

Description	2023/24 Amended Fee Schedule
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2023/24 Proposed Fee Schedule
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MISCELLANEOUS FEES	
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Administrative Decision Appeal Fee	\$593
Bingo Permit	\$71
Capitola Municipal Code	0.15 / page
Capitola Municipal Code Supplement Service (Per year)	\$0
Copies:	
1-5 copies	\$0
6 or more copies (per copy)	\$0.25 / page
Gov't Code § 81008 (Political Reform Act) statements/reports (Per copy)	\$0.10 / page
Video Tapes, Flash Drive, CD/DVD Production	Cost + \$57.21 1st Hour (Minimum) + \$28.60 / hour
Simple film permit	\$54
Major film permit	\$272
Entertainment Permit Application Fee	\$44
Single Event Permit	\$44
Minor Entertainment Permit	\$184
Regular Entertainment Permit	\$689
Pet Shops and Kennel License Fee (Municipal Code § 5.20.020) set only by ordinance	\$20
Returned Check Fee	\$44
Business License Overpayment Refund Fee (resolution 3532, ord 871)	\$0 (Set to -0- by Council in 2011)
Business License Late Payment Penalty Admin. Fee	\$35 + 10% each month late
Business License Application Fee (Reso. 3532)	\$25
Business License - Disability Access and Education Fee (State)	\$4
Temporary, Publicly Attended Activities, Application Fee (Municipal Code § 9.36.040)	\$34
Public Art (Total Building Valuation \$250,000 or more) (Municipal Code Chapter 2.58)	2% of TBV or 1% in lieu to City
Notice of Intent to Circulate Initiative Petition (Elections Code § 9103(b))	\$200.00
Bandstand Rental Fee	\$246 / 4 hrs or \$738 all day / deposit \$1,500
Outdoor Dining Rental Fees	
Parking Spaces	\$3,400 annually for each space or partial space
Sidewalks and non-parking spaces	\$18.00 per square foot annually
Outdoor Dining Maintenance Deposit	
Sidewalks and non-parking spaces	\$500
1-2 parking spaces	\$1,000
3-5 parking spaces	\$1,500
Notary Service Fees (State Code)	
Acknowledgment or proof of a deed, or other instrument, to include the seal and writing of the certificate	\$15 / signature
Administering an oath or affirmation to one person and executing the jurat, including the seal	\$15 / signature
Credit Card Transaction Fee	3%
Electric Vehicle Charging Fee	\$0.50 / hour
Cannabis Annual License Fee	\$2,827
Retail Cannabis Application Fee	\$1,843

\$593
\$71
0.15 / page
\$0
\$0
\$0.25 / page
\$0.10 / page
Cost + \$57.21 1st Hour (Minimum) + \$28.60 / hour
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\$272
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\$0 (Set to -0- by Council in 2011)
\$35 + 10% each month late
\$25
\$4
\$34
2% of TBV or 1% in lieu to City
\$200.00
\$246 / 4 hrs or \$738 all day / deposit \$1,500
\$3,400 annually for each space or partial space
\$18.00 per square foot annually
\$500
\$1,000
\$1,500
\$15 / signature
\$15 / signature
3%
\$0.50 / hour
\$2,827
\$1,843

