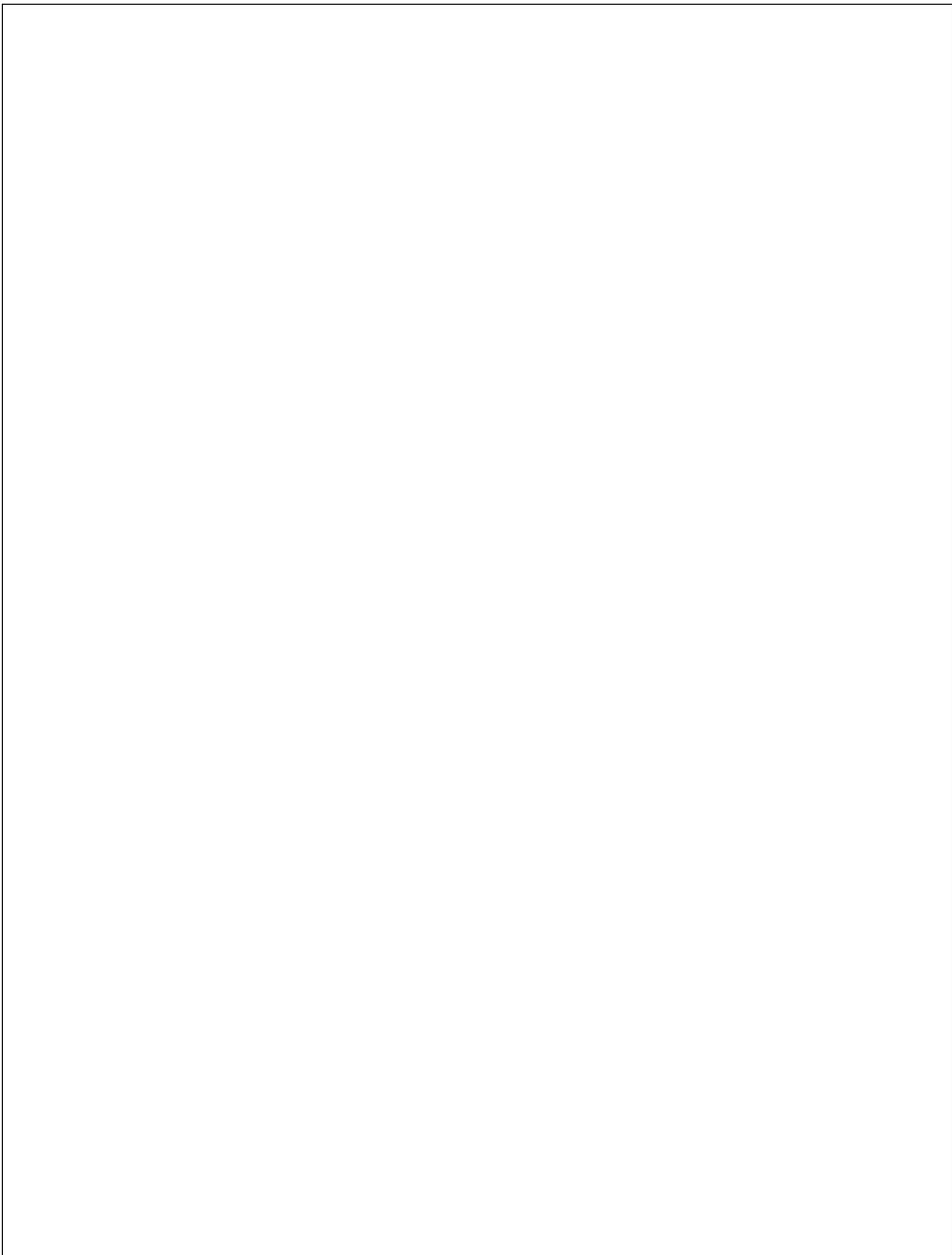




CITY OF SARATOGA FEE SCHEDULE

**FISCAL YEAR
2011/12**



CITY OF SARATOGA FEE SCHEDULE

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CITY OF SARATOGA

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**CITY OF SARATOGA
FEE SCHEDULE**

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CITY OF SARATOGA FEE SCHEDULE

~ ADMINISTRATIVE FEES & PERMITS ~ FY 2011/12

Abandoned Vehicle Fee

Administrative Fee for Removal \$250

Address Processing Fee

\$160

Administrative Citation Fee Schedule

First violation	\$100.00 per day
Second violation	\$200.00 per day for violation of the same ordinance or permit within one year from the date of first violation
Third violation	\$500.00 per day for each additional violation of the same ordinance or permit within one year from the date of first violation

Administrative Citation Late Payment Penalty

Within 30 days after due date	10% of the tax amount due
Exceeding 30 days after due date	Additional 10% of tax due for each month thereafter, with penalty not to exceed 100% of business license tax amount due

Animal Control Services

All fees related to animal control services are set and administered by the City of San Jose's Animal Control Services Dept. under contract between the City of Saratoga and the City of San Jose. Refer to <http://www.sanjoseanimals.com> for more details.

