TOWN OF MORAGA

MASTER FEE SCHEDULE
SERVICE AND DEVELOPMENT IMPACT FEES

EFFECTIVE AUGUST 23, 2010
(Resolution # 55-2010)
(Development Impact Fees Effective July 28, 2010)
(Municipal Code 17.04-030)

TABLE OF CONTENTS

TYPE OF FEE	PAGE
PLANNING DEPARTMENT	
Agenda Service	1
Appeal	1
Building & Grading Permit	1
Verification of Conditions of Approval	1
Certificate of Compliance	1
Address Change of Site/Property located in Moraga	1
Change of Conditions	1
Design Review Board (DRB) Special Design Review	1
Administrative Design Review	1
Design Review Study Session	1
Re-submittal (Modified Plan)	1
Conceptual Plan Review (optional pre-application meeting)	1
EIR Surcharge	1
General Plan	1
General Plan Amendment	1
GIS Mapping Fee	1
Grading Design Review: Design Review Administrator	2
Grading Design Review: Design Review Board (DRB)	2
Grading Design Review: Planning Commission Recommendation to Town Council	3
Hillside Development Permit – Major	3
Hillside Development Permit – Minor	3
Hourly Rates for Town Staff	3
Initial Study Mitigated Negative Declaration	3
Initial Study Negative Declaration	3
Land Use Permit (existing building)	3
Use Permit Amendment	3
Landscape Maintenance Agreement	4
Lot Line Adjustment (Planning Commission)	4
Lot Line Adjustment (Zoning Administrator)	4
Major Subdivision	4
Minor Subdivision	4
Notice of Exemption	4
Photocopies	4
Planned Development (Conceptual Plan)	4
Planned Development (general development plan)	4
Planned Development (Precise Development Plan)	4
Rezoning	4
Secondary Living Unit	4
Sign (Design Review Board)	4
Sign (Zoning Administrator)	4
Specific Plan Fee	4

TABLE OF CONTENTS – CONT'D

TYPE OF FEE	PAGE
Subdivision Improvement Fee	4
Variance (Design Review Board or Planning Commission)	5
Zoning Administrator Action – No Hearing	5
Building Permit Compliance (Zoning Compliance)	5
Banner Hanging Permit	5
Tree Removal Permit	5
Reconsideration	5
Written Request for Flood Zone Verification	5
Preparation of GIS Maps	5
POLICE DEPARTMENT	
Fingerprints	7
Loss Verification	7
Background Check (Local)	7
Vehicle ID Verification	7
Citation Sign-Off	7
Release of Impounded/Stored Vehicles	7
Photos	7
Concealed Weapons Permit	7
Accident Investigation	7
Accident Report	7
Repossession Release (GC41612)	7
False Alarm Fee	7
ABC Permit Letter	7
Copies of Speed Surveys	7
Livescan Fingerprinting	7
Juvenile Diversion	7
CENTRAL ADMINISTRATION	
Audiotape of Council/Commissions Mtg	8
CD Copy of Council Mtg/Planning Commission	8
Notice of Intent to File an Initiative	8
Certified True Copy	8
Returned Check (NSF) Fee	8
Stop Payment/Re-issue Check	8
Photocopies (Black and White)	8
Photocopies (Color)	8
Notary Services	8
Budget	8
Mailing of Documents	8
Town Council Agenda Mailing	8
Parks & Recreation Agenda Mailing	8
Emailed Agendas or Pick Up at Town Offices	8

TABLE OF CONTENTS – CONT'D

TYPE OF FEE	PAGE
PUBLIC WORKS AND ENGINGEERING	
Hourly Rate for Staff Services	9
Lot Line Adjustment (Engineering)	9
Consultant Services	9
Permit – Filing Fee	9
Encroachment Permit – Inspection	9
Encroachment Permit – Street Storage	9
Encroachment Permit – Street Cut	9
Encroachment Permit – work outside permit hours	9
Security Deposit for working in a Signalized Intersection	9
Encroachment Permit – Drainage Easement	9
Encroachment License – Right of Way	9
Sign Ordinance Violations	10
Erosion Control Plan Review & Inspection	10
Pool Removal Grading Permit	11
Grading Plan Review Fees	12
Grading Inspection Fees	12
Hauling Permit	12
Pavement Restoration	12
Investigation of Work Without a Permit	12
Site Improvements (Plan Review)	13
Site Improvements (Inspection)	13
PARKS AND RECREATION	
Hacienda Event Fees (April 1 to October 31)	14
Pavilion Event Fees (April 1 to October 31)	14
Hacienda and Pavilion Event (April 1 to October 31)	14
Moraga Park Rentals	15
Moraga Commons Band Shell	15
Room Rentals – Hacienda and Library (All fees apply Mon. – Sun., Nov. 1 – Mar. 31, AND Mon. – Fri. Apr., 1 – Oct. 31)	16
Photography Fee (per hour)	16
Rental Rates for Town-owned Properties (hourly rates)	17
Marquee (weekly rate)	17
Bricks	17
DEVELOPMENT IMPACT FEES	
Residential	18
Non-Residential	18

