$8,250; Bond: \$5,000*	
1,001 - 10, 000 cubic yards	Fee: \$11,500; Bond: \$10,000*	
10,001 - 100,000 cubic yards	Fee: \$17,250; Bond: \$20,000*	
> 100,000 cubic yards	Fee: \$22,000; Bond \$40,000*	
	*Or the amount of the erosion control measures as implemented, whichever is greater.	
Grading Plan Review Fees:		
<20% Slope, <200 Cubic Yards:		
50 cubic yards or less	\$450	
51-200 cubic yards	\$1,000 deposit	Deposit
20% < Slope < 25% OR quantity > 200 Cubic Yards:		
50 cubic yards or less	\$500 deposit	Deposit
51 - 200 cubic yards	\$1,000 deposit	Deposit
201-1,000 cubic yards	\$1,500 deposit	Deposit
1,001 - 10,000 cubic yards	\$2,000 deposit	Deposit
10,001 - 100,000 cubic yards	\$5,000 deposit	Deposit
> 100,000 cubic yards	\$15,000 deposit	Deposit
Slope >25%:		
50 cubic yards or less	\$2,000 deposit	Deposit
51 - 200 cubic yards	\$2,500 deposit	Deposit
201-1,000 cubic yards	\$3,000 deposit	Deposit
1,001 - 10,000 cubic yards	\$3,500 deposit	Deposit
10,001 - 100,000 cubic yards	\$7,500 deposit	Deposit
> 100,000 cubic yards	\$17,500 deposit	Deposit
Geotechnical Review	Cost + 25%	
Plan Revision After Approval	\$140	Sheet
Grading Inspection Fees:		
50 cubic yards or less	\$925	
51 - 500 cubic yards	\$1,000 + \$100/50 cubic yards	
501 - 1000 cubic yards	\$1,000 + \$100/50 cubic yards	
1,001 - 10, 000 cubic yards	\$2,625 + \$100/100 cubic yards	
10,001 - 100,000 cubic yards	\$3,875 + \$100/150 cubic yards	
> 100,000 cubic yards	\$28,575 + \$100/250 cubic yards	
Grading Permit Surcharge	50% of County permit fee	
Geotechnical Inspection	Cost + 25%	
Works Extends Beyond One Year	\$2,500	Deposit
Pool Removal Grading Permit	\$325	Permit
Annual Storm water BMP Inspections and Reporting	\$100/BMP	Installation

**TOWN OF MORAGA**

**PUBLIC WORKS & ENGINEERING**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
<b>Land Development Applications:</b>		
<i>Site Improvements (Plan Review):</i>		
Public Improvements (including public off-site improvements):		
<\$250,000	2.50% or \$2,500 minimum	Deposit
\$250,001 - \$1,000,000	2.25%	Deposit
>\$1,000,000	2.00%	Deposit
Private Improvements	1.00% or \$2,500 minimum	Deposit
Landscape Improvements (Public or Private)	2.50% or \$2,500 minimum	Deposit
Plan Revisions After Approval	\$125	Sheet
<i>Site Improvements (Inspection):</i>		
Public Improvements (including public off-site improvements):		
<\$50,000	8.00%	Deposit
\$50,001 - 150,000	6.00%	Deposit
\$150,001 - 300,000	5.00%	Deposit
\$300,001 - 500,000	4.00%	Deposit
>\$500,000	3.00%	Deposit
Private Improvements:		
<\$50,000	5.00%	Deposit
\$50,001 - 150,000	4.00%	Deposit
\$150,001 - 300,000	3.00%	Deposit
\$300,001 - 500,000	2.00%	Deposit
>\$500,000	1.00%	Deposit
Landscape Improvements (Public or Private)	5.00%	Deposit
GIS Conversion of Improvement Plan As-Built and Final or Parcel Map	\$46	Sheet
Performance Bond	99% Value of Engineer's Estimate for Site Improvements with Unit Costs based on Contra Costa County Unit Prices Guide	Bond
Performance Cash Bond	1% Value of Engineer's Estimate for Site Improvements with Unit Costs based on Contra Costa County Unit Prices Guide	Cash Bond
Payment Security Bond	50% Value of Engineer's Estimate for Site Improvements with Unit Costs based on Contra Costa County Unit Prices Guide	Bond
Warranty Bond	15% Value of Engineer's Estimate for Site Improvements with Unit Costs based on Contra Costa County Unit Prices Guide	Bond