Appeals – Public Hearings

Planning Commission Appeals	\$400
City Council Appeals	\$600

This fee applies to all appeals except where an appeals procedure and fee is otherwise set forth in the fee schedule. See Municipal Code section 2-05.030 for more information.

Audio-Visual Equipment Security Deposit

\$250

CITY OF SARATOGA FEE SCHEDULE

~ ADMINISTRATIVE FEES & PERMITS ~ FY 2011/12

Code Compliance Permits

Animal – Kennel Permit	\$125
Animal – Horse Permit	\$125
Noise Exception Permit	\$50
Off-Street Vehicle Permit	\$125
Special Event Permit	\$100

Copy/Duplication Fees

B/W copy - letter/legal size	\$.20 per page
Color copy – letter/legal size	\$.35 per page
Electronic documents – letter/legal size	\$.10 per page
Audio/Video Tape/DVD/CD	\$20
Data Duplication – digital file	Actual Cost
Data Duplication – using Plotter	Actual Cost
Data Duplication – e-file copy on CD	Actual Cost
Duplicate Plan Sets	Actual Cost
All other duplication requests	Actual Cost

Credit Card Convenience Fees

Recreation & Facilities:	\$2 per transaction
Building & Development:	3% of transaction amount

Document Storage Fees

Administrative Fee	\$150
Public Hearing Fee	\$300
8 ½” x 11” or 14” + Documents	\$.75 per page
18” x 24” + Plans	\$2 per page

False Alarm Call Fines (Per Calendar Year)

1 st False Alarm	No charge
2 nd False Alarm	\$100
3 rd False Alarm	\$200
Each subsequent False Alarm call	\$100 increase from prior fine amount

CITY OF SARATOGA FEE SCHEDULE

~ ADMINISTRATIVE FEES & PERMITS ~ FY 2011/12

Late Fees

General billings/accounts receivables	1% interest accrued per month
Garbage Collection Service Late Fee Charges	
Lien Administrative Charge	\$100
Special Assessment	\$50

Notary Fee \$10 / signature

Notification Services

Requests for ongoing notification of meetings and related documents, such as:

- City Council and Planning Commission agendas
- Public notices related to adoption or amendment of the General Plan or a Specific Plan
- Adoption or amendments of the Zoning Ordinance
- Use Permits or Variances before the Planning Commission or City Council
- Documents pursuant to the California Environmental Quality Act

or any other meeting agendas, public notices, and/or documents that are regularly posted on the City's website for public notification and review will be provided with an internet link to the agenda/document City's website for new posting notices upon request to the City Clerk at ctclerk@saratoga.ca.us.

Paper copy notification services are no longer available for meeting documents posted on the City's website. Requests for this notification service must be renewed each year.

Postage & Mailing Actual Cost

Publication Fees (documents may be available on City Website)

City Code	Actual Cost
City Budget	\$50
Comprehensive Annual Financial Report (CAFR)	\$25
General Plan	\$45
General Plan Map	\$15
Saratoga's Heritage Book	\$20
Zoning Map	\$20
Zoning Ordinance	\$15
Village Plan	\$7
Village Designs Guidelines	\$5
Parks & Trails Master Plan	\$5
Standard Details	\$5
Subdivision Ordinance	\$5

CITY OF SARATOGA FEE SCHEDULE

~ ADMINISTRATIVE FEES & PERMITS ~
FY 2011/12

Recreation Activity Guide Advertising Fees

Inside 1/8 page (business card size)	\$ 250
Inside 1/4 page, vertical 4 1/2 x 3 5/8"	\$ 350
Inside 1/2 page, horizontal 7 1/2 x 4 1/2"	\$ 550
Inside 1/2 page, vertical 9 1/2 x 3 5/8"	\$ 550
Inside full page, 9 1/2 x 7 1/2"	\$ 850

Glossy Full Color Advertising:

Inside back cover 1/3 page 7 1/2 x 3"	\$ 550
Inside back cover 2/3 page 7 1/2 x 6 1/4"	\$1,000
Inside back cover, full page 9 1/2 x 7 1/2"	\$1,300

Replacement Check / Reissue Fee

First check replacement – no charge,
\$ 25 for subsequent requests

Research Fee

Billed at Staff Hourly Billing Rate

Returned Check Charge

(maximum per CA Civil Code Section 1719)

\$25 fee on 1st insufficient funds
check occurrence
\$35 fee on subsequent occurrences

Sign Retrieval Fee

\$20 per sign

CITY OF SARATOGA FEE SCHEDULE

~ ADMINISTRATIVE FEES & PERMITS ~ FY 2011/12

Staff Time Billing Rates

Cost recovery hourly billing rates are established for each position based on current year salary, benefits, and overhead rates. Billing rates are used to charge private parties and organizations for staff time spent on requests such as for research and administrative services, for maintenance and repair services, and to charge back staff time for insurance claim cost recovery billings. The table below lists this year's billing rates by position:

