

CITY OF BELVEDERE

RESOLUTION NO. 2023-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE
AMENDING THE CITY'S MASTER SCHEDULE OF
FEES, CHARGES, AND APPLICATION FEES

WHEREAS, City of Belvedere staff have recommended an amendment to the City's Master Schedule of Fees, Charges and Application fees, as set forth in Exhibit A attached hereto (the "Fee Schedule"); and

WHEREAS, on March 13, 2023, the Belvedere City Council held a duly-noticed public hearing on the proposed changes to its Fee Schedule; and

WHEREAS, the City Council finds that the Fee Schedule changes are categorically exempt from the California Environmental Quality Act ("CEQA") under CEQA Guideline section 15061(b)(3) (the "common sense exemption") as it can be seen with certainty that there is no possibility of a significant adverse environmental effect.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Belvedere as follows:

1. The City's Master Schedule of Fees, Charges and Application Fees, as amended (Exhibit A), is adopted.
2. In accordance with the California Government Code, this resolution shall become effective sixty days after the date of its adoption.

PASSED AND ADOPTED at a regular meeting of the Belvedere City Council on March 13, 2023, by the following vote:

AYES: Cooper, Mark, Wilkinson, Lynch
NOES: None
ABSTAIN: None
ABSENT: Kemnitzer

ATTEST: 
Interim City Clerk

APPROVED: 

James Lynch, Mayor

Exhibit A

**Resolution No. 2023-08
Master Schedule of Fees, Charges & Application Fees
Proposed for FY2022-23**

Only Planning Department fees are shown, as no other fees are affected by this change.

Proposed
N/C = No Change

Item/Purpose	Fee	Fee
Planning Department		
Architectural Consultant Deposit	\$2,500	N/C
Appraisal Deposit	\$1,000	N/C
Design Review - Staff Level	\$500	N/C
Design Review - Exception	T&M* with an initial deposit of \$2,000.	N/C
Design Review - Planning Commission Approval (remodel 251 - 500 sf)	T&M* with an initial deposit of \$2,000.	N/C
Design Review - Planning Commission Approval (remodel 501 - 1,500 sf)	T&M* with an initial deposit of \$2,000.	N/C
Design Review - Planning Commission Approval (=> 1,501 sf)	T&M with an initial deposit of \$4,000.	N/C
Design Review - Planning Commission Approval (new residence)	T&M with an initial deposit of \$4,000.	N/C
Design Review - Continuance (redesign or revision)	T&M with an initial deposit of \$2,000.	N/C
Design Review - Application for a Previously Approved Project	1/2 total fees	N/C
Design Review - Extension (1st Time)	\$200	N/C
Design Review - Extension (2nd and each subsequent time)	\$500	N/C
SB9 Review - Lot Split	T&M with an initial deposit of \$2,000.	N/C
SB9 Review - Two-Unit Development	T&M with an initial deposit of \$2,000.	N/C
Retroactive Approval	2X total fees + \$500 min. fine	N/C
Planning Commission Noticing Fee (applicant-requested continuance)	\$105	N/C
Variance Application	T&M with an initial deposit of \$2,000.	N/C
Appeal of Planning Commission Action	\$1,000 applicant; \$750 non-applicant	N/C
Appeal of Staff Action	\$1,000 applicant; \$750 non-applicant	N/C
Conditional Use Permit	T&M with an initial deposit of \$2,000.	N/C
Demolition Permit (Planning Only)	T&M with an initial deposit of \$2,000.	N/C
Environmental Review Deposit - Initial Study/Negative Declaration. For the filing of a Notice of Determination for either a Negative Declaration or Mitigated Negative Declaration. - \$2,500 City fee - Pass-through fee as set by State Fish & Wildlife Dept - Pass-through fee as set by County of Marin	T&M with an initial deposit of \$2,500 + pass through fees as set by State Fish & Wildlife Dept. and County of Marin	N/C
Environmental Review Deposit - Environmental Impact Report. For the filing of an Environmental Impact Report. - \$5,000 City fee - Pass-through fee as set by State Fish & Wildlife Dept - Pass-through fee as set by County of Marin.	T&M with an initial deposit of \$5,000 + pass through fees as set by State Fish & Wildlife Dept. and County of Marin	N/C
Development Agreement	T&M with an initial deposit of \$10,000.	N/C
Floor Area Exception	T&M with an initial deposit of \$2,000.	N/C
Housing - Preliminary Housing Development Application (SB 330)	T&M with an initial deposit of \$5,000.	N/C
Housing - Affordable Housing Streamlined Application (SB 35)	T&M with an initial deposit of \$5,000.	N/C
Lot Line Adjustment	T&M with an initial deposit of \$2,000.	N/C
Lot Merger	T&M with an initial deposit of \$2,000.	N/C
Reasonable Accommodations Requests for Disabled	\$500	N/C
Revocable License	\$500	N/C
Second Unit and Junior Second Unit	N/C	N/C
Study Session (Planning Commission or City Council)	T&M with an initial deposit of \$2,000.	N/C
Subdivision - Tentative Map	T&M with an initial deposit of \$4,000.	N/C
Subdivision - Final Map	T&M with an initial deposit of \$4,000.	N/C
Subdivision - Improvement Plan	T&M with an initial deposit of \$4,000.	N/C
Subdivision - Minor - Tentative Map (Lot Split)	T&M with an initial deposit of \$2,000.	N/C
Subdivision - Minor - Final Map (Lot Split)	T&M with an initial deposit of \$2,000.	N/C
Historic Preservation Application	\$53	N/C
Mills Act Contract Application (\$105 non-refundable deposit + \$1,202 application)	T&M with an initial deposit of \$2,000.	N/C
Work in Inundated Lands	\$300	N/C
Zoning Ordinance Amendment	T&M with an initial deposit of \$4,000.	N/C
Planned Unit Development Rezone/Planned Unit Development Permit	Time & materials with an initial deposit of \$5,000.	N/C
Second Kitchen Agreement	\$500	N/C
Planning Permit Tracking/Technology Fee	\$26	N/C
Planning Department (continued)		
Hourly Billing Rates for Deposit-Based Services: a) Director of Planning & Building b) Associate Planner/Senior Planner c) Building & Planning Technician d) City Attorney	a) \$120 b) \$60/\$90 c) \$65 d) \$335	a) \$120 b) \$60/\$90 c) \$65 d) \$375
NOTES:		
*T&M = Time and Material for staff time (hourly rate plus 10% overhead) to provide service. If costs exceed the deposit, the applicant will be billed for the overruns.		
When more than one Planning application is required (except environmental), the application fee/deposit that is greatest shall be required, plus an additional \$1,000 deposit. The Director of Planning may require a larger deposit when warranted by the size and scope of a project.		