

City of Clayton User Benefit, Regulatory and Rental Fees		
<i>Foot Notes</i>	Fee/Deposit Description	Proposed FY 2022-23 Fee/Deposit 5% CPI Increase (8.8% total increase)
COMMUNITY DEVELOPMENT DEPARTMENT		
Annexations		
1,3,4,5	Annexation	Time - \$5,000 minimum deposit
General Plan /Zoning Ordinance Amendments		
1,3,4,5	General Plan Map or Text Amendment	Time - \$5,000 minimum deposit
1,3,4,5	Pre Zoning / Re Zoning	Time - \$5,000 minimum deposit
1,3,4,5	Zoning Ordinance Text Amendment	Time - \$5,000 minimum deposit
Site Plans / Development Plans		
1,3,4,5	Site Plan Review Permit - Residential	Time - \$1,000 minimum deposit
1,3,4,5	Site Plan Review Permit - Residential Amendment	Time - \$1,000 minimum deposit
1,3,4,5	Site Plan Review Permit - Non Residential	Time - \$5,000 minimum deposit
1,3,4,5	Site Plan Review Permit - Non Residential Amendment	Time - \$2,000 minimum deposit
1,3,4,5	Development Plan	Time - \$5,000 minimum deposit
Subdivisions		
1,3,4,5	Tentative Subdivision Map Application	Time - \$5,000 minimum deposit
1,3,4,5	Lot Line Adjustment	Time - \$1,000 minimum deposit
1,3,4,5	Lot Merger	Time - \$2,000 minimum deposit
Parcel Maps		
1,3,4,5	Tentative Parcel Map Application	Time - \$2,000 minimum deposit
Environmental Review		
1,3,4,5	Environmental Impact Report	Time - \$5,000 minimum deposit
1,3,4,5	Negative Declaration with Mitigations (Mitigated Neg. Dec.)	Time - \$2,500 minimum deposit
1,3,4,5	Negative Declaration without Mitigations	Time - \$1,500 minimum deposit
	Mitigation Monitoring and Reporting Plan	Included with Mitigated Neg Dec/ EIR
1,3,4,5	Categorical Exemption	County filing fee + Time
Permits		
6	Home Occupation Permit - Administrative Review	\$216
1,3,4,5	Home Occupation Permit - Planning Commission Review	Time - \$750 minimum deposit
→ 10	Use Permit - Fences Administrative Review	\$216
1,3,4,5	Use Permit - Residential - Planning Commission Review	Time - \$1,000 minimum deposit
1,3,4,5	Use Permit - Non- Residential - Planning Commission Review	Time - \$5,000 minimum deposit
6	Temporary Use Permit - Administrative Review	\$216
1,3,4,5	Temporary Use Permit - Planning Commission Review	Time \$500 minimum deposit
→ 6,10	Sign Permit - Administrative Review	\$70
1,3,4,5	Sign Permit - Planning Commission Review	Time - \$1,000 minimum deposit
→ 6,10	Temporary Storage Permit	\$70
→ 6,10	Accessory Dwelling Unit (ADU) Permit - Administrative Review	\$360
→ 6,10	Tree Removal Permit - Administrative Review without notice (per tree - min. applies see below)	\$12
→ 6,10	Tree Removal Permit - Administrative Review Without Notice (Minimum)	\$43
→ 10	Tree Removal Non-Compliance Penalty (Admin Review Without Notice)	\$43
→ 6,10	Tree Removal Permit - Administrative Review with Notice (per tree - minimum applies see below)	\$65
→ 6,10	Tree Removal Permit - Administrative Review with Notice (minimum)	\$143

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→ 10	Tree Removal Non-Compliance Penalty (Notice Required)	\$143
1,3,4,5	Tree Removal Permit - Planning Commission Review	Time - \$500 minimum deposit
	Tree Replacement In-Lieu Fee (CMC §15.70.040 F & 15.70.55) (per 24" box tree)	\$840
1,3,4,5	Building Moving Permit	Time - \$1,000 minimum deposit
	Noise Permit - Administrative Review	\$216
	Reasonable Accommodations Permit - Administrative Review	\$216
1,3,4,5	Reasonable Accommodations Permit - Planning Commission Review	Time - \$500 minimum deposit
→ 6,10	Outdoor Seating Permit (CMC §17.24.020 -H/Standard Policy No 3)	\$112
Miscellaneous		
1,3,4,5	Variance - Residential	Time - \$1,000 minimum deposit
1,3,4,5	Variance - Non Residential	Time - \$5,000 minimum deposit
6	Appeal - Administrative Decisions	\$70
1,3	Appeal-Administrative Code Enforcement Citation	Time - \$1,800 minimum deposit
