

FEE SCHEDULE

TOWN OF CORTE



THE TOWN OF
CORTE MADERA

MARIN COUNTY CALIFORNIA

**Combined Schedule of Various
Departments**

Updated 2024-02-20

TOWN OF CORTE MADERA
PLANNING FEES

EFFECTIVE JANUARY 8, 2024

Major Projects

1. General Plan Amendment	Time & materials \$2,500 deposit
2. Zoning Ordinance Amendment	Time & materials \$2,500 deposit
3. Rezoning	Time & materials \$2,500 deposit
4. Preliminary Development Plan	Time & materials \$2,500 deposit
5. Precise Development Plan	Time & materials \$2,500 deposit
6. Subdivision	
a. Certificate of Compliance	Time & materials \$2,500 deposit
b. Lot Line Adjustment	Time & materials \$2,500 deposit
c. Parcel Map	Time & materials \$2,500 deposit
d. Tentative Map	Time & materials \$2,500 deposit
e. Final Map	Time & materials \$2,500 deposit

Design Review

1. Zoning Administrator Design Review	\$1,320
2. Zoning Administrator Design Review Minor Improvements (hot tubs, fences, signs, etc.)	\$412
3. Planning Commission Design Review	Time & materials \$2,000 deposit

Variance

1. Zoning Administrator Variance	\$1,320
2. Planning Commission Variance Review	Time & materials \$2,000 deposit

Conditional Use Permit

1. Zoning Administrator CUP	\$1,320
2. Planning Commission CUP	Time & Materials \$2,000 deposit

**TOWN OF CORTE MADERA
PLANNING FEES**

Accessory Dwelling Unit Permit	\$850
Accessory Dwelling Unit Permit – Review of the Record	\$300
Large Family Day Care Home Permit	\$500
Short-Term Rental License	
1. Initial Registration Fee (including one-time audit)	\$500
2. Annual Renewal Fee	\$400
Home Occupation Permit	\$100
Signs	
1. Planning Commission Design Review	
a. Freestanding sign	Time & materials \$1,500 deposit
b. Master Sign Program	Time & materials \$1,500 deposit
2. Zoning Administrator Design Review	
a. Signs conforming to master sign program	None
Environmental Review	
1. Initial Study/Negative Declaration	Time & materials \$2,500 deposit
2. Environmental Impact Report	Time & materials \$5,000 deposit
Tree Permit	\$100
Miscellaneous Charges	
1. Time extension for approved permit	\$100
2. Additional noticing, such as for parking on Christmas Tree Hill	Time & materials \$300 deposit
3. Permit amendments	Time & materials \$500 deposit
Appeals	\$300

Notes and Exceptions:

1. "Time & materials" includes consultant costs.
2. The deposit costs listed above are for the initial deposit only. Costs exceeding the initial deposit will be charged per the Town's hourly rate schedule and/or consultant rates as applicable. Unspent deposits will be refunded.
3. Additions to single family homes requiring both Design Review and Variance approval will be charged the Design Review fee only.

BUILDING DEPARTMENT

RESIDENTIAL CONSTRUCTION FEES

(For Occupancies: R3 (Single Family & Duplex); R2 (More than 2 dwelling units - Apartment, Hotel, Congregate Residence); U (Private Garage, Carport))

