



City of Palo Alto, California



CITY OF
**PALO
ALTO**

FY 2013

Adopted Municipal Fee Schedule

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* Please note that the Animal Services fees included on pages 20-1 through 20-6 of this fee schedule do not reflect additional fee modifications that may be enacted as a result of the City Council considering this matter on July 23, 2012. Should additional changes be made, the fee schedule will be updated and available on the City's website.

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Fiscal Year 2013

Citywide

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CITYWIDE FEES

	FY 2012 FEE	FY 2013 FEE
Documents		
City of Palo Alto Charter	Available on-line or through vendor	Available on-line or through vendor
Map Scales		
200 scale zone map	\$12.00/page	\$13.00/page
400 scale zone map	\$8.00/page	\$9.00/page
Zoning Map Booklet	\$44.00 + \$4.00 if mailed	\$48.00 + \$4.00 if mailed
600 scale zone map	\$12.00/page	\$13.00/page
1,000 scale zone map	\$12.00/page	\$13.00/page
Standard ink jet plots		
24 x 36 inches	\$25.00/page	\$27.00/page
18 x 24 inches	\$14.00/page	\$15.00/page
36 x 48 inches	\$35.00/page	\$39.00/page
Blackline film	2 times blueprinting charges	2 times blueprinting charges
Blueprinting		
Smaller than 18" x 26"	\$4.00 each	\$4.00 each
18" x 26"	\$5.00 each	\$5.00 each
25.5" x 27.5" (block book)	\$7.50 each	\$8.00 each
22" x 36" or 24" x 36" or 26" x 36"	\$7.50 each	\$8.00 each
Roll sizes	\$1.20/foot, \$7.50 minimum	\$1.30/foot, \$7.50 minimum
Outside printing services	City cost plus 15%	City cost plus 15%
Sepia Vellum film	2 times blueprinting charges	2 times blueprinting charges
Standard drawings and specifications	\$17.00 each	\$18.00 each
Standard color/mono Laserjet plots 8 1/2 x 11 inches and 11 x 17 inches	\$1.10 each	\$1.20 each
<i>Fees shown throughout the fee schedule do not include 9.25% sales tax.</i>		
Utility Standards for Water, Gas and Wastewater		
WGW Utility Standards, latest edition	\$30.00 each	\$30.00 each
Project Specification	\$25.00 each	\$25.00 each
Project Plan Set	\$25.00 each	\$25.00 each
Xerographic (larger than 11" x 17")	2 times blueprinting charges	2 times blueprinting charges
Photocopies		
Photocopies - Black & White - all sizes	\$.12 per page	\$.13 per page
Photocopies - Fair Political Practices Comm.	\$.10 per page	\$.10 per page
Photocopies - Color (1-100) 8 1/2 x 11	Single: \$0.80 Double-sided: \$1.61	Single: \$0.87 Double-sided: \$1.74
Photocopies - Color (1-100) 8 1/2 x 14	Single: \$1.12 Double-sided: \$2.25	Single: \$1.21 Double-sided: \$2.43
Photocopies - Color (1-100) 11 x 17	Single: \$2.09 Double-sided: \$4.18	Single: \$2.26 Double-sided: \$4.52
Electronic Media Duplication		
3.5" diskettes	\$7.00 per diskette	\$8.00 per diskette
CD-ROM	\$10.00 per CD-ROM	\$11.00 per CD-ROM
Video Cassette*	\$15.00 per cassette	delete

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Items found inside "shaded" areas indicate New or Changed

CITYWIDE FEES

	FY 2012 FEE	FY 2013 FEE
Plans and Specifications for Capital Improvement Projects		
\$100,000 and Below	\$26.00	\$28.00
Above \$100,000	\$52.00 or more	\$56.00 or more
<p>Note: Charges for some projects greater than \$100,000 may be more than \$56.00. Assessment to be made at time of review.</p>		
Miscellaneous Fees		
JC Decaux Public Toilet Fee	\$0.50	\$0.50
Bicycle change of ownership	\$3.00 each application	\$3.00 each application
Bicycle license	\$3.00 each application	\$3.00 each application
Bicycle Traffic School registration	\$14.00	\$15.00
Bicycle renewal	\$3.00 each application	\$3.00 each application
On-line processing of parking citation	\$2.00 each citation	\$2.00 each citation

* This fee does not apply to the sale of City Council or Boards and Commission meeting videocassettes, which are sold directly to the public by MCMC (Midpeninsula Community Media Center). MCMC charges are based on the direct costs associated with reproducing the video. These charges are in no way determined by the City of Palo Alto.

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Fiscal Year 2013

City Clerk

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CITY CLERK		
	FY 2012 FEE	FY 2013 FEE
Appeals		
Planning Decisions (This fee is not set by the City Clerk's Office; Palo Alto Municipal Code requires filing in the Clerk's Office.)	\$126.00/appeal plus Other Application Fees on page 17-7 listed in the Planning Department	\$136.00/appeal plus Other Application Fees on page 17-7 listed in the Planning Department
Domestic Partners Registry		
Registration Fee	\$35.00	\$38.00
Subscriptions		
City Council Agendas *	\$30.00/year	\$32.00/year
City Council Minutes *	\$100.00/year	\$108.00/year
Filing Fee **	\$25.00	\$25.00
Packet Fee	\$35.00/packet	\$39.00/packet
Schedule of Meetings *	\$11.00/year	\$12.00/year
Documents		
Certification Fee	\$10.00/copy	\$11.00/copy

* Document is also available free on-line on the City's internet website: <http://www.cityofpaloalto.org>

** Fee set in Elections Code

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Fiscal Year 2013 Administrative Services

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ADMINISTRATIVE SERVICES DEPARTMENT

Real Estate

	FY 2012 FEE	FY 2013 FEE
Processing Fees		
Consent to assignment, amendment, extension or hypothecation of lease or sublease where City is lessor	\$470.00	\$508.00
Note: This fee may be waived for non-profit community organizations that meet the following criteria: facility being leased is accessible to residents and/or community groups without strict date/time limitations.		
Conveyance of a permit or other right in real estate to cure an encroachment, or provide for an encroachment/easement/license/deed, onto City-owned property:		
License/Grant Deed preparation	\$1,260.00	\$1,362.00
Non-residential/Residential - long term (< 12 months) recordable	\$1,260.00	\$1,362.00
Telecommunication application processing fee	\$2,620.00	\$2,834.00
Easement Vacation		
Summary	\$1,675.00	\$1,811.00
General	\$3,675.00	\$3,975.00
Easement Document Preparation and Processing		
Easement (Commercial and Residential)	\$1,260.00	\$1,363.00
Public Notice Mailing/Posting/Advertising Fee		
Commercial and Residential	\$100.00 initial deposit - actual cost of advertising to be billed separately	\$100.00 initial deposit - actual cost of advertising to be billed separately

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ADMINISTRATIVE SERVICES DEPARTMENT
Revenue Collections

	FY 2012 FEE	FY 2013 FEE
Documents		
Annual Budget per book (available for viewing online; also offered on CD-Rom, see page 1-2) **	\$20.00 + \$4.20 if mailed	\$22.00 + \$8.00 if mailed
Annual Financial Report **	\$6.00 + \$2.15 if mailed	\$6.00 + \$5.00 if mailed
Comprehensive Plan **	\$45.00 + \$4.20 if mailed	\$49.00 + \$8.00 if mailed
Mailing (Certified)	\$5.15 + postage	\$3.00 + postage
Municipal Fee Schedule **	\$3.00	\$3.00
Returned Payment Charge	\$25.00	\$27.00
Standard Specifications	\$17.00	\$19.00
Parking		
Overnight Parking		
One Time, Month Only	\$25.00	\$27.00
Permit Investigation (non-refundable)	\$5.25	\$6.00
Miscellaneous Fees		
First-Time Homebuyer Rebate Processing Fee	\$52.50	\$58.00

** Document is also available free on-line on the City's internet website: <http://www.cityofpaloalto.org>

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Fiscal Year 2013 Community Services

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COMMUNITY SERVICES DEPARTMENT

Arts and Sciences

	FY 2012 FEE	FY 2013 FEE		
Admissions				
Performing Arts				
Patron Facility Use Fee for Community Theatre	\$2.00	\$2.00		
Children's Theatre Adults	\$10.00-\$20.00	\$10.00-\$22.00		
Children's Theatre Children	\$5.00-\$10.00	\$5.00-\$11.00		
Visual and Performing Arts				
Special Workshops and Presentations (including Children's Theatre workshop fees)	\$5.00-\$2,000.00	\$5.00-\$2,100.00		
Permits				
Permit to perform in Arts and Sciences sponsored concert series. (Interested parties must apply and be selected by Program Coordinator.)				
Registrations				
	FEE	Non-Resident Fee	FEE	Non-Resident Fee
Junior Museum Science Outreach Program	\$1,000.00-\$50,000.00 per program	Fee plus up to 50%	\$1,082.00-\$54,075.00 per program	Fee plus up to 50%
Junior Museum Science Outreach Unit	\$50.00 - \$1,000.00 per unit	Fee plus up to 50% (if majority of participants are non-residents)	\$55.00 - \$1,082.00 per unit	Fee plus up to 50% (if majority of participants are non-residents)
Junior Museum and Zoo Group Admission (for organized groups of 15 to 25, larger groups shall be subdivided with additional group admission fee)	\$50.00 - \$125.00	Fee plus up to 50%	\$55.00 - \$135.00	Fee plus up to 50%
Junior Museum & Zoo birthday parties	\$275.00-\$500.00	Fee plus up to 50%	\$297.00-\$541.00	Fee plus up to 50%
Children's Theatre birthday parties	\$275.00-\$500.00	Fee plus up to 50%	\$297.00-\$541.00	Fee plus up to 50%
Children's Theatre per show production per participant fee ****	\$50.00-\$300.00	Fee plus up to 50%	\$54.00-\$324.00	Fee plus up to 50%
Administrative fee per registration, additional	\$1.00 - \$25.00		\$0.00 - \$27.00	
Arts and Sciences Activities				
Children's Theatre Enrichment	\$50.00-\$250.00/day	\$100.00-\$500.00/day	\$54.00-\$270.00/day	\$108.00-\$540.00/day
Tours	Palo Alto & Ravenswood School Districts, \$3.00 - \$4.50/student	\$75.00 - \$125/group	Palo Alto & Ravenswood School Districts, \$3.00 - \$5.00/student	\$81.00 - \$135/group
Instructional Classes and camps (see notes* & **)	\$5.00-\$800.00	Fee plus up to 50%	\$6.00-\$865.00	Fee plus up to 50%
Drop-in Activities (see notes** & ***)	\$3.00-\$35.00		\$4.00-\$53.00	
Workshop Supplies	\$.50-\$50.00		\$.50-\$79.00	

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COMMUNITY SERVICES DEPARTMENT

Arts and Sciences

	FY 2012 FEE	FY 2013 FEE
Cancellation Charge	Up to 100% of fees paid	Up to 100% of fees paid
Locker Rental	\$15.00 - \$20.00 per season	\$21.00 - \$26.00 per season

The Director of Community Services is authorized to offer promotional fee discounts of up to 25% for purposes of promotion and marketing of programs. Such discounts are intended to maximize revenue and/or participation.

Notes

* Art Center Foundation members are eligible for a 20% discount on one (1) Studio class per Foundation membership year (\$100.00 and above) to be reimbursed to the City from the Art Center Foundation.

*A 25% or 50% fee discount through the Fee Reduction Program ~~is~~ may be provided for low-income youth, seniors, and/or disabled adult residents. Income eligibility is determined using the Community Development Block Grant (CDBG) Low-Income Guidelines. The Low-Income Guidelines are established at 80% of the Santa Clara County median income level. The income level for disabled residents is established as 100% of the Santa Clara County Median Income. Each youth, senior, and/or disabled adult accepted into the program may receive an annual subsidy up to \$300. Discount percentage will be based on income level. Discount may not be applied in conjunction with any other discount program.

*** For every 10 hours of time purchased in a Visual Arts Studio drop-in program, one hour is given free.

**** Either fee or in lieu funding agreement with Friends of Palo Alto Children's Theatre.

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COMMUNITY SERVICES DEPARTMENT

Golf Services

	FY 2012 FEE	FY 2013 FEE
Golf Course-Special Fees *	January 1- December 31, 2012	January 1- December 31, 2013
League Reservation Fee	\$250.00-\$450.00 per team	\$250.00-\$450.00 per team
Tournament Reservation Fee	\$1.00 - \$5.00 per player	\$1.00 - \$5.00 per player
Youth age 16 and under	new	During special promotional periods only: Free Green Fee with paying adult. All other fees charged.
Green Fee - Admissions		
WEEKDAYS – (Daily fees unless otherwise noted)		
Back 9 Holes (9-hole rate applies only 1.5 hours after daylight)	\$23.00 - \$25.00	\$23.00 - \$25.00
Daily Fee	Resident: \$36.00 - \$40.00 Non-Res: \$38.00 - \$42.00	Resident: \$36.00 - \$40.00 Non-Res: \$38.00 - \$42.00
Midday Rate 1 hour before Twilight	new	\$32.00 - \$35.00
Senior (non-resident 60 and over)	\$32.00 - \$35.00	\$32.00 - \$35.00
Senior (resident 60 and over)	\$27.00 - \$30.00	\$27.00 - \$30.00
Student (21 and under)	\$26.00 - \$29.00	\$26.00 - \$29.00
Junior (17 and under) after 1pm Sept 1 thru April 30	\$16.00 - \$20.00	\$12.00 - \$16.00
NCGA Jr. Fee (Northern California Golf Association Jr.) Must also be a member of NCGA after 3:00 2:00 p.m.	\$10.00	\$10.00 - \$12.00
Twilight		
Nov 1 thru Feb 28 after 12:00pm March 1 thru April 30 after 1:30pm May 1 thru August 31 after 2:30pm Sept 1 thru Oct 31 after 1:30pm	\$28.00 - \$31.00	\$28.00 - \$32.00
Super Twilight		
Nov 1 thru Feb 28 after 2:00pm March 1 thru April 30 after 3:30pm May 1 thru August 31 after 4:30pm Sept 1 thru Oct 31 after 3:30pm	\$24.00 - \$27.00	\$24.00 - \$28.00
Late Afternoon Rate 2 hours before dark	new	\$15.00 - \$18.00
WEEKEND/PRIME TIME RATES (Daily fees unless otherwise noted): <i>New Years Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the day after Thanksgiving, Christmas</i>		
Back 9 Holes (rate applies only 1.5 hours after Daylight)	\$26.00 - \$29.00	\$26.00 - \$29.00
Daily Fee	Resident: \$46.00 - \$51.00 Non-Res: \$48.00 - \$53.00	Resident: \$46.00 - \$51.00 Non-Res: \$48.00 - \$53.00
Midday Rate 1 hour before Twilight	new	\$42.00 - \$46.00
Student (21 and under)	\$29.00 - \$32.00	\$29.00 - \$32.00
Junior (17 and under) after 1pm Sept 1 thru April 30	\$18.00 - \$22.00	\$15.00 - \$18.00
NCGA Jr. Fee (Northern California Golf Association Jr.) Must also be a member of NCGA after 4:00 2:00 p.m.	\$10.00	\$10.00 - \$12.00
Twilight		

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COMMUNITY SERVICES DEPARTMENT

Golf Services

	FY 2012 FEE	FY 2013 FEE
Nov 1 thru Feb 28 after 12:00pm March 1 thru April 30 after 1:30pm May 1 thru August 31 after 2:30pm Sept 1 thru Oct 31 after 1:30pm	\$33.00 - \$37.00	\$33.00 - \$37.00
Super Twilight		
Nov 1 thru Feb 28 after 2:00pm March 1 thru April 30 after 3:30pm May 1 thru August 31 after 4:30pm Sept 1 thru Oct 31 after 3:30pm	\$26.00 - \$30.00	\$26.00 - \$30.00
Late Afternoon Rate 2 hours before dark	new	\$17.00 - \$20.00

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COMMUNITY SERVICES DEPARTMENT

Golf Services

	FY 2012 FEE	FY 2013 FEE
Senior non-resident 10 play discount card – weekdays	\$299.00 - \$329.00	\$299.00 - \$329.00
Available to Student 21 and under		
10 play card – valid any time	\$199.00 - \$219.00	\$199.00 - \$219.00
Student – weekday only, unlimited play	\$105.00 - \$115.00	\$105.00 - \$115.00
Student Annual Play Card - unlimited weekday play/after 11am weekends and holidays	\$999.00 - \$1099.00	\$999.00 - \$1099.00
Seniors –Resident only– 10 play discount card-weekday only		
<i>Senior Resident discount cards are available only to verified residents, 60 years and older, in possession of a valid Palo Alto Municipal Golf Course Identification Card, and are valid for Weekday use only.</i>	\$235.00 - \$259.00	\$235.00 - \$259.00
Senior-Resident Monthly discount Play Card - Valid Monday through Friday	\$118.00 - \$129.00	\$125.00 - \$135.00
Shotgun Start Tournament Fees		
Weekdays	\$59.00 - \$65.00	\$59.00 - \$65.00
Weekends powercart, reservation fee, prize fund	\$79.00 - \$87.00	\$70.00 - \$85.00
1) A \$500.00 non-refundable deposit is due when the tournament is booked.		
2) The balance of fees for the tournament contract is due 10 days prior to the tournament date.		
3) Tee Off Times:		
8:00 a.m. or 12:00 p.m., Standard time		
7:00 a.m. or 1:00 p.m., Daylight Savings time		
4) Minimum Number of Players: 120 Maximum Number of Players: 144		
5) Fees apply rain or shine, no cancellations		
Cart Rental Fees		
Power Cart – 18 Holes	\$16.00 - \$28.00	\$26.00 - \$37.00
Power Cart – 9 Holes	\$10.00 - \$15.00	\$13.00 - \$17.00
Power Cart 4-bagger	\$20.00 - \$28.00	\$30.00 - \$34.00
Single Rider – 18 Holes	\$15.00 - \$17.00	\$15.00 - \$19.00
Hand Cart – 18 Holes	\$3.00 - \$6.00	\$4.00 - \$8.00
Hand Cart – 9 Holes	\$2.00 - \$4.00	\$2.00 - \$5.00
Driving Range Fees		
Small Bucket	\$3.00 - \$5.00	\$3.00 - \$5.00
Medium Bucket	\$5.00 - \$8.00	\$6.00 - \$9.00
Large Bucket	\$7.00 - \$10.00	\$10.00 - \$14.00
Jumbo Bucket	\$10.00 - \$12.00	\$10.00 - \$12.00
Medium Bucket Card – 10	\$50.00 - \$70.00	\$60.00 - \$80.00
Large bucket Card – 10	\$65.00 - \$85.00	\$90.00 - \$110.00
Club Rentals		
Pro-line Clubs – 9 Holes	\$18.00 - \$21.00	\$19.00 - \$22.00
Pro-line Clubs –18 Holes	\$27.00 - \$30.00	\$28.00 - \$32.00
Off Premise Rental – 19 Holes	\$42.00 - \$45.00	\$45.00 - \$55.00
* The Director of Community Services is authorized to establish and use promotional fees in order to encourage optimum play and to maximize revenue generation for the municipal golf course. Weekday and weekend green fees may be adjusted to no more than 25% below the posted fees in the creation of promotional fees.		