PLANNING DEPARTMENT FEES

Fee	Fee Amount	Notes/Descriptions
Agenda Service	Mail: $50/Yr Email: No charge	
Appeal	50% of initial deposit ($500 maximum)	
Building & Grading Permit	50% of permit fee	
Verification of Conditions of Approval	$ 125 per condition (paving, landscaping, colors, etc)	
Certificate of Compliance	$ 2,500	
Address Change of Site/Property located in Moraga	$ 500	
Change of Conditions	$ 1,200 deposit	
Conditional Occupancy Agreement	$ 1,500 deposit	
Design Review Board (DRB) Special Design Review	$ 1,550 (DRB) plus $500 per special circumstance (design exception, scenic corridor, new home, hillside, or grading consultation)	
Administrative Design Review	$ 550 for additions less than 100 sq ft; $ 1,050 for additional greater than 100 sq ft that do not otherwise require Board approval	
Design Review Study Session	$ 500 Study Session with DRB; $ 700 Study Session with Planning Commission	
Re-submittal (Modified Plan)	$ 500	
Conceptual Plan Review (optional pre-application meeting)	$ 150 Pre-application meeting with staff	
EIR Surcharge	30% of EIR Cost	
General Plan	$ 25 per copy	
General Plan Amendment	$ 6,000 deposit	
GIS Mapping Fee	$ 75	

PLANNING DEPARTMENT FEES (cont.)

Grading Design Review: Design Review Administrator	$ 1,260 deposit	There are 3 stages of grading review and approval depending upon the extent of the grading. Grading projects on slopes less than 20% and less than 200 CY will be reviewed by the Design Review Administrator. For projects that require only Design Review Administrator review, the fee is $1050 unless geotechnical peer review is required in which case the applicant is responsible for those costs as well.
Grading Design Review: Design Review Board (DRB)	$ 2,460 deposit	Grading on slopes greater than or equal to 20% or on predevelopment average slopes less than 25% and equal to or greater than 200 CY requires DRB approval. For projects requiring DRB approval, the fee is $2050 unless geotechnical peer review is required in which the applicant is responsible for those costs as well.

PLANNING DEPARTMENT FEES (cont.)

Grading Design Review: Planning Commission Recommendation to Town Council	$ 9,600 deposit	Projects including landslide repair or slope stabilization on predevelopment average slopes greater than or equal to 25% will require review by the Planning Commission with a recommendation to the Town Council for a decision. For projects requiring a Planning Commission recommendation and a decision by the Town Council, the initial deposit is $9600.
Hillside Development Permit – Major	$ 4,200 deposit	
Hillside Development Permit – Minor	$ 4,200 deposit	
Hourly Rates for Town Staff	Planning Director: $170/hr Senior Planner: $115/hr Assistant/Associate Planner: $ 90/hr Assist to Planning Director: $ 75/hr	
Initial Study Mitigated Negative Declaration	$ 6,000 deposit for contract cost plus 25% to manager consultant	
Initial Study Negative Declaration	$ 6,000 deposit for contract cost plus 25% to manager consultant	
Land Use Permit (existing building)	$ 500 permitted use fee if approved by staff $ 3,600 deposit for a hearing or conditional use permit	
Land Use Permit (new business in existing vacant space within a building)	Fees suspended from October 15, 2009 through October 15, 2011	
Use Permit Amendment	$ 1,800 deposit	

PLANNING DEPARTMENT FEES (cont.)

