



**MASTER FEE
SCHEDULE
April 1, 2024**

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Department - Area - Service	Current Fee Amount	Unit
General		
Copy Charges		
8 ½ x 11 sheet	\$0.10	per image
11 x 17 sheet	\$0.20	
Residential Information Packets	\$5.00	each
Return Check Charge	\$30.00	per check – each return
Each department must display a sign indicating charge.		
State Law Concerning Returned Check Notification		
California Civil Code, Chapter 522, Section 1719 Any person who issues a check on insufficient funds shall be liable for three times the amount of the check or \$100.00, whichever is greater. The maximum amount which can be collected is \$1,500.00, plus the face value of the check, court costs and accrued interest.		
A cause of action under this section may be brought in small claims court, if it does not exceed the jurisdiction of that court, or in any other appropriate court.		
Collection Agency Fee Recovery		
The City will assess an additional 25% fee to any debt owed to the City which is assigned to a collection agency.		25% of assigned debt
Administrative Services		
Municipal Code Book		
Code Book and updating supplements to date.		
Unassembled	\$50.00	
Assembled	\$250.00	
Private Subscriptions		
City Council		
Agendas	\$30.00	
Minutes	\$45.00	
The above fees cover paper, envelopes and postage costs.		
NOTE: Current agendas and minutes can be picked up without charge at City Hall. You can also subscribe via the City's website (www.menlopark.org) to receive agendas and minutes by email free of charge.		
Candidates' Election Statement		
Candidates' reimburse City for the statement printing and mailing costs. (Collected in advance. Any overpayment will be refunded.)		\$350.00
Political Campaign Statements And Reports		
Copying charge (as per Government Code Section 81008)		\$0.10
Statements five or more years old		\$5.00
Additional Mailing Charge		
Inclusion of additional correspondence with weekly agenda mailings to various subscribers		cost of postage
Tape Recording Duplication		
Audio tape of City Council meetings (collected in advance)		Actual costs
Video tape of City Council meetings (collected in advance)		Actual costs
		per tape
		per tape

Department - Area - Service	Current Fee Amount	Unit
Administration Building Conference Room Rental		
Residents (plus cleaning fee deposit)	\$60.00	per hour
Non-residents (plus cleaning fee deposit)	\$85.00	per hour
Plus equipment and furnishings replacement	\$5.00	per hour
Council Chambers Rental		
Residents (plus cleaning fee deposit)	\$125.00	per hour
Non-residents (plus cleaning fee deposit)	\$160.00	per hour
Commercial (plus cleaning fee deposit)	\$190.00	per hour
Service charge on cancellations	\$25.00	
Cleaning Fee Deposit (refundable)	\$250.00	
Facility Attendant – Staff hourly billing rate not to exceed	\$35.00	per hour
Plus equipment and furnishings replacement	\$5.00	per hour
AV Service Fee	\$35.00	per hour
MIS/Printing		
Staff hourly billing rate for programming and report generation plus material cost - 1/2 hour minimum	Quotation	per hour
Staff hourly billing rate for City Print Operator plus material cost- 1/2 hour minimum	Quotation	per hour
Film, Video and Audio Production Permits		
Application Review and Coordination	\$150.00	
Revisions	\$50.00	each
Daily Permit Fees		
Still Photography and Short Subject	\$50.00	
Industrials	\$100.00	
Features, TV, Music Videos and Commercials	\$150.00	
Publications		
Financial Statement – plus postage	\$20.00	
Budget, bound copy – plus postage	\$15.00	
Master Fee Schedule – plus postage	\$5.00	
Business License		
Duplicate Business License Certificate	\$2.00	
Verification of Non-Confidential Business License Information		
For Collection Agencies, etc.	\$5.00	per item
For Menlo Park residents	No charge	
Electric Vehicle Charging		
Access Fee	\$0.50	
Escalation Fee*	\$5.00	per hour
3 hour charging time frame with a 15 minute grace period to move the vehicle (except between 7:00 pm and 7:30 am)		
Summer (June 1 - Sept 30)		
Peak (4 p.m. - 9 p.m.)	\$0.23643	kWh
Part-Peak (2 p.m. - 4 p.m. and 9 p.m. - 12 a.m.)	\$0.17474	kWh
Off-Peak (12 a.m. - 2 p.m.)	\$0.14217	kWh
Winter (Oct 1 - May 31)		
Peak (4 p.m. - 9 p.m.)	\$0.17838	kWh
Part-Peak (2 p.m. - 4 p.m. and 9 p.m. - 12 a.m.)	\$0.14290	kWh
Off-Peak (12 a.m. - 2 p.m.)	\$0.10656	kWh

