

CITY OF CLAYTON- BOOK OF FEES		
ATTACHMENT 2		
DESCRIPTION OF FEES		
CITYWIDE STAFF HOURLY REIMBURSEMENT FEES		
Departments	Position	Cost Reimbursement Fee Rate/ Hour
Admin/Finance	Accounting Technician	\$ 56
Community Dev	Assistant Planner	\$ 90
Admin/Finance	Assistant to the City Manager	\$ 72
Endeavor Hall	Attendant	\$ 16
Police	Chief of Police	\$ 131
Admin/Finance	City Clerk	\$ 63
Admin/Finance	City Manager	\$ 142
Community Dev	Community Development Director	\$ 136
Admin/Finance	Finance Director	\$ 132
PW/Mtn	Maintenance Senior	\$ 75
PW/Mtn	Maintenance Supervisor	\$ 87
PW/Mtn	Maintenance Worker I	\$ 63
PW/Mtn	Maintenance Worker II	\$ 67
Admin/Finance	Office Assistant/Code Officer	\$ 42
Police	Police Administrative Clerk	\$ 51
Police	Police Office Coordinator	\$ 59
Police	Police Officers	\$ 97
Police	Police Officers (PEPRA)	\$ 79
Police	Police Sergeant (PEPRA)	\$ 105
Police	Police Sergeant	\$ 117

CITY OF CLAYTON- BOOK OF FEES	
ATTACHMENT 3	
DESCRIPTION OF FEES	FEES/DEPOSIT
PLANNING AND DEVELOPMENT FEES	
ANNEXATION	
Annexation - This fee may include the items as illustrated below.	Actual Cost - \$5,000 minimum deposit
Local Agency Formation Commission	Actual Costs
Legal Costs for City plus 15% administrative overhead	Actual Costs
City Engineering Costs plus 15% administrative overhead	Actual Costs
Pre-annexation fees (legal costs, engineering cost and other City costs)	Actual Costs
GENERAL PLAN /ZONING ORDINANCE FEES	
General Plan Map or Text Amendment	Actual Cost- \$5,000 minimum deposit
Pre Zoning / Re Zoning	Actual Cost - \$5,000 minimum deposit
Zoning Ordinance Text Amendment	Actual Cost- \$5,000 minimum deposit
Site Plans / Development Plans	
Site Plan Review Permit - Residential	Actual Cost- \$1,000 minimum deposit
Site Plan Review Permit - Residential Amendment	Actual Cost- \$1,000 minimum deposit
Site Plan Review Permit - Non Residential	Actual Cost - \$5,000 minimum deposit
Site Plan Review Permit - Non Residential Amendment	Actual Cost- \$2,000 minimum deposit
Development Plan	Actual Cost- \$5,000 minimum deposit
New Development Services Agreement - Negotiating, processing, reviewing, drafting, and finalizing development agreements including, but not limited to development, disposition, and owner participation agreement and related documents.	Actual Cost- \$5,000 minimum deposit
SUBDIVISIONS	
Tentative Subdivision Map Application	Actual Cost - \$5,000 minimum deposit
Lot Line Adjustment	Actual Cost- \$2,500 minimum deposit
Lot Merger	Actual Cost - \$2,500 minimum deposit
SUBDIVISIONS	
Tentative Parcel Map Application	Actual Cost - \$2,000 minimum deposit
ENVIRONMENTAL REVIEW	

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	DESCRIPTION OF FEES	FEES/DEPOSIT
	Environmental Impact Report	Actual Cost - \$5,000 minimum deposit
	Negative Declaration with Mitigations (Mitigated Neg. Dec.)	Actual Cost- \$2,500 minimum deposit
	Negative Declaration without Mitigations	Actual Cost - \$2,000 minimum deposit
	Mitigation Monitoring and Reporting Plan	Included with Mitigated Neg Dec/ EIR
	Categorical Exemption	
New	County Recorder Fees https://www.contracostavote.gov/recorder/recording-fees/recorder-fee-schedule/	Actual cost
New	Staff Time based on the Citywide Fee Reimbursement Schedule	Actual cost
New	Mileage Costs (To and From) per IRS rate established (https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile)	2023 IRS Rate: 65.5 cents per mile
PERMITS		
	Home Occupation Permit - Administrative Review	\$237
	Home Occupation Permit - Planning Commission Review	Actual Cost - \$750 minimum deposit
	Use Permit - Fences Administrative Review	\$293
	Use Permit - Residential - Planning Commission Review	Actual Cos - \$1,000 minimum deposit
	Use Permit - Non- Residential - Planning Commission Review	Actual Costs - \$2,000 minimum deposit
	Temporary Use Permit - Administrative Review	\$660
	Temporary Use Permit - Planning Commission Review	Actual Cost- \$1,000 minimum deposit
	Sign Permit - Administrative Review	\$90
	Sign Permit - Planning Commission Review	Actual Cost- \$1,000 minimum deposit
	Temporary Storage Permit	\$90
	Accessory Dwelling Unit (ADU) Permit - Administrative Review	\$372
	Tree Removal Permit - Administrative Review Without Notice (Minimum)	\$45
	Tree Removal Non-Compliance Penalty (Admin Review Without Notice)	\$135