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COMMUNITY SERVICES DEPARTMENT

Recreation Activities

		FY 2012 FEE	FY 2013 FEE	
Facility Admissions				
General Recreation				
Dance parties*	\$\$.50-\$10.00		\$1.00-\$11.00	
Group rate*	\$15.00-\$75.00		\$16.00-\$81.00	
Individual entry rate*	\$5.00-\$25.00		\$5.00-\$27.00	
Special Events*	\$.50-\$20.00		\$1.00-\$22.00	
Card replacement fee	\$1.00-\$5.00		\$1.00-\$5.00	
Swimming				
	Resident Admission Daily	Non-Resident Admission Daily	Resident Admission Daily	Non-Resident Admission Daily
Swimming Pools – Rinconada Complex and PAUSD pools when operated by the City				
Infant (age 2 and under)	\$0.00-\$2.00	\$0.00-\$3.00	\$0.00-\$3.00	\$0.00-\$4.00
Youth (17 and under)	\$3.00-\$6.00	\$4.00-\$7.00	\$3.00-\$6.00	\$4.00-\$8.00
Adult (18 and over)	\$4.00-\$6.00	\$5.00-\$8.00	\$4.00-\$6.00	\$5.00-\$9.00
Senior (60 and over) and Senior Lap	\$3.00-\$5.00	\$3.00-\$5.00	\$3.00-\$5.00	\$3.00-\$5.00
Lap Swimming	\$4.00-\$6.00	\$4.00-\$6.00	\$4.00-\$6.00	\$4.00-\$6.00
	Fee	Non-Resident Fee	Fee	Non-Resident Fee
Membership Card / Swim Pass*				
Youth (17 and under)	\$2.50 - \$5.00 per admission	\$2.50 - \$6.00 per admission	\$2.50 - \$5.00 per admission	\$2.50 - \$6.00 per admission
Adult (18 and over)	\$3.00 - \$6.00 per admission	\$3.00 - \$7.00 per admission	\$3.00 - \$6.00 per admission	\$3.00 - \$8.00 per admission
Senior (60 and over)	\$2.00 - \$4.00 per admission	\$2.00 - \$5.00 per admission	\$2.00 - \$4.00 per admission	\$2.00 - \$5.00 per admission
	Resident Admission Daily Fee	Non-Resident Admission Daily Non-Resident Fee	Resident Admission Daily Fee	Non-Resident Admission Daily Non-Resident Fee
Registrations				
Drop-in Activities*	\$\$.50-\$100.00		\$1.00-\$108.00	
Instructional Classes* and Camps*	\$2.00-\$800.00	Fee plus up to 50%	\$2.00-\$865.00	Fee plus up to 50%
Individual Youth Sport Registration*	\$150.00-\$300.00	Fee plus up to 50%	\$162.00-\$324.00	Fee plus up to 50%
Sport Team Registration (Youth and Adult)	\$25.00-\$900.00	Fee plus up to 50% (if majority of participants are non-residents)	\$27.00-\$973.00	Fee plus up to 50% (if majority of participants are non-residents)
Cancellation Charge	Up to 100% of fees paid		Up to 100% of fees paid	
Tennis Court Reservations for Tournaments and U.S.T.A League Play	\$5.00 - \$15.00/hour	\$7.50 - \$22.50/hour	\$5.00 - \$16.00/hour	\$7.50 - \$24.00/hour
Tournament Entry Fees	\$3.00-\$400.00		\$3.00-\$433.00	
Workshop Fees	\$1.00-\$200.00		\$1.00-\$216.00	
The Director of Community Services is authorized to offer promotional fee discounts of up to 25% for purposes of promotion and marketing of programs. Such discounts are intended to maximize revenue and/or participation.				
Concessions / Merchandise				
Snack food at special events	\$0.50 - \$10.00		\$0.50 - \$11.00	

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COMMUNITY SERVICES DEPARTMENT

Recreation Activities

	FY 2012 FEE	FY 2013 FEE
Merchandise (such as recreation t-shirts, sweat shirts, pens, mugs, <i>etc.</i>)	\$1.00 to \$100.00	\$1.00 to \$108.00

* A 25% or 50% fee discount through the Fee Reduction Program ~~is~~ may be provided for low-income youth (age 17 and under), senior (age 60 and over), and/or disabled adult residents. Income eligibility is determined using the Community Development Block Grant (CDBG) Low-Income Guidelines. The Low-Income Guidelines are established at 80% of the Santa Clara County median income level. The income level for disabled residents is established as 100% of the Santa Clara County Median Income. Each youth, senior, and/or disabled adult accepted into the program may receive an annual subsidy up to \$300. Discount percentage will be based on income level. Discount may not be applied in conjunction with any other discount program.

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COMMUNITY SERVICES DEPARTMENT

Open Space and Parks

COMMUNITY SERVICES DEPARTMENT				
Open Space and Parks				
	FY 2012 FEE		FY 2013 FEE	
Facility Admissions				
General Recreation				
Open Space and Parks Special Use Permit	\$300.00-\$2,000.00		\$324.00-\$2,163.00	
Special Events	\$.50-\$100.00		\$1.00-\$108.00	
Playground Inspection Fee	\$150.00/inspection		\$162.00/inspection	
Field Inspector Hourly Fee	\$77.00/hour		\$83.00/hour	
Community Garden				
Organic Garden Plots*	\$.50/square foot/year		\$.75/square foot/year	
Senior rate	25% discount		25% discount	
Garden Plot Clean-up/Security Deposit	\$100.00 per garden plot		\$100.00 - \$200.00 per garden plot	
Open Space Activities				
Registrations				
	Fee	Non-Resident Fee	Fee	Non-Resident Fee
Cancellation Charge	Up to 100% of fees paid		Up to 100% of fees paid	
Drop-in Activities*	\$.50-\$100.00		\$1.00-\$108.00	
Interpretive Programs , including Tours and Birthday Parties	\$2.00-\$700.00	\$2.00-\$750.00	\$2.00-\$757.00	\$2.00-\$811.00
Instructional Classes* and Camps*	\$2.00-\$800.00	Fee plus up to 50%	\$2.00-\$865.00	Fee plus up to 50%

* A 25% or 50% fee discount through the Fee Reduction Program is may be provided for low-income youth (17 and under), senior (60 and over), and/or disabled adult residents. Income eligibility is determined using the Community Development Block Grant (CDBG) Low-Income Guidelines. The Low-Income Guidelines are established at 80% of the Santa Clara County median income level. The income level for disabled residents is established as 100% of the Santa Clara County Median Income. Each youth (17 and under), senior (60 and over), and/or disabled adult accepted into the program may receive an annual subsidy up to \$300. Discount percentage will be based on income level. Discount may not be applied in conjunction with any other discount program.

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COMMUNITY SERVICES DEPARTMENT

Rentals and Reservations

Classifications of Use and Fees

Class I - City Use and City-Sponsored Activities: No charge for facility rental for events or activities, however, fees for attendants, equipment rental, and special uses may apply. (Note: City facility use for City co-sponsored groups will be considered on a case by case basis.)

Class II - 501(c)3 Non-Profit Organizations: IRS recognized non-profit 501(c)3 organizations may receive a 50 percent reduction on basic facility rental rates upon verification. Only facility rental rates may be reduced and all other fees, such as staffing and equipment, are charged at the full rate. Non-profit organizations charging or collecting fees or raising funds are not eligible for reduced rates and basic fees will apply. *This does not apply to class registration fees.*

Class III - Individuals, Groups, Organizations, and Businesses not charging fees: Basic rental fees apply.

Class IV - Business or Commercial Use: Individuals, groups, organizations, and businesses charging, collecting, or raising funds may rent facilities and equipment at the basic rate plus 75 percent. The Art Center is not available for CLASS IV usage.

	FY 2012 FEE		FY 2013 FEE	
	Fee	Non-Resident Fee	Fee	Non-Resident Fee
Cancellation Fee	One-third of total charges		One-third of total charges	
Special Use Permit	\$300.00 - \$2,000.00		\$324.00 - \$2163.00	
Banner Space Rental	Non-Profit Org \$25.00-\$100.00/week	For Profit Org \$37.50-\$150.00/week	Non-Profit Org \$27.00-\$108.00/week	For Profit Org \$40.50-\$162.00/week
Cleaning and Damage Deposit	\$300.00 - \$1,000.00			
General Liability Insurance	By Quote			
Individual Spaces				
Art Center*				
Auditorium	\$94.00/hour	\$141.00/hour	\$119.00/hour	\$179.00/hour
Historic Courtyard	\$61.00/hour	\$92.00/hour	\$77.00/hour	\$116.00/hour
Green Room	\$40.00/hour	\$60.00/hour	\$50.00/hour	\$75.00/hour
Kitchen / PreSchool Classroom	\$27.00/hour	\$41.00/hour	\$34.00/hour	\$51.00/hour
Meeting Room	\$61.00/hour	\$82.50/hour	\$77.00/hour	\$116.00/hour
Sculpture Garden	\$81.00/hour	\$122.00/hour	\$102.00/hour	\$153.00/hour
Lobby	new	new	\$77.00/hour	\$116.00/hour
Jr. Museum and Zoo				
Science Lab	\$55.00/hour	\$82.50/hour	\$60.00/hour	\$90.00/hour
Clay Room	\$85.00/hour	\$127.50/hour	\$92.00/hour	\$138/hour
Exhibit Hall	\$200.00/hour	\$300.00/hour	\$216.00/hour	\$324.00/hour
Other Rooms	\$55.00/hour	\$82.50/hour	\$60.00/hour	\$90.00/hour
Zoo**	\$200.00/hour	\$300/hour	\$216.00/hour	\$324.00/hour
Lucie Stern Community Center				
Ballroom (Room S)	\$132.00/hour	\$198.00/hour	\$152.00/hour	\$228.00/hour
Community Room (Room R)	\$96.00/hour	\$144.00/hour	\$110.00/hour	\$165.00/hour
Fireside Room (Room D)	\$76.00/hour	114.00/hour	\$88.00/hour	\$132.00/hour
Kitchen	\$28.00/hour	\$42.00/hour	\$32.00/hour	\$48.00/hour
Patio	\$80.00/hour	\$120.00/hour	\$90.00/hour	\$135.00/hour
Mitchell Park Community Center				
El Palo Alto Room (Ballroom)	new	new	\$208.00/hour	\$312.00/hour
El Palo Alto East or West only	new	new	\$104.00/hour	\$156.00/hour
Adobe North Tech Lab	new	new	\$104.00/hour	\$156.00/hour
Adobe South or Matadero Meeting/Class Room	new	new	\$82.00/hour	\$123.00/hour
Catering Kitchen	new	new	\$60.00/hour	\$90.00/hour

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COMMUNITY SERVICES DEPARTMENT

Rentals and Reservations

	FY 2012 FEE		FY 2013 FEE	
	Fee	Non-Resident Fee	Fee	Non-Resident Fee
Children's Theatre				
Auditorium and Stage (fee based on number of attendees)	\$100.00-\$2,000.00/hour	\$150.00-\$3,000.00/hour	\$158.00-\$2,100.00/hour	\$237.00-\$3,150.00/hour
Dance Studio (fee based on number of attendees)	\$30.00-\$1,000.00/hour	\$45.00-\$1,500.00/hour	\$32.00-\$1,050.00/hour	\$48.00-\$1,575.00/hour
Castle Stage and Secret Garden (fee based on number of attendees)	\$250.00-\$2,500.00/hour	\$375.00-\$3,750.00/hour	\$315.00-\$2,625.00/hour	\$473.00-\$3,938.00/hour
Community Theatre				
Auditorium and Stage (fee based on number of attendees)	\$200.00-\$3,000.00/hour	\$300.00-\$4,500.00/hour	\$210.00-\$3,150.00/hour	\$315.00-\$4,725.00/hour
Green Room and Dressing Rooms (fee based on number of attendees)	\$30.00-\$1,000.00/hour	\$45.00-\$1,500.00/hour	\$42.00-\$1,050.00/hour	\$63.00-\$1,575.00/hour
Rehearsal Hall (fee based on number of attendees)	\$30.00-\$1,000.00/hour	\$45.00-\$1,500.00/hour	\$42.00-\$1,050.00/hour	\$63.00-\$1,575.00/hour
* A 15% discount on the room fee is given to those booking a space at the Art Center for 5 or more hours.				
** A two hour minimum is required for Zoo rental.				
	Fee	Non-Resident Fee	Fee	Non-Resident Fee
Lawn Bowling Green's Kitchen and Meeting Facility	\$102.00/hour	\$153.00/hour	\$110.00/hour	\$165.00/hour
Baylands Nature Interpretive Center-Meeting Room	\$77.00/hour	\$87.00/hour	\$83.00/hour	\$94.00/hour
Arastradero Gateway Educational Facility ***	\$77.00/hour	Not Applicable	\$83.00/hour	Not Applicable
Foothills Nature Interpretive Center Classroom- residents only	\$77.00/hour	Not Applicable	\$83.00/hour	Not Applicable
Mitchell and Rinconada Parks - Bowl Areas	\$7.50-\$75.00/hour	\$10.00-\$150.00/hour	\$8.00-\$81.00/hour	\$16.00-\$162.00/hour
Peers Park, Mitchell Park Field House- residents only	\$20.00/hour	Not Available	\$22.00/hour	Not Available
*** Arastradero Gateway Educational Facility rental limited to educational usage.				
Swimming Pool Rentals – Rinconada Competition Pool or Children's Pool				
1-25 people	\$60.00-\$100.00/hour	\$75.00-\$115.00/hour	\$75.00-\$100.00/hour	\$95.00-\$115.00/hour
26-50 people	\$75.00-\$115.00/hour	\$105.00-\$145.00/hour	\$95.00-\$115.00/hour	\$129.00-\$145.00/hour
51-75 people	\$100.00-\$140.00/hour	\$135.00-\$175.00/hour	\$125.00-\$140.00/hour	\$169.00-\$185.00/hour
76-100 people	\$125.00-\$165.00/hour	\$180.00-\$210.00/hour	\$155.00-\$175.00/hour	\$225.00-\$245.00/hour

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COMMUNITY SERVICES DEPARTMENT

Rentals and Reservations

	FY 2012 FEE		FY 2013 FEE	
	Fee	Non-Resident Fee	Fee	Non-Resident Fee
Picnic Area Reservations - Mitchell Park (Arbor, East Meadow, Pine Grove, Redwood); Rinconada Park				
1-15 people or less	\$10.00/group	\$15.00/group	\$11.00/group	\$16.00/group
Picnic Area Reservations - Mitchell Park (Arbor, East Meadow, Pine Grove, Redwood); Rinconada Park (Sequoia)				
Arbor Group Site	\$40.00	Not Available	\$43.00	Not Available
East Meadow Group Site	\$60.00	Not Available	\$65.00	Not Available
Pine Grove Group Site	\$110.00	Not Available	\$119.00	Not Available
Redwood Group Site	\$90.00	Not Available	\$97.00	Not Available
Sequoia Group Site	\$50.00	Not Available	\$54.00	Not Available
Foothills Park Reservations				
Oak Grove (150 people maximum),				
1-25 people	\$65.00	Not available	\$76.00	Not available
26-100 people (Oak Grove only)	\$110.00	Not available	\$130.00	Not available
101-150 people (Oak Grove only)	\$140.00	Not available	\$173.00	Not available
Towle Camp	\$15.00 per campsite	Not available	\$30.00 per campsite	Not available
Package Rentals				
Art Center*				
Auditorium and Green Room	\$94.00/hour	\$141.00/hour	\$119.00/hour	\$179.00/hour
Jr. Museum and Zoo				
All Available Space and Zoo **	\$500.00/hour	\$750.00/hour	\$540.00/hour	\$810.00/hour
Children's Theatre				
All Available Space and Garden (fee based on number of attendees)	\$1,000.00 - \$5,000.00/hour	\$1,500.00 - \$7,500.00/hour	\$1,050.00 - \$5,250.00/hour	\$1,575.00 - \$7,875.00/hour
Lucie Stern Community Center				
Exclusive Use Package - Includes facility attendant	\$260.00/hour	\$390.00/hour	\$300.00/hour	\$450.00/hour
Fireside Room and Patio Package	\$100.00/hour	\$150.00/hour	\$116.00/hour	\$174.00/hour
Community Room and Patio Package	\$110.00/hour	\$160.00/hour	\$138.00/hour	\$207.00/hour
Mitchell Park Community Center				
Exclusive Use Package - Includes facility attendant	new	new	\$524.00/hour	\$786.00/hour
El Palo Alto Room & Kitchen	new	new	\$240.00/hour	\$360.00/hour
Tech Lab and Classroom	new	new	\$166.00/hour	\$249.00/hour
Birthday Package - Includes game room, basketball court, and party host	new	new	\$208.00/hour	\$312.00/hour
Swimming Pool Rentals - Rinconada Complex/Exclusive Use Package - 2 hour minimum				
1-25 people	\$90.00-\$120.00/hour	\$100.00-\$130.00/hour	\$90.00-\$150.00/hour	\$115.00-\$160.00/hour
26-50 people	\$130.00-\$160.00/hour	\$140.00-\$170.00/hour	\$130.00-\$190.00/hour	\$140.00-\$200.00/hour
51-75 people	\$170.00-\$200.00/hour	\$180.00-\$210.00/hour	\$170.00-\$230.00/hour	\$180.00-\$240.00/hour
76-100 people	\$200.00-\$230.00/hour	\$210.00-\$240.00/hour	\$200.00-\$260.00/hour	\$210.00-\$270.00/hour
101 people or more	\$250.00-\$280.00/hour	\$260.00-\$290.00/hour	\$250.00-\$310.00/hour	\$260.00-\$320.00/hour

* A 15% discount on the room fee is given to those booking a space at the Art Center for 5 or more hours.