Description	2023/24 Amended Fee Schedule	2023/24 Proposed Fee Schedule
<b>POLICE DEPARTMENT FEES</b>		
Minor Special Event Permit	\$68	\$68
Neighborhood Special Event Permit	\$68	\$68
Major Special Event Permit	\$68	\$68
Amplified Sound Permit (Municipal Code 9.12.040)	\$32	\$32
DUI Cost Recovery Fee (Res. 3533)	Not to exceed \$12,000	Not to exceed \$12,000
Copies of reports: Crime Reports, Special Reports, etc. (Regardless of number of pages)	\$0.25 / page	\$0.25 / page
Copies of: Citations, Code sections, Ordinances, etc.	\$0.25 / page	\$0.25 / page
Bicycle Licenses (New)	\$0	\$0
Bicycle Licenses (Renewal)	\$0	\$0
Citation Sign-Offs	\$0	\$0
Photographs	\$20 + administration fees	\$20 + administration fees
VIN verifications	\$18	\$18
Video Tapes, Flash Drive, CD/DVD Production	Cost + \$57.21 1st Hour (Minimum) + \$28.60 / hour	Cost + \$57.21 1st Hour (Minimum) + \$28.60 / hour
Firearm Dealer License - City Application	100	100
Local Firearm dealers (set by state)		
New application	set by state	set by state
Renewal	set by state	set by state
Second Dealers License (set by state)		
Application	set by state	set by state
Renewal	set by state	set by state
Taxi Fee per application	set by state	set by state
Tobacco retail license	\$289	\$289
Civil Subpoena (per case) (set by state)	set by state	set by state
Parking Permits (separate action by the Council)		
Neighborhoods per year	\$25	\$25
Village Preferential Permit	\$50 per year	\$50 per year
Village Preferential Permit - Hotels/Motels	\$365 per year	\$365 per year
Village Employer/Employee Permit	\$50 per year	\$50 per year
Morning Village Parking Permit	\$55 per year	\$55 per year
Carrying a Concealed Weapon (CCW) Permit - City Application	115	115
Concealed Weapon Permits (set by state)		
Application		
Standard	set by state	set by state
Judicial	set by state	set by state
Employment	set by state	set by state
Renewal		
Standard	set by state	set by state
Judicial	set by state	set by state
Employment	set by state	set by state
Firearm Surrender Fees (set by state law)		
1-5 guns	set by state	set by state
6+guns	set by state	set by state
Vehicle Storage per day	\$30	\$30
Administrative fee to release Impounded / Stored Vehicle	\$145	\$145
Surf School Permit Fee	\$594	\$594

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**PUBLIC WORKS DEPARTMENT FEES**

<b>Encroachment Permits</b>	
Revocable Encroachment Permit - Outdoor Dining	\$230
Non-Construction Items (includes materials storage within right-of-way road and sidewalk closures)	\$75
Village Sidewalk Encroachment Permit	\$44
Village Parking Space Encroachment Permit (annually)	\$3,400
<b>Construction Items</b>	
Level A	\$227
Level B	\$503
Level C	\$1,004
Level D	\$1,633
Level E	\$2,263
Residential Blue Curb Application Fee	\$237
Residential Blue Curb Annual Fee	\$60
Blanket Permits (repair and maintenance of existing facilities)	\$2,513
<b>Private Improvement Permits/Encroachment Agreement</b>	
Applications for Minor Permits	\$251
Applications for Major Permits	\$629
New Memorial Bench	\$1,137
Replacement Memorial Bench	\$554
Memorial Plaque	\$854
Replacement Plaque	\$277
Memorial Plaque (tree)	\$545 + Cost of Tree
Memorial Picnic Table	\$1,822
<b>Seasonal Boat Storage Permits</b>	
Seasonal Permit	\$400 per month
Short Term Permit	\$15 per day
<b>Stormwater Development Review Fee</b>	
Stormwater Plan Review Fee	\$124
Large Project Plan Review Deposit	
Tier 2	\$3,771
Tier 3 & 4	\$5,028
Research Fee - 1/2 hour minimum charge	Cost
Information Technology Fee (Resolution No. 3796 adopted 11/12/09)	5% of Permit Fee
Final Map	Cost; \$3,000 min. deposit

\$230
\$75
\$44
\$3,400
\$227
\$503
\$1,004
\$1,633
\$2,263
\$237
\$60
\$2,513
\$251
\$629
\$1,137
\$554
\$854
\$277
\$545 + Cost of Tree
\$1,822
\$400 per month
\$15 per day
\$124
\$3,771
\$5,028
Cost
5% of Permit Fee
Cost; \$3,000 min. deposit