→ 6,11	Appeal - Planning Commission Decisions - Residential	\$360
→ 6,11	Appeal - Planning Commission Decisions - Non Residential	\$723
1,3,4,5	Time Extension Request	Time - \$500 minimum deposit
1,3,4,5	Contract Administration	Time - \$1,000 minimum deposit
1,3,4,5	Large Family Day Care Home Permit	Time - \$500 minimum deposit
1,3,4,5	Pre Application Consultation Deposit	Time - \$1,000 minimum deposit
Construction and Demolition (C&D) Recycling Plans		
→ 6,10	Permit processing Fee - Single Family	\$186
→ 6,10	Permit processing Fee - Commercial & Multifamily	\$376
	Mgmt. Plan Deposit - Single Family (Minor Projects Including: re-roof, additions, remodeling, tenant improvements, etc.)	\$1,000 plus \$1/sq. ft. overs 2,000 sq. ft.
	Mgmt. Plan Deposit - Single Family (New Construction) per unit	\$2,000 plus \$1/sq. ft. over 2,000 sq. ft.
	Mgmt. Plan Deposit - Commercial & Multifamily (New Construction)	\$2,000 plus \$1/sq. ft. over 2,000 sq. ft.
Habitat Conservation Area Compliance		
1,3,4,5	Habitat Conservation Plan/Natural CC Plan	Time - \$1,000 minimum deposit
CITY ENGINEERING DEPARTMENT		
2	Bid or Plan Sets	Actual Cost
→ 10	Deed Restriction / Covenant Agreement Preparation (Does not include recordation extra cost. See Administrative Fees.)	\$533
Subdivisions		
→ 10	Final Map Filing Fee (per map)	\$878
1,8	Final Map Checking Fee	Time - \$2,500 minimum deposit
1,8	Construction Plans Checking Fee	Time - \$2,500 minimum deposit
	Construction Inspection Fee - Public Improvements	9% of Bond Estimates
	Construction Inspection Fee - Private Improvements	9% of Bond Estimates
	Construction Inspection Fee - Sanitary Sewer	3% of Bond Estimates
Parcel Maps		
→ 10	Final Parcel Map Filing Fee (per map)	\$174
1,8	Final Parcel Map Plan Checking Fee	Time - \$1,000 minimum deposit

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1,8	Construction Plan Checking Fee	Time - \$1,000 minimum deposit
	Construction Inspection Fee - Public Improvements	9% of Bond Estimates
	Construction Inspection Fee - Private Improvements	9% of Bond Estimates
	Construction Inspection Fee - Sanitary Sewer	3% of Bond Estimates
Major Grading		
→ 10	Grading Permit Filing Fee (per permit)	\$263
1,8	Grading Permit Plan Check	Time - \$1,000 minimum deposit
1,8	Grading Inspection	Time - \$1,000 minimum deposit
Minor Construction Activity Permits (Including Encroachment, Stormwater, Wireless Installations, and Grading)		
→ 10	Projects that do not disturb the ground (i.e. interior remodels, roof replacement, etc.) (per permit + time - \$500 minimum deposit)	\$159
→ 10	Room additions (including other projects that disturb the ground) (per permit + time - \$2,400 minimum deposit)	\$159
→ 10	Minor concrete repairs or replacement (i.e. sidewalks, curb & gutter) (per permit + time - \$1,000 minimum deposit)	\$294
→ 10	New driveway construction or replacement (Work may require the granting of additional street right of way requiring the preparation of grant deed and recordation. See Deed Restriction/Covenant Agreement Preparation fee above and Document Recording fee in Administrative Fees section.) (per permit + time - \$2,400 minimum deposit)	\$289
→ 10	Pool installation or total removal of existing pool (requires inspection and testing by applicant's third party soils engineer) (per permit + time - \$2,400 minimum deposit)	\$294
→ 10	Partial removal of existing pool (Work requires a grading permit and the preparation and recording of a restricted use covenant. See Deed Restriction/Covenant Agreement Preparation fee above and Document Recording fee in Administrative Fees section.) (per permit + time - \$2,400 minimum deposit)	\$294
1,8	Wireless Installation Encroachment Permit	Time - \$2,000 minimum deposit
11	Transportation Permit Fee	\$16
Major Construction Activity Permits		