*City of Menlo Park Employee: Free for first 3 hours with \$5 escalation fee after 15 minute grace period

Department - Area - Service	Current Fee Amount	Unit
Menlo Park Municipal Water		
Water Rates for the period July 1, 2021 through June 30, 2026 can be found online at the City's water web page		
Rate assistance program is available on the City's web page		
Water Capital Charge for Fire Services is also required in advance		
Fire Services with sprinklers	\$1,000.00	
Fire Services without sprinklers	\$3,500.00	
Deposit Required to Establish Water Service Account	\$100.00	per account
The deposit is refunded when the account is closed and final payment has been received.		
Deposit Required for Temporary Water Meters	\$3,442.00	per meter
A temporary water including a gate (check) valve may be obtained from the Water Department upon payment of a deposit. Monthly fees shall be assessed based on the meter size and the amount of water used (based on monthly water meter readings). The Water Department shall designate the hydrant where the temporary meter is to be used. The deposit will be refunded after the return of the meter (undamaged) and payment of the final bill.		
Finance charge (interest rate) on late payment	1.5%	
Disconnect Door Tag Fee	\$31.00	
Reconnection fee (for services closed for non-payment		
During business hours (7:30 a.m. - 4:00 p.m.)	\$140.00	per meter
After business hours (after 4:00 p.m.)	\$338.00	per meter
Unauthorized connections to Fire Hydrants (plus staff time, materials, water quality testing)	\$1,000.00	
Fire Flow Test (report included)	\$473.00	
Additional copies of Flow Test Reports	\$45.00	
Restricted Access to Water Meter (for meter reading or maintenance)	\$123.00	
Service Requests (customer requested)		
During business hours (7:30 a.m. - 4:00 p.m.)	\$134.00	per hour
After business hours (after 4:00 p.m.)	\$266.00	per hour
Meter Tampering Fee (plus staff time and materials)	\$108.00	
Backflow Device Test Fee		
During business hours (7:30 a.m. - 4:00 p.m.)	\$140.00	per hour
After business hours (after 4:00 p.m.)	\$338.00	per hour
Penalty for non-compliance with ordinance	\$130.00	

Department - Area - Service	Current Fee Amount	Unit
Library and Community Services - Recreation and Sports		
Non-resident fees are 135% of resident fee unless a non-resident fee is listed.		
Commercial (for-profit use) fees are 150% of resident fee unless a commercial fee is listed.		
Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed.		
Hyperlocal resident fees are 65% of resident fee unless a Hyperlocal resident fee is listed.		
Recreation classes (fees vary by class content, duration, and other factors)		
Resident	\$0-\$65	per hour
Non-Resident	\$5-\$100	per hour
Hyperlocal resident*	\$0-\$20	per hour
Recreation camps (fees vary by camp content, duration, and other factors)		
Resident	\$0-\$65	per hour
Non-Resident	\$5-\$100	per hour
Hyperlocal resident*	\$0-\$20	per hour
Teen program		
Daily	\$5.00	per day
Monthly	\$12.00	per month
Annual	\$70.00	per year
*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.		
Gymnastics Classes		
(All gymnastics fees for non-residents are 135% of resident fee.)		
1-2 hours	\$16.00	per week
3 hours	\$15.00	per week
6 hours	\$13.00	per week
9 hours	\$12.00	per week
12 hours	\$11.00	per week
Menlo Children's Center / BHCCDC / BYHC participant	\$8.00	per hour fee
Private Lessons		
1/2 hour – resident - up to two children	\$38.00	
- each additional child	\$15.00	
1 hour – resident - up to two children	\$67.00	
- each additional child	\$25.00	
Private or Drop-in Insurance fee	\$1.00	per registration
Low Income – Reduced Fee Program - sliding scale	\$5.00 to \$10.00	per hour
Gymnastics Program T-Shirt	\$10.00	each
Gymnastics – Registration / Insurance fee	\$9.00	per registration
Birthday Party Packages	\$239.00 to \$1,061.00	
Birthday Party Cancellation Fee	\$50.00	

