

## CHAPTER ONE. ORGANIZATION, FUNCTIONS AND GENERAL PROVISIONS

### Subchapter 1.10: Master Fee Schedule

1.10.000. Fees and Charges. The fees set forth in this Master Fee Schedule shall be charged for the respective services described herein. The fees do not exceed the estimated reasonable cost of such services and facilities.

Item	Description	Fee
<b>1.10.100</b>	<b>APPEAL AND RE-CONSIDERATION FEES.</b> The fees set forth in this table shall be charged for the services shown. The fees do not exceed the estimated reasonable cost of providing the service.	
1.10.102	Filing fee for appeal from administrative decision	\$100.00
1.10.104	Filing fee for Request for Reconsideration of City Council Decision	\$100.00

Item	Description	Fee
<b>1.10.120</b>	<b>PUBLIC RECORDS AND COPYING FEES.</b> The fees set forth in this table shall be charged for the services shown. The fees do not exceed the estimated reasonable cost of providing the service.	
1.10.122	Document photocopying, in house	10¢ per page for 8.5 x 14 or smaller 15¢ per page for 8.5 x 17 Plus \$20 per hour
1.10.124	Document photocopying, outside	Actual cost plus \$20.00 per hour
1.10.126	Audio cassette copy	\$20.00 per cassette
1.10.128	Videotape copy	\$40.00 per tape

<b>1.10.200</b>	<b>LAND USE DEVELOPMENT PROCESSING FEES, PLANNING SERVICES (FLAT FEES).</b> The following fees will be charged for processing applications through the Planning Department to develop property. Fees are due and payable upon making application, and are non-refundable. The fee for an amendment is the same as the fee for an initial application. If an application is approved, an additional processing fee may be charged, depending on the project, as set forth below. The fees set forth herein do not exceed the estimated reasonable cost of providing the service.	
1.10.202	Administrative Use Permit	\$280

1.10.204	Design Review, Minor (New development or modifications to existing use < 2,000 square feet)	\$325
1.10.205	Temporary Banner Permit	\$50
1.10.206	Sign permit	\$382
1.10.208	Sign review	\$102
1.10.209	Tier 1 Temporary Use Permit	\$50
1.10.210	Tier 2 Temporary Use Permit	\$280
1.10.212	Tree removal permit	\$474
1.10.214	Use Permit, Home Occupation	\$50
1.10.216	Use Permit, Minor (New development or modifications to existing use < 2,000 square feet)	\$905
1.10.218	Zoning Clearance for Retail Merchandising Unit	\$184

<b>1.10.220</b>	<b><i>Land Use Development Processing Fees, Planning Services (Deposit Against Actual Cost).</i></b> The following deposits will be required for processing applications through the Planning Department to develop property. The initial deposits shown below are due and payable upon filing an application. Additional deposits may be required from time to time <b>to cover actual costs and directly related reimbursable expenses.</b> Any unused deposit will be returned to the applicant. The deposit for an amendment is the same as the fee for an initial application. The total processing fee will not exceed the three times the initial deposit plus reimbursable costs.	
	<i>Type of Permit</i>	<i>Initial Deposit</i>
1.10.222	Design Review, Major (New development or modifications to existing use > 2,000 square feet)	\$4,190
1.10.224	General Plan Amendment	\$6,730
1.10.226	Lot Line Adjustment	\$2,540
1.10.228	Parcel Map	\$3,950
1.10.230	Planned Development Plan	\$4,880
1.10.232	Subdivision Map	\$5,465

1.20.234	Use Permit, Major  (New development or modifications to existing use > 2,000 square feet)	\$4,245
1.10.238	Vacation or abandonment of Public Easement, including Street Easement	\$5,705
1.10.240	Variance to Zoning Regulation	\$4,720
1.10.242	Zoning Reclassification	\$5,245
1.10.244	City Attorney Time (the below deposits are required whenever City Attorney time will be spent in processing an application, and shall be in excess of any other deposit or fee required, with the deposit determined by the level of CEQA review required for the application)  CEQA Exemptions not requiring a Major Permit or Major Design Review application - under 2,000 square feet  CEQA Exemption requiring Major Permit or Major Design Review application - 2,000 square feet and over  CEQA Negative Declarations, Mitigated Negative Declarations  Environmental Impact Reports  Development Agreement	  \$250  \$1500  \$2,000  \$4,000  \$2,000