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	DESCRIPTION OF FEES	FEES/DEPOSIT
	Tree Removal Permit - Administrative Review with Notice (per tree - minimum applies see below)	\$135
	Tree Removal Non-Compliance Penalty (Notice Required)	\$259
	Tree Removal Permit - Planning Commission Review	Actual Cost - \$500 minimum deposit
	Tree Replacement In-Lieu Fee (CMC §15.70.040 F & 15.70.55) (per 24" box tree)	\$840
	Building Moving Permit	Actual Cost - \$1,000 minimum deposit
	Noise Permit - Administrative Review	\$383
	Reasonable Accommodations Permit - Administrative Review	\$338
	Reasonable Accommodations Permit - Planning Commission Review	Actual Cost- \$600 minimum deposit
	Outdoor Seating Permit (CMC §17.24.020 - H/Standard Policy No 3)	\$112
MISCELLANEOUS		
	Variance - Residential	Actual Cost - \$1,000 minimum deposit
	Variance - Non Residential	Actual Cost - \$2,000 minimum deposit
New	Pre-application review of development of 2 hours (additional hours will be based on actual costs). Two hour Minimum : \$272 (additional hours at \$136/hour).	Actual Cost- \$2,500 minimum deposit
New	Community Facility District or Other Assessment District formation fees	Actual Cost- \$8,000 minimum deposit
	Appeal - Administrative Decisions	\$90
	Appeal-Administrative Code Enforcement Citation	Actual Cost- \$1,800 minimum deposit
	Appeal - Planning Commission Decisions - Residential	\$375
	Appeal - Planning Commission Decisions - Non Residential	\$753
	Initial Fees- Appeals to Planning Commission Decisions - Non Residential	Actual Costs- \$1,500 minimum deposit
	Time Extension Request	Actual Cost - \$500 minimum deposit
	Contract Administration	Actual Cost - \$1,000 minimum deposit
	Large Family Day Care Home Permit	Actual Cost - \$500 minimum deposit

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	DESCRIPTION OF FEES	FEES/DEPOSIT
	Pre Application Consultation Deposit	Time - \$1,000 minimum deposit
New	Technology Fee: A technology fee shall be charged as an additional permit fee for structures requiring full plan review. The amount of this fee shall be 8% of the fee charged per the total valuation of the project. The fee shall be used for permit document scanning costs, expansion of the city's EGovernment and Geographical Information System (GIS) programs, along with their operating and maintenance costs	8% of total permit fees
	CONSTRUCTION AND DEMOLITION (C&D) RECYCLING PLANS	
	Permit processing Fee - Single Family	\$203
	Permit processing Fee - Commercial & Multifamily	\$417
	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	
	Habitat Conservation Plan/Natural CC Plan	Time - \$1,000 minimum deposit
	CITY ENGINEERING DEPARTMENT	
	Bid or Plan Sets	Actual Cost
	Deed Restriction / Covenant Agreement Preparation (Does not include recordation extra cost. See Administrative Fees.)	\$562
	SUBDIVISION	
	Final Map Filing Fee (per map)	\$915
	Final Map Checking Fee	Time - \$5,000 minimum deposit
	Construction Plans Checking Fee	Time - \$5,000 minimum deposit
	Construction Inspection Fee - Public Improvements	9% of Bond Estimates