** A two hour minimum is required for Zoo rental.

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COMMUNITY SERVICES DEPARTMENT

Rentals and Reservations

	FY 2012 FEE		FY 2013 FEE	
Athletic Fields				
1) Facilities in this category include:				
<u>City Sites:</u> Baylands Athletic Center, El Camino Park, Greer Park, Terman Park, Cubberley Community Center, Stanford Palo Alto Playing Fields and all dedicated park land.				
<u>Palo Alto Unified School District Sites:</u> All Open or Closed Elementary Schools, Jordan Middle School, J. L. Stanford Middle School				
2) A <i>refundable field</i> use deposit will be assessed <i>on any permitted user group</i> . Any non-use of permitted areas without notifying the City's Field Coordinator two working days prior to non-use will result in \$50.00 of facility deposit being withheld at the end of permitted use.				
	Fee	Non-Resident Fee	Fee	Non-Resident Fee
Athletic Field Use Deposit	\$25.00 - \$500.00	\$37.50 - \$750.00	\$25.00 - \$500.00	\$37.50 - \$750.00
Lights (<i>Only Baseball & Softball Fields at El Camino Park and Baylands Athletic Center</i>)	\$25.00/use		\$27.00/use	
Tennis Courts (USTA and Palo Alto Tennis Club only)	\$5.00 - \$15.00/hour	\$7.50 - \$22.50/hour	\$5.00 - \$16.00/hour	\$8.00 - \$22.50/hour
Grass Fields	\$42.00 - \$75.00/hour	\$75.00 - \$150.00/hour	\$46.00 - \$81.00/hour	\$83.00 - \$162.00/hour
Grass Fields - Palo Alto Based Non-Profit Organizations	\$22.50 - \$50.00/hour	Not Applicable	\$25.00 - \$54.00/hour	Not Applicable
Grass Fields - Palo Alto Based Youth Sports Organizations (When 51% or more of participants are Palo Alto residents.)	\$2.00 - \$25.00/hour	Not Applicable	\$3.00 - \$27.00/hour	Not Applicable
Synthetic Turf Fields - <i>Stanford Palo Alto Playing Fields and Cubberley Football Field</i>	\$55.00 - \$150.00/hour	\$125.00 - \$200.00/hour	\$61.00 - \$162.00/hour	\$138.00 - \$216.00/hour
Synthetic Turf Fields - Palo Alto Based Non-Profit Organizations	\$40.00 - \$100.00/hour	Not Applicable	\$44.00 - \$108.00/hour	Not Applicable
Synthetic Turf Fields - Palo Alto Based Youth Sports Organizations (When 51% or more of participants are Palo Alto residents.)	\$30.00 - \$50.00/hour	Not applicable	\$33.00 - \$54.00/hour	Not applicable

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COMMUNITY SERVICES DEPARTMENT

Rentals and Reservations

	FY 2012 FEE		FY 2013 FEE	
	Fee	Non-Resident Fee	Fee	Non-Resident Fee
Rental Facility Attendant Charges				
	Fee		Fee	
Facility Attendant and/or Assistant	\$28.00/hour		\$30.00/hour	
Facility Attendant and/or Assistant - overtime and holidays	\$42.00/hour		\$45.00/hour	
Custodial Services	\$30.00/hour		\$32.00/hour	
Custodial Services – overtime and holidays	\$45.00/hour		\$48.00/hour	
Damage and Cleaning Deposit	\$25.00-\$1,000.00		\$25.00-\$1,000.00	
Lifeguard	\$20.00/hour		\$20.00/hour	
Lifeguard - overtime and holidays	\$28.00/hour		\$33.00/hour	
Park/Gym Attendant	\$16.00/hour		delete	
Park/Gym Attendant – overtime and holidays	\$24.00/hour		delete	
PAJMZ Attendant	\$26.00/hour per attendant		\$28.00/hour per attendant	
PAJMZ Attendant – overtime and holidays	\$39.00/hour per attendant		\$42.00/hour per attendant	
Park Ranger	\$55.00/hour regular \$82.50/hr overtime/ City Holiday		\$59.00/hour regular \$88.50/hr overtime/ City Holiday	
Special Equipment				
1) Permittee is required to reimburse the City for any damage or loss to facilities or equipment.				
2) For equipment not readily available, permittee is required to pay hourly electrician fee for use of equipment.				
Coffee Urn	\$10.00/use	\$15.00/use	\$11.00/use	\$16.50/use
Easel (wooden, 3-legged) at the Art Center	\$3.00 per day	\$4.00 per day	\$4.00 per day	\$5.00 per day
Grand Piano	\$75.00/use	\$113.00/use	\$81.00/use	\$121.50/use
Art Center Grand Piano		\$60.00/use	\$77.00/use	\$116.00/use
Portable Movie Projector - 16mm	\$10.00/use	\$15.00/use	\$11.00/use	\$16.50/use
Overhead Projector	\$11.00/use	\$17.00/use	\$12.00/use	\$18.00/use
Podium with Microphone	\$30.00/use	\$45.00/use	\$32.00/use	\$48.00/use
Canoe (Foothills Park)	\$15.00	Not Applicable	\$17.00	Not Applicable
Personal Floatation Device (Foothills)	\$2.00/use	Not Applicable	\$2.00/use	Not Applicable
Portable Public Address System	\$10.00/use	\$15.00/use	\$11.00/use	\$16.50/use
Portable Slide Projector	\$17.00/use	\$26.00/use	\$18.00/use	\$27.00/use
Portable Digital Projector	\$60.00/use	\$90.00/use	\$65.00/use	\$97.50/use
At Cubberley Center: Tables - 6' or Round (when not part of a facility rental)	\$6.00/table	\$9.00/table	\$6.00/table	\$9.00/table

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COMMUNITY SERVICES DEPARTMENT

Rentals and Reservations

	FY 2012 FEE		FY 2013 FEE	
	Fee	Non-Resident Fee	Fee	Non-Resident Fee
Special Equipment - <i>continued</i>				
At Cubberley Center: Chairs - Folding Metal (when not part of a facility rental)	\$1.00/chair	\$1.50/chair	\$1.00/chair	\$1.50/chair
Upright Piano	\$10.00/use	\$15.00/use	\$11.00/use	\$16.50/use
VCR	\$20.00/use	\$30.00/use	\$22.00/use	\$33.00/use
Television/VCR	\$27.00/use	\$41.00/use	\$29.00/use	\$43.50/use
Facility Rental Liability Insurance	An optional fee for required liability insurance is charged at a rate dictated by the City's insurance vendor.		An optional fee for required liability insurance is charged at a rate dictated by the City's insurance vendor.	
Gymnastics Mats	\$25.00/use	\$37.50/use	\$27.00/use	\$40.50/use
Gymnastics Equipment	\$5.00 per piece	\$7.50 per piece	\$5.00 per piece	\$7.50 per piece

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CUBBERLEY COMMUNITY CENTER

Theatre - Rental Fee Schedule

	FY 2012 FEE		FY 2013 FEE	
	RENTALS		RENTALS	
	Non-Profit Rates	Basic Rates	Non-Profit Rates	Basic Rates

Dressing Rooms

Dressing Room, M-3 ⁽⁶⁾	\$17.00/hr	\$20.00/hr	\$18.00/hr	\$22.00/hr
Dressing Room, M-2 ⁽⁶⁾	\$19.00/hr	\$23.00/hr	\$21.00/hr	\$25.00/hr
Dressing Room, M-4 ⁽⁶⁾	\$19.00/hr	\$23.00/hr	\$21.00/hr	\$25.00/hr

Theatre Packages

Performance Day Package ^{(3) (4) (5) (8) (9)}	\$840	\$1,200.00	\$918.00	\$1,313.00
Additional Performance ^{(8) (9)}	\$210	\$300.00	\$221.00	\$315.00
Additional performance hours past four per performance ^{(8) (9)}	\$70/hr	\$100/hr	\$74.00	\$105.00
Additional performance hours past ten ⁽⁸⁾	\$56/hr	\$80/hr	\$132.00/hr	\$189.00/hr
Production Day Package ^{(3) (7) (8) (9)}	\$700	\$1,000.00	\$772.00	\$1,103.00
Additional production hours past ten ⁽⁸⁾	\$105	\$150/hr	\$110.00/hr	\$158.00/hr
Rehearsal day Package ^{(3) (8) (9) (10)}	\$525	\$750.00	\$570.00	\$814.00
Additional rehearsal hours past ten ⁽⁸⁾	\$70/hr	\$100/hr	\$76.00/hr	\$108/hr

Notes

1 - Reduced fees for regular weekly rentals, defined as groups or individuals who rent facilities one or more days per week on a consistent weekly basis for a minimum of three months. Infrequent rentals are all rentals other than regular weekly rentals.

2- To qualify for non-profit rates, groups must provide documentation of federal tax exempt status when facility use application is filed.

3- Fee package includes event supervisor, the M-11 dressing room and all dedicated theatre equipment. Additional technical staff may be required.

4- Rental groups may use volunteers in ushering positions subject to approval by the theatre manager and in compliance with all rules and procedures.

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Notes (continued)

5-Performance defined as activity on stage with a live audience present. Performance packages include one performance block up to four hours.

6- M-2, M-3 and M-4 dressing room fees assessed only when used as dressing rooms for theatre rentals

7 - Production is defined as videography of onstage activity without a live audience or similar usage.

8- A 20% discount is given for bookings on off-peak days (Monday through Thursday)

9 - A 20% discount is given for half-day rentals (~~six~~ five or less hours either concluding before 2 p.m. or starting after 4 p.m.) or rentals of ~~six~~ five hours or less booked before or after an existing rental on the same day. This discount will not apply to multi-day bookings where the client's technical setup does not allow for other clients to rent between bookings.

10- All other building use falls under this category, including rehearsals, load-in and restore days

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CUBBERLEY COMMUNITY CENTER

Facility Rental

FY 2012 FEE									FY 2013 FEE			
REGULAR WEEKLY RENTALS ¹		INFREQUENT RENTALS ¹		REGULAR WEEKLY RENTALS ¹		INFREQUENT RENTALS ¹						
	Non-Profit Rates ²	Basic Rates	Non-Profit Rates ²	Basic Rates	Non-Profit Rates ²	Basic Rates	Non-Profit Rates ²	Basic Rates				
Meeting/Activity Rooms												
1) Non-profit music/dance/theatre groups, in-residence at Cubberley, may receive a 25% discount on room rental fees when used for weekly rehearsals.												
Small												
(Less than 1,000 sq. ft.)	\$21.00/hr	\$27.00/hr	\$26.00/hr	\$32.00/hr	\$23.00/hr	\$29.00/hr	\$28.00/hr	\$35.00/hr				
Medium												
(1,000-2,000 sq. ft.)	\$27.00/hr	\$32.00/hr	\$35.00/hr	\$42.00/hr	\$29.00/hr	\$35.00/hr	\$38.00/hr	\$45.00/hr				
Large												
(2,000-4,000 sq. ft.)	\$33.00/hr	\$43.00/hr	\$42.00/hr	\$53.00/hr	\$36.00/hr	\$46.00/hr	\$45.00/hr	\$58.00/hr				
Other												
Amphitheater (Grass)	\$15.00/hr	\$20.00/hr	\$22.00/hr	\$29.00/hr	\$17.00/hr	\$22.00/hr	\$24.00/hr	\$32.00/hr				
Auditorium	Fees Non-Applicable during temporary housing of Mitchell Park Library				Fees Non-Applicable during temporary housing of Mitchell Park Library							
Kitchen	Fees Non-Applicable during temporary housing of Mitchell Park Library				Fees Non-Applicable during temporary housing of Mitchell Park Library							
Dance Studio	\$29.00/hr	\$34.00/hr	\$37.00/hr	\$44.00/hr	\$32.00/hr	\$37.00/hr	\$40.00/hr	\$47.00/hr				
Gym A	\$46.00/hr	\$69.00/hr	\$56.00/hr	\$85.00/hr	\$49.00/hr	\$75.00/hr	\$61.00/hr	\$92.00/hr				
Gym B	\$51.00/hr	\$76.00/hr	\$67.00/hr	\$102.00/hr	\$55.00/hr	\$82.00/hr	\$72.00/hr	\$110.00/hr				
H-1 Lecture Room	\$35.00/hr	\$45.00/hr	\$44.00/hr	\$55.00/hr	\$38.00/hr	\$48.00/hr	\$47.00/hr	\$60.00/hr				
Pavilion	\$78.00/hr	\$99.00/hr	\$102.00/hr	\$124.00/hr	\$84.00/hr	\$107.00/hr	\$110.00/hr	\$134.00/hr				
Surcharge for Street Shoe Use	\$15.00/hr	\$15.00/hr	\$15.00/hr	\$15.00/hr	\$17.00/hr	\$17.00/hr	\$17.00/hr	\$17.00/hr				
Exclusive storage space (if available)	\$1.00 per square foot, per month				\$1.00 per square foot, per month							
Office/Program space (if available)	\$1.25 per square foot, per month	\$1.50 per square foot, per month			\$1.31 per square foot, per month	\$1.58 per square foot, per month						
Key security deposit	\$50.00/key				\$55.00/key							
Cleaning/damage deposits	\$150.00-\$2,000.00, depending upon size and type of event.				\$150.00-\$2,000.00, depending upon size and type of event.							
Late Payment Fee (if not paid by the scheduled due date)	\$60.00/month				\$68.00/month							
Additional Charges: Facility rental rates are subject to additional charges for personnel, equipment and set-up requirements and administration.												

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CUBBERLEY COMMUNITY CENTER

Personnel Rates

	FY 2012 FEE		FY 2013 FEE	
	Regular Time	Overtime and City Holidays	Regular Time	Overtime and City Holidays
Custodial staff (3)	\$28.00-\$32.00/hr	\$42.00-\$48.00/hr	\$29.00-\$34.00/hr	\$44.00-\$51.00/hr
Theatre Technician (3)	\$28.00-\$32.00/hr	\$42.00-\$48.00/hr	\$29.00-\$34.00/hr	\$44.00-\$51.00/hr
Theatre Ushers (3) (4)	\$22.00-\$26.00/hr	\$33.00-\$39.00/hr	\$23.00-\$27.00/hr	\$35.00-\$41.00/hr

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CUBBERLEY COMMUNITY CENTER

Special Equipment and Service Fees

	FY 2012 FEE	FY 2013 FEE
Piano (7' grand)	\$39.00 per use plus moving and tuning costs	\$42.00 per use plus moving and tuning costs
Piano (upright concert)	\$22.00 per use plus moving and tuning costs	\$24.00 per use plus moving and tuning costs
Public Address System w/ 2 cord microphones	\$55.00 per use plus labor	\$58.00 per use plus labor
Additional Equipment: lighting, audio-visual, or staging	\$5.00 - \$150.00 per item plus labor	\$5.00 - \$158.00 per item plus labor
Padded Chairs	\$.50 per item plus labor	\$.50 per item plus labor
6' Round tables	\$7.00 per item plus labor	\$7.00 per item plus labor
Non-reusable Materials/Supplies	\$0.50-\$100.00 per item	\$0.50-\$105.00 per item
Cubberley Banner Marquee	\$10.00-\$50.00 per week	\$11.00-\$53.00 per week

CUBBERLEY COMMUNITY CENTER

Notes

1. Regular Weekly Rentals: Groups or individual who rent facilities one or more days per week on a consistent weekly basis for a minimum of three months. Reduced fees apply only to regular weekly users. Infrequent Rentals: All rentals other than Regular Weekly Rentals.
2. To qualify for non-profit rates, groups must provide documentation of Federal tax exempt status when facility use application is filed.
3. Four hour minimum charge. Theatre use includes services of one event supervisor. Services of event supervisor is required the entire time the user has access to the facility. Pay rate is increased to one and one-half times for each hour in excess of scheduled reservation hour. Special equipment and services fees are listed on the theatre fee schedule.
4. Rental groups may use volunteers in ushering position, subject to approval of the Theatre Manager. Volunteers will be responsible for assuming the duties of the regular staff and must meet with the theatre technician prior to production to receive instructions regarding responsibilities and duties. If, in the judgment of the theatre technician, volunteers are not considered adequate for the job, additional staff shall be called in to assume the position and the client shall bear the additional costs. Usher responsibility will include, among other things, patron management such that proper conduct can be assured at all times.