**Legislative History:**

Adopted by Res. 97-75 on 12/10/1997;	Amended by Res. 98-12 on 2/11/1998;
Amended by Res. 2003-62 on 11/5/2003;	Amended by Res. 2006-29 on 6/14/06;
Amended by Res. 2007-06 on 2/21/07;	Amended by Res. 2007-21 on 5/16/07;
Amended by Res. 2008-07 on 2/13/08;	Amended by Res. 2012-22 on 6/13/12;
Amended by Res. 2012-38 on 10/10/12;	Amended by Res. 2013-08 on 3/13/13.
Amended by Res. 2013-32 on 9/11/13	Amended by Res. 2015-21 on 5/13/15.

<b>1.10.250</b>	<b>LAND USE DEVELOPMENT PROJECT FEES, CEQA REVIEW (DEPOSIT AGAINST ACTUAL COST).</b> The following deposits will be required for environmental review of applications through the Planning Department to develop property. These fees are in addition to the processing fees for planning or engineering services. The initial deposits shown below are due and payable upon filing an application. Additional deposits may be required from time to time. Any unused deposit will be returned to the applicant. The deposit for an amendment is the same as the fee for an initial application. The total processing fee will not exceed the actual, reasonable cost of providing the service.		
	<i>CEQA Document</i>	<i>Initial Deposit</i>	<i>Pass-through Fees</i> *
1.10.252	Categorical Exemption	\$100	\$50 - Document Handling Fee
1.10.254	Negative Declaration or Mitigated Negative Declaration	\$4,780 if prepared by Staff; otherwise, consultant cost plus a deposit of 10% of consultant cost as an initial deposit to cover Staff time	\$2,181.25 – California Department of Fish and Game fee \$50 - Document Handling Fee
1.10.256	Environmental Impact Report	Consultant cost plus a deposit of 10% of consultant cost to cover Staff time	\$3,029.75 – California Department of Fish and Game fee \$50 - Document Handling Fee
1.10.258	Environmental Document pursuant to a Certified Program (CRP)		\$1,030.25 – California Department of Fish and Game fee \$50 - Document Handling Fee

\* *Note to section 1.10.250.* Pass-through fees are the actual costs charged by the California Department of Fish and Game and by the County of San Mateo, and are generally updated on January 1 of each year. The fees shown are for the convenience of the reader only. The applicant must deliver to the Colma Planning Department two checks, each made payable to the San Mateo County Clerk in the amount in effect at the time of the application. One check should be in the amount of the DFG fee and the other in the amount of the document handling fee.

**Legislative History:**

Adopted by Res. 97-75 on 12/10/1997;	Amended by Res. 98-12 on 2/11/1998;
Amended by Res. 2003-62 on 11/5/2003;	Amended by Res. 2006-29 on 6/14/06;
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Amended by Res. 2008-07 on 2/13/08;	Amended by Res. 2012-22 on 6/13/12;
Amended by Res. 2012-38 on 10/10/12;	Amended by Res. 2013-08 on 3/13/13.

Amended by Res. 2013-32 on 9/11/13

Amended by Res 2015-21 on 5/13/15.

**Note:** The City Clerk is authorized to insert into the Master Fee Schedule, without formal amendment by the City Council, any pass-through fee charged by another governmental entity, such as the Fish and Game fee shown on lines 1.10.254, -256, and -258.

<b>1.10.280</b>	<b>AFFORDABLE HOUSING MITIGATION.</b> The following fees will be charged for affordable housing mitigation in accordance with Colma Municipal Code subchapter 5.12.	
1.10.281	<b>Residential Use</b>	<b>Fee per Square Foot of Net New Floor Area</b>
	Single Family Detached Home	\$10.00
	Townhouses, Duplexes and Triplexes	\$ 15.00
	Apartments and Condominiums	\$ 15.00
1.10.282	<b>Non-Residential Use</b>	<b>Fee per Square Foot of Net New Floor Area</b>
	Hotel	\$5.00
	Retail, Restaurants and Services	\$5.00
	Office, Medical Office and Research and Development Uses	\$5.00
1.10.283	<b>Deposits for Alternative Equivalent Actions in accordance with subsection 5.12.080 (amount is a deposit that shall be charged against actual staff time, with any remaining balance refunded).</b>	\$1,500