Landscape Maintenance Agreement	$ 1,500 deposit	
Lot Line Adjustment (Planning Commission)	$ 3,600 deposit	
Lot Line Adjustment (Zoning Administrator)	$ 1,800 deposit	
Major Subdivision	$12,000 deposit	
Minor Subdivision	$ 6,000 deposit	
Notice of Exemption	$ 250	
Photocopies	Color 8 ½ x 11": $0.50/pg 11x17" or 8 ½ x 14: $0.50/pg BW: $0.20/pg	
Planned Development (Conceptual Plan)	$12,000 deposit	
Planned Development (general development plan)	$12,000 deposit	
Planned Development (Precise Development Plan)	$12,000 deposit	
Rezoning	$ 3,600 deposit	
Secondary Living Unit	$ 1,800 deposit	
Sign (Design Review Board)	$ 250	
Sign (Zoning Administrator)	$ 250	
Specific Plan Fee	<u>Residential</u> St Mary's Housing: $ 695/unit Workforce Housing: $ 721/unit Senior Housing: $ 412/unit Single Family (3 DUA): $1,185/unit Compact Single Family: $ 721/unit <u>Non-Residential</u> $ 25.75/hour	Based on the number of peak hour and peak direction trips
Subdivision Improvement Agreement	$ 1,500 deposit	

PLANNING DEPARTMENT FEES (cont.)

Variance (Design Review Board or Planning Commission)	$ 1,500	
Zoning Administrator Action – No Hearing	$ 500	
Building Permit Compliance (Zoning Compliance)	$ 100	
Banner Hanging Permit		
Tree Removal Permit	$ 100	
Reconsideration	$ 1,500	
Written Request for Flood Zone Verification	$ 250	
Preparation of GIS Maps	$ 25 per map	

Deposits for projects where the costs of services cannot be determined in advance:

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. 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 $50.00 will be deducted 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 Appellant shall pay half of the base filing fee, not to exceed $500.00, but not less than $100.00. 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.

POLICE DEPARTMENT FEES

Fee	**Fee Amount**
Fingerprints	Resident: $41 Non Resident: $51
Loss Verification	Resident: $23 Non Resident: $33
Background Check (Local)	$ 26
Vehicle ID Verification	At Police Dept $41 At Residence $51
Citation Sign-Off	Resident: No charge Non Resident: $26
Release of Impounded/Stored Vehicles	$125
Photos	$ 41 plus developing costs
Concealed Weapons Permit	$116
Accident Investigation	Resident: $70 Non Resident $80
Accident Report	Resident: $30 Non Resident $40
Repossession Release (GC41612)	$ 15
False Alarm Fee	$ 50 for each false alarm
ABC Permit Letter	$ 50
Copies of Speed Surveys	$ 25
Livescan Fingerprinting	Resident: $41 + DOJ Fees Non Resident $72 + DOJ Fees
Juvenile Diversion Program	$ 100

CENTRAL ADMINISTRATION FEES

Fee	**Fee Amount**
Audiotape of Council/Commissions Mtg	$ 10.00 Plus cost of tape
CD Copy of Council Mtg/Planning Commission	$ 5.00
Notice of Intent to File an Initiative	$200.00
Certified True Copy	$ 11.00
Returned Check (NSF) Fee	$ 25
Stop Payment/Re-issue Check	$ 25
Photocopies (Black and White)	$ 0.20/page
Photocopies (Color)	$ 0.50/page
Notary Services	$ 10
Budget	$ 25
Mailing of Documents	$ 3
Town Council Agenda Mailing	$ 50/year
Parks & Recreation Agenda Mailing	$ 25/year
Emailed Agendas or Pick Up at Town Offices	No Charge

PUBLIC WORKS/ENGINEERING FEES

Fee	**Fee Amount**
Hourly Rate for Staff Services	Town Engineer: $155/hr Engineer/Plan Checker/PW Supt: $115/hr Inspector/Maint Wrkr: $ 90/hr Administrative: $ 75/hr <u>Overtime:</u> Overtime incurred by any hourly employee - charge $25/hr in addition to the regular rates
Photocopies	$ .20/pg 8½x11" BW copies $ .50/pg 8½x11" Color copies $ .50/pg 11x17"or 8½x14" BW Plan-size sheets: Cost + $5/ request
Lot Line Adjustment (Engineering)	$ 500
Consultant Services	At cost plus 25%
Permit – Filing Fee	$ 125
Encroachment Permit – Inspection	$ 180 minimum (plus hourly charges beyond 2 hrs of staff time.)
Encroachment Permit – Street Storage	$ 30/day
Encroachment Permit – Inspection for Street Cut	$ 360 minimum (plus hourly charges beyond 4 hrs of staff time.)
Encroachment Permit – work outside permit hours	$ 500/day
Security Deposit for working in a Signalized Intersection	$10,000 cashier's check
Encroachment Permit – Drainage Easement	$ 2,000 deposit
Encroachment License – Right of Way	$ 1,500
Sign Ordinance Violations	$ 40

PUBLIC WORKS/ENGINEERING FEES (cont.)