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Construction Inspection Fee - Private Improvements	9% of Bond Estimates
Construction Inspection Fee - Sanitary Sewer	3% of Bond Estimates
PARCEL MAPS	
Final Parcel Map Filing Fee (per map)	\$182
Final Parcel Map Plan Checking Fee	Time - \$2,500 minimum deposit
Construction Plan 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
MAJOR GRADING	
Grading Permit Filing Fee (per permit)	\$275
Grading Permit Plan Check	Time - \$2,500 minimum deposit
Grading Inspection	Time - \$2,500 minimum deposit
MINOR CONSTRUCTION ACTIVITY PERMITS (INCLUDING ENCROACHMENT)	
Projects that do not disturb the ground (i.e. interior remodels, roof replacement, etc.) (per permit + time - \$500 minimum deposit)	\$166
Room additions (including other projects that disturb the ground) (per permit + time - \$2,400 minimum deposit)	\$166
Minor concrete repairs or replacement (i.e. sidewalks, curb & gutter) (per permit + time - \$1,000 minimum deposit)	\$307

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	DESCRIPTION OF FEES	FEES/DEPOSIT
	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). The fees is based on 2.25 hours of services being provided. The City will charge actual costs for any time outside the base time allocated in this fee item.	\$302
	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) The fees is based on 2.25 hours of services being provided. The City will charge actual costs for any time outside the base time allocated in this fee item.	\$307
	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) The fees is based on 2.25 hours of services being provided. The City will charge actual costs for any time outside the base time allocated in this fee item.	\$307
	Wireless Installation Encroachment Permit	Time - \$2,500 minimum deposit
	Transportation Permit Fee (single trip)- State of California Fixed Fee	\$16
New	Transportation Permit Fee (annual) State of California Fixed Fee	\$90
	MAJOR CONSTRUCTION ACTIVITY PERMITS	
	Major Construction Activity Permit (per permit)	\$104
	Major Plan Check	Time- \$2,500 minimum deposit

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	DESCRIPTION OF FEES	FEES/DEPOSIT
	Major Inspection	Time- \$2,500 minimum deposit
	Cash Bond Major Encroachments (may be surety if more than \$10,000)	
	Cash Bond Major Encroachments (may be surety if more than \$10,000)- Administrative Fee	\$124.00 plus Actual Costs
	POST CONSTRUCTION STORMWATER COMPLIANCE	
	Post construction Annual Verification Inspection - Individual Single Family Lot Non-HOA (per lot)	\$304
	Post construction Annual Verification Inspection - Single Family HOA (per HOA - first 10 lots)	\$394
	Post construction Annual Verification Inspection - Single Family HOA (per HOA - additional lots >10)	\$90
	Post construction Annual Verification Inspection - Commercial (per acre - min. 1 acre)	\$394
	Documentation Compliance Review Fee - Individual Single Family (per lot)	\$394
	DOCUMENTATION COMPLIANCE REVIEW FEES- HOA (PER HOA)	
	- First 10 lots	\$394
	- Each additional lot after 10th	\$90
	Documentation Compliance Review Fee - Commercial (per acre - min. 1 acre)	\$394
	Annual State Reporting preparation/filing Fee - Individual Single Family Lot (per lot)	\$124
	Annual State Reporting preparation/filing Fee - Single Family HOA (per HOA)	\$205
	Annual State Reporting preparation/filing Fee - Commercial (per acre - min. 1 acre)	\$205
	SPECIAL SERVICE FEES	
New	Inspection Outside Normal Business Hours: 1.5 times rate of Inspector	Actual Costs
New	Permit Research Letter: Building Official 1/2 hour time	Actual Costs
New	Issuance of Temporary Certificate of Occupancy, first extension of 30 days	\$350
New	Issuance of Duplicate Certificate of Occupancy	\$50

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	DESCRIPTION OF FEES	FEES/DEPOSIT
New	Reinspection when work for which inspection has been called and is not ready: Building Official approved hourly rate. Minimum 1 hour	\$136
New	Contract services: The City hires a number of consultant to support the City's Community Development functions. Some of the contract services are the City Engineer and Legal support. The City will pass-through the costs of any consultant that is hired to support any of the Community Development functions with the actual costs plus the administrative overhead of 15% to support the management and oversight of the contractors.	Actual Costs + Administrative Service Fee of 15%
PUBLIC WORKS SERVICE FEES		
New	Labor Rates - Actual Reimbursement Rate as published in the Citywide Reimbursement Schedule	Actual Costs
New	Equipment Rates: 2 hour minimum, unless noted otherwise. Rates established per the California Department of Transportation. https://dot.ca.gov/programs/construction	Actual Costs
OTHER FEE UPDATES		
New	Annual Fee Update: The City will update these costs annually based on the annual Consumer Price Index (CPI) Change for "All Items". April to April Year. San Francisco Bay Area Average CPI. Base Year April 2023 CPI was 4.2%. Fees that are set by regulatory agencies and are not in the City's fee program will not be adjusted with the CPI.	Annual Escalator