**Legislative History:**

Adopted by Res. 2016-42 on 9/14/2016

<b>1.10.300</b>	<b>Land Use Development Processing Fees for Staff and Consultant Time.</b> The following fees will be charged for employee staff time and consultant time required to process applications to develop property. These fees are in addition to the processing fees for CEQA and engineering and will be charged against any deposit collected for planning services. The rates below represent the actual costs in reviewing and processing a development application.	
	<i>Title</i>	<i>Rate</i>
1.10.310	City Manager	The hourly rate shall be determined by taking the current total compensation (salary plus benefits) and dividing that number by 2,080 hours, the hours required for a full-time employee working 40 hours a week for 52 weeks per year.

1.10.320	Chief of Police	The hourly rate shall be determined by taking the current total compensation (salary plus benefits) and dividing that number by 2,080 hours, the hours required for a full-time employee working 40 hours a week for 52 weeks per year.
1.10.330	Consultants, including City Attorney, City Planner, and Public Works, Building and Engineering staff	The hourly rate shall be determined by the actual current hourly rate the Town is charged for each consultant pursuant to its existing consultant agreements.

<b>1.10.400</b>	<b><i>LAND USE DEVELOPMENT PROCESSING FEES, PUBLIC WORKS AND ENGINEERING SERVICES.</i></b>	
	The following fees will be charged for processing documents necessary to <i>implement</i> a plan to develop property. Fees are due and payable upon making application, and are non-refundable. The fee for an amendment is the same as the fee for an initial application. These fees are in addition to any other fees set forth in this schedule. The fees set forth herein do not exceed the estimated reasonable cost of providing the service.	
1.10.402	Grading Plan Checking, 50 to 2,000 cubic yards	\$80.00 plus \$20 per 100 cubic yards
1.10.404	Grading Plan Checking, over 2,000 cubic yards	\$400 plus \$2.00 per 100 cubic yards over 2,000 cubic yards
1.10.406	Grading Permit, 50 to 2,000 cubic yards	\$130.00 plus \$20 per 100 cubic yards
1.10.408	Grading Permit, over 2,000 cubic yards	\$530.00 plus \$7.50 per 100 cubic yards over 2,000 cubic yards
1.10.410	Improvement Plan Checking, Contracts of \$10,000 or less	5% of contract cost, \$100.00 minimum
1.10.412	Improvement Plan Checking, Contracts between \$10,000 and \$100,000.00	\$500.00 plus 3.5% of contract cost
1.10.414	Improvement Plan Checking, Contracts more than \$100,000	\$3,650.00 plus 2% of contract cost
1.10.416	Street or easement vacation	\$500.00 for first parcel plus \$200.00 for each contiguous parcel
1.10.418	Lot line adjustment by deed	\$400.00
1.10.420	Parcel Map Adjusting Lot Line	\$200.00 plus recording costs
1.10.422	Parcel or Final Map Subdividing Property	\$600.00 plus \$50.00 for each lot plus recording costs

<b>1.10.500</b>	<b><i>PUBLIC PROPERTY AND PUBLIC RIGHTS-OF-WAY.</i></b> The following fees will be charged for processing applications to encroach on a public right-of-way and for conducting necessary inspections and follow-up activities. These fees are non-refundable. The fee for an amendment is the same as the fee for an initial application. These fees are in addition to any other fees set forth in this schedule. The fees set forth herein do not exceed the estimated reasonable cost of providing the service.	
1.10.502	Encroachment Permit, single residential lot driveway	\$60.00
1.10.504	Encroachment Permit, single residential lot sidewalk	\$60.00
1.10.506	Encroachment Permit, single residential lot utility cut by contractor in asphalt street or concrete sidewalk	\$60.00
1.10.508	Encroachment Permit, single residential lot utility cut by contractor in an interlocking concrete paver surfaced street or sidewalk	\$150.00
1.10.510	Encroachment Permit, fence and/or landscaping in right-of-way (Both may be covered by same permit)	None
1.10.512	Encroachment Permit, Utility company	\$500.00 per year
1.10.514	Failure to give required notice under a Utility Company Annual Encroachment Permit	\$100.00 per site, after second occurrence in 12-month period
1.10.516	Encroachment Permit, for work not included in fixed fee schedules where the value of the contract is less than \$10,000	7% of contract cost, \$140 minimum
1.10.518	Encroachment Permit, for work not included in fixed fee schedules where the value of the contract is between \$10,000 and \$100,000	\$700 plus 5% of contract cost over \$10,000
1.10.520	Encroachment Permit, for work not included in fixed fee schedules where the value of the contract is over \$100,000	\$5,200 plus 3% of contract cost over \$100,000