→ 10	Major Construction Activity Permit (per permit)	\$83
1,8	Major Plan Check	Time- \$2,500 minimum deposit
1,8	Major Inspection	Time- \$2,500 minimum deposit
	Cash Bond Major Encroachments (may be surety if more than \$10,000)	Per City Engineer
Post Construction Stormwater Compliance		
	Post construction Annual Verification Inspection - Individual Single Family Lot Non-HOA (per lot)	\$280
	Post construction Annual Verification Inspection - Single Family HOA (per HOA - first 10 lots)	\$280
	Post construction Annual Verification Inspection - Single Family HOA (per HOA - additional lots >10)	\$78
	Post construction Annual Verification Inspection - Commercial (per acre - min. 1 acre)	\$280
	Documentation Compliance Review Fee - Individual Single Family (per lot)	\$280
	Documentation Compliance Review Fee - HOA (per HOA)	
	- First 10 lots	\$280

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	- Each additional lot after 10th	\$80
	Documentation Compliance Review Fee - Commercial (per acre - min. 1 acre)	\$280
	Annual State Reporting preparation/filing Fee - Individual Single Family Lot (per lot)	\$100
	Annual State Reporting preparation/filing Fee - Single Family HOA (per HOA)	\$195
	Annual State Reporting preparation/filing Fee - Commercial (per acre - min. 1 acre)	\$195
POLICE DEPARTMENT		
6	Residential Alarm System Registration Fee (per residential unit)	\$36
6	Commercial Alarm System Registration Fee (per commercial occupancy)	\$74
6	Vehicle Release (per vehicle - cash, credit, debit only)	\$186
6	Police Reports (per report)	\$35
6	VIN Verification (per vehicle)	\$49
6	Clearance Letters (Notary fee extra. See Administrative Fees section) (per letter)	\$36
1	Police Enforcement on Party Ordinance (CMC §6.19.040)	Time - Maximum \$500
1	Police Enforcement of DUI Involving Accident (CA Vehicle Code §53150-53158)	Time - Maximum \$12,000
6	City Alcohol Beverage Permit	\$70
	Booking Fees	As established by County or agreement w/ Concord
	False Alarm Fee (Fixed per City Ordinance 9.18.060(a)(b))	\$52
6	Tobacco Sales Permit (City Ordinance 8.16.130)	\$107
6	Tobacco Sales Permit Fee Renewal (City Ordinance 8.16.130)	\$52
6	Taxicab Permit Fee (City Ordinance 5.36.050) (per taxicab)	\$364
6	Taxicab Permit Fee - Renewal (City Ordinance 5.36.190) (per taxicab)	\$135
	Subpoena Duces Tecum (Per CA Evidence Code 1563)	\$24/hr, \$6/qtr hr
	Repossession Filing Fee (Fixed per CA Gov Code Sec 41612)	\$15
	Witness Fees per California Gov. Code §68096.1 if City Employee subpoenaed (per employee subpoena per day + IRS reimbursement min. rate per CA Gov. Code)	\$288
6	Administrative Fee for Failure to Display Disabled Placards per vehicle code §40226 (per violation)	\$31
6	Firearms Seizure and Processing Fee (per violation)	\$144
6	RV Public parking Permit Fee - Bona fide guest of Clayton Resident (per permit)	\$36
	RV Public Parking Permit Fee - Clayton Resident	No charge
6	Solicitation Permit (Not including live scan. Applicant pays for Livescan directly to Livescan entity) (per permit)	\$95
6	Citation Sign off for correctable offenses - Non Resident (per citation)	\$30
	Citation Sign off for correctable offenses - Resident	No charge
6	Late Fee- Parking Violations (per citation)	\$49
PUBLIC FACILITIES AND PARKS RENTAL FEES		
Library Meeting Room - Hoyer Hall		
6	Non-profit (Non-Clayton Based) (per hour)	\$59
6	Non-profit (Clayton Based) (per hour)	\$31

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<i>Foot Notes</i>	Fee/Deposit Description	Proposed FY 2022-23 Fee/Deposit 5% CPI Increase (8.8% total increase)
6	Resident (per hour)	\$72
6	Non resident or Commercial (per hour)	\$90
6	Deposit (for all) - clean up/damage - refundable (per rental)	\$217
6	Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$49
6	Reservation rental date change (less than 7 calendar days prior to use date)	\$64