CITY OF CLAYTON- BOOK OF FEES	
ATTACHMENT 4	
DESCRIPTION OF FEES	FEES/DEPOSIT
POLICE SERVICE FEES	
Residential Alarm System Registration Fee (per residential unit)	\$38.00
Commercial Alarm System Registration Fee (per commercial occupancy)	\$78.00
Vehicle Release (per vehicle - cash, credit, debit only)	\$194.00
Police Reports (per report)	\$37.00
VIN Verification (per vehicle)	\$52.00
Clearance Letters (Notary fee extra. See Administrative Fees section) (per letter)	\$38.00
Police Enforcement on Party Ordinance (CMC §6.19.040)	Time - Maximum \$500
Police Enforcement of DUI Involving Accident (CA Vehicle Code §53150-53158)	Time - Maximum \$12,000
City Alcohol Beverage Permit	\$73.00
Booking Fees - Fees set by County or pursuant to Agreement with the City of Concord	Eliminate (Not allowed per law)
False Alarm Fee (Fixed per City Ordinance 9.18.060(a)(b))	\$50.00
Tobacco Sales Permit (City Ordinance 8.16.130)	\$107.00
Tobacco Sales Permit Fee Renewal (City Ordinance 8.16.130)	\$52.00
Taxicab Permit Fee (City Ordinance 5.36.050) (per taxicab)	\$364.00
Taxicab Permit Fee - Renewal (City Ordinance 5.36.190) (per taxicab)	\$135.00
Subpoena Duces Tecum (Per CA Evidence Code 1563)	\$24/hr, \$6/qtr hr.
Repossession Filing Fee (Fixed per CA Gov Code Sec 41612)	\$15.00
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)	\$275.00
Administrative Fee for Failure to Display Disabled Placards per vehicle code §40226 (per violation)	\$33.00
Firearms Seizure and Processing Fee (per violation)	\$151.00

CITY OF CLAYTON- BOOK OF FEES		
ATTACHMENT 4		
	DESCRIPTION OF FEES	FEES/DEPOSIT
	RV Public parking Permit Fee - Bona fide guest of Clayton Resident (per permit)	\$38.00
	RV Public Parking Permit Fee - Clayton Resident	No charge
	Solicitation Permit (Not including live scan. Applicant pays for Live scan directly to Live scan entity) (per permit)	\$99.00
	Citation Sign off for correctable offenses - Non Resident (per citation)	\$32
	Citation Sign off for correctable offenses - Resident	No charge
	Late Fee- Parking Violations (per citation)	\$52
	California Vehicle Code: (Actual Fine + \$15 Add-	
New	V.C. Section 4000A Expired Registration	\$54.00
New	V.C. Section 5204a Wrong Registration Displayed	\$54.00
OTHER FEE UPDATES		
New	Annual Fee Update: The City will update these costs annually based on the annual Consumer Price Index (CPI) Change for "All Items". April to April Year. San Francisco Bay Area Average CPI. Base Year April 2023 CPI was 4.2%. Fees that are set by regulatory agencies and are not in the City's fee program will not be adjusted with the CPI.	Annual Escalator

CITY OF CLAYTON- BOOK OF FEES	
ATTACHMENT 5	
DESCRIPTION OF FEES	FEES/DEPOSIT
FACILITIES AND PARKS RENTAL	
Library Meeting Room - Hoyer Hall	
Non-profit (Non-Clayton Based) (per hour)	\$73.00
Non-profit (Clayton Based) (per hour)	\$39.00
Resident (per hour)	\$89.00
Non resident or Commercial (per hour)	\$112.00
Deposit (for all) - clean up/damage - refundable (per rental)	\$300.00
Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$61.00
Reservation rental date change (less than 7 calendar days prior to use date)	\$80.00
Rental Cancellation Fee (30 or more days prior to event)	\$39.00
Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$42 processing fee
Rental Cancellation Fee (14 days or less)	No refund
Endeavor Hall Meeting Room	
Non-profits (Non-Clayton-based Weekdays) (per hour Sun 5pm - Fri 5pm)	\$76.00
Non-profits (Clayton-based Weekdays) (per hour Sun 5pm - Fri 5pm)	
Gross annual revenue ≤ \$10,000 (up to 3 days/year)	\$0.00
Gross annual revenue > \$10,000 or Gross annual revenue ≤ \$10,000 (more than 3 days per year)	\$16.00
Clayton-based non-profit only (maximum daily weekday rental)	\$190.00
Non-profits (Non-Clayton-based Weekends) (per hour Fri 5pm - Sun 5pm)	\$285.00
Non-profits (Clayton-based Weekends) (per hour Fri 5pm - Sun 5pm)	
Gross annual revenue ≤ \$10,000 (up to 3 days/year)	\$0.00
Gross annual revenue > \$10,000 or Gross annual revenue ≤ \$10,000 (more than 3 days per year)	\$57.00
Resident - Weekdays (per hour Sun 5pm - Fri 5pm)	\$190.00
Non-resident or Commercial - Weekdays (per hour Sun 5pm - Fri 5pm)	\$229.00
Resident - Weekends (per hour Fri 5pm - Sun 5pm)	\$285.00