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Fiscal Year 2013 Fire Department

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FIRE DEPARTMENT		
	FY 2012 FEE	FY 2013 FEE
Compliance Fees		
Emergency Response Fee (Hazmat -PAMC 17.24.050)	Up to \$1,080.00 each incident or 100 percent cost recovery.	Up to \$1170 each incident or 100 percent cost recovery.
Engine Company Second Re-inspection (After inspection and re-inspection only)	\$195.00/hour	\$210.00/hour
Installation or Closure without approved plans and/or permits (Fire Protection/HazMat; double original fee)	\$245.00-\$725.00 average fee range	\$265.00-\$785.00 average fee range
Preventable False Alarm (CFC 401.3.1)	\$180.00-\$1,500.00/hr minimum. Fee charges after 2 in a 12 month period. <i>1 hour minimum charge</i>	\$195.00-\$1,622.00/hr minimum. Fee charges after 2 in a 12 month period. <i>1 hour minimum charge</i>
Documents		
Emergency Planning Guide	\$225.00	\$244.00
Microfilm copy/print	\$3.00/page blueprints	\$3.25/page blueprints
	\$.25/page for calculations and specifications	\$.30/page for calculations and specifications
Photographs	\$27.00/first print, \$.50 each additional print	\$30.00/first print, \$.55 each additional print
California Fire Code (CFC) Amendments, Titles 15 and 17 (Palo Alto Municipal Code)	\$5.00	\$5.40
Long-term Offsite Document Storage	\$0.20/page	\$0.25/page
Paramedic Internship Fee	\$1,000.00	\$1,080.00
Fire Department Training (half day or less)	\$50.00 per person per class	\$55.00 per person per class
Fire Department Training (full day)	\$100.00 per person per class	\$110.00 per person per class
Life Safety and Fire Protection - Permits and Plan Review		
Automatic fire sprinkler installation/modification (per building)	\$300.00 plus \$1.50 per head	\$325.00 plus \$1.60 per head
Other automatic fire extinguishing systems (hood and duct, FM200, Inergen, CO ₂) NOTE: If system has a release panel, Fire Alarm fees apply as well.	\$300.00 plus \$6.50 per nozzle	\$325.00 plus \$7.00 per nozzle
Fire Alarm Systems; install/modify (per building)	\$300.00 plus \$6.50 a device or contact point	\$325.00 plus \$7.00 a device or contact point
Standpipe system wet, dry or combination	\$175.00/riser	\$190.00/riser
Hydrants private on-site; install/modify	\$220.00 plus \$50.00 per hydrant	\$238.00 plus \$55.00 per hydrant

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FIRE DEPARTMENT

	FY 2012 FEE	FY 2013 FEE
Underground fire service line (includes inspection and re-inspection - 1 each occurrence)	\$300.00 each occurrence	\$325.00 each occurrence
Temporary Certificate of Occupancy	\$300.00 each occurrence	\$325.00 each occurrence
Express Fire Protection Plan Check Fee	\$145.00 per occurrence	\$157.00 per occurrence
Fire and Life Safety Plan Review - Commercial only (includes one inspection and one re-inspection)	The Fire & Life Safety Plan Review Fee is 45% of the Building Plan Check Fee and is collected by the Building Division at the time an application for a Building Permit is submitted.	

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FIRE DEPARTMENT

	FY 2012 FEE	FY 2013 FEE
Life Safety and Fire Protection - Permits and Plan Review (continued)		
Fire Protection and Fire Access Plan Review for New Single Family Dwellings or Additions	\$85.00	\$92.00
Verification of Fire Protection System Maintenance and Certification	\$75.00/annual	\$81.00/annual
Hazardous Materials Storage Permits - Title 17		
A Level I Facility - Minimal Storage (defined as having no hazardous materials over CFC Permit amounts as specified in CFC section 105)	\$230.00/annual each location	\$250.00/annual each location
B Level II Facility - Quantities exceeding CFC permit threshold, but less than 50 gal., 500 lbs. Or 200 cu. Ft. Category also includes Dry Cleaning, Fixed Medical Gas, Auto or Aircraft Repair and Service Stations	\$470.00/annual each location plus other hazardous materials classification permit fees if applicable.	\$510.00/annual each location plus other hazardous materials classification permit fees if applicable.
C Level III Facility - Quantities exceed 50 gal., 500 lbs. Or 200 cu. Ft. and not categorized as Level II	\$825.00/annual each location plus other hazardous materials classification permit fees if applicable.	\$890.00/annual each location plus other hazardous materials classification permit fees if applicable.
D Business Plan (HMBP)	\$285.00/annual each location	\$310.00/annual each location
E Petroleum Aboveground Storage Tank	\$500.00/annual	\$540.00/annual
E Provisional (6 month term)	\$165.00 plus other hazardous materials classification permit fees if applicable.	\$180.00 plus other hazardous materials classification permit fees if applicable.
F Additional approval for permit to construct, temporary closure, permanent closure, otherwise modify a Hazardous Materials storage/use facility. (See CEQA for additional fees.)	\$300.00 each occurrence plus \$150.00 per hour for time over 2 hours.	\$325.00 each occurrence plus \$160.00 per hour for time over 2 hours.
Late Fee for Hazardous Materials Storage Permits	25% of total HazMat permit fee.	25% of total HazMat permit fee.
Inspection Fees		
(Fire Prevention Bureau) When work is started without first obtaining a permit, an investigation fee in addition to the permit fee shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required.		
Fees charged for additional re-inspections after the first re-inspection.	\$300.00 for up to 2 hours/re-inspection plus \$150.00/hour (during business hours).	\$325.00 for up to 2 hours/re-inspection plus \$160.00/hour (during business hours).
After hours inspection fee (before or after normal business hours; weekends and holidays included, and is to be paid in advance of inspection)	\$165.00/hour, 4 hour minimum	\$180.00/hour, 4 hour minimum
Christmas Tree Lot/Pumpkin Patch	\$150.00	\$160.00
Care Facility (including community, child day care and residential care for the elderly) Fire and Safety Inspections (CFC 111.4). Excludes residential elderly care facilities with six or fewer persons.	\$150.00/annual or each license renewal	\$160.00/annual or each license renewal
Care Facility Inspection including fire clearance	\$65.00 for facilities with 7-25 clients; \$125.00 for facilities with more than 25 clients.	\$70.00 for facilities with 7-25 clients; \$135.00 for facilities with more than 25 clients.

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FIRE DEPARTMENT

	FY 2012 FEE	FY 2013 FEE
Inspection Fees (continued)		
Outside Cooking Booths	\$165.00 each occurrence	\$180.00 each occurrence
Use and Occupancy Fire Inspection	\$125.00	\$135.00
Standby fire watch or after-hours at fire or incident scene	\$165.00/hour	\$180.00/hour
High Rise Building; certificate of compliance inspection for each high rise building which is required by State law to be inspected and certified annually as meeting minimum compliance with applicable State of California fire and life safety standards for existing high rise	\$600/annual for up to 4 hours, \$150.00 for each additional hour	\$650/annual for up to 4 hours, \$160.00 for each additional hour
Investigations/Consultations		
Consultation fee	\$150.00/hour	\$160.00/hour
Alternate Means and Methods Application	\$300.00	\$325.00
Hazardous Materials investigation	\$150.00/hour	\$160.00/hour
Appeals to decisions	\$250.00	\$270.00
Additional hours over plan review/inspection (hourly minimum to be billed)	\$150.00/hour	\$160.00/hour
Site Disaster Planning	\$150.00/hour	\$160.00/hour
Miscellaneous Fees		
Hydrant Flow Fee	\$200.00 per occurrence	\$215.00 per occurrence
Hazardous Materials Data Entry Fee	\$65.00 per hour/one hour minimum	\$70.00 per hour/one hour minimum
Paramedics (Paramedic Transport Fee)		
ALS II Bundled Rate	\$1595.00 bundled charges include transport and supplies with the exception of O2, mileage, and night fee	\$1725.00 bundled charges include transport and supplies with the exception of O2, mileage, and night fee
ALS Base / BLS Downgrades Base - Bundled Rate	\$1375.00 bundled charges include transport and supplies with the exception of O2, mileage, and night fee	\$1485.00 bundled charges include transport and supplies with the exception of O2, millage, and night fee
ALS-1 Special Event Stand By - The Fire Chief or his designate can negotiate the fee for contracted services.	\$165.00-\$275.00 per hour	\$180.00-\$295.00 per hour
BLS Transport - Single	\$450.00 fee varies based on type of services rendered during the occasion	\$485.00 fee varies based on type of services rendered during the occasion
BLS Scheduled Transport - The Fire Chief or his designate can negotiate the fee for contracted services.	\$250.00-\$550.00 fee varies based on type of services rendered during the occasion	\$270.00-\$595.00 fee varies based on type of services rendered during the occasion
BLS-1 Special Event Stand By - The Fire Chief or his designate can negotiate the fee for contracted services.	\$80.00-\$150.00 per hour	\$85.00-\$160.00 per hour

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FIRE DEPARTMENT

	FY 2012 FEE	FY 2013 FEE
Paramedics (Paramedic Transport Fee) - continued		
911 ALS Transport Mileage	\$22.00 per mile	\$24.00 per mile
911 BLS Transport Mileage	\$22.00 per mile	\$24.00 per mile
Interfacility BLS Transport Mileage	\$22.00 per mile	\$24.00 per mile
Contracted interfacility BLS Transport Mileage: The Fire Chief or his designee can negotiate the BLS Interfacility fee for contracted services	\$11.00 - \$22.00 per mile	\$12.00 - \$24.00 per mile
Night Transport Fee	\$66.00 per person/ALS & BLS calls/each occasion during the hours of 7pm - 7am	\$71.00 per person/ALS & BLS calls/each occasion during the hours of 7pm - 7am
Oxygen	\$110.00 per person/ALS & BLS calls/each occasion	\$120.00 per person/ALS & BLS calls/each occasion
Specific Hazard Permits		
(In addition to Hazardous Materials Storage Permit fees and Hazardous Materials Classification Permit fees as applicable)		
Aerosol Products	\$255.00/annual	\$275.00/annual
Amusement buildings	\$365.00/each structure	\$395.00/each structure
Automobile Wrecking Yard or Junk Yard	\$170.00/annual	\$185.00/annual
Bowling alley and pin refinishing involving the use of flammable liquids	\$170.00 each occurrence	\$185.00 each occurrence
Candles and open flames in assembly areas	\$135.00/annual	\$145.00/annual
Carnivals and fairs	\$170.00/each occurrence	\$185.00/each occurrence
Cellulose nitrate storage/nitrate film	\$255.00/annual	\$275.00/annual
Confined Space	\$125.00/annual	\$135.00/annual
Combustible fiber/material storage	\$170.00/annual	\$185.00/annual
Dust producing devices	\$105.00/annual	\$115.00/annual
Excavate within 10 feet of flammable or combustible pipeline	\$75.00 each occurrence	\$80.00 each occurrence
Explosive or blasting agents	\$255.00/annual	\$275.00/annual
Fireworks display	\$525.00/each occurrence	\$565.00/each occurrence
High-piled combustible storage	\$255.00/annual	\$275.00/annual
Hot Work (Welding and Cutting) operations	\$170.00/annual	\$185.00/annual
Liquid or gas-fueled vehicles or equipment in assembly buildings	\$255.00/each occurrence	\$275.00/each occurrence
Malls, Covered	\$255.00/annual	\$275.00/annual
A Temporary Kiosks (Please look under Planning Department, Building Inspection Division)		
B Place of public assembly (temporary)	\$200.00/each occurrence	\$215.00/each occurrence
C Open flame/ flame producing devices	\$75.00/each occurrence	\$80.00/each occurrence
D Liquid or gas-fueled powered equipment	\$75.00/each occurrence	\$80.00/each occurrence
Magnesium working	\$255.00/annual	\$275.00/annual
Occupant load increase (temporary public assembly)	\$200.00/each occurrence	\$215.00/each occurrence
Open burning	\$200.00/each occurrence	\$215.00/each occurrence
Operate a tank vehicle to transport flammable/combustible liquids	\$255.00/annual	\$275.00/annual

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FIRE DEPARTMENT

	FY 2012 FEE	FY 2013 FEE
Hazardous Materials Classification Permits		
Organic coatings	\$170.00/annual	\$185.00/annual
Ovens, industrial baking or drying	\$255.00/annual	\$275.00/annual
Parade Float	\$95.00/hour	\$105.00/hour
Place of public assembly (annual or each occurrence)	\$200.00/each occurrence	\$215.00/each occurrence
Pyrotechnical special effects material	\$170.00/annual	\$185.00/annual
Refrigeration Equipment	\$170.00/annual	\$185.00/annual
Spraying/Dipping	\$170.00/annual	\$185.00/annual
Tent or air-supported structure having an area in excess of 200 square feet; or canopies in excess of 400 square feet (includes a public assembly permit of \$125.00 for all tents)	\$365.00/each tent	\$395.00/each tent
Tire recapping/tire storage	\$480.00/annual	\$520.00/annual
(For amounts over California Fire Code Permit amounts as specified in CFC section 105)		
Corrosives	\$255.00/annual	\$275.00/annual
Cryogenic Fluids	\$255.00/annual	\$275.00/annual
Flammable and Combustible Liquids	\$255.00/annual	\$275.00/annual
Flammable Solids	\$255.00/annual	\$275.00/annual
Compressed Gas (inert)	\$255.00/annual	\$275.00/annual
Flammable Gas	\$255.00/annual	\$275.00/annual
Oxidizing Gas	\$255.00/annual	\$275.00/annual
Pyrophoric Gas	\$255.00/annual	\$275.00/annual
Toxic, highly toxic, moderately toxic, health hazard Gas	\$255.00/annual	\$275.00/annual
Unstable Reactive Gas	\$255.00/annual	\$275.00/annual
Health Hazard (liquids & solids)	\$255.00/annual	\$275.00/annual
Organic Peroxides	\$255.00/annual	\$275.00/annual
Oxidizers (liquids & solids)	\$255.00/annual	\$275.00/annual
Pyrophoric Materials (liquids & solids)	\$255.00/annual	\$275.00/annual
Radioactive Materials	\$255.00/annual	\$275.00/annual
Toxic, highly toxic, health hazard materials (includes pesticides, fumigants, and etiologic agents)	\$255.00/annual	\$275.00/annual
Unstable Reactive Materials (liquids & solids)	\$255.00/annual	\$275.00/annual
Water Reactive Materials (liquids & solids)	\$255.00/annual	\$275.00/annual
Liquefied Petroleum Gases	\$255.00/annual	\$275.00/annual

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Fiscal Year 2013 Human Resources Department

HUMAN RESOURCES DEPARTMENT

	FY 2012 FEE	FY 2013 FEE
Training Center Rental - All fees are due in advance of each class		
Class Room H-5, Cubberley	\$250 Half Day (4 hours)	delete
	\$500 Full Day (8 or more hours)	delete

No charge for classroom used by City of Palo Alto staff for training purposes. Fees for classes available to the public are listed in the Community Services Department.

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Fiscal Year 2013 Library Department

LIBRARY DEPARTMENT				
		FY 2012 FEE		FY 2013 FEE
Fines and Penalties				
Overdue Materials Fine*				
Adult and Youth	\$.30 per item per day/\$9.00 max.		\$.30 per item per day/\$9.00 max.	
Reference	\$.50 per hour/\$25.00 maximum		\$.50 per hour/\$25.00 maximum	
Loaner Laptops**	\$10.00		\$10.00	
LINK+ *****	\$1.00 per item per day/ \$10.00 max.		\$1.00 per item per day/ \$10.00 max.	
Penalties				
Damaged and Lost Materials	Cost of repair or replacement list price as determined by the Library Department.		Cost of repair or replacement list price as determined by the Library Department.	
Damaged and Lost LINK+ Materials*****	\$115.00 per item		\$115.00 per item	
Damaged and Lost Senior Care Kit	\$25.00 per kit		\$25.00 per kit	
Expired Hold Fee	\$1.00 per item		\$1.00 per item	
Billing Fee for Overdue Items	\$5.00 per item		\$5.00 per item	
Collection Agency Processing Fee	\$10.00		\$10.00	
Services				
Microform Copy	\$.25/copy		\$.25/copy	
Laser Prints	\$.15/copy - b&w; \$.50/copy - color		\$.15/copy - b&w; \$.50/copy - color	
Sales***				
USB Flash Drive	\$12.00		\$12.00	
CD-R (compact disc recordable)	\$1.00		\$1.00	
Headphones	\$1.00 to \$3.00		\$1.00 to \$3.00	
Self-serve Coffee/Tea	\$1.00/cup		\$1.00 to \$2.00 per cup	
Room Rentals****	Resident Fee	Non-resident fee	Resident Fee	Non-resident fee
Cancellation fee	none		One-third of total charges	
Community Room Rental - not for profit org	\$34.00/hour	\$51.00/hour	\$39.00/hour	\$59.00/hour
Community Room Rental - for profit org	none	none	\$79.00/hour	\$118.00/hour

* Customers enrolled in Library's Homebound program exempted from these fees.