Department - Area - Service	Current Fee Amount	Unit
Youth Afterschool Sports		per season – per team
Volleyball		
All Grades – resident	\$555.00	
All Grades – non-resident	\$755.00	
Basketball		
3rd & 4th Grades – resident	\$670.00	
3rd & 4th Grades – non-resident	\$840.00	
5th to 7th Grades – resident	\$865.00	
5th to 7th Grades – non-resident	\$1,040.00	
Adult Sports – Leagues	\$820.00	per season – per team
Basketball		
Softball	\$950.00	
Men's	\$740.00	
Co-ed	\$235.00	
Noon	\$780.00	
Volleyball – Co-ed		
Non-resident Team Surcharge (more than 50% players are nonresidents)	10% surcharge	

Library and Community Services - Meeting room rentals

See City website for rental policies, requirements, deposits, and booking information:
menlopark.gov/meetingrooms

Non-resident fees are 135% of resident fee unless a non-resident fee is listed.
Commercial (for-profit use) fees are 150% of resident fee unless a commercial fee is listed.
Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed.
Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed.

Arrillaga Family Recreation Center
Weekends (Friday evening, Saturday, and Sunday)

Sequoia Room		
Resident	\$223.00	per hour
Non-resident	\$300.00	per hour
Commercial	\$600.00	per hour
Large Patio		
Resident	\$223.00	per hour
Non-resident	\$300.00	per hour
Commercial	\$600.00	per hour
Elm Room		
Resident	\$83.00	per hour
Non-resident	\$111.00	per hour
Cypress Room		
Resident	\$83.00	per hour
Non-resident	\$111.00	per hour
Maple Room		
Resident	\$111.00	per hour
Non-resident	\$150.00	per hour
Willow Room		
Resident	\$56.00	per hour
Non-resident	\$78.00	per hour

Department - Area - Service	Current Fee Amount	Unit
Oak Room		
Resident	\$83.00	per hour
Non-resident	\$111.00	per hour
Juniper Room - includes staff, tables and chairs for inside use.		
Resident	\$83.00	per hour
Non-resident	\$106.00	per hour
Small Patio – additional charge with rental of Oak or Elm Rms	\$56.00	per hour
Kitchen		
Resident	\$44.00	per hour
Non-resident	\$61.00	per hour
Arrillaga Family Recreation Center		
Weekdays (Monday through Thursday, and Friday morning/afternoon)		
Sequoia Room		
Resident	\$167.00	per hour
Non-resident	\$226.00	per hour
Commercial	\$450.00	per hour
Large Patio		
Resident	\$167.00	per hour
Non-resident	\$226.00	per hour
Commercial	\$450.00	per hour
Elm Room		
Resident	\$61.00	per hour
Non-resident	\$83.00	per hour
Cypress Room		
Resident	\$61.00	per hour
Non-resident	\$83.00	per hour
Maple Room		
Resident	\$83.00	per hour
Non-resident	\$111.00	per hour
Willow Room		
Resident	\$39.00	per hour
Non-resident	\$56.00	per hour
Oak Room		
Resident	\$61.00	per hour
Non-resident	\$83.00	per hour
Juniper Room - includes staff, tables and chairs for inside use.		
Resident	\$61.00	per hour
Non-resident	\$83.00	per hour
Small Patio – additional charge with rental of Oak or Elm Rms	\$56.00	per hour
Kitchen		
Resident	\$44.00	per hour
Non-resident	\$61.00	per hour
Commercial	\$76.00	per hour

