



City of San Rafael Public Works Services

Service Name	Fee Description	Fee
Document/Information Services		
8.5" x 11"	Per Page	\$ 0.15
11" x 17"	Per Page	\$ 0.20
Public Records Request ¹	Per Page	\$ 0.15
Property Information Request	Per Request	\$ 213
Flood Plain Letter Response	Per Response	\$ 232
Custom Map/ Document Production	Per Hour	True Hourly
Transportation Services		
Oversize Load Review - Single Trip*	Flat Fee	\$ 16
Oversize Load Review - Annual*	Flat Fee	\$ 94
Oversize Load Review - Repetitive (6 Month Max)*	Flat Fee	\$ 94
Police Escort Services	Base Fee Listed + Hourly, 2 hrs. min.	\$ 356
Utility/Special District Encroachment Permits		
Encroachment Permit - Includes Review of 1 Traffic Control Plan (TCP)	Flat Fee	\$ 1,009
Each Additional Review of TCP	Each	\$ 421
Temporary Encroachment Permit ²		
Small - Debris or Moving Boxes and Parking Changes	Flat Fee	\$ 51
Standard - All Other (Up to \$20K of improvements/Infrastructure. Greater than \$20k See Right-Of-Way Improvements Section)	Flat Fee	\$ 367
Other Encroachment Permits		
Minor Continuing Encroachment Permits	Flat Fee	\$ 505
Revocable License Agreements for Major Continuing Encroachment	Flat Fee	\$ 2,493
PW Review of Building and Planning Permit ³		
Full Review ⁴	Per Review	\$ 465
Over the Counter Review	Per Review	\$ 116
Construction Inspection - Onsite Improvements	When Required, Per Inspection	\$ 168
Flood Zone Project	Flat Fee	\$ 348
E.12 Regulated Project/Stormwater Control Plan	Flat Fee	\$ 1,161
Consultant 3rd Party Review	Flat Fee	Actual Cost + 20% Admin. Fee
City Surveyor Review	Flat Fee	Consultant Actual Cost + 20% Admin. Fee
Parcel Map Plan Check (Minor Subdivision)	Deposit + Hourly	\$ 1,161
Final Map Plan Check (Major Subdivision)	Deposit + Hourly	\$ 1,858
Lot Line Adjustment Review	Deposit + Hourly	\$ 1,161
Tentative Map Review	Deposit + Hourly	\$ 1,858
Easement Review	Deposit + Hourly	\$ 1,161
Right-of-Way Improvements/Infrastructure - Plan Checking and Inspection		
\$0 - \$20k Cost of Improvements	Flat Fee	See Temp. Encroachment Permits Section
\$20k - \$50k Cost of Improvements	Flat Fee	\$ 632
\$50k - \$100k Cost of Improvements	Flat Fee	\$ 1,265
\$100k+ Cost of Improvements	Deposit Listed + Hourly	\$ 5,059
Grading Permits - Plan Check and Inspections (includes NPDES)		
Permit and Plan Check	Flat Fee	\$ 800
Seasonal Grading Inspections (Rain Seasons)	Per Rainy Season (Oct 15 - Apr 15)	\$ 1,600
Water Use Permits		
Water Course Permits	Flat Fee	\$ 465
Tide Land Permits - Dredged Material	Flat Fee	\$ 632
Tide Land Permits - Other Tidelands Permits	Deposit Listed + Hourly	\$ 632
Streetary Permits		
Application Fee	Flat Fee	\$ 2,047
Annual Encroachment Lease Fee	Flat Annual Fee	\$ 3,685
Deposit	Flat Fee	\$ 2,047
Special Studies		
Special Studies (Reimbursement)	Flat Fee	Actual Cost + 20% Surcharge



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Public Works Services

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Other Fees		
Special Event Setup	Flat Fee	Actual Cost of Labor & Materials
Special Event Traffic Control Plan	Flat Fee	Staff Time Actual Cost

Footnotes

FBHR = Fully Burdened Hourly Rate For Staff Positions

*Set by the State

1. Public Records Request fees may be waived at the City's sole discretion for requests totaling fewer than 50 pages per request.
2. Temporary Encroachment Permit Fees: there is no charge for debris boxes if placed on private property.
3. PW Review of Building & Planning Permit - All planning and building permit submissions may be referred to third-party review by an external consultant or the City Surveyor at the discretion of Department of Public Works staff. The applicant is responsible for reimbursement of any fees accrued by external consultants or City Surveyor.
4. Fee is per review. Fee may be charged several times if there are multiple reviews of the project.