** Fee is charged once the customer exceeds the free 2 hour limit by a 15-minute grace period.

*** Coin operated copier machine fees are established by the vendor and are independent of the Library and the City

**** Department used cost per square foot for similar room in the Lucie Stern Community Center

***** Fees set by external library consortium

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**Fiscal Year 2013
Planning &
Community
Environment
Department**

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Building Division

Whenever work is started without application approval, an investigation fee in addition to the permit fee shall be collected whether or not a permit application is then or subsequently approved. The investigation fee shall be equal to the amount of the application fee required.

	FY 2012 FEE	FY 2013 FEE
General and Miscellaneous Fees		
Comprehensive Plan Maintenance Fee (Collected at Building Permit issuance)	\$0.51 per \$1,000.00 construction valuation	\$0.55 per \$1,000.00 construction valuation
Address changes	\$200.00 single address; \$100.00 each additional address	\$216.00 single address; \$108.00 each additional address
Request for Release of Building Plans	\$40.00	\$43.00
Electric Service Safety Inspection	\$75.00/hour	\$81.00/hour
Inspections and investigations for which no fee is specifically indicated (2 hour minimum)	\$145.00/hour	\$157.00/hour
Inspections and investigations outside of normal business hours (2-hour minimum)	\$180.00/hour for OT at 1.5x \$202.00/hour for OT at 2.0x	\$195.00/hour for OT at 1.5x \$218.00/hour for OT at 2.0x
Residential Inspection Guidelines	\$30.00/each (available free online)	\$32.00/each (available free online)
All Other Publications	\$15.00/each	\$16.00/each
Records Retention	\$4.00/plan sheet	\$4.00/plan sheet
Real Property Research Fee (1 hour minimum)	\$114.00/hour	\$123.00/hour
Re-inspection Fee-Single Family Residential	\$75.00 each for secondary inspection types; \$275.00 each for primary inspection type	\$81.00 each for secondary inspection types; \$297.00 each for primary inspection type
Re-inspection Fee-Multi-Family Residential and Non-Residential	\$275.00 each	\$297.00 each
Technology Enhancements	5% of Building Permit fee	delete - 5% technology enhancement fee now incorporated into base fees
Extension of Building Permit or Building Permit Application	\$50.00	\$54.00
Reactivation of Expired Building Permit Application	\$150.00 plus plan check fees as applicable	\$162.00 plus plan check fees as applicable
Reactivation of Expired Building Permit (For Final Inspection Only)	\$335.00 or original Building Permit fee, whichever is less	\$362.00 or original Building Permit fee, whichever is less
Reactivation of Expired Building Permit (All Others)	50% of original Building Permit Fee not to exceed the full cost to perform remaining inspections determined by the Chief Building Official.	50% of original Building Permit Fee not to exceed the full cost to perform remaining inspections determined by the Chief Building Official.
Temporary Occupancy Single Family Residential <i>and Commercial Tenant Improvement less than 10,000 square feet</i>	\$335.00	\$362.00

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Building Division

Whenever work is started without application approval, an investigation fee in addition to the permit fee shall be collected whether or not a permit application is then or subsequently approved. The investigation fee shall be equal to the amount of the application fee required.

	FY 2012 FEE	FY 2013 FEE
General and Miscellaneous Fees (continued)		
Use and Occupancy Permits (Certificate of Occupancy)		
Temporary Occupancy Multi-Family Residential and Non-Residential <i>and all other Commercial</i>	\$800.00	\$865.00
Certificate of Use and Occupancy	\$256.00	\$277.00
Certificate of Use and Occupancy Replacement Only	\$110.00	\$119.00
<i>Note: Does not include additional fees collected by Fire Department.</i>		
Strong Motion Instrumentation Program		
Commercial	\$21.00 per \$100,000.00 Permit Valuation (\$0.50 minimum)	\$21.00 per \$100,000.00 Permit Valuation (\$0.50 minimum)
Residential	\$10.00 per \$100,000.00 Permit Valuation (\$0.50 minimum)	\$10.00 per \$100,000.00 Permit Valuation (\$0.50 minimum)
SB 1473 Fee (Building Standards Administration Special Revolving Fund)		
Residential/Non-Residential:		
\$1-\$25,000 (Permit Valuation)	\$1.00	\$1.00
\$25,001 - \$50,000 (Permit Valuation)	\$2.00	\$2.00
\$50,001 - \$75,000 (Permit Valuation)	\$3.00	\$3.00
\$75,001 - \$100,000 (Permit Valuation)	\$4.00	\$4.00
Every \$25,000 or fraction thereof above \$100,000 (Permit Valuation)	Add \$1.00	Add \$1.00
Minimum	\$1.00	\$1.00
Plan Review Fees		
Building Plan Check	80% of building permit fee	80% of building permit fee
Elective Plan Check	35% of Building Plan Check fee when applicant uses an approved 3 rd party plan check agency	35% of Building Plan Check fee when applicant uses an approved 3 rd party plan check agency
Fire and Life Safety Plan Check	45% of building permit fee	45% of building permit fee
Zoning Plan Check	30% of building permit fee	30% of building permit fee
Public Works Plan Check	12% of building permit fee	12% of building permit fee
Additional plan review required by changes, additions, or revisions to plans including Alternative Means and Methods (2 hour minimum): • For Elective (3rd Party) and over-the-counter reviews (1/2 hour minimum)	\$170.00/hour	\$184.00/hour
Certified Access Specialist (CASp) Review/Consultation	Actual cost of CASp Consultant plus 15%	Actual cost of CASp Consultant plus 15%

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Building Division

Whenever work is started without application approval, an investigation fee in addition to the permit fee shall be collected whether or not a permit application is then or subsequently approved. The investigation fee shall be equal to the amount of the application fee required.

	FY 2012 FEE	FY 2013 FEE
Building Permit Fees		
Fees according to the following valuations as determined by the Chief Building Official		
\$1.00 to \$1,000.00	\$61.80	\$66.80
\$1000.01 to \$2,000.00	\$61.80 for the first \$1,000.00 plus \$4.88 for each additional \$100.00 or fraction thereof, to and including \$2,000.00	\$66.80 for the first \$1,000.00 plus \$5.28 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,000.01 to \$25,000.00	\$110.60 for the first \$2,000.00 plus \$22.34 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00	\$119.60 for the first \$2,000.00 plus \$24.16 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,000.01 to \$50,000.00	\$624.42 for the first \$25,000.00 plus \$16.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	\$675.31 for the first \$25,000.00 plus \$17.93 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,000.01 to \$100,000.00	\$1,026.92 for the first \$50,000.00 plus \$11.16 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	\$1,106.61 for the first \$50,000.00 plus \$12.07 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,000.01 to \$500,000.00	\$1,584.92 for the first \$100,000.00 plus \$8.95 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00	\$1,714.09 for the first \$100,000.00 plus \$9.68 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,000.01 to \$1,000,000.00	\$5,164.92 for the first \$500,000.00 plus \$7.60 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	\$5,585.86 for the first \$500,000.00 plus \$8.22 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Building Division

Whenever work is started without application approval, an investigation fee in addition to the permit fee shall be collected whether or not a permit application is then or subsequently approved. The investigation fee shall be equal to the amount of the application fee required.

	FY 2012 FEE	FY 2013 FEE		
Building Permit Fees (continued)				
Fees according to the following valuations as determined by the Chief Building Official				
\$1,000,000.01 and up	\$8,964.92 for the first \$1,000,000.00 plus \$5.83 for each additional \$1,000.00 or fraction thereof. If valuation exceeds \$5,000,000.00, an alternative fee arrangement may be established by the Chief Building Official to achieve full cost recovery.	\$9,695.56 for the first \$1,000,000.00 plus \$6.49 for each additional \$1,000.00 or fraction thereof. If valuation exceeds \$5,000,000.00, an alternative fee arrangement may be established by the Chief Building Official to achieve full cost recovery.		
Building Demolition Permit	\$286.00 (Does not include C&D fees)	\$309.00 (Does not include C&D fees)		
Commercial Interior Non-Structural Demolition Permit	\$173.00 (Does not include C&D fees)	\$187.00 (Does not include C&D fees)		
Green Building Program Fees				
Residential:	City Verification Review	Outside Verification Review	City Verification Review	Outside Verification Review
A. Single Family and Two Family New construction plus additions > 1,250 sf ¹ , and rebuilds	\$604.00	\$160.00	\$653.00	\$173.00
B. Any existing home renovations, rebuilds and/or additions totaling > 250 sf and < 1,250 sf and/or > \$100,000 valuation ¹	\$50.00	N/A	\$54.00	N/A
C. Multi Family New Construction of 3 or More (attached) Units ¹	\$1,062.00 (1-10 units), \$1,239.00 (11-24 units), \$1,505.00 (25 or more units)	\$618.00	\$1,149.00 (1-10 units), \$1,340.00 (11-24 units), \$1,628.00 (25 or more units)	\$668.00

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Building Division

Whenever work is started without application approval, an investigation fee in addition to the permit fee shall be collected whether or not a permit application is then or subsequently approved. The investigation fee shall be equal to the amount of the application fee required.

	FY 2012 FEE		FY 2013 FEE	
Green Building Program Fees				
Residential: (continued)	City Verification Review	Outside Verification Review	City Verification Review	Outside Verification Review
E. D. Multi-Family renovations or alterations > 50% of the existing unit sf and that include replacement or alteration of at least two of the following: HVAC system, building envelope, hot water system, or lighting system ¹	\$1,062.00	\$618.00	\$1,149.00	\$668.00
Non-Residential:	City Verification Review	Outside Verification Review	City Verification Review	Outside Verification Review
A. New construction > 1,000 sf (including additions to existing buildings and rebuilds)	\$1,334.00	\$800.00	\$1,443.00	\$865.00
C. B. Tenant improvements, renovations, or alterations > 5,000 sf that include replacement or alteration of at least two of the following: HVAC system, building envelope, hot water system, or lighting system ¹	\$871.00	\$427.00	\$942.00	\$462.00
D. C. Tenant improvements, renovations or alterations > \$100,000 in valuation and/or landscape renovations 21,000 sf that do not fall under Project Type C, above ¹	\$327.00	N/A	\$354.00	N/A

¹ Plus, if applicable, Construction & Demolition Ordinance Fee in the Refuse Fund under Special Fees on page 21-4.

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Building Division

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	FY 2012 FEE	FY 2013 FEE
Electrical Permits		
Base Fee	\$82.00/permit	\$89.00/permit
New or remodeled square footage (includes all electrical work)	\$0.10 per square foot	\$0.11 per square foot
Air conditioners, each	\$26.00	\$28.00
Conditional Utility Agreement	\$225.00	\$243.00
Air cooled or oil cooled lighting and/or power transformer	Each KVA shall be considered as one horsepower and charged for as per motor schedule.	
Electric vehicle charge station		
Residential (all types)	\$160.00	\$160.00
Commercial (Levels 1 & 2)	\$370.00 plus \$92.50 for each additional charge station.	\$370.00 plus \$92.50 for each additional charge station.
Commercial (Levels 3 & 4)	\$560 plus \$140.00 for each additional charge station.	\$560 plus \$140.00 for each additional charge station.
Fixtures, switches, outlets	\$1.00 each	\$1.00 each
For each motor generator	\$3.00/KVA	\$3.00/KVA
For each motor	\$20.00	\$22.00
For each range, electric clothes dryer, or water heater	\$5.00	\$5.00
For each special circuit (circuits not listed herein)	\$5.00	\$5.00
Service Equipment		
For each busway, power duct or floor duct per foot	\$0.50	\$0.50
For each lighting, power and/or control panel board, switchboard cabinet or panel	\$5.00	\$5.00
Photovoltaic Systems		
Residential System	\$320.00	\$320.00
Commercial System (<10 kW)	\$565.00	\$565.00
Commercial System (<10 kW - 49 kW)	\$1,890.00	\$1,890.00
Commercial System (>49 kW)	\$3,775.00	\$3,775.00
For installation of each set of service entrance conductors and/or service switch, including single meter:		
Not more than 200 ampere	\$16.00	\$17.00
Not more than 800 ampere	\$26.00	\$28.00
Over 800 ampere	\$36.00	\$39.00
Each additional meter	\$5.00	\$5.00
Temporary power pole, each	\$50.00	\$54.00
Temporary wiring for construction; Christmas tree lots, etc.	\$50.00	\$54.00

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Building Division

Whenever work is started without application approval, an investigation fee in addition to the permit fee shall be collected whether or not a permit application is then or subsequently approved. The investigation fee shall be equal to the amount of the application fee required.

	FY 2012 FEE	FY 2013 FEE
Mechanical Permits		
Base Fee	\$82.00/permit	\$89.00/permit
New or remodeled square footage (includes all mechanical work)	\$0.10 per square foot	\$0.11 per square foot
Air conditioner or heat pump	\$25.00	\$27.00
Boiler (certified design)	\$25.00	\$27.00
Duct outlet (each)	\$0.50	\$0.50
Each evaporative cooler	\$25.00	\$27.00
Each exhaust hood (kitchen or industrial)	\$25.00	\$27.00
Each furnace and flue	\$25.00	\$27.00
Each vent fan (bath, dryer, residential kitchen)	\$10.00	\$11.00
Fire damper (each)	\$5.00	\$5.00
Flue (each)	\$5.00	\$5.00
Process piping system	\$25.00	\$27.00
Process piping system (hazardous)	\$50.00	\$54.00
Swimming pool heater	\$25.00	\$27.00
Plumbing Permits		
Base Fee	\$82.00/permit	\$89.00/permit
New or remodeled square footage (includes all plumbing work)	\$0.10 per square foot	\$0.11 per square foot
Commercial/industrial sewer	\$25.00	\$27.00
Fixtures (each)	\$3.00	\$3.00
Gas outlet	\$5.00	\$5.00
Graywater Systems		
Clotheswasher System	\$50.00	\$54.00
Simple System	\$55.00 plus plan review at cost	\$59.00 plus plan review at cost
Complex System	\$85.00 plus plan review at cost	\$85.00 plus plan review at cost
Industrial waste system	\$25.00	\$27.00
Radiant heat piping system	\$25.00	\$27.00
Rain water system (per drain)	\$5.00	\$5.00
Residential sewer	\$10.00	\$11.00
Solar hot water system (<i>Does not include Plan Check Fee</i>)	\$200.00	\$216.00
Storm drain system	\$25.00	\$27.00
Swimming pool	\$25.00	\$27.00
Water heater	\$5.00	\$5.00
Water piping system, or repair to a water piping system	\$5.00	\$5.00

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Planning

FY 2012 FEE

FY 2013 FEE

Multiple fees below may apply to a single development project; however, when this fee schedule requires a deposit, only the deposit shall be collected. Processing costs for all permits will be billed against that deposit. If the project requires an environmental impact report or other study requiring outside consultants, a deposit equal to 100% of consultant costs shall be collected in addition to any other deposit or fee required.

Architectural Review

Design Enhancement Exception	\$1,466.00 plus Other Application Fees on page 17-7.	\$1,585.00 plus Other Application Fees on page 17-7.
Architectural Review (Major Project)	Initial deposit of \$3,432.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact Assessment and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.	Initial deposit of \$3,712.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact Assessment and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.
Architectural Review (Minor Project) requiring Architectural Review Board review	\$2,678.00 plus Other Application Fees on page 17-7.	\$2,896.00 plus Other Application Fees on page 17-7.
Architectural Review (Minor Project) requiring staff review only	\$1,339.00 plus Other Application Fees on page 17-7.	\$1,448.00 plus Other Application Fees on page 17-7.
Signs, minor façade changes, landscaping, accessory structures, or similar minor changes to a building exterior that require staff review only.	\$332.00 plus Other Application Fees on page 17-7.	\$359.00 plus Other Application Fees on page 17-7.
Preliminary Review	\$1,113.00 plus Other Application Fees on page 17-7.	\$1,204.00 plus Other Application Fees on page 17-7.
Signs Erected Without Approval	\$1,778.00 plus Other Application Fees on page 17-7.	\$1,923.00 plus Other Application Fees on page 17-7.
Signs (exceptions)	\$1,339.00 plus Other Application Fees on page 17-7.	\$1,448.00 plus Other Application Fees on page 17-7.
Signs requiring Architectural Review Board review	\$889.00 plus Other Application Fees on page 17-7.	\$961.00 plus Other Application Fees on page 17-7.
Temporary Sign permit	\$56.00/15 days plus Other Application Fees on page 17-7.	\$61.00/15 days plus Other Application Fees on page 17-7.

Historic Resource

Major Project	\$2,892.00	\$3,128.00
Minor Project requiring staff level review	\$610.00 plus Other Application Fees on page 17-7.	\$660.00 plus Other Application Fees on page 17-7.
Historic Review of Individual Review Application	\$1,773.00 plus Individual Review fees and Other Application Fees on page 17-7.	\$1,917.00 plus Individual Review fees and Other Application Fees on page 17-7.