**TOWN OF MORAGA**

**PUBLIC WORKS & ENGINEERING**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
<i>Map Checking:</i>		
Final Map Review (5 or more parcels, or condominiums)	\$1,500 + \$50/lot, or \$7,000, whichever is greater	Deposit
Parcel Map Review (4 or fewer parcels)	\$3,000	Deposit
Lot Line Adjustment	\$552 minimum (+ hourly charges beyond 4 hrs of staff time)	Application
County Land Surveyor Services	Cost + 25%	
Certificate of Correction	\$1,500	Deposit
Subdivision Monument Checking Fee	\$150	Fee Each
Base Map Revision (Subdivisions)	\$50	Lot
<i>Project Closeout:</i>		
Warranty inspection and bond release for Subdivisions	\$552 + \$91 per lot or unit, whichever is greater	Fee
Warranty inspection and bond release for Single Lot	\$294	Fee
Subdivision Improvement Agreement and Development Agreement Extension Processing	\$250 fee per extension (+ hourly charges of staff time)	Fee
<i>Other Services:</i>		
Condition of Approval Compliance Review (no improvement plans)	\$1,000	Deposit
Drainage or Storm Water Control Plan Review (no improvement plans)	\$294 minimum (+ hourly charges beyond 2 hrs of inspection time & add'l req'd admin time)	Fee
Street Vacation Request	\$3,000	Deposit
Letter of Map Revision / Amendment	\$1,500	Deposit
Easements/Dedication/Vacations (Utilities & Emergency Vehicles)	\$3,000	Deposit
<b>Planning Applications Reviews (Administered through Planning Department):</b>		
Planning Department fees vary depending upon the process required. See Planning Department fees section.		
Planning Applications with Deposit	Actual Staff Time	
Sign Ordinance Violations	\$40	

**TOWN OF MORAGA**

**PUBLIC WORKS & ENGINEERING**

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Description	Fee	Unit
<b>Additional Information Regarding Deposits:</b>		
The filing deposit for each application, except those which have a fixed fee as provided above, shall be the actual cost incurred by the Town based upon the time spent by staff, work performed by consultants for the Town, materials and other related incidental expenses. The initial deposit specified for the application is based upon the average cost of previous applications; therefore, it may not be sufficient to cover the actual cost incurred in processing a particular project.		
If, after work has commenced, it is determined by the Town that the costs will exceed the original deposit, then the applicant shall be billed for the excess amount and an additional deposit shall be made based on an estimate by the staff on the amount of work remaining to complete the processing of the project. If the cost is less than the deposit, the excess of the deposit over the cost shall be refunded to the applicant 60 days after the close of the project. No processing by the Town shall occur unless all deposits called for above have been made by the applicant.		
<b>Deposits for projects where the resources required exceed those available in the Public Works/Engineering Department:</b>		
When it is determined by the Public Works Director that resources or technical skills beyond the capability of the resident staff are required to evaluate an application, the staff shall secure an estimate for the cost for such services by outside consultants. The deposit shall then be the cost of such services plus 25% for management costs.		
Refunds: If an application is withdrawn before the Town does substantial work on it, and before any required notice is published or posted, a minimum of \$50 time and materials will be charged from the deposit or fee and the remaining balance will be refunded to the applicant.		