Category of Construction Work	Plan Review Deposit ¹	Permit Fee
1. NEW (R3) – 1 story	\$2,100.00	\$2,750.00
2. NEW (R3) – 2 story	\$3,000.00	\$3,250.00
3. NEW (R2) – 1 or 2 story	\$4,350.00	\$4,850.00
4. NEW or ADDITION (R2) >2 stories (per story)	\$2,250.00	\$2,400.00
5. ADDITION (R3) – under 250 sq.ft.	\$975.00	\$1,375.00
6. ADDITION (R3) – 1 story	\$1,450.00	\$1,900.00
7. ADDITION (R3) – 2 story	\$2,100.00	\$2,610.00
8. ADDITION (R2) – 1 or 2 story	\$3,175.00	\$4,050.00
9. GARAGE/STORAGE SPACE CONVERSION	\$710.00	\$950.00
10. GARAGE/CARPORT (U) – assoc.w/R3	\$710.00	\$950.00
11. GARAGE/CARPORT (U) – assoc.w/R2	\$1,300.00	\$1,425.00
12. GARAGE (U) – with residential above	\$850.00	\$1,150.00
13. PATIO/DECK/SHED	\$515.00	\$625.00
14. INTERIOR REMODEL (kitchen, bath, etc.)	\$450.00	\$550.00
15. MISC. REPAIR/ALTERATION (i.e.-windows)	\$190.00	\$250.00
16. DISABLED ACCESS IMPROVEMENTS (R2)	\$1,050.00	\$1,050.00
17. ELECTRICAL SERVICE CHANGE	N/A	\$230.00
18. FURNACE and/or WATER HEATER REPL.	N/A	\$230.00
19. ELECTRICAL REPAIR/ALTERATION	\$150.00	\$230.00
20. PLUMBING REPAIR/ALTERATION	\$150.00	\$230.00
21. MECHANICAL REPAIR/ALTERATION	\$150.00	\$230.00
22. RE-ROOFING (R3)	N/A	\$260.00
23. RE-ROOFING (R2)	\$150.00	\$420.00
24. SOLAR ELECTRICAL or HEATING SYSTEM	\$180.00	\$150.00
25. FIREPLACE (manufactured or masonry)	\$210.00	\$420.00
26. OTHER RESIDENTIAL CONSTRUCTION	Assess at a rate estimated to cover plan review costs	Assess at a rate estimated to cover inspection costs
27. RESALE REPORT (R3)	N/A	\$130.00
28. RESALE REPORT (R2)	N/A	\$130.00 + \$55.00 for ea. unit in excess of 2
29. MIXED-USE PROJECT (Residential with Commercial)	Assess at a rate estimated to cover plan review costs	Assess at a rate estimated to cover inspection costs
30. STRONG-MOTION INSTRUMENTATION & SEISMIC HAZARD MAPPING FEE (SMIP) (1 to 3 Story Residential)	N/A	.00013 x Project \$ Valuation

¹ A fee collected as a “Plan Review Deposit” is estimated to cover the cost of Building Division plan review services for a particular category of work. Total costs that are higher than the “Plan Review Deposit” may occur due to the need for consultant review services, complex plan review requirements, or due to review activities conducted by other Town agencies as stipulated in the fee resolutions and/or policies of such agencies. “Plan Review Deposit” payments that exceed the total cost of plan review services will be adjusted and overpayments will be refunded to the applicant.

BUILDING DEPARTMENT

COMMERCIAL CONSTRUCTION FEES

(For Occupancies: A (Assembly); B (Business); E (Educational); F (Factory); H (High-Hazard); I (Institutional); M (Mercantile); S (Storage))

Category of Construction Work	Plan Review Deposit ¹	Permit Fee
31. NEW - 1 or 2 story	\$4,500.00	\$4,050.00
32. ADDITION – 1 or 2 story	\$3,700.00	\$3,600.00
33. NEW or ADDITION >2 stories (per story)	\$1,900.00	\$1,750.00
34. TENANT IMPROVEMENT (w/struct.)	\$2,250.00	\$2,210.00
35. TENANT IMPROVEMENT (no/struct.)	\$1,900.00	\$1,900.00
36. TENANT IMPROVEMENT (minor – no/struct.)	\$1,300.00	\$1,175.00
37. MISC. ALTERATIONS	\$910.00	\$780.00
38. MISC. REPAIRS	\$525.00	\$525.00
39. DISABLED ACCESS IMPROVEMENTS	\$1,050.00	\$1,050.00
40. ELECTRICAL SERVICE CHANGE	\$250.00	\$450.00
41. ELECTRICAL EQUIPMENT/WIRING	\$250.00	\$450.00
42. PLUMBING EQUIPMENT/PIPING	\$250.00	\$450.00
43. MECHANICAL EQUIPMENT/DUCTS	\$250.00	\$450.00
44. RE-ROOFING	\$250.00	\$450.00
45. OTHER COMMERCIAL CONSTRUCTION	Assess at a rate estimated to cover plan review costs	Assess at a rate estimated to cover inspection costs
46. MIXED-USE PROJECT (Commercial with Residential)	Assess at a rate estimated to cover plan review costs	Assess at a rate estimated to cover inspection costs
47. STRONG-MOTION INSTRUMENTATION & SEISMIC HAZARD MAPPING FEE (SMIP) (Over 3 Story Residential & All Commercial)	N/A	.00028 x Project \$ Valuation