Description	2023/24 Amended Fee Schedule	2023/24 Proposed Fee Schedule
<b>PLANNING FEES</b>		
<b>Administration/Documents</b>		
Continuance Request - Applicant (2+)	\$185	\$185
Staff Billing Rate	Cost	Cost
Appeals-by Applicant	Cost	Cost
Appeals- by City Officials	\$0	\$0
Appeals- by Other	\$594	\$594
Coastal Development Permit Appeal	\$0	\$0
Appeals -Building/Zoning Code Violations	\$594	\$594
Records Search/Research/Special Report	Cost	Cost
<b>Administrative Permits</b>		
Tree Removal- Staff -Review	\$150	\$150
Tree Removal -- 3 or more trees on a property	\$323	\$323
Tree Installation Deposit (Refundable)	\$500 Deposit	\$500 Deposit
Tree replacement in-lieu fee (if available)	\$600 per tree	\$600 per tree
Tree removal w/ PC approval	\$1,000 deposit	\$1,000 deposit
Commercial Sidewalk/Parking Lot Sale Permit	\$89	\$89
Tenant Use Permit (MCUP)--Staff approval	\$90	\$90
Transient Rental Occupancy Use Permit	\$629	\$629
Home Occupation Use Permit	\$189	\$189
Fence Permit- Staff approval	\$50	\$50
Fence Permit- PC approval	\$943	\$943
Sidewalk vendor permit	\$138	\$138
Sidewalk vendor annual refuse fee	\$555	\$555
Temporary Sidewalk Dining	\$90	\$90
Temporary Use Administrative Permit	\$90	\$90
<b>Sign Permits</b>		
Temporary Signs and Banner Permits	\$45	\$45
Signs-permit - Staff Review	\$151	\$151
Signs- permit - PC Review	\$629	\$629
Master Sign Program	Cost; \$3,000 min deposit	Cost; \$3,000 min deposit
Village Sidewalk Sign Permit	\$77	\$77
<b>Design Permits</b>		
Residential-Single Family/Minor Design Permit - Staff Review	\$919	\$919
Residential-Single Family - PC Review	\$3,143	\$3,143
Residential Multi-Family - PC Review	\$4,398	\$4,398
Commercial - PC Review	\$4,000 Deposit	\$4,000 Deposit
Secondary Dwelling Unit- Staff Review	\$629	\$629
Secondary Dwelling Unit- PC Review	\$1,887	\$1,887
Residential Multi-Family/Minor Design Permit - Staff Review	\$2,000 deposit	\$2,000 deposit
Commercial Minor Design Permit	\$2,000 deposit	\$2,000 deposit
Historic In-Kind Replacement Design Permit	\$500 deposit	\$500 deposit
Outdoor Dining - Custom Deck	\$1,000 deposit	\$1,000 deposit
<b>Use Permits</b>		
Master Conditional Use Permit	Cost; \$3,500 min. deposit	Cost; \$3,500 min. deposit
Conditional Use Permit/Minor Use Permit - Staff Review	\$1,854	\$1,854
Conditional Use Permit - PC approval	Cost; \$3,000 min. deposit	Cost; \$3,000 min. deposit
Temporary Use Permit	\$94	\$94
<b>Subdivisions</b>		
Certificate of Compliance & Lot Merger	\$629	\$629
Boundary Line Adjustment	\$1,004	\$1,004
Tentative Parcel Map	Cost; \$2,000 min. deposit	Cost; \$2,000 min. deposit
Tentative Map	Cost; \$5,000 min. deposit	Cost; \$5,000 min. deposit
Revised Map	\$2,000 Deposit	\$2,000 Deposit
Time Extension	\$2,000 Deposit	\$2,000 Deposit
Subdivision Modification	\$2,000 Deposit	\$2,000 Deposit