<b>1.10.600</b>	<b><i>POLICE SERVICES.</i></b> The following fees will be charged for rendering police services, as authorized by law. These fees are non-refundable. These fees are in addition to any other fees set forth in this schedule. The fees set forth herein do not exceed the estimated reasonable cost of providing the service.	
1.10.602	Fraudulent Checks (Investigating, Processing, and Collecting - Statutory Fee)	\$25.00 per check plus bank charges not to exceed \$10.00
1.10.604	DUI, emergency response, arrest only	Actual cost, not to exceed \$ 421.00
1.10.606	DUI, emergency response, w/ investigation of collision	Actual cost, not to exceed \$ 588.00
1.10.608	DUI, emergency response, w/ investigation of bodily injury	Actual cost, not to exceed \$ 725.00
1.10.610	DUI, emergency response, w/ investigation of fatality	Actual cost, not to exceed \$ 2,162.00
1.10.612	Repossession of vehicle (Preparation and filing of report)	\$ 20.00
1.10.614	Release of Impounded Vehicle (Investigation, traffic control, and reporting)	\$ 80.00
1.10.616	Fingerprinting, hard copy	\$ 20.00
1.10.617	Fingerprinting, Livescan prints	\$ 30.00
1.10.618	Citation or Ticket sign off	\$ 10.00
1.10.620	Police reports	\$ 10.00
1.10.621	CAD reports	\$ 5.00
1.10.622	Photographs	\$ 20.00 per set of 12
1.10.624	Audio cassette copy	\$ 25.00
1.10.625	CD/DVD copies	\$ 25.00
1.10.626	Videotape copy	\$ 25.00
1.10.627	Dispatch radio tapes	\$ 35.00



<b>1.10.700</b>	<b>ANIMAL CONTROL: LICENSE FEES.</b> The following fees will be charged for administration of the Animal Control Program. These fees are in addition to any other fees set forth in this schedule. The fees set forth herein do not exceed the estimated reasonable cost of providing the service.	
1.10.702	Dog License Fee: Unaltered dog	\$50.00 for one year; \$145.00 for three years
1.10.704	Dog License Fee: Altered dog	\$20.00 for one year; \$55.00 for three years
1.10.706	Dog License Fee: Late penalty	\$20.00
1.10.708	Dog License Fee: Duplicate tag	\$8.00
1.10.710	Dog License Fee for Seniors*: Unaltered dog	\$18.00 for one year; \$54.00 for three years
1.10.712	Dog License Fee for Seniors*: Altered dog	\$9.00 for one year; \$23.00 for three years
1.10.714	Wolf Hybrid License Fee: Unaltered wolf	\$50.00 for one year; \$145.00 for three years
1.10.716	Wolf Hybrid License Fee: Altered wolf	\$20.00 for one year; \$55.00 for three years
1.10.718	Duplicate Wolf Tag	\$8.00
1.10.720	Cat License Fee: Unaltered cat	\$15.00 for one year; \$45.00 for three years
1.10.722	Cat License Fee: Altered cat	\$7.00 for one year; \$17.50 for three years
1.10.724	Cat License Fee: Late penalty	\$7.00
1.10.726	Cat License Fee: Duplicate tag	\$5.00
1.10.728	Cat License Fee for Seniors*: Unaltered cat	\$7.00 for one year; \$21.00 for three years
1.10.730	Cat License Fee for Seniors*: Altered cat	\$5.00 for one year; \$11.25 for three years