CITY OF CLAYTON- BOOK OF FEES		
	ATTACHMENT 5	
	DESCRIPTION OF FEES	FEES/DEPOSIT
	Non-resident or Commercial - Weekends (per hour Fri 5pm - Sun 5pm)	\$344.00
	Deposit (all) - no alcohol (clean up/damage per reservation)	\$500.00
	Deposit (all) - with alcohol (clean up/damage per reservation)	\$1,000.00
	Reservation rental time change (same date) (less than 30 days prior to the event)	\$65.00
	Reservation rental date change (less than 90 days prior to event)	\$85.00
	Rental Cancellation Fee (181 or more days prior to event)	95% reservation fees refund and \$42 processing fee
	Rental Cancellation Fee (91 - 180 days prior to event)	75% reservattion fees refund and \$42 processing fee
	Rental Cancellation Fee (61 - 90 days prior to event)	50% reservation fees refund and \$42 processing fee
	Rental Cancellation Fee (31 - 60 days prior to event)	25% reservation fees refund and \$42 processing fee
	Rental Cancellation Fee (30 days or less prior to event)	No refund
City Hall Courtyard		
	Non-profit (Clayton-based or non-Clayton-based non profits) (per hour)	\$110.00
	Resident (per hour)	\$134.00
	Non-resident or Commercial (per hour)	\$168.00
	Deposit (clean up/damage per reservation)	\$150.00

CITY OF CLAYTON- BOOK OF FEES		
	ATTACHMENT 5	
	DESCRIPTION OF FEES	FEES/DEPOSIT
	Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$92.00
	Reservation rental date change (less than 7 calendar days prior to use date)	\$120.00
	Rental Cancellation Fee (30 or more days prior to event)	\$58.00
	Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$42 processing fee
	Rental Cancellation Fee (14 days or less)	No refund
	OTHER FEE UPDATES	
New	Annual Fee Update: The City will update these costs annually based on the annual Consumer Price Index (CPI) Change for "All Items". April to April Year. San Francisco Bay Area Average CPI. Base Year April 2023 CPI was 4.2%. Fees that are set by regulatory agencies and are not in the City's fee program will not be adjusted with the CPI.	Annual Escalator

CITY OF CLAYTON- BOOK OF FEES	
ATTACHMENT 6	
DESCRIPTION OF FEES	FEES/DDEPOSIT
FACILITIES AND PARKS RENTAL	
PICNIC AREA	
Deposit (all) - no alcohol (clean up/damage per reservation)	\$500
Deposit (all) - with alcohol (clean up/damage per reservation)	\$1,000
Extra Trash Pick Up and Maintenance Fee	Actual Costs
Picnic Area #2 - Resident (flat fee for 4 hours block)	\$134
Picnic Area #2 - Non Resident or Commercial (flat fee for 4 hour block)	\$189
Picnic Area #3 - Resident (flat fee for 4 hours block)	\$134
Picnic Area #3 - Non Resident or Commercial (flat fee for 4 hour block)	\$189
Picnic Area #4 - Resident (flat fee for 4 hour block)	\$134
Picnic Area #4 - Non Resident or Commercial (flat fee for 4 hour block)	\$189
- 1st 2 tables - flat fee for 4 hours block (per table)	\$67
- Each additional table - flat fee for 4 hour block (per table)	\$34
Picnic Area #6 Resident (Large Group Area) (per day)	\$569
Picnic Area #6 Resident (Large Group Area) (flat fee for 4 hours block)	\$201
Picnic Area #6 Non Resident or Commercial (Large Group Area) (per day)	\$683
Picnic Area #6 Non Resident or Commercial (Large Group Area) (flat fee for 4 hours block)	\$242
Picnic Area #5 & #6 Combined - Resident (per day)	\$635
Picnic Area #5 & #6 Combined - Resident (flat fee for 4 hours block)	\$201
Picnic Area #5 & #6 Combined - Non Resident or Commercial (per day)	\$898
Picnic Area #5 & #6 Combined - Non Resident or Commercial (flat fee for 4 hours block)	\$291
Picnic Area #7 - Resident (flat fee for 4 hour block)	\$268
Picnic Area #7 - Non Resident or Commercial (flat fee for 4 hour block)	\$322
Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$230