CLASSIFICATION TITLE	BILLING RATE
Accountant II	90.26
Accounting Technician	72.23
Administrative Analyst I	85.29
Administrative Analyst II	90.26
Arborist, Senior	103.85
Building Inspector	90.44
Building Official	115.54
City Clerk	109.98
Code Compliance Specialist	75.41
Department Director / Assistant City Mgr.	156.25
Engineer, Associate	101.47
Engineer, Sr. Civil	115.44
Executive Assistant to the City Manager	76.34
Facility Coordinator	70.23
Facility Maintenance Lead Worker	79.26
Facility Maintenance Supervisor	92.00
Facility Maintenance Worker I	61.35
Facility Maintenance Worker II	66.12
Human Resources Mgr	128.10
IT Administrator	91.75
Maintenance Lead Worker (Parks/Streets)	79.29
Maintenance Specialist (Parks/Streets)	75.12
Maintenance Worker I (Parks/Streets)	61.38
Maintenance Worker II (Parks/Streets)	66.16
Maintenance Worker III (Parks/Streets)	73.07
Office Specialist II	60.69
Office Specialist III	68.75
Plan Check Engineer	101.47
Planner, Assistant	87.55
Planner, Associate	97.07
Planner, Senior	103.85
Public Works Manager (Parks/Streets)	101.83
Recreation Supervisor	85.17
Recreation Supervisor, Senior	92.00

CITY OF SARATOGA FEE SCHEDULE

~ BUSINESS LICENSE TAX AND FEES ~ FY 2011/12

BUSINESS LICENSE TAX - PROCESSING FEES

(Non Refundable; Updated Annually Based on CPI Increases)

New Application	\$30
Renewal of Application	\$15
Correct Address	\$10
Duplicate Certificate	\$10
Business License Listings	\$30

BUSINESS LICENSE TAX - PENALTIES FOR DELINQUENT PAYMENTS

Within 30 days after due date	10% of the tax amount due
Exceeding 30 days after due date	Additional 10% of tax due for each month thereafter, with penalty not to exceed 100% of business license tax amount due

ANNUAL BUSINESS LICENSE TAX

Contractor/Subcontractor	\$45 plus 15% on Building Permit Fees
Jukebox	\$50 per jukebox
Theatrical Performance	\$100 per year plus \$10 / performance
Delivery Services	\$100 per business
Vending Machines	
Cost of \$0.25 or Less	\$25 per machine
Cost of \$0.26 to \$1.00	\$45 per machine
Cost of \$0.26 to \$2.00	\$55 per machine
Cost of \$0.26 to \$3.00	\$65 per machine
Cost of \$0.26 to Over \$3.00	\$75 per machine
Home Occupation	\$100 per occupation
Handbill Distribution	\$25 per day
Amusement Device	\$50 per device

CITY OF SARATOGA FEE SCHEDULE

~ BUSINESS LICENSE TAX AND FEES ~ FY 2011/12

Commercial Photography

Movies/Videos on City Property	\$500 per day
Movies/Videos not on City Property	\$250 per day
Still Photography on City Property	\$50 per day
Still Photography not on City Property	\$25 per day

Property Leasing

Commercial	\$100 plus \$3 per 1000 square ft. gross leasable space in excess of 500 square ft. to a maximum of 40 units
Residential	\$100 plus \$5 per unit over 4 units, to a maximum of 40 units

Carnival/Circus

\$256 per day

Personal Escort Services or Bureaus

\$500 plus \$100 per employee

Non-Profit Business

Non-profit businesses are not assessed a tax, however organizations must still register with the City and renew license each year. Annual application processing fees shall be assessed.

All Other Businesses

\$100 / business plus \$10 per employee to maximum of \$300

Detailed Business License Tax and Fee information is found in Chapter 4 of the City of Saratoga Municipal Code

CITY OF SARATOGA FEE SCHEDULE

~ BUSINESS REGULATION PERMITS ~ FY 2011/12

Card games

Permit Application Fee \$1,250

Fairs & Carnivals

Permit Application Fee \$100

Firearms

Application Fee for Permit to Sell \$300

Permit Renewal Fee \$150

Massage Establishments

	<u>New</u>	<u>Renewal</u>
Permit Application Fee	\$750	\$375
Permit for Managing Employee(s)	\$350	\$175
Permit for Massage Practitioner	\$350	\$175
Examination Fee	As set by the Examiner	
Background Investigation/Fingerprint	As set by the Sheriff	
Notary Fee	\$10 / signature	
Appeal Hearing Fees – Denials	\$500	
Appeal Hearing Fees – Suspensions/Revocations	\$1,500	

Motion Picture Filming

Permit Application Fee \$500

Noise Exception Permit

\$50

Peddlers & Solicitors Application Fee

	<u>New</u>	<u>Renewal</u>
1 Solicitor	\$100	\$50
2 to 5 Solicitors	\$150	\$75
6 to 10 Solicitors	\$250	\$125
11 to 20 Solicitors	\$300	\$150
21 or More Solicitors	\$350	\$175
Photo ID Fee	\$25 per badge	\$25 per badge