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Planning

	FY 2012 FEE	FY 2013 FEE
Historic Resource - <i>continued</i>		
Demolition Application for Historic Buildings	\$2,206.00 plus Other Application Fees on page 17-7.	\$2,386.00 plus Other Application Fees on page 17-7.
Transfer of Development Rights Projects	Initial deposit of \$546.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered, plus Environmental Impact Assessment and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.	Initial deposit of \$590.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered, plus Environmental Impact Assessment and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.
Mills Act Contract - Establish or Withdraw	Initial deposit of \$1,638.00, plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered.	Initial deposit of \$1,771.00, plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered.
Williamson Act Contract - Establish or Withdraw	Initial deposit of \$1,722.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered, including any charges for specialized consultants.	Initial deposit of \$1,862.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered, including any charges for specialized consultants.
Comprehensive Plan Change		
Comprehensive Plan Change (outside of Annual Review)	Initial deposit of \$5,460.00 plus Legal Fees and Other Application Fees and on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact Assessment and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.	Initial deposit of \$5,905.00 plus Legal Fees and Other Application Fees and on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact Assessment and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.
Development Agreement		
Development Agreement	Initial deposit of \$6,300.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact Assessment plus any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.	Initial deposit of \$6,813.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact Assessment plus any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Planning

	FY 2012 FEE	FY 2013 FEE
Development Agreement (continued)		
Development Agreement – Annual Review	Initial deposit of \$2,205.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered.	Initial deposit of \$2,385.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered.
<p>(1) For the purposes of this fee, "single-family" is defined as a single dwelling unit that does not share a common wall with another dwelling unit. A second dwelling unit, as defined in 18.04.030 of the Palo Alto Municipal Code, is considered a multi-family unit for purposes of calculating this fee.</p>		

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Planning

	FY 2012 FEE	FY 2013 FEE
Development Projects Preliminary Review		
Development Projects -"Prescreening" for Planning and Transportation Commission and City Council level reviews	Initial deposit of \$3,276.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact Assessment plus any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.	Initial deposit of \$3,543.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact Assessment plus any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.
Documents *		
Comprehensive Plan *	\$80.00 + \$4.00 if mailed	\$87.00 + \$4.00 if mailed
Tree Manual * or other bound documents	\$30.00 + \$4.00 if mailed	\$32.00 + \$4.00 if mailed
Zoning Map Booklet *	\$88.00 + \$4.00 if mailed	\$95.00 + \$4.00 if mailed
Copy from Optical Disk	\$25.00 <i>minimum plus</i> \$0.50/page	\$27.00 <i>minimum plus</i> \$0.50/page
Administrative extensions and zoning letters	\$150.00/hour, 1-hour minimum	\$162.00/hour, 1-hour minimum
Subscriptions *		
Board or Commission Agendas *	\$100.00 annual per Board or Commission	\$108.00 annual per Board or Commission
Board or Commission Minutes *	\$200.00/annual per Board or Commission	\$216.00/annual per Board or Commission
Environmental Impact Assessment (EIA)		
Environmental Impact Assessment (EIA), negative declaration	\$1,607.00 plus Other Application Fees on page 17-7.	\$1,738.00 plus Other Application Fees on page 17-7.
Environmental Impact Assessment (EIA) mitigated negative declaration	\$3,060.00 plus Other Application Fees on page 17-7.	\$3,309.00 plus Other Application Fees on page 17-7.
CEQA Categorical Exemption	\$300.00	\$324.00
* These documents are also available free on-line on the City's internet web site: http://www.cityofpaloalto.org		

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Planning

	FY 2012 FEE	FY 2013 FEE
Environmental Impact Assessment (EIA) - continued		
Environmental Impact Report (EIR)	Initial deposit of 100 percent of estimated costs due upon application plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. If estimated costs exceed \$100,000 alternative deposit and payment schedule arrangements may be made at the discretion of the Director of Planning and Community Environment. 100 percent of processing costs will be recovered.	Initial deposit of 100 percent of estimated costs due upon application plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. If estimated costs exceed \$100,000 alternative deposit and payment schedule arrangements may be made at the discretion of the Director of Planning and Community Environment. 100 percent of processing costs will be recovered.
Mitigation Monitoring - Environmental Impact Report	Initial deposit of \$3,276.00 plus Other Application Fees on page 17-7. 100 percent of processing costs will be recovered, including any charges for specialized consultants.	Initial deposit of \$3,543.00 plus Other Application Fees on page 17-7. 100 percent of processing costs will be recovered, including any charges for specialized consultants.
Mitigation Monitoring - Mitigated Negative Declaration	Initial deposit of \$1,092.00 plus Other Application Fees on page 17-7. 100 percent of processing costs will be recovered, including any charges for specialized consultants.	Initial deposit of \$1,181.00 plus Other Application Fees on page 17-7. 100 percent of processing costs will be recovered, including any charges for specialized consultants.
Director's Approval		
Home Improvement Exception	\$889.00 plus Other Application Fees on page 17-7.	\$961.00 plus Other Application Fees on page 17-7.
Protected Tree Removal	\$250.00 plus Other Application Fees on page 17-7.	\$270.00 plus Other Application Fees on page 17-7.
Neighborhood Preservation Zone Exceptions	\$2,056.00 plus Other Application Fees on page 17-7 plus Environmental Impact Assessment.	\$2,224.00 plus Other Application Fees on page 17-7 plus Environmental Impact Assessment.
Individual Review		
Preliminary Individual Review Meeting with Architect	\$100.00	\$108.00
Individual Review Minor Revisions to approved projects	\$1,475.00 plus cost of notices	\$1,595.00 plus cost of notices
New 2nd story addition or new 2-story home	\$3,718.00 plus Other Application Fees on page 17-7 and any other entitlements necessary to complete the project, including historic review.	\$4,021.00 plus Other Application Fees on page 17-7 and any other entitlements necessary to complete the project, including historic review.

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Planning

	FY 2012 FEE	FY 2013 FEE
Expansion of existing 2nd story greater than 150 square feet	\$2,569.00 plus Other Application Fees on page 17-7 and any other entitlements necessary to complete the project, including historic review.	\$2,778.00 plus Other Application Fees on page 17-7 and any other entitlements necessary to complete the project, including historic review.

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Planning

	FY 2012 FEE	FY 2013 FEE
Legal Review Fees		
Legal Review Fee-Appeal of Planning & Transportation Commission, Architectural Review Board, City Council, or Planning Director decision	\$250.00	\$270.00
Legal Review Fee-Mitigation Monitoring-Mitigated Negative Declaration	\$500.00	\$541.00
Legal Review Fee-Mitigation Monitoring-Environmental Impact Report	\$1,000.00	\$1,082.00
Legal Review Fee - Demolition Application for Historic Buildings	\$1,500.00	\$1,622.00
Legal Review Fee - Historic Resource Major Project	\$1,000.00	\$1,082.00
Legal Review Fee - Transfer of Development Rights project	\$1,000.00	\$1,082.00
Legal Review Fee - Mills Act Contract - Establish or Withdraw	\$2,000.00	\$2,163.00
Legal Review Fee - Williamson Act Contract - Establish or Withdraw	\$1,500.00	\$1,622.00
Legal Review Fee - Comprehensive Plan Change	\$1,000.00	\$1,082.00
Legal Review Fee - Development Agreement	Minimum initial deposit of \$5,000.00. 100 percent of legal services and costs incurred will be recovered.	Minimum initial deposit of \$5,408.00. 100 percent of legal services and costs incurred will be recovered.
Legal Review Fee - Development Agreement - Annual Review	\$750.00	\$811.00
Legal Review Fee - Development Project Preliminary Review	\$750.00	\$811.00
Legal Review Fee - Environmental Impact Report	\$2,000.00	\$2,163.00
Legal Review Fee - Nonconforming Use Exception	\$1,000.00	\$1,082.00
Legal Review Fee - Site and Design Fee	\$1,250.00	\$1,352.00
Legal Review Fee - Minor Subdivision - Preliminary Parcel Map	\$500.00	\$541.00
Legal Review Fee - Minor Subdivision - Preliminary Parcel Map - with Exception	\$1,000.00	\$1,082.00

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Planning

	FY 2012 FEE	FY 2013 FEE
Legal Review Fees - continued		
Legal Review Fee - Major Subdivision - Tentative Map	\$2,000.00	\$2,163.00
Legal Review Fee - Variance - Commercial & Manufacturing	\$750.00	\$811.00
Legal Review Fee - Zone Change - Regular	\$1,250.00	\$1,352.00
Legal Review Fee - Planned Community Zone Change	\$2,000.00	\$2,163.00
Legal Review Fee - Minor Change to Planned Community Zone	\$750.00	\$811.00
Legal Review Fee- Complex Projects over 50,000 square feet (in-lieu of other legal review fees)	Initial Deposit of \$1,500.00. 100 percent of legal services and costs incurred relating to complex matters requiring specialized legal services or documents will be recovered.	Initial Deposit of \$1,622.00. 100 percent of legal services and costs incurred relating to complex matters requiring specialized legal services or documents will be recovered.
Other Application Fees		
Public Noticing: 600 ft radius	\$622.00; if noticing is required	\$673.00; if noticing is required
Public Noticing: 150 ft radius	\$112.00; if noticing is required	\$121.00; if noticing is required
Record Management Fee (Optical disk record)	\$25.00 per file	\$25.00 per file
Records Retention	\$4.00/plan sheet	\$4.00/plan sheet
Technology Enhancements	\$20.00 per application or permit	\$20.00 per application or permit
Recording Fee	County cost of Recording, if required	County cost of Recording, if required
Site and Design		
Major	Initial deposit of \$5,460.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.	Initial deposit of \$5,905.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Planning

	FY 2012 FEE	FY 2013 FEE
Subdivision (Minor)		
Preliminary Parcel Map	\$2,420.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7 plus Environmental Impact Assessment.	\$2,617.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7 plus Environmental Impact Assessment.
Parcel Map	\$996.00 plus Other Application Fees on page 17-7.	\$1,077.00 plus Other Application Fees on page 17-7.
Subdivision (Minor) with Exception		
Preliminary Parcel Map	\$4,776.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7 plus Environmental Impact Assessment.	\$5,165.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7 plus Environmental Impact Assessment.
Parcel Map	\$1,157.00 plus Other Application Fees on page 17-7.	\$1,251.00 plus Other Application Fees on page 17-7.
Subdivision (five or more parcels)		
All subdivision proposals require Environmental Impact Assessment applications		
Tentative Map	Initial deposit of \$5,460.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.	Initial deposit of \$5,905.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.
Final Maps	\$3,116.00 plus Other Application Fees on page 17-7.	\$3,370.00 plus Other Application Fees on page 17-7.
Use Permit		
Regular	\$3,513.00 plus Other Application Fees on page 17-7 plus Environmental Impact Assessment.	\$3,799.00 plus Other Application Fees on page 17-7 plus Environmental Impact Assessment.
Wireless Facilities	Initial Deposit \$3,500 plus legal, entitlement and other application fees. 100% of costs will be recovered	Initial Deposit \$3,785 plus legal, entitlement and other application fees. 100% of costs will be recovered
Use Permit for alcoholic beverage service only	\$889.00 plus Other Application Fees on page 17-7.	\$961.00 plus Other Application Fees on page 17-7.
Minor Change to Existing	\$889.00 plus Other Application Fees on page 17-7.	\$961.00 plus Other Application Fees on page 17-7.
Day Care Center	\$166.00 plus Other Application Fees on page 17-7 plus Environmental Impact Assessment.	\$180.00 plus Other Application Fees on page 17-7 plus Environmental Impact Assessment.
Temporary Use Permit		
Minor	\$176.00 plus Other Application Fees on page 17-7.	\$190.00 plus Other Application Fees on page 17-7.

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Planning

	FY 2012 FEE	FY 2013 FEE
Variance		
Commercial and Manufacturing	\$4,751.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7 plus Environmental Impact Assessment.	\$5,138.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7 plus Environmental Impact Assessment.
Fence	\$1,103.00 plus Other Application Fees on page 17-7.	\$1,193.00 plus Other Application Fees on page 17-7.
Residential	\$2,252.00 plus Other Application Fees on page 17-7.	\$2,436.00 plus Other Application Fees on page 17-7.
Zone Change		
Regular	Initial deposit of \$5,460.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact Assessment and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.	Initial deposit of \$5,905.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact Assessment and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.
Planned Community Zone Change	Initial deposit of \$6,552.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.	Initial deposit of \$7,086.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. 100 percent of processing costs will be recovered plus Environmental Impact and any other entitlements necessary to complete the project, whether indicated as 100 percent cost recovery in this schedule or not.
Minor Change to Planned Community Zone	\$1,339.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7.	\$1,448.00 plus Legal Fees and Other Application Fees on pages 17-6 and 17-7.

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Transportation

	FY 2012 FEE	FY 2013 FEE
Bicycle Locker Rental		
Refundable Key Deposit	\$25.00	\$27.00
Rental Fee	\$6.00	\$6.00
Bicycle Training (or other training TBD)	\$15.00-\$50.00 per class	\$16.00-\$54.00 per class
Parking Permits – Business Districts		
California Avenue Parking District		
Wait list registration (applied to permit fee)	new	\$10
All Lots	\$43.00/quarter, \$123.00/year	\$43.00/quarter, \$123.00/year
Transferable Permit	\$43.00/quarter	\$43.00/quarter
Lot X (Sheraton Parking Lot)	\$26.00/quarter, \$75.00/year	\$26.00/quarter, \$75.00/year
One-Day Parking Permits-California Avenue	\$6.00/day	\$7.00/day
One-Day Parking Permits-University Avenue	\$15.00/day	\$16.00/day
Replacement Permit	\$10.00	\$10.00
University Avenue Parking District		
Wait list registration (applied to permit fee)	new	\$10
All Lots	\$135.00/quarter, \$420.00/year	\$135.00/quarter, \$420.00/year
Transferable Permit	\$135.00/quarter	\$135.00/quarter
800 High Street Parking Garage		
Parking Permit	\$65.00/quarter, \$250/year	\$65.00/quarter, \$250/year
Residential Parking Permit Program		
Annual Permit - College Terrace	\$40.00/permit	\$40.00/permit
Lost Annual Permit - College Terrace	\$10.00/permit	\$10.00/permit
Guest Permit - College Terrace	\$40.00/permit	\$40.00/permit
Lost Guest Permit - College Terrace	\$40.00/permit	\$40.00/permit
Day Use Permit - College Terrace	\$5.00/permit	\$5.00/permit
Residential Parking Permit - Other (Trial)	new	\$50 through trial period
Parking Permits – Commercial/Construction		
Construction/Maintenance Vehicles	\$70.00/space per week	\$76.00/space per week
Emergency Repair Vehicles	\$169.00/year	\$183.00/year
Wide Load/Heavy Load Permits		
Per Vehicle Each Occurrence	\$20.00	\$22.00
Building Moving/Relocating Permit		
To site outside City	\$110.00 plus cash deposit or bond	\$119.00 plus cash deposit or bond
To site within City	\$560.00 plus cash deposit or bond	\$606.00 plus cash deposit or bond
Valet Parking		
Permit Application	\$535.00	\$579.00
Permit Application Renewal (annual)	\$81.00/year	\$88.00/year
Short-term Application Fee	\$250.00	\$270.00
On-street Parking Space Rental	\$70.00/space per week	\$76.00/space per week
Valet Parking Sign and Curb Markings	\$900.00	\$973.00

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Impact Fees

FY 2012 FEE

FY 2013 FEE

For more information on impact fees and parkland dedication, refer to Palo Alto Municipal Code Chapters 16.45; 16.46; 16.47; 16.57; 16.58; 16.59; 16.60; and 21.50.

Development Impact Fees

Parks	Residential: Single family ¹ \$10,410/residence (or \$15,545/residence larger than 3,000 square feet); Multi-family \$6,814/unit (or \$3,445/unit smaller than or equal to 900 square feet).	Residential: Single family ¹ \$10,639/residence (or \$15,887/residence larger than 3,000 square feet); Multi-family \$6,964/unit (or \$3,521/unit smaller than or equal to 900 square feet).
	Nonresidential: Commercial/Industrial, \$4,420 per 1,000 square feet or fraction thereof; Hotel/Motel, \$1,999 per 1,000 square feet or fraction thereof.	Nonresidential: Commercial/Industrial, \$4,518 per 1,000 square feet or fraction thereof; Hotel/Motel, \$2,043 per 1,000 square feet or fraction thereof.
Community Centers	Residential: Single family ¹ \$2,699/residence (or \$4,040/residence larger than 3,000 square feet); Multi-family \$1,775/unit (or \$896/unit smaller than or equal to 900 square feet).	Residential: Single family ¹ \$2,758/residence (or \$4,129/residence larger than 3,000 square feet); Multi-family \$1,815/unit (or \$916/unit smaller than or equal to 900 square feet).
	Nonresidential: Commercial/Industrial, \$250 per 1,000 square feet or fraction thereof; Hotel/Motel, \$112 per 1,000 square feet or fraction thereof.	Nonresidential: Commercial/Industrial, \$255 per 1,000 square feet or fraction thereof; Hotel/Motel, \$115 per 1,000 square feet or fraction thereof.
Libraries	Residential: Single family ¹ \$942/residence (or \$1,403/residence larger than 3,000 square feet); Multi-family \$563/unit (or \$309/unit smaller than or equal to 900 square feet).	Residential: Single family ¹ \$963/residence (or \$1,434/residence larger than 3,000 square feet); Multi-family \$575/unit (or \$316/unit smaller than or equal to 900 square feet).
	Nonresidential: Commercial/Industrial, \$238 per 1,000 square feet or fraction thereof; Hotel/Motel, \$100 per 1,000 square feet or fraction thereof.	Nonresidential: Commercial/Industrial, \$243 per 1,000 square feet or fraction thereof; Hotel/Motel, \$102 per 1,000 square feet or fraction thereof.

(1) For the purposes of this fee, "single-family" is defined as a single dwelling unit that does not share a common wall with another dwelling unit. A second dwelling unit, as defined in 18.04.030 of the Palo Alto Municipal Code, is considered a multi-family unit for purposes of calculating this fee.