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BUILDING DEPARTMENT

MISCELLANEOUS BUILDING DIVISION FEES

Category of Construction Work	Plan Review Deposit ¹	Permit Fee	
48. BUILDING DEMOLITION	\$215.00	\$250.00	
49. INTERIOR NON-STRUCTURAL DEMOLITION	\$150.00	\$250.00	
50. RETAINING WALLS (over 4 feet)	\$580.00	\$550.00	
51. AWNINGS	\$250.00	\$300.00	
52. TANKS, TOWERS	\$580.00	\$550.00	
53. SWIMMING POOL/SPA (Residential)	\$450.00	\$500.00	
54. SWIMMING POOL/SPA (Public) [County Rev.]	\$900.00	\$1,250.00	
55. ELEVATOR (Residential)	\$450.00	\$500.00	
56. ELEVATOR (Commercial) [State Insp.]	\$900.00	\$1,250.00	
57. SIGN (electrical & non-electrical)	\$150.00	\$250.00	
58. FENCE (over 7 feet)	\$150.00	\$250.00	
59. TEMPORARY ELECT. POWER	N/A	\$250.00	
60. REINSPECTION FEE	N/A	\$250.00	
61. OTHER MISC. CONSTRUCTION	Assess at a rate estimated to cover plan review costs	Assess at a rate estimated to cover inspection costs	
62. PLAN RETENTION	N/A	\$1 per page of plans and documents	
63. COPIES	N/A	\$1 per page	
64. ADMINISTRATIVE FEES (permit processing)	Assess at a rate estimated to cover administrative costs	Assess at a rate estimated to cover administrative costs	
65. CONT. EDUCATION FEE (assess on all permits)	N/A	.0004 x Project \$ Valuation	
66. BUILDING STANDARDS ADMINISTRATION SPECIAL REVOLVING FUND (BSASRF)	N/A	Permit Valuation	Fee
		\$1 - \$25,000	\$1
		\$25,001 - \$50,000	\$2
		\$50,001 - \$75,000	\$3
		\$75,001 - \$100,000	\$4
		Every \$25,000 or fraction thereof above \$100,000	Add \$1

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FIRE DEPARTMENT

Fire Sprinkler Systems	Includes plan review and one inspection each for underground flush, pressure test and alarm test. New Commercial (13,13R): (3.5 hours) \$872 1 & 2 Family Dwelling (13D): (1½ hours) \$374 Tenant Improvements: (1 hour) \$249
Other Fire Suppression System	Includes plan review and one inspection. Commercial kitchen system, spray booth systems, standpipe systems, etc. (1½ hours) \$374
Fire Alarm Systems	Includes plan review and one inspection. (3 hours) \$747
Other Fire Code Permit	Includes application review and one inspection. (1 hour) \$249
Additional Inspections (each ½ hour)	Half hour increments \$125
False Alarm Fee	Actual cost: After 4 in any 12 month period. (See "Apparatus Use Fee": below).
Apparatus Use Fee	Actual cost: Required stand-by or response when billing of services is allowed by law. Based on most recent State of California Office of Emergency Services Apparatus Rates, including administrative rate, plus fully burdened rate for personnel involved.
Outside Services	Cost of outside service plus \$125 Outside plan review, technical assistance etc. The applicant will be responsible for the cost of the outside service in addition to a ½ hour fee to administrate the service(s).
Water Flow Testing	Based on ½ hour each of Fire Marshal, Fire Engineer and Firefighter time to flow test and calculate water flow. \$220
Fire Hydrant Use Permit	½ hour to administrate the permit (in addition to charges by Marin Municipal Water District) \$125