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## DEVELOPMENT FEES

*For Reference Purposes Only*

Description	Fee	Unit
<b>Development Impact Fees - Effective July 11, 2016</b>		
<b>(per Municipal Code 17.04.030 &amp; Resolution 42-2016)</b>		
<b>Residential Development</b>		
Single Family Detached		
General Government Impact Fee	\$6,870	Dwelling Unit
Public Safety Impact Fee	\$758	Dwelling Unit
Park Development Impact Fee	\$8,537	Dwelling Unit
Total Development Impact Fee (w/o Storm Drain Fee)	\$16,165	
Storm Drain Impact Fee	\$374	per 1,000 SF of Impervious Surface
Single Family Attached/Townhouse <sup>b</sup>		
General Government Impact Fee	\$6,870	Dwelling Unit
Public Safety Impact Fee	\$758	Dwelling Unit
Park Development Impact Fee	\$8,537	Dwelling Unit
Total Development Impact Fee (w/o Storm Drain Fee)	\$16,165	
Storm Drain Impact Fee	\$374	per 1,000 SF of Impervious Surface
Multi-Family/Mixed Use <sup>c</sup>		
General Government Impact Fee	\$4,445	Dwelling Unit
Public Safety Impact Fee	\$490	Dwelling Unit
Park Development Impact Fee	\$5,524	Dwelling Unit
Total Development Impact Fee (w/o Storm Drain Fee)	\$10,459	
Storm Drain Impact Fee	\$374	per 1,000 SF of Impervious Surface
Senior Housing		
General Government Impact Fee	\$3,435	Dwelling Unit
Public Safety Impact Fee	\$379	Dwelling Unit
Park Development Impact Fee	\$4,269	Dwelling Unit
Total Development Impact Fee (w/o Storm Drain Fee)	\$8,083	
Storm Drain Impact Fee	\$374	per 1,000 SF of Impervious Surface
Miscellaneous (Residential) <sup>a</sup>		
General Government Impact Fee	\$2,021	Resident
Public Safety Impact Fee	\$223	Resident
Park Development Impact Fee	\$2,511	Resident
Total Development Impact Fee (w/o Storm Drain Fee)	\$4,755	
Storm Drain Impact Fee	\$374	per 1,000 SF of Impervious Surface

## DEVELOPMENT FEES

*For Reference Purposes Only*

Description	Fee	Unit
<b>Non-Residential Development</b>		
Retail/Entertainment		
General Government Impact Fee	\$1,061	per 1,000 SF
Public Safety Impact Fee	\$248	per 1,000 SF
Total Development Impact Fee (w/o Storm Drain Fee)	\$1,309	per 1,000 SF
Storm Drain Impact Fee	\$374	per 1,000 SF of Impervious Surface
Office		
General Government Impact Fee	\$1,591	per 1,000 SF
Public Safety Impact Fee	\$371	per 1,000 SF
Total Development Impact Fee (w/o Storm Drain Fee)	\$1,962	per 1,000 SF
Storm Drain Impact Fee	\$374	per 1,000 SF of Impervious Surface
B&B/Hotel		
General Government Impact Fee	\$88	per 1,000 SF
Public Safety Impact Fee	\$20	per 1,000 SF
Total Development Impact Fee (w/o Storm Drain Fee)	\$108	per 1,000 SF
Storm Drain Impact Fee	\$374	per 1,000 SF of Impervious Surface
Miscellaneous (Non-Residential) <sup>a</sup>		
General Government Impact Fee	\$477	Person
Public Safety Impact Fee	\$111	Person
Total Development Impact Fee (w/o Storm Drain Fee)	\$588	Person
Storm Drain Impact Fee	\$374	per 1,000 SF of Impervious Surface

*Note: Storm Drainage Fee for the Miscellaneous (Residential) and Miscellaneous (Non-Residential) categories is determined based on the impervious surface increased by new development. Calculated fees for other categories presented in this table are the fee per unit or per sq. ft. of new development.*

<sup>a</sup> *The Miscellaneous (Residential and Non-Residential) categories are designed to represent a broad variety of potential land uses and will provide flexibility in how fees may be calculated for new development that does not fall within one of the typical land use categories. Miscellaneous (Residential) category includes group quarters, such as assisted living and congregate care, and on-campus student housing. Miscellaneous (Non-Residential) includes light industrial and institutional uses such as medical, educational, religious and other community not-for-profit uses. The fees for the miscellaneous categories would be calculated based on the actual projected increase in resident population, non-resident population, or impervious surface, multiplied by the stated fee shown in the table. For miscellaneous residential land uses, the number of residents will be based on the number of dwelling units, rooms or beds, as appropriate. For miscellaneous non-residential land uses, the number of persons will be based on project gross square footage, divided by employees per square foot (or other metric as appropriate) for similar uses, based on industry standards and/or comparable studies. The number of residents or persons, as applicable, shall be estimated by the applicant and verified by the Planning Director. Net increase in impervious surface shall be based on calculations provided by the applicant's licensed civil engineer, based on project plans, and verified by the Planning Director.*