Department - Area - Service	Current Fee Amount	Unit
Belle Haven Community Campus Weekends (Friday evening, Saturday, and Sunday)		
Large event room - full room		
Resident	\$223.00	per hour
Non-resident	\$300.00	per hour
Commercial	\$600.00	per hour
Hyperlocal resident*	\$125.00	per hour
Large event room - half room + terrace		
Resident	\$111.00	per hour
Non-resident	\$150.00	per hour
Commercial	\$300.00	per hour
Hyperlocal resident*	\$65.00	per hour
Prep kitchen		
Resident	\$44.00	per hour
Non-resident	\$60.00	per hour
Commercial	\$120.00	per hour
Hyperlocal resident*	\$25.00	per hour
In-house catering service	varies	100% of cost
Gymnasium		
Resident	\$88.00	per hour
Non-resident	\$120.00	per hour
Commercial	\$250.00	per hour
Hyperlocal resident*	\$50.00	per hour
Makerspace + terrace		
Resident	\$111.00	per hour
Non-resident	\$150.00	per hour
Commercial	\$300.00	per hour
Hyperlocal resident*	\$65.00	per hour
Flex classroom		
Resident	\$83.00	per hour
Non-resident	\$111.00	per hour
Hyperlocal resident*	\$40.00	per hour
Movement Studio		
Resident	\$83.00	per hour
Non-resident	\$111.00	per hour
Hyperlocal resident*	\$40.00	per hour
Belle Haven Community Campus Weekdays (Monday through Thursday, and Friday morning/afternoon)		
Large event room - full room		
Resident	\$167.00	per hour
Non-resident	\$226.00	per hour
Commercial	\$500.00	per hour
Hyperlocal resident*	\$85.00	per hour
Large event room - half room + terrace		
Resident	\$85.00	per hour
Non-resident	\$115.00	per hour
Commercial	\$230.00	per hour
Hyperlocal resident*	\$50.00	per hour

Department - Area - Service	Current Fee Amount	Unit
Prep kitchen		
Resident	\$30.00	per hour
Non-resident	\$40.00	per hour
Commercial	\$80.00	per hour
Hyperlocal resident*	\$15.00	per hour
In-house catering service	varies	100% of cost
Gymnasium		
Resident	\$88.00	per hour
Non-resident	\$120.00	per hour
Commercial	\$250.00	per hour
Hyperlocal resident*	\$50.00	per hour
Makerspace + terrace		
Resident	\$85.00	per hour
Non-resident	\$115.00	per hour
Commercial	\$230.00	per hour
Hyperlocal resident*	\$50.00	per hour
Flex classroom		
Resident	\$61.00	per hour
Non-resident	\$83.00	per hour
Hyperlocal resident*	\$35.00	per hour
Movement Studio		
Resident	\$61.00	per hour
Non-resident	\$83.00	per hour
Hyperlocal resident*	\$35.00	per hour
Arrillaga Family Gymnasium		
Court Rental fee (Arrillaga Gym only):		
Resident	\$88.00	per hour
Non-resident	\$120.00	per hour
Commercial	\$250.00	per hour
Gymnastics Floor		
Resident	\$179.00	per hour
Non-resident	\$221.00	per hour
Fitness Room		
Resident	\$28.00	per hour
Non-resident	\$39.00	per hour
Multi-Purpose Room		
Weekday – Resident	\$39.00	per hour
Weekday – Non-resident	\$56.00	per hour
Weekend – Resident	\$56.00	per hour
Weekend – Non-resident	\$78.00	per hour
Security Deposit - One Day Rental	\$263.00	
- Multi-Day Rental	\$525.00	
Miscellaneous Rental Items		
EZ Up Canopy (rental including setup and take down)	\$75.00	per day - each