TOWN OF CORTE MADERA
ENGINEERING FEES EFFECTIVE
FEBRUARY 19, 2024

GRADING AND DRAINAGE PERMIT FEES

CATEGORY		APPLIED FEE/ PERMIT FEE
NO.	DESCRIPTION	
1	Over-the-Counter: Less than 100 cy. (Grading greater than 20 cy requires Planning Approval)	\$375.00
2	Minor improvement: 100 to less than 1,000 cy	\$600.00
3	Major improvement: 1,000 cy and over (Enter into a Cost-Based Fee Agreement) Time and Materials: 1,000 - 10,000 cy Time and Materials: Greater than 10,000 cy (Grading greater than 10,000 cy requires Council approval)	Deposit: \$1,500.00* Deposit: \$2,500.00*
4	Extension of Permit	\$50.00

**Initial deposit amount only. Any remainder shall be refunded. Additional Staff time to process shall be billed per the current Hourly Rate Schedule. In addition, the execution of a Cost Based Fee Agreement will be required.*

TOWN OF CORTE MADERA ENGINEERING FEES
EFFECTIVE FEBRUARY 19, 2024

EROSION AND SEDIMENT CONTROL PERMIT FEES

CATEGORY		APPLIED FEE/ PERMIT FEE
NO.	DESCRIPTION	
1	Surface Improvement: Less than 1,000 sf	\$325.00
2	Surface Improvement: 1,000 to less than 5,000 sf	\$550.00
3	Surface Improvement: Greater than 5,000 sf (Enter into a Cost Based Fee Agreement) Time and Materials: 5,000 - 10,000 sf Time and Materials: Greater than 10,000 sf	Deposit: \$1,500.00* Deposit: \$2,500.00*
4	Security	Refundable: \$800 minimum up to \$0.75/sf for work areas greater than 5,000 sf*
5	Extension of Permit	\$50.00

**Initial deposit amount only. Any remainder shall be refunded. Additional Staff time to process shall be billed per the current Hourly Rate Schedule. In addition, the execution of a Cost Based Fee Agreement will be required.*

TOWN OF CORTE MADERA
ENGINEERING FEES EFFECTIVE
FEBRUARY 19, 2024

ENCROACHMENT PERMIT FEES

CATEGORY		APPLIED FEE/ PERMIT FEE
NO.	DESCRIPTION	
1	Debris box	\$40.00 (Minimum for 2 week period)
2	Project Staging, Traffic Control & Signage	\$150.00
3	Minor Improvement (up to \$10,000)	\$250.00
4	Major Improvement (over \$10,000)	\$500.00
5	Project Deposit Issued upon the discretion of the Director of Public Works or his/her designee	Refundable: \$500.00 min. up to \$10,000.00*
6	Permanent Encroachment (License Agreement) Time and Materials	 Deposit: \$1,000.00**
7	Extension of Permit	\$50.00

OLD CORTE MADERA SQUARE PARKLET PROGRAM FEES

CATEGORY		APPLIED FEE /PERMIT FEE
NO.	DESCRIPTION	
1	Parklet Licensing Fee	\$0.50 per square foot/per month first year & \$1.00 per square foot/per month each subsequent year
2	Parklet Permit Application Deposit	\$1,500
3	Security Deposit ***	\$2,500

**Initial deposit amount only. Any remainder shall be refunded. Additional Staff time to process shall be billed per the current Hourly Rate Schedule. In addition, the execution of a Cost Based Fee Agreement will be required.*

***In addition, the execution of a Cost Based Fee Agreement may be required.*

****Town shall retain this deposit for the duration of the Parklet License Agreement*

TOWN OF CORTE MADERA
ENGINEERING FEES EFFECTIVE
FEBRUARY 19, 2024

FLOODPLAIN DEVELOPMENT PERMIT FEES

CATEGORY		APPLIED FEE/ PERMIT FEE
NO.	DESCRIPTION	
1	Cumulative Improvement Ratio: Less than 40%	\$275.00
2	Cumulative Improvement Ratio: 40% to 50%	\$375.00
3	Cumulative Improvement Ratio: Greater than 50% Time and Materials	Deposit: \$500.00*
4	Extension of Permit	\$50.00