Erosion Control Plan Review & Inspection	<u>Between April 15 and October 15:</u> Fee: $ 200/wk of potential erosion creating activities and Bond: $ 1,000 <u>Between October 15 and April 15:</u> <u>50 CY or less:</u> Fee $ 4,875 & Bond $ 2,500* <u>51 – 500 CY:</u> Fee $ 6,250 & Bond $ 2,500* <u>501 – 1000 CY:</u> Fee $ 8,250 & Bond $ 5,000* <u>1001 – 10,000 CY:</u> Fee $11,500 & Bond $10,000* <u>10,001 – 100,000 CY:</u> Fee $17,250 & Bond $20,000* <u>> 100,000 CY:</u> Fee $22,000 & Bond $40,000* * *Or the amount of the erosion control measures as implemented, whichever is greater.*
Pool Removal Grading Permit	$ 450

PUBLIC WORKS/ENGINEERING FEES (cont.)

Grading Plan Review Fees	<u><20% Slope, < 200 CY</u>: 50 CY or less $ 435 51–200 CY $ 435 + $140 (CY/50) <u>20% < Slope < 25%, OR quantity > 200 CY</u> 50 CY or less: $ 435 51 – 200 CY: $ 435 + $140 (CY/50) 201 – 1000 CY: $ 1,015 + $140 (CY/100) 1001 – 10,000 CY: $ 1,850 + $140 (CY/250) 10,001 – 100,000 CY: $ 4,875 + $140 (CY/1000) >100,000 CY: $14,875 + $140 (CY/5000) <u>Slope >25%</u> 50 CY or less: $ 2,435 51 – 200 CY: $ 2,435 + $140 (CY/50) 201 – 1000 CY: $ 3,015 + $140 (CY/100) 1001 – 10,000 CY: $ 3,850 + $140 (CY/250) 10,001 – 100,000 CY: $ 6,875 + $140 (CY/1000) > 100,000 CY: $16,875 + $140 (CY/5000) <u>*Planning Dept*</u> fees vary depending upon the process required. See Planning Dept Fees section. <u>*Geotechnical Review*</u>: Cost + 25% <u>*Plan Revision After Approval*</u>: $ 140 per sheet

PUBLIC WORKS/ENGINEERING FEES (cont.)

Grading Inspection Fees	50 CY or less: $ 925 51 – 500 CY: $ 1,000 + $100 (CY/50) 501 – 1000 CY: $ 1,000 + $100 (CY/50) 1001 – 10,000 CY: $ 2,625 + $100 (CY/100) 10,001 – 100,000 CY: $ 3,875 + $100 (CY/150) > 100,000 CY: $28,575 + $100 (CY/250) *Geotechnical Inspection*: Cost plus 25% *Work Extends Beyond One Year*: Additional 1% of the value of the uncompleted work. *Work Extends Beyond Two Years*: Additional 2% of the value of the uncompleted work.
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.
Pavement Restoration	$ 1,000 deposit plus $5/sf of pavement to be replaced
Investigation of Work Without a Permit	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.

PUBLIC WORKS/ENGINEERING FEES (cont.)

Site Improvements (Plan Review)	*Public Improvements*: < $250,000 2.5% of cost $250,001 - $1,000,000 2.25% of cost > $1,000,000 2% of cost *Private Improvements*: 1% of cost *Either*: If work exceeds estimate additional 0.5% *Plan Revisions After Approval* $ 125 per sheet
Site Improvements (Inspection)	*Public Improvements*: < $50,000 8% of cost $50,001 – 150,000 6% of cost $150,001 – 300,000 5% of cost $300,001 – 500,000 4% of cost > $500,000 3% of cost *Private Improvements*: < $50,000 5% of cost $50,001 – 150,000 4% of cost $150,001 – 300,000 3% of cost $300,001 - $500,000 2% of cost > $500,000 1% of cost

PARKS AND RECREATION FEES

Fee	**Fee Amount**
Hacienda Event Fees (April 1 to October 31)	$500 Deposit $250 non-refundable processing/facilitation fee <u>Resident</u>: Saturday/Sunday $1,900 Fri. (see weekday rental form) <u>Non Resident</u>: Saturday/Sunday $3,250 Fri. $ 900
Pavilion Event Fees (April 1 to October 31)	$500 Deposit $250 non-refundable processing/facilitation fee <u>Resident</u>: Saturday/Sunday $1,700 Fri. (see weekday rental form) <u>Non Resident</u>: Saturday/Sunday $3,100 Fri. $ 700
Hacienda and Pavilion Event (April 1 to October 31)	$500 Deposit; $250 non-refundable processing/facilitation fee; $ 15/hour Facility Attendant required. <u>Resident</u>: Saturday/Sunday $2,600 Fri. (see weekday rental form) <u>Non Resident</u>: Saturday/Sunday $4,150 Fri. $1,400 <u>Moraga-based Non Profit/Town Employees</u> $250/event (excluding Fri./Sat./Sun. – April 1 to October 31) Employees limited to one event/year

PARKS AND RECREATION FEES (cont.)