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Reservation rental date change (less than 7 calendar days prior to use date)	\$179
Rental Cancellation Fee (30 or more days prior to event)	\$145
Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$42 processing fee
Rental Cancellation Fee (14 days or less)	No refund
Rain out	Reschedule to alt.
Sports Fees	
Adult Sports Field Rental (per hour per field)	\$50
Youth Sports Field Rental (per hour per field)	\$28
Field Rental Change of Time, Same Date (less than 7 calendar days prior to use date)	\$57
Field Rental Change of Date (less than 7 calendar days prior to use date)	\$75
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	\$1,800
Entire Facility Security Deposits	Events closing street (i.e.: either Main or Center etc.) \$2,200
Gazebo only Rental Security Deposit	\$271
Amplified Sound Equipment Use Fee (Noise Permit also required) (per hour) - damage/security deposit if using City sound equip	\$1,000
Amplified Sound Equipment Use Fee (Noise Permit also required) (per hour)	\$42

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DESCRIPTION OF FEES	FEES/DDEPOSIT
City provided Sound Equipment Tech if needed for use of City equip	Actual Costs
Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$66
Reservation rental date change (less than 7 calendar days prior to use date)	\$87
Rental Cancellation Fee (30 or more days prior to event)	\$42
Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$42 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	
Rental Entire Facility - Resident -- Weekends (per hour)	\$302
Rental Entire Facility - Resident -- Weekends (per day)	\$1,982
Rental Entire Facility - Non-profit (verification req'd) -- Weekends (per hour)	\$302
Rental Entire Facility - Non-profit (verification req'd) -- Weekends (per day)	\$1,982
Rental Entire Facility - Non-resident or Commercial - Weekends (per hour)	\$363
Rental Entire Facility - Non-resident or Commercial Weekends (per day)	\$2,379
Rental Entire Facility - Resident -- Weekdays (per hour)	\$201
Rental Entire Facility - Resident -- Weekdays (per day)	\$1,321
Rental Entire Facility - Non-profit (verification req'd) -- Weekdays (per hour)	\$201

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Rental Entire Facility - Non-profit (verification req'd) -- Weekdays (per day)	\$1,321
Rental Entire Facility - Non-resident or Commercial	\$242
Rental Entire Facility - Non-resident or Commercial -- Weekdays (per day)	\$1,586
GAZEBO ONLY	
Rental Gazebo only -Resident - Weekends (per hour)	\$185
Rental Gazebo only -Resident - Weekends (per day)	\$777
Rental Gazebo only -Non-profit (verification req'd) - Weekends (per hour)	\$185
Rental Gazebo only -Non-profit (verification req'd) - Weekends (per day)	\$777
Rental Gazebo only - Non-resident or Commercial Weekends (per hour)	\$222
Rental Gazebo only - Non-resident or Commercial - Weekends (per day)	\$932
Rental Gazebo only -Resident - Weekdays (per hour)	\$123
Rental Gazebo only -Resident - Weekdays (per day)	\$518
Rental Gazebo only -Non-profit (verification req'd) - Weekdays (per hour)	\$123
Rental Gazebo only -Non-profit (verification req'd) - Weekdays (per day)	\$518
Rental Gazebo only - Non-resident Weekdays (per hour)	\$147
Rental Gazebo only - Non-resident or Commercial- Weekdays (per day)	\$622
GROUP PICNIC AREA (NEAR TOT LOT)	
Group Picnic Area - Resident - Weekends(flat fee for 4 hour block)	\$143
Group Picnic Area - Resident - Weekends (per day)	\$497