Private Patrols

Permit Application Fee \$200

Permit Renewal Fee \$100

Employee Application Fee \$50

CITY OF SARATOGA FEE SCHEDULE

~ BUSINESS REGULATION PERMITS ~
FY 2011/12

Public Dances

Permit Application Fee	\$1,500
Permit Renewal Fee	\$1,500

Recyclers

Permit Application Fee	\$300
Permit Renewal Fee	\$150

Restricted Street Usage Permit (*Trucks > 5 Tons*)

Single Permit	\$25
Annual Permit	\$100

Secondhand Dealers

Permit Application Fee	\$300
Permit Renewal Fee	\$150

Special Event

\$100

Taxicabs

Certificate Application Fee	\$300
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Valet Parking

Permit Application Fee	\$300
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Detailed Business Regulation and permit application fee information is found in Chapter 4 of the City of Saratoga Municipal Code

CITY OF SARATOGA FEE SCHEDULE

~ DEVELOPMENT FEES ~ FY 2011/12

California Government Code §66014 states "(a) Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits...those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged." For more details, go to <http://www.leginfo.ca.gov>

DEVELOPMENT PERMITS

Construction Trailer Permit	\$100
Satellite Dish Antenna Permit	\$100
Storage Permit	\$200
Tree Removal Permit	
Tree Removal Permit	\$125
After the Fact – Tree Removal Permit	\$365
<i>(Tree removal permit + 2 hours staff time)</i>	

DEVELOPMENT FEES

Appeals	
From Administrative Decisions to Planning Commission Per Section 15-90.010	\$400
From Planning Commission to City Council Per Section 15-90.020	\$600
Application Extension Fee	\$2,500
General Plan Update Fees	0.285% of project valuation at the time the permit is issued
Landscape Bond Acceptance Fee	\$500
Off Site Improvement Review Administrative Fee	\$500
Request for Continuance	\$250 for second & each additional request

**CITY OF SARATOGA
FEE SCHEDULE**

~ DEVELOPMENT FEES ~
FY 2011/12

DEVELOPMENT SERVICES

Annexation

Annexation Request \$5,000 deposit - staff time billed at CDD Service Rate plus LAFCO expenses

Waiver Request \$500

City Attorney Services

Billed at the hourly rate set per the City Attorney annual contract

CDD Service Rate

Community Development Department's hourly billing rate for applications requiring deposits \$120 / hr

General Plan Amendment Services

Application for Election to Amend the General Plan Actual cost charged by consultant plus 35% surcharge

General Plan Amendment \$3,500 initial deposit – staff time billed at CDD Service Rate

General Plan Amendment Requiring Election \$3,500 initial deposit plus costs of election as determined by the City Clerk per Resolution 96-28 to be deposited with request for election

Noticing Services

Actual cost charged by consultants plus 35% surcharge

Occupancy Inspections

\$165

Over-the-Counter Plan Check

\$500

Special Report and Studies

Actual cost charged by consultants plus 35% surcharge

Staff Review Codes Questions/ Project Review

\$100

CITY OF SARATOGA FEE SCHEDULE

~ DEVELOPMENT FEES ~ FY 2011/12

Traffic and Economic Studies/Other Special	Actual cost charged by consultants plus 35% surcharge
Williamson Act Contract Application or Cancellation	\$5,000 deposit – staff time billed at CDD service rate
Zoning Ordinance Amendment	\$3,500 initial deposit - staff time billed at CDD Service Rate
Complex Project Fee:	Actual Cost
If the application processing cost of a project is determined to significantly exceed the established flat fee, the Community Development Director may convert project flat fees into an hourly rate in order to recover the City's actual cost.	

PRE-DEVELOPMENT APPLICATION SERVICES

Planning Process Orientation Class	\$500 per 1 hr class
Plan Submittal Orientation	Staff time billed at CDD Service Rate
Property Profile	
Verbal	\$25
Written	\$100

CITY OF SARATOGA FEE SCHEDULE

~ DEVELOPMENT FEES ~ FY 2011/12

DEVELOPMENT APPLICATION REVIEWS

REFUND POLICY

Development Application Review Fees are charged at either a flat rate fee, or a deposit is required which is then charged at hourly CDD Service Rate or consultant rates plus costs and/or surcharges, as described in fees below. If an applicant decides to cancel a project within the first 30 days, a flat fee is reimbursed at 50% of the fee - only if a minimal amount of work was completed prior to the request for cancellation of application. If an applicant cancels a deposit-funded application, any remaining uncharged deposit amount is refunded. All deposits are non-interest bearing.