6	Rental Cancellation Fee (30 or more days prior to event)	\$31
6	Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$30 processing fee
	Rental Cancellation Fee (14 days or less)	No refund
Endeavor Hall Meeting Room		
6	Non-profits (Clayton-based and Non-Clayton-based Weekdays) (per hour Sun 5pm - Fri 5pm)	\$57
6	Clayton-based non-profit only (maximum daily weekday rental)	\$144
6	Non-profits (Clayton-based and Non-Clayton-based Weekends) (per hour Fri 5pm - Sun 5pm)	\$216
6	Resident - Weekdays (per hour Sun 5pm - Fri 5pm)	\$144
6	Non-resident or Commercial - Weekdays (per hour Sun 5pm - Fri 5pm)	\$173
6	Resident - Weekends (per hour Fri 5pm - Sun 5pm)	\$216
6	Non-resident or Commercial - Weekends (per hour Fri 5pm - Sun 5pm)	\$260
	Deposit (all) - no alcohol or beer and wine only (clean up/damage per reservation)	\$500
	Deposit (all) - hard alcohol (distilled spirits) (clean up/damage per reservation)	\$1,000
6	Reservation rental time change (same date) (less than 30 days prior to the event)	\$49
6	Reservation rental date change (less than 90 days prior to event)	\$64
	Rental Cancellation Fee (181 or more days prior to event)	95% deposit refund and \$30 processing fee
	Rental Cancellation Fee (91 - 180 days prior to event)	75% deposit refund and \$30 processing fee
	Rental Cancellation Fee (61 - 90 days prior to event)	50% deposit refund and \$30 processing fee
	Rental Cancellation Fee (31 - 60 days prior to event)	25% deposit refund and \$30 processing fee
	Rental Cancellation Fee (30 days or less prior to event)	No refund
City Hall 1st Floor Conference Room		
6	Non-profit (Clayton-based or non-Clayton-based non profits) (per hour)	\$31
6	Resident (per hour)	\$37
6	Non-resident or Commercial (per hour)	\$46
	Deposit (clean up/damage per reservation)	\$100
6	Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$49
6	Reservation rental date change (less than 7 calendar days prior to use date)	\$64
6	Rental Cancellation Fee (30 or more days prior to event)	\$31

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6	Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$30 processing fee
	Rental Cancellation Fee (14 days or less)	No refund
City Hall Courtyard		
6	Non-profit (Clayton-based or non-Clayton-based non profits) (per hour)	\$59
6	Resident (per hour)	\$72
6	Non-resident or Commercial (per hour)	\$90
	Deposit (clean up/damage per reservation)	\$100
6	Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$49
6	Reservation rental date change (less than 7 calendar days prior to use date)	\$64
6	Rental Cancellation Fee (30 or more days prior to event)	\$31
6	Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$30 processing fee
	Rental Cancellation Fee (14 days or less)	No refund
Clayton Community Park and Related Facilities		
Picnic Areas		
6	Picnic Area #2 - Resident (flat fee for 4 hours block)	\$22
6.9	Picnic Area #2 - Non Resident or Commercial (flat fee for 4 hour block)	\$31
6.9	Picnic Area #3 - Resident (flat fee for 4 hours block)	\$22
6.9	Picnic Area #3 - Non Resident or Commercial (flat fee for 4 hour block)	\$31
6.9	Picnic Area #4 - Resident (flat fee for 4 hour block)	\$52
6.9	Picnic Area #4 - Non Resident or Commercial (flat fee for 4 hour block)	\$67
	Picnic Area #5 - Resident (6 separate areas)	
9	- 1st 2 tables - flat fee for 4 hours block (per table)	\$43
9	- Each additional table - flat fee for 4 hour block (per table)	\$7
	Picnic Area #5 - Non Resident or Commercial (6 separate areas)	
6.9	- 1st 2 tables - flat fee for 4 hour block (per table)	\$54
6,7,9	- Each additional table - flat fee for 4 hour block (per table)	\$8
6	Picnic Area #6 Resident (Large Group Area) (per day)	\$360
6	Picnic Area #6 Resident (Large Group Area) (per hour - 4 hr min)	\$43