\* Discount for seniors 60 years of age or older; proof required

<b>1.10.732</b>	<b>ANIMAL CONTROL: REDEMPTION CHARGES</b>	
1.10.734	Redemption Charges: Type A (large size animals; i.e., horses, cows, etc.)	Impound cost \$125.00 plus \$25.00 per day board cost plus \$70.00 transportation cost (per animal) plus \$70.00 trailering cost (per use)

1.10.736	Redemption Charges: Type B (medium size animals; i.e., hogs, sheep, etc.)	Impound cost \$125.00 plus \$25.00 per day board cost plus \$70.00 transportation cost (per animal) plus \$70.00 trailering cost (per use)	
1.10.738	Redemption Charges: Type C (dogs, cats and hybrid wolves) Impound costs: First offense	Altered: \$40.00 – licensed or registered dogs and wolves, wearing tag, and unlicensed cats;  \$50.00 – unlicensed or unregistered dogs or wolves, no tag	Unaltered: \$60.00 – licensed or registered dogs and wolves, wearing tag, and unlicensed cats;  \$80.00 - unlicensed or unregistered dogs or wolves, no tag
1.10.740	Redemption Charges: Type C (dogs, cats and hybrid wolves) Impound costs: Second offense	Altered: \$90.00	Unaltered: \$120.00
1.10.742	Redemption Charges: Type C (dogs, cats and hybrid wolves) Impound costs: Third offense or more	Altered: \$135.00	Unaltered: \$150.00
1.10.744	Redemption Charges: Type C (dogs, cats and hybrid wolves) Impound costs: Fourth offense	Altered: \$180.00	Unaltered: \$210.00
1.10.746	Redemption Charges: Type C (dogs, cats and hybrid wolves) Impound costs: Fifth offense and up	Altered: \$225.00	Unaltered: \$255.00
1.10.748	Redemption Charges: (dogs and hybrid wolves), Board cost:	Altered: \$20.00	Unaltered: \$25.00
1.10.750	Redemption Charges: (cats), Board cost:	Altered: \$16.00	Unaltered: \$19.00
1.10.752	Redemption Charges: Type D (small size animals; i.e., birds, hamsters)	\$40.00 impound cost plus \$13.00 per day board cost	

<b>1.10.754</b>	<b><i>ANIMAL CONTROL: SURRENDER, EUTHANASIA AND DEAD ON ARRIVAL DISPOSAL FEES</i></b>			
		Surrender	Euthanasia	Dead on Arrival
1.10.756	Dog or Cat	\$60.00	\$50.00	\$30.00
1.10.758	Rabbit or small animal	\$60.00	\$50.00	\$30.00

1.10.760	Litter of 3 or more	\$50.00	\$40.00	\$30.00
1.10.762	Bird/Fowl	\$30.00	\$15.00	\$22.00
1.10.764	All exotic animals	\$25.00	\$25.00	\$25.00
1.10.766	Farm Animal	\$60.00	\$100.00	\$100.00

<b>1.10.768</b>	<b><i>ANIMAL CONTROL: MISCELLANEOUS FEES</i></b>			
1.10.770	Quarantine Fee			\$50.00
1.10.772	Dangerous Animal Permit Fee			\$260.00
1.10.774	Dangerous Animal Signage			\$10.00
1.10.776	Dangerous Animal Inspection Fee			\$100.00
1.10.778	Field Return Fee			\$35.00
1.10.780	Breeding Permit Fee			\$50.00
1.10.782	Fancier's Permit and/or Exotic Pet Fee (Per household)			\$100.00
1.10.784	Return Check Fee			\$25.00
1.10.786	Records Request Fee			\$0.20/page

**Legislative History:**

Adopted by Res. 97-75, 12/10/1997;  
Amended by Res. 98-12, 2/11/1998;  
Amended by Res. 2003-62, 11/5/2003  
Amended by Res. 2006-29, 6/14/06  
Amended by Res. 2007-06, 2/21/07  
Amended by Res. 2007-21, 5/16/07  
Amended by Res. 2008-07 on 2/13/08;  
Amended by Res. 2012-22, 6/13/12;  
Amended by Res. 2012-38, 10/10/12;  
Amended by Res. 2013-08 on 3/13/13;  
Amended by Res. 2013-32 on 9/11/13;  
Amended by Res. 2015-12 on 3/11/15  
Amended by Res. 2015-46 on 9/9/15