Description	2023/24 Amended Fee Schedule
<b>Plan Amendments</b>	
General Plan Amendment	Cost; \$5,000 min. deposit
Local Coastal Plan Amendment	Cost; \$5,000 min. deposit
Rezone	Cost; \$5,000 min. deposit
Planned Development Rezone	Cost; \$3,500 min. deposit
<b>Other Discretionary Permits</b>	
Variance	\$1,887
PC review of minor modifications	\$1,696
Coastal Development Permit	\$943
Coastal Permit Exclusion	\$106
Mobile home Park Change of Use or Closure	\$5,000 Deposit
Development Agreement	\$10,000 min. deposit
Developer agreement annual review	\$2,500 deposit
Specific Plan	Cost; \$5,000 min. deposit
Permit Time Extension -Staff Review	\$629
Permit Time Extension - PC Review	\$1,887
Permit Amendment (any permit)	50% of original cost
Annexation	Costs+ overhead / \$3,000 min. deposit
Minor Modification	\$1,887
<b>Environmental Review</b>	
Negative Declaration (and Mitigated ND)	Cost; \$2,000 min deposit
EIR Processing	Cost; + 21% of consultant; \$10,000 min deposit
Mitigation/Condition Monitoring Program	Cost + 21%
NEPA Compliance	Cost + 21%
<b>Other Permits/Fees</b>	
Conceptual Review Fee- PC	\$1,887
Conceptual Review Fee- PC and CC	\$2,828
Technical Study Preparation and Review	Cost + 21%
NOTE: Third party review costs to be required as necessary	Cost + 21%
Code Compliance	Double Application Fees
Code Compliance confiscated property recovery fee	\$298
Research Fee - 1/2 hour minimum charge	Cost
Pre-Application Review	\$264
Building Plan Check & Final Inspection	20% of Building Permit Fee
Major Development Project Fee	Cost; \$5,000 min. deposit
Historical significance determination	\$4,250 deposit
<b>Inclusionary Housing</b>	
Inclusionary Housing - Unit Sale	\$629
Inclusionary Housing - Unit Refinance	\$252
Single Family Residence	\$2.50 per square foot
<b>Other Fees and Assessments</b>	
General Plan Maintenance Fee	Total Building Valuation X 0.5%
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5% of Permit Fee
Green Building Educational Resource Fund Fee (Municipal Code 17.10.080)	Fee equals .0025 times the overall building permit valuation of the project.
<b>Affordable Housing In-Lieu Fees</b>	
For Sale Housing Developments of two to six units (Municipal Code Chapter 18.02) :	
All Units	\$25 per sq. ft.
For Sale Housing Developments of Seven or more units	
#Units #Units Built	
7 1	\$0
8-13 1	Total # units minus 7 @ \$25 per avg. sq. ft. per unit
14 2	\$0
15-20 2	Total # units minus 14 @ \$25 per avg. sq. ft. per unit
21 3	\$0
22-27 3	Total # units minus 21 @ \$25 per avg. sq. ft. per unit
28 4	\$0
Rental Multi-Family	\$6 per sq. ft.
<b>Affordable Housing Impact Fees</b>	
For Sale Housing Developments of Six or Less Units	\$25 per square foot
Rental Multi-Family	\$6 per square foot
Additional to Housing Units of 50% or more (charged to additional square footage only)	\$2.50 per square foot

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Cost; \$5,000 min. deposit
Cost; \$5,000 min. deposit
Cost; \$5,000 min. deposit
Cost; \$3,500 min. deposit
\$1,887
\$1,696
\$943
\$106
\$5,000 Deposit
\$10,000 min. deposit
\$2,500 deposit
Cost; \$5,000 min. deposit
\$629
\$1,887
50% of original cost
Costs+ overhead / \$3,000 min. deposit
\$1,887
Cost; \$2,000 min deposit
Cost; + 21% of consultant; \$10,000 min deposit
Cost + 21%
Cost + 21%
\$1,887
\$2,828
Cost + 21%
Cost + 21%
Double Application Fees
\$298
Cost
\$264
20% of Building Permit Fee
Cost; \$5,000 min. deposit
\$4,250 deposit
\$629
\$252
\$2.50 per square foot
Total Building Valuation X 0.5%
5% of Permit Fee
Fee equals .0025 times the overall building permit valuation of the project.
\$25 per sq. ft.
\$0
Total # units minus 7 @ \$25 per avg. sq. ft. per unit
\$0
Total # units minus 14 @ \$25 per avg. sq. ft. per unit
\$0
Total # units minus 21 @ \$25 per avg. sq. ft. per unit
\$0
\$6 per sq. ft.
\$25 per square foot
\$6 per square foot
\$2.50 per square foot