6	Picnic Area #6 Non Resident or Commercial (Large Group Area) (per day)	\$469
6	Picnic Area #6 Non Resident or Commercial (Large Group Area) (per hour - 4 hr min)	\$60
6	Picnic Area #5 & #6 Combined - Resident (per day)	\$577
6	Picnic Area #5 & #6 Combined - Resident (per hour - 4 hr min)	\$70
6	Picnic Area #5 & #6 Combined - Non Resident or Commercial (per day)	\$751
6	Picnic Area #5 & #6 Combined - Non Resident or Commercial (per hour - 4 hr min)	\$94
6.9	Picnic Area #7 - Resident (per 4 hour block)	\$57
6.9	Picnic Area #7 - Non Resident or Commercial (flat fee for 4 hour block)	\$72
6	Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$49
6	Reservation rental date change (less than 7 calendar days prior to use date)	\$64
6	Rental Cancellation Fee (30 or more days prior to event)	\$31

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6	Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$30 processing fee
	Rental Cancellation Fee (14 days or less)	No refund
	Rain out	Reschedule to alt. date at no additional cost (no refund)
Sports Fields		
	Adult Sports Field Rental (per hour per field)	\$43
	Youth Sports Field Rental (per hour per field)	\$24
6	Field Rental Change of Time, Same Date (less than 7 calendar days prior to use date)	\$49
6	Field Rental Change of Date (less than 7 calendar days prior to use date)	\$64
	Field Rental Cancellation	No refund less than 14 days prior to use
	Rain out	Reschedule to alt. date at no additional cost (no refund)
Grove Park and Related Facilities		
	Entire Facility Security Deposits	Events without food or beverage \$1,500
	Entire Facility Security Deposits	Events with food and beverage \$1,800
	Entire Facility Security Deposits	Events closing street (i.e.: either Main or Center etc.) \$2,200
6	Special Event Permit/Application Process (non refundable) - events closing streets (Main or Center etc.) + other permit fees:TUP/NP	\$359
	Gazebo only Rental Security Deposit	\$271
	Amplified Sound - damage/security deposit if using City sound equip	\$1,000
6	Amplified Sound Equipment Use Fee (Noise Permit also required) (per hour)	\$31
2	City provided Sound Equipment Tech if needed for use of City equip	cost
6	Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$49
6	Reservation rental date change (less than 7 calendar days prior to use date)	\$64
6	Rental Cancellation Fee (30 or more days prior to event)	\$31
6	Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$30 processing fee
	Rental Cancellation Fee (14 days or less)	No refund
	Rain out	Reschedule to alt. date at no additional cost (no refund)
Entire Grove Park Facility		
6	Rental Entire Facility - Resident -- Weekends (per hour)	\$216
6	Rental Entire Facility - Resident -- Weekends (per day)	\$1,734
6	Rental Entire Facility - Non-profit (verification req'd) -- Weekends (per hour)	\$216
6	Rental Entire Facility - Non-profit (verification req'd) -- Weekends (per day)	\$1,734
6	Rental Entire Facility - Non-resident or Commercial -- Weekends (per hour)	\$260
6	Rental Entire Facility - Non-resident or Commercial -- Weekends (per day)	\$2,081
6	Rental Entire Facility - Resident -- Weekdays (per hour)	\$144
6	Rental Entire Facility - Resident -- Weekdays (per day)	\$1,156
6	Rental Entire Facility - Non-profit (verification req'd) -- Weekdays (per hour)	\$144
6	Rental Entire Facility - Non-profit (verification req'd) -- Weekdays (per day)	\$1,128

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6	Rental Entire Facility - Non-resident or Commercial -- Weekdays (per hour)	\$173
6	Rental Entire Facility - Non-resident or Commercial -- Weekdays (per day)	\$1,526
Gazebo Only		
6	Rental Gazebo only -Resident - Weekends (per hour)	\$151
6	Rental Gazebo only -Resident - Weekends (per day)	\$1,214
6	Rental Gazebo only -Non-profit (verification req'd) - Weekends (per hour)	\$151