Conditional Use Permit

Administrative Review	\$3,400
Planning Commission Review	\$4,400

Design – Application Review

Administrative Review	\$3,400
Planning Commission Review	\$5,200

Environmental – Application Review

Department of Fish and Game EIR Fee per AB 3158	Actual cost by the Dept of Fish and Game, plus a 35% surcharge
Department of Fish and Game Negative Declaration Fee	Actual cost by the Dept of Fish and Game plus a 35% surcharge
Environmental Assessment Fee	\$1,500 initial deposit – staff time billed at CDD Service Rate
Mitigated Negative Declaration Fee	Actual cost by consultant plus a 35% surcharge
Environmental Impact Report Administrative Fee	Deposit required. Amount of deposit based on project and determined by Community Development Director. Actual cost charged by consultant plus a 35% surcharge
Monitoring of Mitigation Measures	As specified in project approval or agreement with developer

CITY OF SARATOGA FEE SCHEDULE

~ DEVELOPMENT FEES ~
FY 2011/12

Fence Enclosure - Application & Permit	
Planning Commission Review	\$1,800
Fence Exception – Application & Permit	
Planning Commission Review	\$1,800
Generator Application Review	\$1,800
Grading Exception Application Review	\$1,800
Heritage Preservation – Application Review	
Mills Act Application	\$1,500 initial deposit – staff time billed at CDD Service Rate
Historic Compliance Review	\$240
Application for Designation	no charge
Permit Application Fee	no charge
Appeal fee	no charge
Lot Adjustment – Application Review	
Application for Lot Line Adjustment	\$1,500*
Application for Merger of Parcel	\$1,500*
Application for Reversion to Acreage	\$1,500*
<i>* Additional Engineering Fees are charged for City Engineer and Surveyor work in conjunction with Development Application Review</i>	
Modification of Approved – Application Review	\$2,500
Sign – Application Review	
Administrative Review	\$300
Planning Commission Review	\$1,800
Site Coverage Exception Application	
Planning Commission Review	\$1,800

**CITY OF SARATOGA
FEE SCHEDULE**

~ DEVELOPMENT FEES ~
FY 2011/12

Sound Wall – Application Review	\$1,000
Temporary Use – Application Review	
Administrative Review	\$425
Planning Commission Review	\$2,600
Tentative Map Subdivision – Application Review	
Less Than 10 Lots	\$5,000 initial deposit
10 or More Lots	\$5,000 initial deposit plus \$150 for each lot over 10
Subdivision Final Map	\$1,000 initial deposit
Variance – Application Review	\$2,700

ARBORIST SERVICES

Arborist Consultant Services / Field Inspections	Arborist services are billed at CDD Service Rate, plus costs if applicable
Arborist Review Fee	Initial deposit required as follows:
1–10 trees:	\$2,500
11-20 trees:	\$3,500
20-50 trees:	\$4,500
50 or more trees:	\$5,500
	<i>Arborist Staff time charged against deposits at CDD Service Rate</i>
Tree Appeal – Arborist Review	\$500
Tree Fines – Illegal Pruning, Encroachment, Damage, or Removal	Per code section 15-50.170. Fine amount determined by Arborist.

ALL DEPOSITS ARE NON-INTEREST BEARING

CITY OF SARATOGA FEE SCHEDULE

~ BUILDING & INSPECTION FEES ~ FY 2011/12

BUILDING & INSPECTION PERMITS

Building Permits *(Based on Total Valuation)*

\$1 to \$2,000	\$78 minimum
\$2,001 to \$25,000	\$78 for the first \$2,000 plus \$17.50 each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$490 for the first \$25,000 plus \$12.60 each additional \$1,000 or fraction thereof, up to \$50,000
\$50,001 to \$100,000	\$805 for the first \$50,000 plus \$9.80 each additional \$1,000 or fraction thereof, up to \$100,000
\$100,001 to \$500,000	\$1,242 for the first \$100,000 plus \$7 each additional \$1,000 or fraction thereof, up to \$500,000
\$500,001 to \$1,000,000	\$4,042 for the first \$500,000 plus \$5.90 each additional \$1,000 or fraction thereof, up to \$1,000,000
\$1,000,001 and up	\$7,010 for the first \$1,000,000 plus \$4.56 each additional \$1,000 or fraction thereof
Plan Check Fee	65% of the building permit fee

Electrical Permits

Single Family Dwelling	\$.10 / sq. ft. (min \$78)
Commercial/Professional	\$.10 / sq. ft. (min \$78)
Institutions, Multiple Residential	\$.10 / sq. ft. (min \$78)
Additions of More than 1,000 sq. ft.	\$.10 / sq. ft. (min \$78)
Additions of Less than 1,000 sq. ft.	\$78
Remodels, Residential	\$78
Remodels, Commercial	\$78
Swimming Pools, Spas, Hot Tubs with Pump/Heater	\$78
Miscellaneous Structures	\$78
Misc. Permits without Associated Building Permit	\$78
Plan Check Fee	25% of the building permit fee

CITY OF SARATOGA FEE SCHEDULE

~ BUILDING & INSPECTION FEES ~ FY 2011/12

Grading Permit

Less than 100 Cubic Yards	\$500
Over 100 Cubic Yards	\$500 for the first 100 cubic yards plus \$125 for each additional 100 cubic yards or fraction thereof
Plan Check Fee	\$530

Heating and air conditioning permits

New single family dwelling	\$.10 / sq. ft. (min \$78)
Commercial/Professional Institutions, Multiple Residential Additions	\$.10 / sq. ft. (min \$78)
Less than 2,500 sq. ft .	\$78
More than 2,500 sq. ft.	\$.10 / sq. ft.
Remodels, Residential – no added sq. ft.	\$.10 / sq. ft. (min \$78)
Remodels, Commercial	\$.10 / sq. ft. (min \$78)
Miscellaneous Structures	\$78
Misc. permits w/o associated building permits	\$78
Plan Check Fee	25% of the building permit fee