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PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Impact Fees

FY 2012 FEE

FY 2013 FEE

Housing Impact Fees

	\$17.97 per square foot applies to nonresidential development	18.44 per square foot applies to nonresidential development
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Traffic Impact Fees

Stanford Research Park/El Camino Real CS Zone	\$10.84 per net new square foot	\$11.08 per net new square foot
San Antonio / West Bayshore Area	\$2.23 per square foot	\$2.28 per square foot
Citywide Transportation Impact Fee	\$2,987 per net new PM peak hour trip	\$3,053 per net new PM peak hour trip
Charleston/ Arastradero	\$0.32 per square foot - commercial; \$1,091.09 per residential unit	\$0.33 per square foot - commercial; \$1,115 per residential unit
Parking in lieu fee for the Downtown Assessment District	\$67,100/parking space	\$60,750/parking space

Parkland Dedication Fee

Only applies to residential projects that require a subdivision or parcel map. Land dedication is required for subdivisions resulting in more than 50 parcels. When parkland dedication applies, park impact fees (above) do not apply.	Land required: Single-family = 555 square feet / unit, Multi-family = 382 sq. ft. / unit In-lieu Fee: Single-family = \$55,300/unit, Multi-family - \$38,062/unit	Land required: Single-family = 555 square feet / unit, Multi-family = 382 sq. ft. / unit In-lieu Fee: Single-family = \$56,517/unit, Multi-family - \$38,899/unit
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Fiscal Year 2013 Police Department

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POLICE DEPARTMENT

	FY 2012 FEE	FY 2013 FEE
Attendant Lot Parking Fee Structure		
0-1 hours	Free	Free
1-3 hours	\$2.00	\$2.00
3-4 hours	\$4.00	\$4.00
Over 4 hours	\$8.00	\$9.00
Daily Maximum	\$8.00	\$9.00
<i>The City Council may authorize the City Manager to establish parking validation programs that include accepting reduced fees.</i>		
Emergency Response Fee	\$50.00-\$12,000.00/incident	\$54.00-\$12,000/incident
Fingerprints		
Department of Justice (DOJ) Fingerprint and Rolling Fee	\$52.00/individual	\$56.00/individual
FBI Fingerprint Fee	\$24.00/individual	\$26.00/individual
Licenses		
<i>Fees for licenses delinquent for 30 days or more are subject to a charge of 50% of the original fee, which charge shall be added to the fee collected.</i>		
<i>The minimum delinquent charge shall be \$5.00. Palo Alto Municipal Code 4.04.080(b)</i>		
Adult Entertainment Establishment		
Business location change	\$810.00/occurrence	\$876.00/occurrence
New (non-refundable application fee)	\$1,790.00/year	\$1,936.00/year
Renewal	\$810.00/year	\$876.00/year
Billiard Room (non-refundable application fee)	\$810.00/year	\$876.00/year
Bingo Establishment	\$50.00/year	\$54.00/year
Bingo employee (Does not include DOJ Fingerprint and Rolling Processing Fee)	\$70.00/new	\$76.00/new
	\$53.00/renewal	\$57.00/renewal
Bowling Alley (non-refundable application fee)	\$120.00/year	\$130.00/year
Carnival	\$2,250.00 plus bond, plus costs to provide certain services	\$2,433.00 plus bond, plus costs to provide certain services
Circus	\$2,250.00 plus bond, plus costs to provide certain services	\$2,433.00 plus bond, plus costs to provide certain services
Closing out sale	\$61.00/up to 60 days	\$66.00/up to 60 days
Renewal (maximum of 2)	\$61.00/up to 30 days	\$66.00/up to 30 days
Firearms Dealer (all fees are nonrefundable)		
Master Permit – New	\$2,100.00/year	\$2,271.00/year
Master Permit – Renewal	\$800.00/year	\$865.00/year
Background Investigation Fee: Each Owner, Officer, Agent and Employee		
New (Does not include DOJ or FBI Fingerprint and Rolling Fee)	\$136.00	\$147.00
Renewal	\$53.00	\$57.00
Helicopter Landing Fee	\$240.00/occurrence	\$260.00/occurrence

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POLICE DEPARTMENT

	FY 2012 FEE	FY 2013 FEE
Hot Tub/Sauna Establishment		
Business location change	\$810.00/occurrence	\$876.00/occurrence
Hot tub/sauna employee (Does not include DOJ Fingerprint and Rolling Fee)	\$81.00/new	\$88.00/new
	\$63.00/renewal	\$68.00/renewal
New (non-refundable application fee)	\$1,790.00/year	\$1,936.00/year
Renewal	\$810.00/year	\$876.00/year
Sale or Transfer of Interest	\$122.00/occurrence	\$132.00/occurrence
<p>Intrusion Alarms (All false alarms delinquent for 30 days or more are subject to a charge of 10% per month. All alarm registrations delinquent for 10 days or more are subject to a \$20.00 late fee. In addition, alarm registrations delinquent for 40 days or more are subject to penalties pursuant to 4.39.060 of the Palo Alto Municipal Code (PAMC) and the Administrative Penalty Schedule)</p>		
False Alarm Services Fees		
3rd false alarm	\$100.00	\$108.00
4th false alarm	\$150.00	\$162.00
5th and each subsequent false alarm	\$200.00	\$216.00
Alarm registration fee	\$35.00	\$38.00
Massage Establishment		
New establishment (non-refundable application fee)	\$1,790.00/year	\$1,936.00/year
Sale or Transfer of Interest	\$122.00/occurrence	\$132.00/occurrence
Renewal	\$810.00/year	\$876.00/year
Business location change	\$810.00/occurrence	\$876.00/occurrence
Massage Technician		
New (Does not include DOJ or FBI Fingerprint and Rolling Fee.)	\$81.00/new	\$88.00/new
Renewal	\$63.00/year	\$68.00/year
Mechanical Amusement Device Establishment	\$74.00/year	\$80.00/year
Noise Exception Permit	\$250.00/each	\$270.00/each
Pushcart Vendor Fees		
New license (Does not include DOJ Fingerprint and Rolling Fee.)	\$244.00 daily or quarterly	\$277.00 daily or quarterly
Renewal	\$86.00 daily or quarterly	\$93.00 daily or quarterly
Each additional cart	\$244.00 daily or quarterly	\$264.00 daily or quarterly
Location change and/or cart change	\$163.00 each	\$176.00 each
Employee		
New license (Does not include DOJ Fingerprint and Rolling Fee.)	\$81.00/year	\$88.00/year
Renewal	\$63.00/year	\$68.00/year

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POLICE DEPARTMENT

	FY 2012 FEE			FY 2013 FEE		
Rodeo	\$2,250.00/day plus bond			\$2,433.00/day plus bond		
Soliciting information for commercial purpose (Does not include DOJ Fingerprint and Rolling Fee.)	Look under Solicitor/Peddler Master License			Look under Solicitor/Peddler Master License		
Solicitor/Peddler Master License (Does not include DOJ Fingerprint and Rolling Fee.)	\$81.00/day			\$88.00/day		
	\$122.00/quarter			\$132.00/quarter		
	\$365.00/year			\$395.00/year		
Each employee operating under Master License (Does not include DOJ Fingerprint and Rolling Fee.)	\$81.00/duration of Master License			\$88.00/duration of Master License		
Taxicab Company/Public Transportation Vehicle Service (all fees are non-refundable)						
Each Vehicle-Inspection/permit	\$61.00/year			\$66.00/year		
Master License-Application/certificate	\$1,750.00/year			\$1,893.00/year		
Master License-Annual renewal	\$810.00/year			\$876.00/year		
Taxicab/Public Transportation/Vehicle Service Driver (Does not include DOJ Fingerprint and Rolling Fee.)	\$81.00/up to 4 years			\$88.00/up to 4 years		
Transfer fee	\$40.00/each			\$43.00/each		
Temporary Street Closure						
Class A: Parades, Runs, Street Fair, etc.	\$100.00 - \$1,260.00 plus costs to provide certain services			\$108.00 - \$1,363.00 plus costs to provide certain services		
Traveling Show	\$2,250.00 plus bond					
Police Service Fees	A	B	C	A	B	C
A) For those events where 100 percent of the proceeds go to a "profit" organization.						
B) For those events where less than 80% of the proceeds go directly to a "non-profit" organization.						
C) For those events where 80% or more of the proceeds go directly to a "non-profit" organization; or events declared as co-sponsored by the City of Palo Alto.						
Community Service Officer	\$68.00/hour	\$54.00/hour	\$51.00/hour	\$74.00/hour	\$58.00/hour	\$55.00/hour
Police Agent	\$131.00/hour	\$105.00/hour	\$98.00/hour	\$142.00/hour	\$114.00/hour	\$106.00/hour
Police Officer	\$121.00/hour	\$98.00/hour	\$91.00/hour	\$131.00/hour	\$106.00/hour	\$98.00/hour
Police Reserve	\$51.00/hour	\$41.00/hour	\$38.00/hour	\$55.00/hour	\$44.00/hour	\$41.00/hour
Police Sergeant	\$144.00/hour	\$115.00/hour	\$108.00/hour	\$156.00/hour	\$124.00/hour	\$117.00/hour

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POLICE DEPARTMENT

	FY 2012 FEE	FY 2013 FEE
Special Fees		
Permit Inspection Fee	\$90.00	\$97.00
	For Special Events Temporary Use Permits:	For Special Events Temporary Use Permits:
	201-400 attendees \$110.00	201-400 attendees \$119.00
	401-600 attendees \$125.00	401-600 attendees \$135.00
	Fee increases \$20.00 for each additional 200 attendees	Fee increases \$22.00 for each additional 200 attendees
Report Copy Fee	\$10.00/report	\$11.00/report
Clearance Letter	\$30.00	\$32.00
Photo Reprint, color or black and white	\$35.00/first print, \$1.00 each additional print	\$38.00/first print, \$1.00 each additional print
Research Fee (includes audio and video taping)	\$64.00-\$108.00/hour	\$69.00-\$117.00/hour
Subpoena Copy Fee	\$24.00/hour + \$12.00/box offsite recovery fee	\$26.00/hour + \$12.00/box offsite recovery fee
Location Crime Statistics Fee	\$39.00	\$42.00
Parenting Project Program	\$120.00 per family	\$130.00 per family
Parenting Project Materials	\$35.00	\$38.00
Vehicle Impound Fee	\$125.00	\$135.00
Vehicle Repossession Receipt	\$15.00	\$16.00

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POLICE DEPARTMENT
Animal Services

	FY 2012 FEE	FY 2013 FEE
Adoptions: include a \$10.00 coupon off a future S/N surgery valid for 1 year from issue		
Dogs and cats	\$100.00	\$125.00
Rabbits	\$40.00	\$43.00
Parakeets, chickens, pigeons, doves	\$5.00	\$5.00
Cockatiels	\$25.00	\$27.00
Rats, hamsters, guinea pigs, mice	\$5.00	\$5.00
Exotics	Fee established by Animal Superintendent	Fee established by Animal Superintendent
Adoption Hold Fee	\$25.00	\$25.00
<i>In conjunction with advertised national and local animal welfare events, the Superintendent may lower the adoption fees to support the adoption of shelter animals.</i>		
Board Fees		
<i>To be paid in addition to impound fee for all stray and impounded animals (including owner-surrendered animals for rabies quarantine).</i>		
Fees are per calendar day, including day received.		
Cats	\$15.00	\$20.00
Dogs	\$15.00	\$20.00
Large animals (horse, cow, pig)	Actual cost, including transportation expense, will be charged to house the animal at the appropriate facility.	Actual cost, including transportation expense, will be charged to house the animal at the appropriate facility.
Rabbits	\$5.00	\$5.00
Small animals (reptiles, birds including poultry)	\$3.00	\$3.00
Disposal of Dead Owned Animals		
Dogs, cats, rabbits (per animal) – up to 20 lbs.	\$35.00	\$40.00
Each additional animal	\$8.00	\$9.00
Dogs up to 75 lbs.	\$45.00	\$50.00
Dogs 76 lbs. And over	\$55.00	\$60.00
Large animals up to 150 pounds (no animal accepted overweight)	\$100.00	\$110.00
Small animals and birds	\$10.00	\$10.00
Request for transport of owned dead animals (up to 100 lbs.) include disposal fee plus \$30.00	\$40.00	\$45.00

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POLICE DEPARTMENT

Animal Services

	FY 2012 FEE		FY 2013 FEE	
Impoundment Fees				
Cat				
First offense	\$25.00		\$30.00	
Second offense	\$40.00		\$45.00	
Third and subsequent offense	\$55.00		\$60.00	
Dog – licensed				
First offense	\$25.00		\$30.00	
Second offense	\$40.00		\$45.00	
Third offense	\$55.00		\$60.00	
Fourth offense	\$100.00		\$110.00	
Fifth - Tenth offense	\$125.00		\$135.00	
Eleventh or subsequent offense	\$150.00		\$165.00	
Dog – unlicensed				
First offense	\$45.00		\$50.00	
Second offense	\$65.00		\$70.00	
Third offense	\$85.00		\$95.00	
Fourth offense	\$125.00		\$135.00	
Fifth - Tenth offense	\$150.00		\$170.00	
Eleventh or subsequent offense	\$175.00		\$200.00	
Large animal (horse, cow, pig, goat)**	\$75.00		\$100.00	
Small animal (bird, rabbit, reptile)	\$20.00		\$125.00	
Special Impoundment Fees				
Includes any animal impounded or found running at large in Foothills Park, Byxbee Park and Baylands preserve.				
Dog – licensed	\$70.00		\$100.00	
Dog – unlicensed	\$105.00		\$125.00	
State Mandated Fees				
Unaltered, impounded stray dogs and cats.				
First offense	\$35.00		\$35.00	
Second offense	\$50.00		\$50.00	
Third and subsequent offense	\$100.00		\$100.00	
Licenses and Pet Identification				
License for a period of:	Per Dog	If Spayed or Neutered	Per Dog	If Spayed or Neutered
12 months	\$30.00	\$15.00	\$40.00	\$20.00
24 months	\$50.00	\$25.00	\$60.00	\$30.00
36 months	\$70.00	\$35.00	\$80.00	\$40.00
Late Fee - Thirty (30) days after expiration, or after 10 days in the case of new residents. Late Fee also applies for licenses which are purchased in response to a citation or animal impound.	\$20.00	\$30.00	\$30.00	\$30.00
Cat ID	\$10.00/5 years		\$10.00/5 years	
Cat ID-altered animal	\$5.00/5 years		\$5.00/5 years	
Replacement license tag (dogs)	\$5.00		\$5.00	

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POLICE DEPARTMENT

Animal Services

	FY 2012 FEE	FY 2013 FEE
Miscellaneous Sales, Pet Supplies	Fee set by the Superintendent, Animal Services Division.	
Miscellaneous Service Fees		
Animal Control Officer/Veterinary Technician	\$52.00/hour	\$56.00/hour
City Veterinarian	\$100.00/hr	\$108.00/hr
At cost outside veterinary treatment will be the responsibility of the animal owner.		
Veterinary Services		
<i>The following charges are applicable to sick and/or injured stray animals and are payable at the time of redemption. Included in the fees are the Veterinarian and Technician's time as well as the cost of materials.</i>		
Injections		
IM & SQ	\$25.00	\$27.00
IV	\$35.00	\$38.00
IV solu-delta cortef 100 mg	\$40.00	\$43.00
IV solu-delta cortef 500 mg	\$50.00	\$54.00
Sedation-Anesthesia		
IV	\$70.00	\$76.00
IM	\$50.00	\$54.00
Gas	\$75.00 for first 30 minutes, \$1.50 per minute thereafter	\$81.00 for first 30 minutes, \$1.50 per minute thereafter
Local	\$30.00	\$32.00
Fluid Therapy		
SQ (cat)	\$35.00	\$38.00
SQ (dog)	\$45.00	\$49.00
IV catheter plus insertion	\$50.00	\$54.00
IV fluids	\$22.00/liter	\$24.00/liter
IVAC set up and use	\$15.00/day	\$16.00/day
Surgery (not including anesthesia)		
Minimum surgery and preparation	\$35.00	\$38.00
Surgical time/Vet treatment time	\$100.00 per hour	\$108.00 per hour
Common Procedures (not including anesthesia)		
Oral or Topical treatment	\$3.00 each time	\$3.00 each time
Flushing drains	\$3.00 each time	\$3.00 each time
Force Feeding	\$5.00 each time	\$5.00 each time
Flourescein Eye Stain	\$15.00	\$16.00
Intensive Care (additional)	\$50.00 per hour	\$54.00 per hour
Incubator/ICU cage with O2	\$75.00 per day	\$81.00 per day
Medical Grooming	\$75.00 per hour	\$81.00 per hour
Medication - Rx fee	\$10.00 - \$60.00	\$11.00 - \$65.00
Special Prescription Diets	\$5.00 per day	\$5.00 per day
Wormings - Interceptor	\$25.00	\$27.00

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POLICE DEPARTMENT

Animal Services

	FY 2012 FEE	FY 2013 FEE	
Bandages/Splints			
Bandage paw	\$25.00-40.00	\$26.00-43.00	
Robert Jones	\$65.00	\$70.00	
Splint	\$75.00-95.00	\$77.00-102.00	
Labwork			
Cite CPV test	\$35.00	\$38.00	
Azostick or Dextrostick	\$15.00	\$16.00	
Heartworm test	\$35.00	\$38.00	
DTM	\$30.00	\$32.00	
Fecal	\$25.00	\$27.00	
FeLV/FIV test	\$30.00	\$32.00	
Multistix urinalysis	\$15.00	\$16.00	
PCV	\$15.00	\$16.00	
PCV/TP	\$25.00	\$27.00	
Skin scraping	\$20.00	\$22.00	
Reference Lab (CVD)	200% of our cost	200% of our cost	
Permits (annual fee or per event)			
Kennel, birds, or animals	\$150.00	\$165.00	
Breeding permit - cat, dog, or bird	\$50.00	\$100.00	
Dangerous animal including microchip	\$300.00	\$325.00	
Livery stable, boarding stable	\$150.00	\$165.00	
Livestock	\$50.00	\$60.00	
Pet Shop/Groomer	\$150.00	\$165.00	
Boarding	\$0.00	\$165.00	
Pet Show or Fun Match	\$50.00	\$60.00	
Pony ride, pony ring	\$150.00	\$165.00	
Riding academy	\$150.00	\$165.00	
Traveling menagerie or zoo	\$150.00	\$165.00	
Spay and Neuter Clinic Fees		Resident	Non-Resident
Cat Neuter (male)**	\$55.00	\$65.00	\$90.00
Cat Spay (female)**	\$80.00	\$95.00	\$130.00
Dog Neuter (male)**			
0-30 pounds	\$85.00	\$100.00	\$135.00
31-50 pounds	\$95.00	\$115.00	\$155.00
51-75 pounds	\$110.00	\$135.00	\$175.00
76-99 pounds	\$130.00	\$155.00	\$210.00
100 pounds and over	\$195.00	\$250.00	\$325.00