<sup>b</sup> *In the Town's existing development impact fee program, the "Single Family Attached/Townhouse" land use is not specified, and the "Duplex" land use is combined with "Multi-Family" use. Going forward, the "Duplex" land uses are included within this new land use category.*

<sup>c</sup> *As further described in Chapter II, Section A3, the Town proposes to adopt a maximum size standard for "Multi-Family/Mixed Use." Multi-family housing is defined to include housing developments where 1,500 square feet is the maximum size for any housing unit within a multi-family development and the maximum weighted average bedroom size for all units within the development is 2.0 bedrooms or fewer. (This two-bedroom unit standard is used because a three-person household can occupy this size unit according to the State of California.) Any multi-family projects that exceed these maximums would be defined as part of the Single Family Attached/Townhouse category, as they would have the potential to have much larger household sizes. As Senior Housing units typically restrict occupancy to senior individuals and limit household size, they are considered multi-family housing omitted from this limitation. Secondary units will be considered multi-family units unless they exceed 1,500 square feet in size or have more than two bedrooms.*

## DEVELOPMENT FEES

*For Reference Purposes Only*

Description	Fee	Unit
<b>Fees In-Lieu of Parkland Development (per Municipal Code 8.140)</b>		
Single Family Detached	\$13,593	Dwelling Unit
Single Family Attached/Townhouse <sup>a</sup>	\$13,593	Dwelling Unit
Multi-Family/Mixed Use <sup>b</sup>	\$8,796	Dwelling Unit
Senior Housing	\$6,797	Dwelling Unit
Miscellaneous (Residential)	\$3,998	Resident

<sup>a</sup> Duplex land uses and other attached residential uses not otherwise classified as Single Family Detached, or Multi Family per Footnote b, below, are included within the "Single Family Attached" land use category.

<sup>b</sup> Multi-family housing is defined to include housing developments where 1,500 square feet is the maximum size for any housing unit within a multi-family development and the maximum weighted average bedroom size for all units within the development is 2.0 bedrooms or fewer. (This two-bedroom unit standard is used because a three-person household can occupy this size unit according to the State of California.) Any multi-family projects that exceed these maximums would be defined as part of the Single Family Attached/Townhouse category, as they would have the potential to have much larger household sizes. As Senior Housing units typically restrict occupancy to senior individuals and limit household size, they are considered multi-family housing omitted from this limitation. Secondary living units will be considered multi-family units unless they exceed 1,500 square feet in size or have more than two bedrooms.

### Lamorinda Fee and Finance Authority (LFFA) - Effective June 10, 2016, subject to change January 1, 2017 (Resolution 10-2016)

*Development projects within the Town of Moraga are also subject to development fees of the Lamorinda Fee and Finance Authority.*

Single-Family	\$7,269	Dwelling Unit
Multi-Family <sup>1</sup>	\$5,088	Dwelling Unit
Multi-Family (TOD) <sup>2</sup>	\$2,697	Dwelling Unit
Commercial	\$7.78	per Square Foot
Other	\$800	Daily Trip

<sup>1</sup> Multi-family also includes new second units constructed on parcels with existing single-family homes

<sup>2</sup> TOD - Transit Oriented Development

Note: The local share for the Town of Moraga is 50% of the rate. Additionally, the Town of Moraga receives a regional share of the pool at a rate of 16.5%.