Plumbing Permits

Water Heater Replacement	\$78
New Single Family Dwelling	\$.10 / sq. ft. (min \$78)
Commercial/Professional Institutions, Multiple Residential Additions of Less than 1,000 sq. ft.	\$.10 / sq. ft. (min \$78)
Additions of More than 1,000 sq. ft.	\$78
Remodels, Residential – No Added sq. ft.	\$.10 / sq. ft.
Remodels, Commercial	\$78
Swimming Pools, Spas, Hot Tubs with Pump/Heater	\$78
Miscellaneous Structures	\$78
Misc. Permits without associated building permits	\$78
Plan Check Fee	25% of the building permit fee

CITY OF SARATOGA FEE SCHEDULE

~ BUILDING & INSPECTION FEES ~ FY 2011/12

BUILDING & INSPECTION SERVICES

Energy Calculation Review

Addition to Residential Building	\$200
New Residential Structure	\$300 per unit
Addition to Non Residential Building	\$300
New Non Residential Structure	\$475
Application for Moving Permits	\$100

Other Inspection Fees

Inspection Outside of Normal Business Hours	\$80 / hr minimum 1 hour
Re-Inspection Fees Assessed Under Section 305(h) of the Uniform Administrative Code	\$80 / hr
Inspections for Which No Fee is specifically Indicated	\$80 / hr minimum 1 hour
Stockpiling Permit	\$300

BUILDING & INSPECTION FEES & TAXES

State Building Standards Fee	State Assessment of \$4 per \$100,000 in building valuation (min. fee of \$1)
Construction Tax	\$1.00 per square foot of floor area of any building or structure \$.40 per square foot of the area of any mobile home lot

ADDITIONAL FEES

In the event additional application processing services by the City are required by reasons of changes, modifications, additions, errors, omissions, or discrepancies occasioned by the applicant or his/her agents or representatives, the applicant shall pay an additional fee equal to the actual cost to the City of performing the additional services, as determined by the Community Development Director.

ALL DEPOSITS ARE NON-INTEREST BEARING

CITY OF SARATOGA FEE SCHEDULE

~ ENGINEERING FEES ~ FY 2011/12

ENGINEERING FEES

Certificate of Compliance

Administrative Fee

\$500 for engineering staff work, plus actual cost charged by the City's Surveyor, plus a 25% surcharge.

Deposit

\$2,500

Engineering Design & Administrative Review

\$1,000 per application for Engineering staff work

Geotechnical Review

Administrative Fee

\$850 for engineering staff work, plus actual cost charged by the City's Geotechnical Consultant, plus a 25% surcharge.

Deposit

\$3,500 (\$2,500 for S zoned areas) for the first lot plus \$500 each additional lot up to a maximum of \$10,000 or a greater amount as determined by the Public Works Director.

Improvement Plan Check Service Fee

First \$50,000 Estimated Construction Cost

\$5,000 minimum charge

Over \$50,000 Estimated Construction Cost

\$5,000 plus 5% of Estimated Construction Cost over \$50,000

The Estimated Construction Cost shall be determined by the Public Works Director and shall be exclusive of the cost to construct public utility facilities where another public utility agency is collecting similar fees for such facilities

CITY OF SARATOGA FEE SCHEDULE

~ ENGINEERING FEES ~ FY 2011/12

Inspection Fees <i>For Subdivision & Building Site Improvements</i>	Two times the Improvement Plan Check Fee
Lot Line Adjustment Engineering Fees Administrative Fee	\$500 for the first lot plus \$100 for each additional lot for engineering staff work, plus actual cost charged by the City's Surveyor, plus a 25% surcharge.
Deposit	\$2,500 for the first lot plus \$500 for each additional lot
Map Checking Fees <i>For Parcel Maps, Reversion to Acreage, Amended Maps</i>	
Administrative Fee	\$1,000 for the first lot plus \$500 for each additional lot for engineering staff work, plus actual cost charged by the City's Surveyor, plus a 25% surcharge.
Deposit	\$2,500 for the first lot plus \$500 for each additional lot
Park Development Fee	\$20,700 [<i>Formula: 1990 Census 2.76 per household * (5 acres/1000 resident * \$1,500,000 acre)</i>]
Real Estate Open House Signs	\$50 per sign
Road Impact Fees	\$.77 per \$100 of project valuation
Tentative Subdivision Map	\$2,500 for the first lot and \$500 for each additional lot

CITY OF SARATOGA FEE SCHEDULE

~ ENGINEERING FEES ~ FY 2011/12

Traffic Review Fee

Administrative Fee

\$500 review fee plus actual cost charged by the City Traffic Engineer plus 25% surcharge

Deposit

\$2,500 for standard projects, or greater amount for complex projects as determined by the Public Works Director

ENGINEERING PERMITS

Encroachment Permits

Permit Application Fee

\$500 - for pipes, drains, conduits, utility service connections, routine O&M work by utility agencies, and permanent encroachments

Major Repairs or Capital Improvements by Utility Agencies

\$2,500 plus 1.5% of estimated project valuation

ADDITIONAL ENGINEERING SERVICE FEES

In the event of map check, plan checking or inspection services by the City are required by reasons of changes, modifications, additions, errors, omissions, or discrepancies occasioned by the applicant or his/her agents or representatives, the applicant shall pay an additional fee equal to the actual cost to the City of performing the additional services, as determined by the Public Works Director.