<b>1.10.800</b>	<b><i>MASSAGE ESTABLISHMENTS</i></b>		
1.10.802	Massage Establishment Registration		\$75.00

1.10.804	Massage Establishment Renewal	\$75.00
1.10.806	Massage Establishment Amendment	\$50.00
1.10.808	Massage Establishment Appeal	\$1,000.00

<b>1.10.820</b>	<b><i>SOLID WASTE HAULERS AND RECYCLERS</i></b>	
1.10.822	Permit to Collect Solid Waste, annual	\$2,500
1.10.824	Permit to Collect Recyclable Materials, annual	\$225

<b>1.10.900</b>	<b><i>FOOD AND DRINKING ESTABLISHMENTS</i></b> (Annual inspection fee by type of establishment)	
1.10.902	Restaurants (except taverns, catering services, bars): Seating capacity of 1 to 20	\$5.00
1.10.904	Restaurants (except taverns, catering services, bars): Seating capacity of 21 to 50	\$7.50
1.10.906	Restaurants (except taverns, catering services, bars): Seating capacity of over 50	\$10.00
1.10.908	Taverns, bars, or other drinking establishments (each 30 inches of lineal length of bar or counter shall be considered as one seat): Seating capacity of 1 to 5	\$5.00
1.10.910	Taverns, bars, or other drinking establishments (each 30 inches of lineal length of bar or counter shall be considered as one seat): Seating capacity of 6 to 20	\$7.50
1.10.912	Taverns, bars, or other drinking establishments (each 30 inches of lineal length of bar or counter shall be considered as one seat): Seating capacity of over 20	\$10.00
1.10.914	Catering Service	\$5.00
1.10.916	Delicatessen	\$5.00
1.10.918	Fish Market or Stand	\$5.00

1.10.920	Grocery Store	\$5.00
1.10.922	Horsemeat Market	\$5.00
1.10.924	Poultry Market	\$5.00
1.10.926	Vegetable Market or Stand	\$5.00
1.10.928	Fruit Market or Stand	\$5.00
1.10.930	Food, Drink, or Confection Vending Vehicles	\$5.00
1.10.932	Food Establishment in Public Schools	No fee
1.10.934	Food Establishments not specifically listed	\$5.00

<b>1.10.1000</b>	<b><i>CARDROOM ESTABLISHMENTS</i></b>	
1.10.1002	Initial Cardroom Permit	\$1,000.00
1.10.1004	Amendment to Cardroom Permit	\$500.00
1.10.1006	Cardroom Table Permit, Per table, per year	\$500.00
1.10.1008	Cardroom Employee Initial Registration Fees	\$100.00
1.10.1010	Cardroom Employee Annual renewal	\$50.00

**Legislative History:**

Adopted, Res. 97-75, 12/10/1997;  
Amended, Res. 98-12, 2/11/1998;  
Amended, Res. 2003-62, 11/5/2003  
Amended, Res. 2006-29, 6/14/06  
Amended, Res. 2007-06, 2/21/07  
Amended, Res. 2007-21, 5/16/07  
Amended, Res. 2012-22, 6/13/12  
Amended, Res. 2012-38, 10/10/12  
Amended, Res. 2015-27, 6/10/15

**Note:** The City Clerk is authorized to insert into the Master Fee Schedule, without formal amendment by the City Council, any pass-through fee charged by another governmental entity.

<b>1.10.1100</b>	<b><i>Special Event Fees and Deposits</i></b>	
1.10.1110	Fee for processing application of Special Event Permit	\$100.00

1.10.1120	Initial deposit against Departmental Service Charges for a Special Event Impacting Public Property	\$500.00
1.10.1130	Initial deposit against Departmental Service Charges for a Special Event on Private Property	\$200.00
1.10.1140	Initial deposit against Departmental Service Charges for a Public Assembly Event	\$500.00
1.10.1150	Initial deposit against Departmental Service Charges for a Special Commercial Event	\$300.00

**Legislative History:**

Adopted by Res. 97-75 on 12/10/1997; Amended by Res. 98-12 on 2/11/1998;  
Amended by Res. 2003-62 on 11/5/2003; Amended by Res. 2006-29 on 6/14/06;  
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