6	Rental Gazebo only -Non-profit (verification req'd) - Weekends (per day)	\$1,214
6	Rental Gazebo only - Non-resident or Commercial - Weekends (per hour)	\$181
6	Rental Gazebo only - Non-resident or Commercial - Weekends (per day)	\$1,456
6	Rental Gazebo only -Resident - Weekdays (per hour)	\$107
6	Rental Gazebo only -Resident - Weekdays (per day)	\$433
6	Rental Gazebo only -Non-profit (verification req'd) - Weekdays (per hour)	\$107
6	Rental Gazebo only -Non-profit (verification req'd) - Weekdays (per day)	\$433
6	Rental Gazebo only - Non-resident or Commercial - Weekdays (per hour)	\$128
6	Rental Gazebo only - Non-resident or Commercial - Weekdays (per day)	\$520
Group Picnic Area (Near Tot Lot)		
6	Group Picnic Area - Resident - Weekends (per hour - 4 hour minimum)	\$36
6	Group Picnic Area - Resident - Weekends (per day)	\$250
6	Group Picnic Area - Non-profit (verification req'd) - Weekends (per hour - 4 hour minimum)	\$36
6	Group Picnic Area - Non-profit (verification req'd) - Weekends (per day)	\$250
6	Group Picnic Area - Non-resident or Commercial - Weekends (per hour - 4 hour minimum)	\$43
6	Group Picnic Area - Non-resident or Commercial - Weekends (per day)	\$302
6	Group Picnic Area - Resident - Weekdays (per hour - 4 hour minimum)	\$30
6	Group Picnic Area - Resident - Weekdays (per day)	\$231
6	Group Picnic Area - Non-profit (verification req'd) - Weekdays (per hour - 4 hour minimum)	\$30
6	Group Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$231
6	Group Picnic Area - Non-resident or Commercial - Weekdays (per hour - 4 hour minimum)	\$35
6	Group Picnic Area - Non-resident or Commercial - Weekdays (per day)	\$277
Plaza Picnic Area (Per Table)		
6	Plaza Picnic Area - Resident - Weekends (per hour - 4 hour minimum)	\$36
6	Plaza Picnic Area - Resident - Weekends (per day)	\$250
6	Plaza Picnic Area - Non-profit (verification req'd) - Weekends (per hour - 4 hour minimum)	\$36
6	Plaza Picnic Area - Non-profit (verification req'd) - Weekends (per day)	\$250
6	Plaza Picnic Area - Non-resident or Commercial - Weekends (per hour - 4 hour minimum)	\$43
6	Plaza Picnic Area - Non-resident - or Commercial - Weekends (per day)	\$302
6	Plaza Picnic Area - Resident - Weekdays (per hour - 4 hour minimum)	\$30
6	Plaza Picnic Area - Resident - Weekdays (per day)	\$231
6	Plaza Area - Non Profit (verification req'd) - Weekdays (per hour - 4 hour minimum)	\$30
6	Plaza Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$231

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6	Plaza Picnic Area - Non-resident or Commercial - Weekdays (per hour - 4 hour minimum)	\$35
6	Plaza Picnic Area - Non-resident or Commercial - Weekdays (per day)	\$277
6	Fountain operation with geysers (per 48 hour block)	\$468
	Special Event Liability Insurance purchased through City's 3rd party carrier	Insurance cost per schedule rates by insurance provider when purchasing insurance through City 3rd party carrier
6	Special Event Liability Insurance Administrative Fee (per certificate)	\$43
ADMINISTRATIVE FEES		
	Document Copying (10 pages or less)	No charge
7	Document Copying (per page > 10 pages)	\$0.10
6	Document Recording [with County Clerk Recorders Office] (Actual recording fee costs plus staff time & mileage) (per document)	\$150
	Trail Maps (<u>Fixed</u> - per map)	\$2
2	Video/Audio Recording(s) of City Council or Planning Commission Meetings (placed on CD, DVD, flash drive, etc. as applicable)	Cost
2	Printed documents (i.e. general plan, budget, zoning ord., etc.)	Cost
2	Video Recordings of Meetings	Cost
	FPPC Document Copying (per page - State law) (per page)	\$0.10
7	Notary Public Fee (per document - State law) (per document)	\$15
	Business License Initial Registration Fee - New Business	\$70