ALL DEPOSITS ARE NON-INTEREST BEARING

CITY OF SARATOGA FEE SCHEDULE

~ PARK & FACILITY RENTAL FEES ~ FY 2011/12

FACILITY RENTALS

Facility Rental Discounts *(one discount allowed per rental):*

- Non-Profit Groups Receive 50% Discount
- Residents Receive 10% Discount

Facility Rental Refund Policy:

- **Processing Fees:** are paid at time of reservation, and are non-refundable
- **Security Deposits:** are paid at time of reservation, and are refunded within one month after the date of the event.
 - » If there are additional charges, damage to the building or contents, overtime or maintenance charges, deductions will be made from the deposit and the balance refunded.
 - » If the deposit does not cover the charges, applicant will be responsible for additional fees.
 - » If the clean-up is not completed, the entire deposit shall be forfeited.
- **Rental Fees:** must be paid in full at least 30 days prior to event
- **Cancellations:** If event is cancelled between:
 - » 6 to 12 months – one-third of the deposit is forfeited, rental fee is refunded
 - » 3 to 6 months – two-thirds of the deposit is forfeited, rental fee is refunded
 - » 1 to 3 months – 100% of the deposit is forfeited, rental fee is refunded
 - » Less than 30 days – 100% of the deposit is forfeited, rental fee is forfeited

Blaney Plaza Reservations

\$25 reservation fee

Civic Theater

Surcharge	\$2 per ticket sold
Rehearsals	\$150 per day
Informal Rehearsal	\$75 per day
Performances	\$350 per day
Move In / Move Out	\$75 per day
Technical and Staging	\$100 per day
Security Deposit	\$500

Community Center

Security Deposit	\$300
Multipurpose Room with Kitchen	\$120 per hour
Senior Center Room with Kitchen	\$110 per hour
Patio Room	\$55 per hour
Arts & Crafts Room	\$50 per hour
Dance Studio	\$50 per hour
Garden Patio	\$225 per day

CITY OF SARATOGA FEE SCHEDULE

~ PARK & FACILITY RENTAL FEES ~ FY 2011/12

Saratoga Prospect Center

Grace Building Rental

Security Deposit	\$300
Administrative Building Large Room	\$100 per hour
Conference Room	\$40 per hour

Friendship Hall Rental

Security Deposit	\$500
Main Room Rental	\$150 per hour

Recreation Portable

Security Deposit	\$300
Meeting Rooms	\$55 per hour

Warner Hutton House

Security Deposit	\$300
House & Garden	\$130 per hour

PARK RENTALS

	<u>Resident</u>	<u>Non-resident</u>
Azule Park		
Picnic Area with Barbeque	\$35/day	\$50/day
Horseshoe Pit	\$5/hour	\$15/hour
Petanque Court	\$10/hour	\$15/hour
Tennis Court	\$10/hour	\$25/hour
Bellgrove Park		
	n/a	n/a
Beauchamps Park		
Tennis Court	\$10/hour	\$25/hour
Brookglen Park		
	n/a	n/a
Congress Springs Park		
Picnic Area with Barbeque	\$45/day	\$60/day
El Quito Park		
Picnic Area with Barbeque (L)	\$45/day	\$60/day
Picnic Area with Barbeque (S)	\$35/day	\$50/day
Softball Diamond	\$25/hour	\$40/hour

**CITY OF SARATOGA
FEE SCHEDULE**

~ **PARK & FACILITY RENTAL FEES** ~
FY 2011/12

Community Garden Plot Rental

Processing Fee	\$ 35 per year
Processing Fee w/Senior Discount (<i>over 55</i>)	\$ 25 per year
Annual Plot Rental	\$ 50
Annual Plot Rental (Seniors 55 and older)	\$ 35
Annual Water Fee	\$150