NOTES:

- All Fees are non-refundable.
- Deposit accounts are billed on a time and material basis. Additional deposits may be necessary depending on the complexity of the project. Any unused monies in a deposit account will be refunded following case closure.
- The Community Development Director may reduce the total fee/deposit requirements for applications which are unlikely to require the full deposit amounts established herein.
- Applications which include a fee and a deposit payment will be processed with a single deposit account.
- Outside agency fees, including but not limited to County recordation fees, State Fish and Wildlife fees, etc. are charged at cost.



Description	2023/24 Amended Fee Schedule
<b>Grading Plan Review Fees</b>	
50 cubic yard or less	\$ -
51 to 100 cubic yard	\$ -
101 to 1,000 cubic yards	\$ -
1,001 to 10,000 cubic yards	\$ -
10,001 to 100,000 cubic yards	\$60.36 for first 10,000 plus \$30.81 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$337.69 for first 100,000 plus \$16.65 for each additional 10,000 cubic yards
200,001 cubic yards or more	\$487.57 for first 200,000 plus \$9.12 for each additional 10,000 cubic yards
<b>Grading Permit Fees</b>	
50 cubic yard or less	\$ -
51 to 100 cubic yard	\$ -
101 to 1,000 cubic yards	\$46.51 for first 100 plus \$22.01 for each additional 100 cubic yards
1,001 to 10,000 cubic yards	\$244.60 for first 1,000 plus \$18.23 for each additional 1,000 cubic yards
10,001 to 100,000 cubic yards	\$408.67 for first 10,000 plus \$82.97 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$1,155.40 for first 100,000 plus \$45.88 for each additional 10,000 cubic yards

2023/24 Proposed Fee Schedule
\$ -
\$ -
\$ -
\$ -
\$60.36 for first 10,000 plus \$30.81 for each additional 10,000 cubic yards
\$337.69 for first 100,000 plus \$16.65 for each additional 10,000 cubic yards
\$487.57 for first 200,000 plus \$9.12 for each additional 10,000 cubic yards
\$ -
\$ -
\$46.51 for first 100 plus \$22.01 for each additional 100 cubic yards
\$244.60 for first 1,000 plus \$18.23 for each additional 1,000 cubic yards
\$408.67 for first 10,000 plus \$82.97 for each additional 10,000 cubic yards
\$1,155.40 for first 100,000 plus \$45.88 for each additional 10,000 cubic yards