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	DESCRIPTION OF FEES	FEES/DDEPOSIT
	Group Picnic Area - Non-profit (verification req'd) - Weekends (flat fee for 4 hours block)	\$143
	Group Picnic Area - Non-profit (verification req'd) - Weekends (per day)	\$497
	Group Picnic Area - Non-resident or Commercial - Weekends (flat fee for 4 hours block)	\$172
	Group Picnic Area - Non-resident or Commercial - Weekends (per day)	\$597
	Group Picnic Area - Resident - Weekdays (flat fee for 4 hours block)	\$95
	Group Picnic Area - Resident - Weekdays (per day)	\$331
	Group Picnic Area - Non-profit (verification req'd) - Weekdays (flat fee for 4 hours block)	\$95
	Group Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$331
	Group Picnic Area - Non-resident or Commercial - Weekdays(flat fee for 4 hours block)	\$95
	Group Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$331
	Group Picnic Area - Non-resident or Commercial - Weekdays (flat fee for 4 hours block)	\$114
	Group Picnic Area - Non-resident or Commercial - Weekdays (per day)	\$397
	PLAZA PICNIC AREA (PER TABLE)	
	Plaza Picnic Area - Resident - Weekends (flat fee for 4 hours block)	\$143
	Plaza Picnic Area - Resident - Weekends (per day)	\$497
	Plaza Picnic Area - Non-profit (verification req'd) - Weekends(flat fee for 4 hours block)	\$143
	Plaza Picnic Area - Non-profit (verification req'd) - Weekends (per day)	\$497
	Plaza Picnic Area - Non-resident or Commercial - Weekends (flat fee for 4 hours block)	\$172

CITY OF CLAYTON- BOOK OF FEES		
ATTACHMENT 6		
	DESCRIPTION OF FEES	FEES/DDEPOSIT
	Plaza Picnic Area - Non-resident - or Commercial - Weekends (per day)	\$597
	Plaza Picnic Area - Resident - Weekdays (flat fee for 4 hours block)	\$95
	Plaza Picnic Area - Resident - Weekdays (per day)	\$331
	Plaza Area - Non Profit (verification req'd) - Weekdays (flat fee for 4 hours block)	\$95
	Plaza Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$331
	Plaza Picnic Area - Non-resident or Commercial - Weekdays (flat fee for 4 hours block)	\$114
	Plaza Picnic Area - Non-resident or Commercial - Weekdays (per day)	\$397
	Fountain operation with geysers (per 48 hour block)	\$513
	Special Event Liability Insurance Administrative Fee (per certificate)	\$56
OTHER SPECIAL SERVICES		
New Fee	Trash Disposal Fee (if needed)	\$200
New Fee	Facility Attendant Fee : Maintenance Worker I or II and Other City Staff	Actual Costs
OTHER FEE UPDATES		
New	Annual Fee Update: The City will update these costs annually based on the annual Consumer Price Index (CPI) Change for "All Items". April to April Year. San Francisco Bay Area Average CPI. Base Year April 2023 CPI was 4.2%. Fees that are set by regulatory agencies and are not in the City's fee program will not be adjusted with the CPI.	Annual Escalator

CITY OF CLAYTON- BOOK OF FEES	
ATTACHMENT 7	
DESCRIPTION OF FEES	FEES/DEPOSIT
ADMINISTRATIVE FEES	
Document Copying (10 pages or less)	Eliminate
Document Copying- Charges of less than \$1.00 will be waived	
Document Copying (per page > 10 pages)	Eliminate
New 8½"x11" and 8½"x14" per page 11"x17" per page	\$0.20
New C size drawing (18"X24")	\$0.25
New D size drawing (24"X36")	\$2.10
New E size drawing (36"X48")	\$4.20
New Any size not listed – per square foot of paper or any fraction thereof	\$8.40
Document Recording [with County Clerk Recorders Office] (Actual recording fee costs plus staff time & mileage) (per document)	
Country Recorder Fees https://www.contracostavote.gov/recorder/recording-fees/recorder-fee-schedule/	Actual costs
Staff Time based on the Citywide Fee Reimbursement Schedule	Actual costs
Mileage Costs (To and From) per IRS rate established (https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile)	2023 IRS Rate: 65.5 cents per mile
Trail Maps (Fixed - per map)	\$2.00
Video/Audio Recording(s) of City Council or Planning Commission Meetings (placed on CD, DVD, flash drive, etc. as applicable)	Actual Costs
Printed documents (i.e. general plan, budget, zoning ord., etc.)	Actual Costs
Video Recordings of Meetings	Actual Costs
FPPC Document Copying (per page - State law) (per page)	\$0.10
Notary Public Fee (per document - State law) (per document)	\$15.00
Business License Initial Registration Fee - New Business	\$70.00
Duplicate Business License Fee (CMC §5.04.790)	\$13.00
First Returned Check Service Charge - Fixed	
New Returned Check Service Charge - Actual Cost from the City's Financial Institution	\$35
New Administrative Fee (Staff) - Charge to returned checks to collect payment again	\$28
Subsequent Returned Check Service Charge - Fixed	Eliminate
New Late Payment Charges for Administrative Fines of original fine for every 30 days or portion thereof. The Late Payment Charge shall not exceed 100 percent (100%) of the original fine.	10%
New Release of Claim of Lien (in addition to fee imposed by the County)	County Recorder Fees plus \$28 City Fees