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the matter of:

Updating the Town of Moraga's Master )  
Fee Schedule, Effective July 25, 2016 )

Resolution No. 47 - 2016

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**WHEREAS**, Government Code Sections 65104, 65909.5, and 66014 allow the Town to establish fees to offset the Town's costs in processing permits, licenses, subdivision maps and entitlements, and other services; and

**WHEREAS**, the Town of Moraga provides certain services to its residents and those doing business in the Town; and

**WHEREAS**, the cost of such services and documents are appropriately charged to the recipient of those services; and

**WHEREAS**, the amount of such charges must be adjusted from time to time to reflect the true costs of such documents and services; and

**WHEREAS**, the Town staff has researched and analyzed the costs for services provided and determined the appropriateness of the charges relative to the costs for the services; and

**WHEREAS**, the fees do not exceed the reasonable cost of providing the services; and

**WHEREAS**, the Town Council has provided an opportunity for public comment and input at a regularly scheduled public meeting as required by Government Code Section 66016; and

**WHEREAS**, Attachment A of the accompanying staff report to this resolution outlines the respective fees for services in a format that presents the current and proposed fees; and

**WHEREAS**, for ease of reference, Attachment A also includes development impact fees that were previously adopted and that automatically escalate in accordance with the Moraga Municipal Code.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Moraga:

1. Hereby finds with respect to the fees listed in Attachment A, except for the development impact fees, that: there is a reasonable relationship between the amount of the fee and the estimated reasonable cost of providing the type of service for which the fee is imposed; the allocation of the cost to each fee payor bears a fair and reasonable relationship to the fee payor's burdens on, and the benefits received from, the Town; and the fees do not exceed the reasonable cost of providing the service for which the fee is charged; and hereby adopts and authorizes such fees as listed in Attachment A; and

2. Hereby incorporates the previously adopted development impact fees, with the previously approved automatic escalator, in the Master Fee Schedule for ease of reference and without modifying or amending such fees or the underlying fee approvals in any manner.

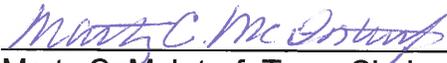
**BE IT FURTHER RESOLVED THAT** the updated Master Fee Schedule will become effective July 25, 2016, 60 days after the adoption of this resolution.

**PASSED AND ADOPTED** by the Town Council of the Town of Moraga at a regular meeting held on May 25, 2016 by the following vote:

**AYES:** Mayor Metcalf, Vice Mayor Trotter, Councilmembers Arth and Onoda  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Councilmember Wykle

  
\_\_\_\_\_  
Michael Metcalf, Mayor

Attest:

  
\_\_\_\_\_  
Marty C. McInturf, Town Clerk

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Amending Resolution 55-2015 Adopting )  
the Town of Moraga Master Fee )  
Schedule Effective July 27, 2015 to )  
Include Town Council Chambers and )  
Community Meeting Room Fees )

Resolution No. 11 - 2016

**WHEREAS**, the Moraga Town Council's adoption of the annual fee schedule budget establishes a spending and revenue plan for the fiscal year and provides resources to continue the basic level of services provided by the Town government; and

**WHEREAS**, on May 27, 2015 the Moraga Town Council approved the Master Fee Schedule for Fiscal Year 2015/16, through Resolution 55-2015; and

**WHEREAS**, on August 26, 2015 the Moraga Town Council approved additions to the Master Fee Schedule for Fiscal Year 2015/16, through Resolution 80-2015; and

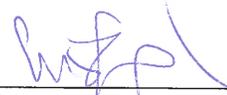
**WHEREAS**, the Town of Moraga desires to establish rental fees for the Town Council Chambers and Community Meeting Room, located at 335 Rheem Boulevard, Moraga, California; and

**WHEREAS**, the updated fees will become effective 60 days after the February 10, 2016 adoption of this resolution and the Council Chambers and Community Meeting Room will be available for rent starting April 10, 2016.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Moraga that the Town Council amends Resolution 55-2015 to include Town Council Chambers and Community Meeting Room fees in the Moraga Master Fee Schedule.

**PASSED AND ADOPTED** by the Town Council of the Town of Moraga at a regular meeting held on February 10, 2016 by the following vote:

- AYES:** Mayor Metcalf, Councilmembers Arth, Onoda and Wykle
- NOES:** None
- ABSTAIN:** None
- ABSENT:** Vice Mayor Trotter

  
\_\_\_\_\_  
Michael Metcalf, Mayor

Attest:

  
\_\_\_\_\_  
Marty C. McInturf, Town Clerk