

**CITY OF PALO ALTO
PLANNING DIVISION APPLICATION FEE SCHEDULE
EFFECTIVE AUGUST 19, 2019**

For more information, please refer to the Fiscal Year 2020 Municipal Fee Schedule

ARCHITECTURAL REVIEW BOARD	FEE^{1,2,3}
Preliminary Review	\$6,925.00
Major Project	Deposit \$13,041.00
Minor Project (staff review only)	\$3,395.00
Minor Project (Architectural Review Board review)	\$8,843.00
Signs, minor façade, landscaping, accessory structures, or similar minor changes to exterior (staff review)	\$1,061.00
Signs (Architectural Review Board review)	\$4,435.00
Sign Exception	\$4,629.00
Design Enhancement Exception (DEE)	\$7,043.00
Temporary sign permit (15 days)	\$196.00
SITE AND DESIGN	
Site and Design - Major	Deposit \$28,614.00
SUBDIVISION	
Preliminary Parcel Map	\$5,935.00
Preliminary Parcel Map w/Exception	\$9,386.00
Parcel Map	\$4,954.00
Parcel Map w/ Exception	\$3,627.00
Tentative Map	Deposit \$10,953.00
Final Map	\$5,923.00
USE PERMITS	
Conditional Use Permit (CUP) – Director Level	\$7,309.00
Conditional Use Permit – add'l hearing request	\$12,253.00
Temporary Use Permit (TUP)	\$1,452.00
CUP - Day Care Center	\$186.00
WIRELESS PERMITS	
Wireless Facilities Tier 1	Deposit \$3,395.00
Wireless Facilities Tier 2	Deposit \$7,309.00
Wireless Facilities Tier 3	Deposit \$7,762.00
SINGLE FAMILY	
Home Improvement Exception (HIE)	\$3,950.00
Prelim Individual Review mtg with Architect	\$477.00
Individual Review (IR) Minor Revisions to approved projects	\$3,724.00
Individual Review - New Two Story home or addition to existing one story	\$8,952.00
IR - Second Story expansion >150 s.f.	\$7,166.00
Individual Review – Trees	\$335.00

1. Other application fees may apply.

2. Multiple entitlement applications may be associated with a project. The associated fees may include flat fees (e.g. Variance, TUP) and deposits (e.g., Major ARB, Site and Design). For a project having both flat fees and deposit, the applicant will be required to initially submit only the highest deposit amount plus miscellaneous processing fees. The additional flat fees and other planning deposits associated with components of the project will be subsumed in the cost recovery charges billed to the applicant for processing all the entitlements. All costs will be recovered.

3. A 25% contract administration fee will be applied to all work performed by consultants.

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COMP PLAN & ZONING CHANGES	
Comprehensive Plan Change (not annual review)	Deposit \$7,771.00
Planned Community Zone Change	Deposit \$9,327.00
Minor Change to Planned Community Zone	Deposit \$1,906.00
Zone Change - Regular	Deposit \$7,771.00
Pre-Screening	Deposit \$3,811.00
OTHER	
Development Agreement	Deposit \$8,967.00
Development Agreement Annual Review	Deposit \$3,139.00
Variance, Director's level	\$4,669.00
Variance, additional upon hearing	\$12,253.00
Williamson Act - Establish or Withdraw	Deposit \$2,450.00
Mills Act – Establish or Withdraw	Deposit \$2,332.00
Additional costs exceeding appeal fee	Deposit \$3,811.00
Legal review for additional hearings	1/3 applicable fee
Contract administration	25% of direct costs
IR Refund Fee	2 hr. Applicable hourly rate
MISCELLANEOUS PROCESSING FEES	
Public Notice: 600 foot radius	\$1,143.00
Public Notice: 150 foot radius	\$651.00
Public Notice: Beyond 600 foot radius	\$1,524.00
Recording Fee with the County	At cost
<i>See Municipal Fee schedule for more detail and for fees related to building permits, parking, or other departments</i>	
ATTORNEY AND OTHER FEES	
Major ARB Project Legal Review	\$6,621.00
Environmental Document Legal Review	\$11,991.00
Environmental Document (consultant prepared) Legal Review	\$11,991.00
Mitigation Monitoring (EIR) Legal Review	\$636.00
Request for hearing by Council or PTC (File with City Clerk)	\$595.00
Legal review (legislative review, zone change, plan amendment, etc.)	\$12,711.00
ENVIRONMENTAL ASSESSMENT	
Environmental Impact Assessment (EIA), MND	Deposit equal to 100% of Estimated Cost + 25%
CEQA Categorical Exemption	\$574.00
Environmental Document (consultant prepared)	Deposit equal to 100% of Estimated Costs + 25%
Environmental Document (staff prepared)	Deposit \$6,353.00
Mitigation Monitoring (MND)	Deposit \$1,554.00

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Mitigation Monitoring (EIR)	Deposit \$4,663.00	
HISTORIC		
Demolition of Historic Building	\$1,272.00	
Major Project	\$1,908.00	
Minor Project requiring staff level review	\$1,272.00	
Historic Review of Individual Review Application	\$318.00	
Floor Area Bonus and/or Transfer of Development Rights (TDR)	Deposit \$755.00	
DOCUMENTS & GENERAL FEES	FEE	BASIS
Planning Compliance	Applicable hourly rate	Per hour, 3-hr minimum
Administrative extensions and zoning letters	Applicable hourly rate	Per hour, 1-hr minimum
Property Research Fee	Applicable hourly rate	Per hour, 1-hr minimum
Records Retention	\$6.45	Per plan sheet
Comprehensive Plan	\$397.00	Plus mailing costs, if mailed
Zoning Map	\$115.00	Plus mailing costs, if mailed

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