	Duplicate Business License Fee (CMC §5.04.790)	\$13
	First Returned Check Service Charge - Fixed	\$25
	Subsequent Returned Check Service Charge - Fixed	\$37
	Late Payment Charges for Administrative Fines	Ten percent (10%) of original fine for every 30 days or portion thereof. The Late Payment Charge shall not exceed 100 percent (100%) of the original fine.
6	Street Closure Fee	\$144
	Administrative penalty for City issued permits after the fact (encroachment permit; tree removal permit, etc.)	Double the original permit fee
6	Code Enforcement non-compliance re-inspection after the first inspection (in addition to any citation fines) (per inspection)	\$42

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<i>FOOT NOTES</i>		
1	"Time" is defined as the cost per hour for an employee at the time the costs are incurred. Costs included salary, benefits, employer taxes, overhead and overtime, as applicable. Time also means City Engineer billing (plus 15%), as well as costs of other contracts and expenses. Detail of costs are available upon request.	
2	"Cost" is defined as the cost of equipment use, non-returnable flash drive (video/audio recordings), materials, labor, and supplies.	
3	Deposits are required upon submittal of an application. A minimum deposit is stipulated by these fees. At City Manager's discretion, deposit requirement can be reduced. Also, if it is the judgment of staff a minimum deposit is not sufficient, the required deposit may be increased. If, after a deposit is made, more funds are needed, the applicant will be notified when approx. 30% of the deposit remains, any additional funds estimated by staff are to be provided to replenish the deposit account for continuing work on the project, until such funds are received work on the project may be suspended.	
4	If a development project requires multiple applications, only a single deposit shall be required. In such cases, the amount of the deposit shall be the largest single deposit required by any of the applications, or an amount determined by the City Manager, not to exceed the sum of the deposits.	
5	All fixed-cost development application fees are refundable based upon the City amount of staff work completed on the process of the application and subject to approval by the City Manager.	
6	City operational costs are driven both by labor increases and by overall cost of living increases and fees are adjusted by the higher of those two each year. For FY22 the CPI is equal to 5.0%, City Labor increases are equal to either 3% or 4%; thus the rates are increasing by 5.0%. They did not increase in FY22 due to staff turnover and COVID related delays; therefore, we are also including an increase of 3.8% for FY22. The total increase from FY21 to FY23 is 8.8%.	
7	CPI in prior year Master Fee Schedule (FY 2021 or FY2022) did not result in a fee increase due to the CPI impact being too trivial to warrant a full dollar increase as fees are adopted in whole dollars only. Therefore, fees in these areas for FY2023 did not increase.	
8	Amount reflects minimum engineering deposit for standard project requirements. However additional amounts may be required as determined by the City Engineer based on the size of the project and for unusual or non-standard circumstances. All costs for inspection and administration relating to this permit shall be deducted from the inspection service deposit(s) or cash bond.	
9	This specified Clayton Community Park picnic area is only available for rent in 4 hour block increments.	
10	An Arrow symbol → Indicates fee increases and will take effect 60 days after adoption that may be subject to California Government Code §66017. All other fees will take effect upon adoption of Resolutions.	
11	This is a newly added fee per California Vehicle Code Section 35700(a)	