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POLICE DEPARTMENT

Animal Services

	FY 2012 FEE	FY 2013 FEE
Dog Spay (female)**		
0 - 30 pounds	\$100.00	\$120.00
31 - 50 pounds	\$110.00	\$135.00
51 - 75 pounds	\$130.00	\$155.00
76-99 pounds	\$155.00	\$190.00
100 pounds and over	\$215.00	\$270.00
Rabbit Neuter	\$65.00	\$75.00
Rabbit Spay (female)	\$85.00	\$100.00
Rat Spay (female)	\$80.00	\$100.00
Rats, Guinea Pigs (male)	\$55.00	\$75.00
Clinic Board Fee per day – all animals (Special arrangements required)	\$15.00	\$20.00
Late fee for Spay and Neuter Pickup	\$20.00	\$25.00
48 hour cancellation fee (non-refundable)	\$20.00	\$25.00
No show fee (non-refundable)	\$40.00/animal	50.00/animal
Euthanasia Fees (includes animal disposal)		
Birds, small animals	\$35.00	\$40.00
Domestic animals to 20 lbs.	\$70.00	\$75.00
Dogs 21 to 75 lbs.	\$100.00	\$110.00
Dogs 76 pounds and over	\$120.00	\$130.00
Services performed by the City Veterinarian in conjunction with spay and neuter surgeries		
Nail Clip	\$5.00	\$5.00
Droncit injection (tapeworms)	\$15.00	\$16.00
Dewclaw removal (per dewclaw)	\$30.00	\$35-\$50
Deciduous teeth extraction (per tooth)	\$20.00	\$25.00
Wound care	\$15.00-50.00	\$16.00-54.00
Antibiotic injection	\$15.00	\$16.00
Rx for clinic	\$15.00-50.00	\$16.00-54.00
Special Rx	cost + \$15.00 service fee	cost + \$16.00 service fee
Previously spayed/neutered	new	\$35.00
Feral rescue own vaccine	new	\$5.00
Feral rescue own Felv/FIV test	new	\$15.00
Umbilical hernia	\$35.00 - \$65.00	\$35.00 - \$75.00
Services performed by the City Veterinarian in conjunction with spay and neuter surgeries		
Cryptorchid plus neuter fee	\$15.00-125.00	\$25.00-150.00
Pre-surgical labwork	cost + \$25.00 service fee	cost + \$26.00 service fee
Obesity fee plus spay fee	\$20.00-40.00	\$22.00-43.00
Pregnancy fee plus spay fee	\$15.00 - \$50.00	\$20.00 - \$75.00
Ear mite treatment	\$25.00	\$30.00
Testing		
Heartworm	\$30.00 with surgery only	\$35.00 with surgery only
Leukemia/FIV Combo test	\$30.00 with surgery only	\$35.00 with surgery only

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POLICE DEPARTMENT

Animal Services

		FY 2012 FEE	FY 2013 FEE		
Vaccinations					
Bordetella		\$15.00	\$20.00		
FVRCP		\$15.00	\$20.00		
DA2PP		\$15.00	\$20.00		
Leukemia/vaccine		\$15.00	\$20.00		
Rabies		\$10.00	\$10.00		
Rabies (Actual Cost Clinic)		\$6.00	\$6.00		
Puppy Package Included is DA2PP vaccine at 8,11 and 15 weeks of age; rabies vaccine at 16 weeks of age, and a microchip		\$75.00	\$100.00		
Kitten Package Included is FVRCP vaccine at 8,11 and 15 weeks; rabies vaccine at 16 weeks and a microchip		\$75.00	\$100.00		
Microchip		\$35.00	\$40.00		
Trap Rental					
Deposit per trap (2 trap maximum)		\$100.00	\$100.00		
Minimum rent for first 3-day usage		\$15.00	\$20.00		
Additional per day rent (calendar day) max 14 days		\$5.00	\$5.00		
Quarantine Home Inspection Fee		\$35.00	\$40.00		
Cremation Service of Owned Animals includes euthanasia, if applicable		Private	Communal	Private	Communal
0-24 pounds		\$130.00	\$90.00	\$141.00	\$98.00
25-49 pounds		\$145.00	\$105.00	\$157.00	\$114.00
50-75 pounds		\$160.00	\$120.00	\$173.00	\$130.00
76-99 pounds		\$175.00	\$135.00	\$189.00	\$146.00
100-150 pounds		\$200.00	\$150.00	\$216.00	\$162.00
Custom engraved plaque additional fee		\$15.00		\$16.00	
Training/Behavior Classes					
Pre-registration (required)		\$25.00-\$100.00		\$27.00-\$108.00	
Behavior Consultation***		\$75.00/hour plus mileage		\$81.00/hour plus mileage	
<p>** A \$5.00 discount will be applied to all dogs and cats five months or younger.</p> <p>*** Behavior consultation by appointment only and must be within a ten mile radius of the shelter. The animal shelter staff reserves the right to refuse service to any animal they deem unsuitable for reasons of safety, housing, etc.</p>					

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**Fiscal Year 2013
Public Works
Department**

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PUBLIC WORKS DEPARTMENT

Engineering

	FY 2012 FEE	FY 2013 FEE
Fees		
Certificate of Compliance /Certificate of Correction/Map Amendment	\$3,000.00	\$3,240
Construction in Public Right-of-Way (including public or private subdivision streets)	\$240.00 minimum, or 5% of contract work	\$260.00 minimum, or 5% of contract work
Improvement Plan Review	Initial deposit of \$1,000.00, 100 percent of processing costs will be recovered plus any permit fees per the Municipal Fee Schedule.	Initial deposit of \$1,080.00, 100 percent of processing costs will be recovered plus any permit fees per the Municipal Fee Schedule.
Street Cut Fee		
Pavement Condition		
Excellent (Pavement Score 94-100)	\$15.00 per sq. ft. of trench	\$16.00 per sq. ft. of trench
Good (Pavement Score 81-93)	\$10.00 per sq. ft. of trench	\$11.00 per sq. ft. of trench
Fair (Pavement Score 63-80)	\$7.50 per sq. ft. of trench	\$8.00 per sq. ft. of trench
Poor (Pavement Score 0-62)	\$5.00 per sq. ft. of trench	\$5.00 per sq. ft. of trench
Service Lateral Connection - Per Trench	\$1,000.00	\$1,080.00
*Based on Pavement Maintenance Management System		
Encroachment Permit		
Dumpster, Container	\$135.00	\$145.00
Fence	\$135.00	\$145.00
Non-residential Long Term > 5 days	\$850.00	\$920.00
Residential	\$400.00	\$430.00
Non-residential Short Term < 5 days	\$425.00	\$460.00
Non-residential 1 Day	\$200.00	\$215.00
VTA Bus Shelters' Installation/Relocation	\$315.00	\$340.00
Flood variance fee	City cost plus 15%	City cost plus 15%
Excavating, Grading and Fill Permits		
101-1,000 cubic yards	\$130.00 for the first 100 cubic yards, plus \$130.00 for each additional 100 yards, or fraction thereof.	\$140.00 for the first 100 cubic yards, plus \$140.00 for each additional 100 yards, or fraction thereof.
1,001-10,000 cubic yards	\$1,310.00 for the first 1,000 cubic yards, plus \$130.00 for each additional 1,000 or fraction thereof.	\$1,415.00 for the first 1,000 cubic yards, plus \$140.00 for each additional 1,000 or fraction thereof.
10,001 cubic yards or more	\$2,485.00 for the first 10,000 cubic yards, plus \$130.00 for each additional 10,000 cubic yards or fraction thereof.	\$2,685.00 for the first 10,000 cubic yards, plus \$140.00 for each additional 10,000 cubic yards or fraction thereof.

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PUBLIC WORKS DEPARTMENT		
Storm Drain		
	FY 2012 FEE	FY 2013 FEE
Fees		
Flood Zone Determination Letter	\$55.00 per letter	\$57.00 per letter
Temporary Elevation Benchmarks	\$270.00 per benchmark	\$292.00 per benchmark
Temporary Discharge to Storm Drain from Construction Site Dewatering.	\$135.00 per request to discharge + \$80.00 per month of discharge to storm drain.	\$140.00 per request to discharge + \$82.00 per month of discharge to storm drain.
Storm Water Fees for Development Project Subject to PAMC Chapter 16.11 (C.3 Regulations)		
Plan Check Fee	\$350.00 per project	\$360.00 per project
Inspection Fee	\$320.00 per inspection (up to 4 hours) + \$80.00 per hour thereafter.	\$330.00 per inspection (up to 4 hours) + \$82.00 per hour thereafter.

PUBLIC WORKS DEPARTMENT				
Operations				
	FY 2012 FEE		FY 2013 FEE	
Maintenance and Repair Charges				
<i>For services provided by Public Works/Operations to support an unbudgeted special event, repair damage to public property (ie: graffiti clean-up) or to bill other outside agencies for services (i.e. Caltrans for street sweeping El Camino Real). Also used to determine inter-departmental charges for employee services to other departments.</i>				
Construction and Repair	STRAIGHT: \$86.40	OT: \$172.70	STRAIGHT: \$93.00	OT: \$140.00
Sweeping Services	STRAIGHT: \$88.50	OT: \$176.80	STRAIGHT: \$96.00	OT: \$144.00
Traffic Control/Graffiti Services	STRAIGHT: \$78.80	OT: \$157.60	STRAIGHT: \$85.00	OT: \$128.00
Tree Services	STRAIGHT \$72.70	OT: \$145.40	STRAIGHT: \$79.00	OT: \$119.00
Supervision	STRAIGHT: \$85.00	OT: \$119.40	STRAIGHT: \$92.00	OT: \$138.00
Special Fees				
Newsrack Impoundment Fee	\$50.00 for the first day of impoundment, plus \$3.00 for each subsequent day of impoundment		\$54.00 for the first day of impoundment, plus \$3.00 for each subsequent day of impoundment	
Street trees-new trees for subdivisions	\$100.00/tree		\$100.00/tree	
Street Tree Destruction				
<i>To determine fee, the trunk diameter is to be measured 4.5 feet above ground level. If the tree is multi-trunk, use 1.5 times the diameter of the largest trunk to determine fee. If there is tree damage 4-5 feet above ground level, trunk diameter is to be measured 1 foot above ground level and 1 inch is to be subtracted from the diameter to determine fee.</i>				
Tree Removal (any tree requiring removal)	\$100.00/inch of trunk diameter plus planting installation		\$100.00/inch of trunk diameter plus planting installation	
	\$100.00/inch of damage (Trees will be assessed a fee by measuring damage at the widest diameter.)		\$100.00/inch of damage (Trees will be assessed a fee by measuring damage at the widest diameter.)	
Tree Inspection for private development	\$105 per inspection/minimum 2 visits		\$115 per inspection/minimum 2 visits	

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**PUBLIC WORKS DEPARTMENT
Refuse**

	FY 2012 FEE		FY 2013 FEE	
Refuse Disposal Area	Resident	Commercial	Resident	Commercial
Classification of Vehicles				
Passenger Car or Station Wagon	\$20.00 (Less than one cubic yard)	\$20.00 (less than one cubic yard)	delete	delete
	(minimum charge)	(minimum charge)	delete	delete
	\$30.00/ey (one cubic yard or more)	\$30.00/cubic yard (1 cubic yard or more)	delete	delete
Other Two-Axle Vehicle or Trailer			delete	delete
Load less than 0.5 cubic yard	\$20.00 (minimum charge)	\$20.00 (minimum charge)	delete	delete
Load 1 cubic yard	\$30.00/cubic yard	\$30.00/cubic yard	delete	delete
Load 1 cubic yard or more	\$30.00/cubic yard plus \$15.00 for fractions greater than 0.5 cubic yard	\$30.00 each cubic yard plus \$15.00 for fractions greater than 0.5 cubic yard	delete	delete
Three or More Axle Vehicles			delete	delete
Load less than 1 cubic yard	\$30.00-	\$30.00-	delete	delete
Load 1 cubic yard or more	\$30.00/cubic yard plus \$15.00 for fractions greater than 0.5 cubic yard	\$30.00/cubic yard plus \$15.00 for fractions greater than 0.5 cubic yard	delete	delete
	FY 2012 FEE		FY 2013 FEE	
Materials	Resident	Commercial	Resident	Commercial
Compostable Materials (per landfill acceptance list)	\$20.00/cubic yard plus \$10.00 for fractions greater than 0.5 cubic yard	\$20.00/cubic yard plus \$10.00 for fractions greater than 0.5 cubic yard	delete	delete
Finished compost (bagged)	\$2.00-	\$2.00-	delete	delete
Finished compost (yard)			delete	delete
<10 yards	\$13.00/yard	\$13.00/yard		
>10 yards	\$11.00/yard	\$11.00/yard		

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**PUBLIC WORKS DEPARTMENT
Refuse**

	FY 2012 FEE	FY 2013 FEE		
Specific Additional Fees				
Appliances				
Freezer	\$45.00	\$45.00	delete	delete
Pallets	no charge	no charge	delete	delete
Refrigerator, Water Heater or Trash Compactor	\$45.00	\$45.00	delete	delete
Washer, Dryer or Stove	\$25.00	\$25.00	delete	delete
Microwave Ovens	\$5.00	\$5.00	delete	delete
Air Conditioners, Furnaces	\$25.00	\$25.00	delete	delete
Mattress or Box Spring	\$20.00	\$20.00 each	delete	delete
Special Handling	\$20.00 plus disposal fee	\$20.00 plus disposal fee	delete	delete
Tire, 36" diameter or less	\$20.00 each	N/A	delete	delete
Upholstered or Stuffed Furniture	\$20.00 each	\$20.00 each	delete	delete
Asphalt/concrete/rock	\$28.00/cubic yard	\$28.00/cubic yard	delete	delete
In three axle vehicles	\$30.00/cubic yard	\$40.00/cubic yard	delete	delete
Dirt from commercial loads (acceptance subject to need). Rate subject to change based on site needs.		\$35/cubic yard	Dirt from commercial loads. The landfill is now closed. Call 650-329-2113 for soil drop-off availability. Rate subject to change based on site needs.	\$35/cubic yard
Base rock	\$6.00/yard	\$6.00/yard	delete	delete
Uncovered or untarped loads	\$20.00/8x10 tarp	\$20.00/8x10 tarp	delete	delete
<i>(No Loads in excess of 2 cubic yards accepted)</i>				
Note: Commercial ban currently in place. If/when ban is lifted, all fees will be the same as Resident.				
Construction & Demolition Program Fees				
<i>Demolitions</i>				
Commercial and Multi-Family projects greater than or equal to \$25,000 in valuation		\$225.00/permit		\$230.00/permit
Single Family and Two Family projects greater than 75,000 in valuation	\$200.00/permit		\$205.00/permit	
Single Family and Two Family projects greater than \$25,000 and less than \$75,000 in valuation ¹	\$75.00/permit		\$77.00/permit	
Additional refuse rates can be found in Utility Rate Schedules R.				

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**PUBLIC WORKS DEPARTMENT
Wastewater Treatment**

	FY 2012 FEE		FY 2013 FEE	
Materials	Per Load of 1000 gal or less	Each Additional 500 gal	Per Load of 1000 gal or less	Each Additional 500 gal
Septic Tank Waste and Portable Toilet Pumpings	\$61.80	\$30.90	\$63.70	\$31.80
Grease Trap Waste	\$103.00	\$51.50	\$106.00	\$53.00
Industrial Waste Discharge	Permit Fee		Permit Fee	
<i>These charges were previously reflected on Utilities S-2 rate schedule. Permitting fees are required for the issuance of an Industrial Discharge Permit. Permits have five year durations except for Exceptional Waste. Industrial Permit requirements and definitions are contained in Chapter 16.09 of the Palo Alto Municipal Code. Exceptional Waste discharges in excess of 25 CCF are subject to volume based discharge fees as shown in Utilities Schedule S-2.</i>				
BMP: Best Management Practices. Small, non-categorical, facilities with minimal process discharge	new - previously reflected on Utilities' rate schedule		\$425.00	
Exceptional Waste: Short term, non-standard discharges	new - previously reflected on Utilities' rate schedule		\$750.00	
Groundwater: Groundwater remediation discharges	new - previously reflected on Utilities' rate schedule		\$750.00	
Basic: Non-categorical/small categorical with only minor pollutant concerns	new - previously reflected on Utilities' rate schedule		\$1,250.00	
Full: Categorical or Significant Industrial Users with ability to impact the Regional Water Quality Control Plant	new - previously reflected on Utilities' rate schedule		\$2,100.00	

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Fiscal Year 2013

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AMERICANS WITH DISABILITIES ACT STATEMENT



*In compliance with
Americans with Disabilities Act
(ADA) of 1990,
this document may be provided
in other accessible formats.*

For information contact:

ADA Coordinator
City of Palo Alto
285 Hamilton Avenue
(650) 329-2550