Department - Area - Service	Current Fee Amount	Unit
Micellaneous equipment rentals (varies by equipment)	\$1 to \$250	per day - each
Cleaning Fee	\$115.00	
Multi-room Discount – 30% discount on any additional room(s) rented for the same time – applies only to the lower cost room(s)		
Advertising Rates		
Activity Guide Ad (as space available)	\$50.00 to \$900.00	
Video Display Ad	\$10.00	per month
Burgess Park Concession Stand		
3 month rental		
March 31 through July 3	\$275.00	
July 5 through August 15	\$275.00	
August 18 through November 15	\$275.00	
Daily rental	\$75.00	
Security Deposit	\$250.00	
Library and Community Services - Athletic fields		
Non-resident fees are 135% of resident fee unless a non-resident fee is listed.		
Commercial (for-profit use) fees are 150% of resident fee unless a commercial fee is listed.		
Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed.		
Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed.		
Natural Turf		
Baseball		
Resident	\$22.00	per hour
Non-Resident	\$30.00	per hour
Softball		
Resident	\$26.00	per hour
Non-Resident	\$35.00	per hour
Soccer/Lacrose		
Small Field(7v7)		
Resident	\$25.00	per hour
Non-Resident	\$35.00	per hour
Medium Field(9v9)		
Resident	\$50.00	per hour
Non-Resident	\$68.00	per hour
Large Field(11v11)		
Resident	\$100.00	per hour
Non-Resident	\$135.00	per hour
Synthetic turf		
Small Field(7v7)		
Resident	\$30.00	per hour
Non-Resident	\$41.00	per hour
Commercial	\$85.00	per hour
Hyperlocal resident*	\$20.00	per hour

Department - Area - Service	Current Fee Amount	Unit
Medium Field(9v9)		
Resident	\$50.00	per hour
Non-Resident	\$60.00	per hour
Commercial	\$120.00	per hour
Hyperlocal resident*	\$30.00	per hour
Large Field(11v11)		
Resident	\$120.00	per hour
Non-Resident	\$162.00	per hour
Commercial	\$225.00	per hour
Hyperlocal resident*	\$65.00	per hour
Lighting Fee - All Fields		
Resident	\$10.00	per hour
Non-Resident	\$12.00	per hour
Commercial	\$25.00	per hour
Hyperlocal resident*	\$5.00	per hour
Banner / signage fee	\$100.00	per season

Library and Community Services - Other outdoor facilities

Non-resident fees are 135% of resident fee unless a non-resident fee is listed.
Commercial (for-profit use) fees are 150% of resident fee unless a commercial fee is listed.
Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed.
Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed.

Tennis / Pickleball Courts

Court reservations		
Resident	\$10.00	per hour
Non-Resident	\$15.00	per hour
Commercial	\$25.00	per hour
Hyperlocal resident*	\$6.00	per hour

Picnic Areas

(fees vary by area, amenities, and other factors)

Resident	\$10.00 to \$15.00	per hour
Non-resident	\$15.00 to \$20.00	

Auxiliary Field – Non-Athletic Field Parks

Resident	\$17.00	per hour – per area
Non-resident	\$23.00	

Weddings In Park (Sharon Park only)

Residents	\$165.00	
Non-residents	\$275.00	

NOTE: The above fees do not include field preparation or equipment.

Bedwell Bayfront Park (non-exclusive use of park)

Special Event Park Usage	\$150.00	per day
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Library and Community Services - Child development

Non-resident fees are 135% of resident fee unless a non-resident fee is listed.

