



City of San Rafael  
Public Works Services

Service Name	Current Fee	
	Fee Description	Fee
<b>Document/Information Services</b>		
8.5" x 11"	Per Page	\$ 0.15
11" x 17"	Per Page	\$ 0.20
Public Records Request <sup>1</sup>	Per Page	\$ 0.15
Property Information Request	Per Request	\$ 219
Flood Plain Letter Response	Per Response	\$ 238
Custom Map/ Document Production	FBHR	True Hourly
<b>Transportation Services</b>		
Oversize Load Review - Single Trip*	Flat Fee	\$ 17
Oversize Load Review - Annual*	Flat Fee	\$ 97
Oversize Load Review - Repetitive (6 Month Max)*	Flat Fee	\$ 97
Police Escort Services	Base Fee Listed + FBHR, 2 hrs. min.	\$ 366
<b>Utility/Special District Encroachment Permits</b>		
Encroachment Permit - Includes Review of 1 Traffic Control Plan (TCP)	Flat Fee	\$ 1,036
Each Additional Review of TCP	Each	\$ 432
<b>Temporary Encroachment Permit <sup>2</sup></b>		
Small - Debris or Moving Boxes and Parking Changes	Flat Fee	\$ 53
Standard - All Other (Up to \$20K of improvements/Infrastructure. Greater than \$20k See Right-Of-Way Improvements Section)	Flat Fee	\$ 376
<b>Other Encroachment Permits</b>		
Minor Continuing Encroachment Permits	Flat Fee	\$ 518
Revocable License Agreements for Major Continuing Encroachment	Flat Fee	\$ 2,560
<b>PW Review of Building and Planning Permit <sup>3</sup></b>		
Full Review <sup>4</sup>	Per Review	\$ 477
Over the Counter Review	Per Review	\$ 119
Construction Inspection - Onsite Improvements	When Required, Per Inspection	\$ 172
Flood Zone Project	Flat Fee	\$ 358
E.12 Regulated Project/Stormwater Control Plan	Flat Fee	\$ 1,193
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	\$ 1,193
Final Map Plan Check (Major Subdivision)	Deposit + Hourly	\$ 1,908
Lot Line Adjustment Review	Deposit + Hourly	\$ 1,193
Tentative Map Review	Deposit + Hourly	\$ 1,908
Easement Review	Deposit + Hourly	\$ 1,193
<b>Right-of-Way Improvements/Infrastructure - Plan Checking and Inspection</b>		
\$0 - \$20k Cost of Improvements	Flat Fee	See Temp. Encroachment Permits Section
\$20k - \$50k Cost of Improvements	Flat Fee	\$ 649
\$50k - \$100k Cost of Improvements	Flat Fee	\$ 1,299
\$100k+ Cost of Improvements	Deposit + Hourly	\$ 5,195
<b>Grading Permits - Plan Check and Inspections (includes NPDES)</b>		
Permit and Plan Check	Flat Fee	\$ 822
Seasonal Grading Inspections (Rain Seasons)	Per Rainy Season (Oct 15 - Apr 15)	\$ 1,643
<b>Water Use Permits</b>		
Water Course Permits	Flat Fee	\$ 477
Tide Land Permits - Dredged Material	Flat Fee	\$ 649
Tide Land Permits - Other Tidelands Permits	Deposit + Hourly	\$ 649
<b>Streetary Permits</b>		
Application Fee	Flat Fee	\$ 1,845
Annual Encroachment Lease Fee (per parking space)	Flat Annual Fee	\$ 3,785

Site Inspection and Insurance Review Fee	Flat Annual Fee	\$ 310
Deposit	Flat Fee	\$ -
<b>Special Studies</b>		
Special Studies (Reimbursement)	Flat Fee	Actual Cost + 20% Surcharge
<b>Other Fees</b>		
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 (Applicable Average Salary + Fringe Benefits + 10% Overhead Rate)*

*Deposit + Hourly = Applicant is to pay all City costs, including FBHR based on the time staff spends on the project, 100% of consultant costs, which include but not limited to environmental consultants, archaeologists, outside legal counsel, contract planners, etc. and materials. The initial deposit is listed in the Fee Column.*

*\* 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.*