Moraga Park Rentals	Deposit equal to the event charges is required at the time of payment. ≤35 people Non Profit $ 50 Resident $ 61 Non Resident $ 100 Commercial $ 116 36 – 85 people Non Profit $ 66 Resident $ 77 Non Resident $ 132 Commercial $ 160 86 – 100 people Non Profit $ 121 Resident $ 132 Non Resident $ 248 Commercial $ 281 101 – 200 people Non Profit $ 182 Resident $ 195 Non Resident $ 363 Commercial $ 396 201 – 400 people Non Profit $ 242 Resident $ 253 Non Resident $ 396 Commercial $ 446 *Reservations are required for groups of 10 or more.*
Moraga Commons Bandshell	Minimum Use Fee $ 385 4 hours Per Hour Over Min: $ 83 Refundable Use Deposit: $ 250 Refundable Amplification Surcharge: $ 500 *Building Attendant (required for all rentals): $16.50/hour (two-hour minimum)*

PARKS AND RECREATION FEES (cont.)

Room Rentals – Hacienda & Library (All fees apply Mon. – Sun., Nov. 1 – Mar. 31, AND Mon. – Thurs. Apr., 1 – Oct. 31) *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. *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.	All fees will be based on an hourly rate with a 2 hour minimum. Deposits are due at the time of payment. *Deposits*: Room Rentals: $ 50 (M-Th) $ 200 (Fri-Su) Photography $ 50 Kitchen $ 250 ***Mosaic, Preschool, Casita, Dance Room, Library Community Room*** Non Profit $ 11 Private $ 17 Commercial $ 39 ***Hacienda (downstairs – excluding the Kitchen)*** Non Profit $ 55 Private $ 61 Commercial $ 105 ***Fireside, Patio, Pavilion, La Sala*** Non Profit $ 22 Private $ 28 Commercial $ 61 ***Kitchen*** Non Profit $ 28 Private $ 33 Commercial $ 83 *Building Attendant (required for all rentals): $16.50/hour (two hour minimum)*
Photography Fee (per hour)	Non Profit $ 44 Private $ 55 Commercial $ 110

PARKS AND RECREATION FEES (cont.)

Rental Rates for Town-owned Properties (hourly rates)	The following Town-owned properties require a permit for groups of 10 or more: ***Grass Areas:*** Non Profit $ 17 Private $ 22 Commercial $ 33 ***Bocce Ball, Volleyball, Basketball, Skatepark, Disc Golf***: Non Profit $ 17 Private $ 22 Commercial $ 33 Bocce Ball Set Rental $ 22/set
Marquee (weekly rate)	Non Profit $ 61 Private $ 83 Commercial $ 138
Bricks	Initial Purchase Non Profit $ 132 Private $ 165 Commercial $ 198 Additional Bricks: Non Profit $ 88 Private $ 110 Commercial $ 132 VIP Section: Non Profit $ 220 Private $ 330 Commercial $ 440

Additional Information. All rentals require Certificate of Insurance listing the Town as additionally insured. Non Profit organizations must show the tax ID number. Groups greater than 400 people for park rental require special fee on a case by case basis.

DEVELOPMENT IMPACT FEES
Established pursuant to Municipal Code 17.04.030
Effective Date 7-28-2010

Fees for Residential Development

Land Use	General Gov't	Public Safety	Storm Drain	Traffic Mitigation	Park Development	Total
Single Family Detached	$ 4,344	$ 731	$ 7,809	$ 511	$ 3,239	$ 16,634
Multi-Family/Duplex	$ 2,019	$ 340	$ 3,905	$ 293	$ 1,620	$ 8,176
Mixed Use Commercial	$ 2,019	$ 340	$ -	$ -	$ 1,620	$ 3,978
Senior Housing	$ 2,019	$ 340	$ 932	$ 107	$ 1,620	$ 5,017

Fees for Non-Residential Development

Land Use	General Gov't	Public Safety	Traffic Mitigation	Total w/o Storm Drain*	Storm Drain**
Commercial	$ 428	$ 216	$ 777	$ 1,420	$ 40,032
Office	$ 714	$ 359	$ 403	$ 1,477	$ -
Hotel	$ 357	$ 179	$ 148	$ 684	$ 40,833

* Fees are based on per 1000 square feet of construction

** Storm fees are based on per acre of land