Description	2023/24 Amended Fee Schedule	2023/24 Proposed Fee Schedule
<b>PARKS AND RECREATION FEES</b>		
<u>All fees are evaluated annually to determine if they are competitive with other recreation programs in Santa Cruz County</u>		
<b>Classes</b>		
Activity Fee (Instructor receives 65% of this fee, Department retains 35%)		
Registration Fee - Resident - Department retains this fee	\$20	\$20
Drop-in and Workshop Registration Fee - Department retains this fee	\$10	\$10
Online Class Registration fee-Department retains this fee	5.5% of Activity Fee	5.5% of Activity Fee
Non-Resident Fee: in addition to Registration Fee - Department retains this fee	\$17	\$17
Drop-in Activity Fee	Prorated cost of Session Activity Fee	Prorated cost of Session Activity Fee
Senior Discount	10% of Activity Fee	10% of Activity Fee
Negotiated Instructor of Private Tennis Lessons Activity Fee (Instructor receives 75% of this fee, Department retains 25%)		
<b>Sports</b>		
League Fees	Costs + 30% admin fee	Costs + 30% admin fee
League fees will change depending upon number and type of leagues offered, number of games per league, number of officials, amount of equipment needed, field/site prep and maintenance, and whether or not playoffs & awards are offered. Fees are calculated based on direct costs + 30% admin fee.		
<b>After School</b>		
Resident/non resident	\$5.45/\$6.18 per hour	\$5.45/\$6.18 per hour
*Hourly rate used only to calculate monthly fee amount		
* Scholarships may be available		
Late Pick-Up Fee	\$1 per minute	\$1 per minute
Parent's Night Out	\$25/\$31	\$25/\$31
<b>Junior Guards</b>		
Resident/non resident	\$303 / \$378	\$303 / \$378
U-19 resident/non resident	\$190	\$190
Late Pick-Up Fee	\$1 per minute	\$1 per minute
Regionals	103	\$103
* Scholarships may be available		
<b>Camp Capitola</b>		
*Daily rate used only to calculate program fee		
All day 2 week session, resident/non resident	\$336 / \$420	\$336 / \$420
1/2 day 2-week session, resident/non resident	\$170 / \$210	\$170 / \$210
All day 1 week session, resident/non resident	\$170 / \$210	\$170 / \$210
All day 1 week teen session, resident/non resident	\$303 / \$378	\$303 / \$378
Junior Leader program	72.864	\$73
Late Pick-Up Fee	\$1 per minute	\$1 per minute
Extended Care--daily add on, resident/non resident	\$13	\$13
AM Extended Care--per 2 week session resident/non resident	or	\$58
AM & PM for 1 week long session	\$58	\$58
PM Extended Care--per 2 week session resident/non resident	\$58	\$58
Transportation/Lunch Break fee	\$63	\$63
* Scholarships may be available		
<b>Family Camp</b>		
3 night family camp Adult (13+) / Child (3-12)	\$358 / \$244 per night	\$358 / \$244 per night
<b>Facility Rentals</b>		
Field and Courts hourly rental; non profit youth groups/other non profit & Cap residents/all others	\$15/ \$29 / \$38	\$15 / \$29 / \$38
Jade Street Community Center		
Rooms A&B hourly rent	\$49	\$49
Room C hourly rent	\$67	\$67
Patio hourly rent	\$10	\$10
Kitchen hourly rent	\$24	\$24
Entire Center hourly rent	\$173	\$173
Non profit discount of Jade Street Facility rents	25%	25%
Community Center Deposit		
1 to 50 people	\$111	\$111
51 to 150 people	\$277	\$277
151 to 250 people	\$554	\$554
Lost key fee	\$27	\$27
Event vendor fee	110.88	\$111
Staffing required to prepare for or supervise recreation activities	Cost	Cost
<b>Park Rental Fees</b>		
Park Space Reservation (hourly)	\$0	\$10
Barbeque permit	\$0	\$10
Bounce House / Powered Equipment permit	\$0	\$60
Temporary Structures (more than 100 sq ft) permit	\$0	\$60
Notes: Resident include Soquel Union Elementary School District		
Costs mean staff costs adjusted for benefits, department overhead, and City overhead as Deposits are stated as minimums. Actual deposits depend on the evaluation by staff of an individual project or application. The City Manager may lower minimum deposits if the application or project justifies a lower deposit. When an application involves multiple minimum fees the highest minimum fee applies.		



<b>Art &amp; Cultural</b>	
Merchandise Fee	Cost + 50% administration fee
Plein Air Artist Application Fee	50
Plein Air Art Exhibition service fee	30% retained by City, 70% paid to Artist

	Cost + 50% administration fee
	\$50
	30% retained by City, 70% paid to Artist

Description	2023/24 Amended Fee Schedule
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2023/24 Proposed Fee Schedule
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<b>HISTORICAL MUSEUM FEES</b>	
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Research Fee - 1/2 hour minimum charge	Cost
Print of an electronically available Photograph in Collection	8
Digital Copies of Collection Items	22
Scan High Resolution Tiff File of any collection item for a customer	26

Cost
8
22
26