Facility Rental Processing Fee \$ 35

Park Attendant Fee \$200

ALL DEPOSITS ARE NON-INTEREST BEARING

**CITY OF SARATOGA
FEE SCHEDULE**

**~ PARK & FACILITY RENTAL FEES ~
FY 2011/12**

CITY OF SARATOGA FEE SCHEDULE

~ CODE REFERENCE ~

CODE SECTION	SUBJECT
§9-55.060	Abandoned Vehicles
§3-30.070	Administrative Citation Civil Fines, Late Charges
§15-05.070	Annexation
§15-90.030	Appeals - Planning
§2-05.030	Appeals to City Council
§15-05.070	Application for Approval of Accessory Structure
§15-05.070	Application for Approval Satellite Dish Antenna
§15-05.070	Application for Construction Trailer Permit
§15-05.070	Application for Design Review and Administrative Review
§15-05.070	Application for Election to Amend the General Plan
§15-05.070	Application for Fencing Enclosure Exception Approval Permit
§14-05.050	Application for Lot Line Adjustment
§14-05.050	Application for Merger of Parcels
§14-05.050	Application for Reversion To Acreage
§15-05.070	Application for Sign Permit
§15-05.070	Application for Sound Wall Permit
§15-05.070	Application for Storage Permit
§14-05.050	Application for Tentative Map Subdivision Approval
§15-05.070	Application for Tree Removal
§15-05.070	Application for Use Permit
§15-05.070	Application for Variance
§14-05.0550(b); §15-05.070	Arborist Review
§16-05.030	Building Permits
§4-05.130; §4-06.020-140	Business Licenses
§4-10.020(c)	Card Games Permit
§14-05.050	Certificate of Compliance
§00000000	City Attorney Hourly Billing Rate
§4-06.080	Commercial Photography
§00000000	Community Development Additional Fees
§00000000	Community Development Staff Hourly Billing Rate
§4-06.030	Contractors/Subcontractors
§00000000	Document Storage Fee
§16-05.030	Electrical Permits
§10-20.080(a)	Encroachments Permit
§16-05.030	Energy Calculation Review Fees
§14-05.050(a)(3); §15-05.070	Environmental Review
§4-06.050	Escort Services or Bureaus
§15-05.070	Extension of Approved Application
§4-10.010(c)	Fairs, Carnivals Permit
§16-10	False Alarm
§4.30.030(b); §4.30.060	Firearms Permit

CITY OF SARATOGA FEE SCHEDULE

~ CODE REFERENCE ~

CODE SECTION	SUBJECT
§§7-05.200; §7-05.210	Garbage Disposal Charge
§15-05.070	General Plan Amendment
§15-05.070	General Plan Amendment Requiring Election
§00000000	General Plan Maintenance
§14-05.050(a)(5); §15-05.070	Geotechnical Review
§16-05.030	Grading Permit
§16-05.030	Grading Plan Check Fee
§4-06.060	Handbill Distribution
§16-05.030	Heating and Air Conditioning Permits
§13-25.010	Heritage Preservation
§4-06.070	Home Occupation
§14-05.050(a)(6)	Improvement Plan Check Fee
§14-05.050(a)(7)	Inspection Fee for Subdivision and Building Site Improvements
§00000000	Landscape Bond Acceptance Fee
§14-50.060 (c)(5)	Lot Line Adjustment Engineering Fee
§10-15.020(a)	Major Repairs or Capital Improvements by Utility Agencies
§14-05.050(a)(8)	Map Checking Fee
§4-55.050(c); §4-55.080(f)(1); §4-55.090(e)	Massage Establishments Permit
§15-05.070	Modification of Approved Application
§4-60.050(b)	Motion Picture Filming Permit
§00000000	Noise Exception Permit
§00000000	Notary Fee
§00000000	Noticing Fee
§16-05.030	Occupancy Inspections
§15-05.070	Off-Site Improvement Review
§9-45.040	Off-Street Vehicles
§16-05.030	Other Inspection Fees
§15-05.070	Other Special Reports or Studies
§11-10.020(c)	Park and Facility Rental
§14-05.050(a)(10)	Park Development Fee
§4-50.030(b); §4-50.060	Peddlers and Solicitors Permit
§10-15.020(a)	Pipes, Drains and Conduits Permit
§00000000	Plan Submittal orientation
§00000000	Planning Process orientation Class
§16-05.030	Plumbing Permits
§4-20.040(b); §4-20.050; §4-20.090	Private Patrols Permit
§4-06.130	Property Leasing, Residential
§00000000	Provide Property Profile
§4-15.040(b); §4-15.090(b)	Public Dances Permit
§00000000	Public Works Additional Fees
§4-65.060; §4-65.030(5)(b)	Recyclers Permit

CITY OF SARATOGA FEE SCHEDULE

~ CODE REFERENCE ~

CODE SECTION	SUBJECT
§15-05.070	Request for Continuance
§00000000	Research Fee
§00000000	Return Check Fee
§10-15.020(a)	Routine O and M Work by Utility Agencies
§4-35.040(b); §4-35.070	Secondhand Dealers Permit
§00000000	Sign Retrieval Fee
§10-10.030(c)	Special Events Permit
§00000000	Staff Review Codes Questions/ Project Review
§4-40.030(b)	Taxicabs Permit
§14-05.050(b)	Traffic and Economic Studies
§00000000	Tree Appeal Arborist Review
§9-40.080(b)	Trucks Permit
§10-15.020(a)	Utility Service Connections Permit
§4-80.050(b)	Valet Parking Permit
§4-06.120	Vending Machines
§00000000	Williamson Act Contract Cancellation
§15-05.070	Zoning ordinance Amendment

For detailed information on Municipal Code sections, log on to <http://www.bpcnet.com/codes/saratoga/>