CITY OF CLAYTON- BOOK OF FEES		
ATTACHMENT 7		
	DESCRIPTION OF FEES	FEES/DEPOSIT
ADMINISTRATIVE FEES		
New	Credit Card Convenience Fees: he credit card convenience fee shall be 3% of the transaction amount. This fee shall be applied to all credit card transactions and fee schedules where credit cards may be used except payment of utility charges or Parks and Recreation activity fees. There is no fee to pay by e-check or debit card	3%
	Administrative penalty for City issued permits after the fact (encroachment permit; tree removal permit, etc.)	Double the original permit fee
	Code Enforcement non-compliance re-inspection after the first inspection (in addition to any citation fines) (per inspection)	\$ 21.00
OTHER FEE UPDATES		
New	Annual Fee Update: The City will update these costs annually based on the annual Consumer Price Index (CPI) Change for "All Items". April to April Year. San Francisco Bay Area Average CPI. Base Year April 2023 CPI was 4.2%. Fees that are set by regulatory agencies and are not in the City's fee program will not be adjusted with the CPI.	Annual Escalator

CITY OF CLAYTON- BOOK OF FEES			
ATTACHMENT 7		CURRENT FEES	PROPOSED FEES
DESCRIPTION OF FEES		CURRENT FEES	PROPOSED FEES
SPECIAL EVENT FEES			
	Preapplication Meeting with the City Staff		Required
	Special Event Permit/Application Process (non refundable) - events closing streets (Main or Center etc.) + other permit fees:TUP/NP	\$359	
	Special Event Permit Fees	\$144	
Small events- (0-99 participants) Cul-De-Sac Block Parties			
	Application Fees (non-refundable)		\$42
	Small events permit fees - (0-99 participants)		\$250
Special Event Fees			
	Application Fees (non-refundable)		\$42
	Special Event Notification (included in the Application Fees)		Included above
	City Staff Reimbursement Fees- Based on the Citywide Reimbursement Fee Schedule		Actual Costs
	Minimum Deposit (Required)		\$1,000
Special Event Fees per day and paid in advance			
	Event (100-499 participants) -		\$700
	Event (500-999 participants) -		\$1,300
	Event (1000-2499 participants) -		\$3,500
	Event (3000-4999 participants) -		\$6,000
	Event (5,000 + participants)		\$10,000
	Extra Trash Fee		Actual Costs
Special Event Fees per day and paid in advance - Clayton Based Nonprofit			
	Event (100-499 participants) -		490
	Event (500-999 participants) -		910
	Event (1000-2499 participants) -		2,450
	Event (3000-4999 participants) -		4,200
	Event (5,000 + participants)		7,000
	Extra Trash Fee		Actual Costs
Special Event Fees per day and paid in advance - Non Clayton Based Nonprofit			
	Event (100-499 participants) -		595
	Event (500-999 participants) -		1,105
	Event (1000-2499 participants) -		2,975
	Event (3000-4999 participants) -		5,100
	Event (5,000 + participants)		8,500

CITY OF CLAYTON- BOOK OF FEES			
ATTACHMENT 7		CURRENT FEES	PROPOSED FEES
DESCRIPTION OF FEES		CURRENT FEES	PROPOSED FEES
SPECIAL EVENT FEES			
	Extra Trash Fee		Actual Costs
OTHER FEE UPDATES			
New	Annual Fee Update: The City will update these costs annually based on the annual Consumer Price Index (CPI) Change for "All Items". April to April Year. San Francisco Bay Area Average CPI. Base Year April 2023 CPI was 4.2%. Fees that are set by regulatory agencies and are not in the City's fee program will not be adjusted with the CPI.		Annual Escalator