

**CITY OF PALO ALTO**  
**PLANNING DIVISION APPLICATION FEE SCHEDULE EFFECTIVE AUGUST 23, 2022**  
*For more information, please refer to the Fiscal Year 2023 Municipal Fee Schedule*

<b>ARCHITECTURAL REVIEW BOARD</b>	<b>FEE<sup>1,2,3</sup></b>
Preliminary Review	\$7,580.57
Major Project	Deposit \$14,275.39
Minor Project (Architectural Review Board review)	\$9,680.17
Minor Project (staff review only)	\$3,716.41
Design Enhancement Exception (DEE)	\$7,709.56
Master Sign Program (Architectural Review Board review)	\$4,854.81
Sign Exception	\$5,067.23
Signs, minor façade, landscaping, accessory structures, or similar minor changes to exterior (staff review)	\$1,161.45
Temporary sign permit (15 days)	\$214.56
<b>SITE AND DESIGN</b>	
Site and Design - Major	Deposit \$31,322.64
<b>SUBDIVISION</b>	
Preliminary Parcel Map	\$6,496.80
Preliminary Parcel Map w/Exception	\$10,274.44
Parcel Map	\$5,422.95
Parcel Map w/ Exception	\$3,970.33
Tentative Map	Deposit \$11,990.05
Final Map	\$6,483.67
<b>USE PERMITS</b>	
Conditional Use Permit (CUP) – Director Level	\$8,000.83
Conditional Use Permit (CUP) – Alcohol Service only	\$4,220.26
Conditional Use Permit (CUP) - Day Care Center only	\$198.45
Conditional Use Permit – add'l hearing request (paid by applicant)	\$13,412.89
Temporary Use Permit (TUP)	\$1,589.50
<b>WIRELESS PERMITS</b>	
Wireless Facilities Tier 1	Deposit \$3,716.08
Wireless Facilities Tier 2	Deposit \$8,000.83
Wireless Facilities Tier 3	Deposit \$8,496.95
<b>SINGLE FAMILY</b>	
Home Improvement Exception (HIE)	\$4,323.90
Home Improvement Exception – UF review fee for trees	\$432.00
Prelim Individual Review mtg with Architect	\$522.15
Individual Review - New Two Story home or addition to existing one story	\$9,799.45
IR - Second Story expansion >150 s.f.	\$7,844.32
Individual Review (IR) Minor Revisions to approved projects	\$4,076.49
Individual Review – UF review fee for trees	\$672.00

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.

**CITY OF PALO ALTO**  
**PLANNING DIVISION APPLICATION FEE SCHEDULE EFFECTIVE AUGUST 23, 2022**  
*For more information, please refer to the Fiscal Year 2023 Municipal Fee Schedule*

<b>COMP PLAN &amp; ZONING CHANGES</b>	
Comprehensive Plan Change (not annual review)	Deposit \$8,506.55
Planned Community Zone Change (PC and PHZ)	Deposit \$10,210.42
Minor Change to Planned Community Zone	Deposit \$2,086.90
Zone Change (Regular and Text Amendments)	Deposit \$8,506.55
Pre-Screening	Deposit \$4,171.66
<b>OTHER</b>	
Development Agreement	Deposit \$9,815.66
Development Agreement - Annual Review	Deposit \$3,436.55
Pre-Application Consultation Fee (3 hours of staff/mgt time)	\$806.25
SB 330 Application	\$2,961.84
Variance, Director's level	\$5,110.98
Variance, additional upon hearing request (paid by applicant)	\$13,412.89
Williamson Act - Establish or Withdraw	Deposit \$2,681.91
Mills Act – Establish or Withdraw	Deposit \$2,552.71
Additional costs exceeding appeal fee (paid by applicant)	Deposit \$4,171.66
Contract administration	25% of direct costs
IR Refund Fee	2 hr. Applicable hourly rate
<b>MISCELLANEOUS PROCESSING FEES</b>	
Public Notice: 600 foot radius	\$1,251.17
Public Notice: 150 foot radius	\$712.60
Public Notice: Beyond 600 foot radius	\$1,668.23
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>	
<b>ATTORNEY AND OTHER FEES</b>	
Legal Review of Major ARB Project	\$7,439.74
Legal Review of legislative/zone change, plan amendment, etc.)	\$13,914.24
Legal Review of Environmental Document	\$13,126.11
Legal Review for additional hearings	1/3 applicable fee
Legal Review - Mitigation Monitoring (EIR)	\$696.17
Appeal of Decision (File with City Clerk)	\$651.35
<b>ENVIRONMENTAL ASSESSMENT</b>	
CEQA Categorical Exemption	\$628.31
Environmental Impact Assessment (EIA), Mitigated Negative Declaration	Deposit equal to 100% of Estimated Cost + 25%
Environmental Document (consultant prepared)	Deposit equal to 100% of Estimated Costs + 25%
Environmental Document (staff prepared)	Deposit \$6,954.18

- Other application fees may apply.
- 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

**CITY OF PALO ALTO**  
**PLANNING DIVISION APPLICATION FEE SCHEDULE EFFECTIVE AUGUST 23, 2022**  
*For more information, please refer to the Fiscal Year 2023 Municipal Fee Schedule*

Mitigation Monitoring (MND)	Deposit \$1,700.67	
Mitigation Monitoring (EIR)	Deposit \$5,104.15	
<b>HISTORIC</b>		
Demolition of Historic Building	\$1,392.44	
Major Project	\$2,088.60	
Minor Project requiring staff level review	\$1,392.44	
Historic Review of Individual Review Application	\$348.14	
Floor Area Bonus and/or Transfer of Development Rights (TDR)	Deposit \$826.43	
<b>DOCUMENTS &amp; GENERAL FEES</b>	<b>FEE</b>	<b>BASIS</b>
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	\$7.04	Per plan sheet
Comprehensive Plan	\$434.56	Plus mailing costs, if mailed
Zoning Map	\$125.90	Plus mailing costs, if mailed

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.