**Initial deposit amount only. Any remainder shall be refunded. Additional Staff time to process shall be billed per the current Hourly Rate Schedule. In addition, the execution of a Cost Based Fee Agreement may be required.*

TOWN OF CORTE MADERA ENGINEERING
FEES EFFECTIVE FEBRUARY 19, 2024

WATERCOURSE ALTERATION/ RELOCATION PERMIT FEES

CATEGORY		APPLIED FEE/ PERMIT FEE
NO.	DESCRIPTION	
1	Minor Improvement (Department approval)	\$400.00
2	Major Improvement (State and other Regulatory Agency Approval) Time and Materials:	Initial Deposit* \$500.00 minimum up to 0.5% of project cost
3	Project Deposit Issued upon the discretion of the Director of Public Works or his/her designee	Time and Materials: \$500.00 min. up to \$10,000*
4	Extension of Permit	\$50.00

**Initial deposit amount only. Any remainder shall be refunded. Additional Staff time to process shall be billed per the current Hourly Rate Schedule. In addition, the execution of a Cost Based Fee Agreement may be required.*

TOWN OF CORTE MADERA ENGINEERING
FEES EFFECTIVE FEBRUARY 19, 2024

REFUNDABLE DEPOSITS

(1) All damage and security deposits for the Department of Public Works and the Building Department are issued upon the discretion of the Director of Public Works or his/her designee.

(2) The damage deposits listed below are fully refundable contingent upon one or more of the following: a) completion of all work under the permit; b) fulfillment of all permit conditions; c) restoration of rights-of-way and watercourses to safe and convenient condition; d) determination that no damage has been done to Town property, or that repair of damage to Town property has been performed to the satisfaction of the Director of Public Works or his/her designee.

(3) The security deposits listed below are fully refundable contingent upon one or more of the following: a) completion of all work under the permit; b) fulfillment of all permit conditions

DAMAGE DEPOSITS

DEPARTMENT OF PUBLIC WORKS

Grading and Drainage Permit Damage Deposit **	\$500.00 min.* Up to 5% of project cost.
Watercourse Permit Damage Deposit **	\$500.00 min.* Up to 5% of project cost.

BUILDING DEPARTMENT

ESTIMATED PROJECT COST	DAMAGE DEPOSIT AMOUNT
Less Than \$100,000**	\$500.00 - \$2,000.00
\$100,000 to \$2,000,000**	\$2,000.00 - \$10,000.00
Greater Than \$2,000,000**	0.5% of project cost

SECURITY DEPOSITS

DEPARTMENT OF PUBLIC WORKS

Erosion & Sediment Control Permit Security Deposit	\$800.00 min.* up to \$0.75/sf for work areas greater than 5,000 sf
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**Initial deposit amount only. Any remainder will be refunded. Additional Staff time to process will be billed per the current Hourly Rate Schedule. In addition, the execution of a Cost Based Fee Agreement may be required.*

***Issued upon the discretion of the Director of Public Works or his/her designee*

OTHER AGENCIES

<p>Marin Municipal Water District Water Connection Fees</p>	<p>Based on estimated annual consumption; a one-time fee collected during application for new/expanded water service. If estimated usage is higher than existing water entitlement, additional fees are collected. Connection fee is \$29,260/acre-feet of estimated annual water consumption; residential use is based on area average annual consumption. The area averages in Corte Madera/Larkspur range from .19 acre-feet (\$5,111) to .46 acre-feet (\$12,374). There are 15 areas, each with a different average.</p>
<p>Larkspur / Corte Madera School Impact fee</p>	<p>LARKSPUR: on additions of 500 sq. ft. or more: \$3.94 per sq. ft. new residential construction or residential reconstruction; \$0.42 per sq. ft. new senior housing construction; \$0.51 per sq. ft. new commercial construction (per State Education Code, collected prior to building permit issue). REED: on additions of 500 sq. ft. or more: residential \$1.40 sq. ft.; commercial \$0.30 sq. ft.</p>