Menlo Children's Center – Preschool

Toddler room		per month
Full-time 5 day	\$2,493.00	per month
Part-time 3 day	\$1,925.00	per month

Department - Area - Service	Current Fee Amount	Unit
Part-time 2 day	\$1,613.00	per month
Early pre-school room		
Full-time 5 day	\$2,035.00	per month
Part-time 3 day	\$1,621.00	per month
Part-time 2 day	\$1,375.00	per month
Pre-school room		
Full-time 5 day	\$2,035.00	per month
Part-time 3 day	\$1,621.00	per month
Part-time 2 day	\$1,375.00	per month
Hot Lunch Fee (Friday only, varies by vendor)	\$5.00-\$10.00	per day
Toddler Resident 1/2 Day	\$1,363.00	per month
Early Preschool 1/2 Day	\$1,125.00	per month
Transitional Kindergarten	\$1000-1200	per month
Menlo Children's Center - School-Age (Non-resident fees are 135% of resident fee unless a non-resident fee is listed)		per month
1st through 5th grades		
Full-time 5 day	\$497.00	
Full-time 4 day	\$445.00	
Full-time 3 day	\$363.00	
Full-time 2 day	\$282.00	
Full-time 1 day	\$167.00	
Afternoon Kindergarten		per month
Full-time 5 day	\$538.00	
Full-time 3 day	\$387.00	
Full-time 2 day	\$307.00	
Menlo Children's Center - Seasonal programs Non-resident fees are 135% of resident fee unless a non-resident fee is listed Fees reduced by 5% when pre-enrolling two continuous sessions Field Trips subject to extra fees		
2 week Camp		
1st through 5th grades	\$477.00	
Middle School grades	\$451.00	
Kindergarten	\$610.00	
Daily rate	\$56-\$63	per day
Parents Night Out – 3 hours of unlicensed care		
First Child	\$25.00	
Additional Sibling	\$20.00	each
Children not enrolled in a season program	\$30.00	
1 week Camp – All age groups	\$159.00 to \$403.00	per week fee
Weekly Camps – School Year Breaks	\$276.00 to	
Morning Program – 8:30 am to Noon		
5 days a week	\$611.00	
3 days a week	\$387.00	
2 days a week	\$272.00	
Menlo Children's Center – Miscellaneous Fees		

Department - Area - Service	Current Fee Amount	Unit
Late Tuition Payment Fee – assessed if payment not received by the 5th of the month	\$21.00	
Late Pick-up Fee – if child is not picked-up by scheduled closing time First 10 minutes	\$16.00	
Lunch Fee (varies by vendor)	\$5-\$10	
Non-notification of Absence Fee	\$26.00	
Waiting List Application Fee	\$53.00	
Facility Rental (2 hour minimum)	\$121.00	per hour
Belle Haven Child Development Center		
Preschool (non-certified program)		
Resident – Full Day	\$1,042.00	
Non-resident – Full Day	\$1,406.00	
Late Pick-up (if child is not picked up by scheduled closing time) First 10 minutes	\$15.00	per child
Each additional minute	\$1.00	
Parents Night Out – 3 hours of unlicensed care		
First Child	\$21.00	
Additional Sibling	\$11.00	each
Children not enrolled in a season program	\$26.00	
Belle Haven Youth Center - School-Age		
Kindergarten – standard start (resident)	\$109.00	per month
1st through 6th grade – standard start (resident)	\$99.00	per month
Kindergarten – early start (resident)	\$129.00	per month
*Program fees charged based on extremely low income levels set by the San Mateo County Housing Office. Subsidized rates for eligible residents only. Non-resident fees 135% of the resident fee.		
Belle Haven School Age Child Care – Camp Programs		
2 week program – Summer Break		
Kindergarten (resident)	\$168.00	two weeks
1st through 6th grade (resident)	\$147.00	two weeks
6th through 8th grade	\$126.00	two weeks
1 week program – Winter/Spring Breaks		
Kindergarten through 6th grade (non-subsidized)	\$159.00 to \$403.00	one week
Kindergarten through 6th grade (subsidized)	\$84.00	one week
One Day Program – School Breaks – resident		
Single All Day Care (non-subsidized)	\$65.00	per day
Single All Day Care (subsidized)	\$21.00	per day
(Field Trips are subject to extra fees)		
*Program fees charged based on extremely low income levels set by the San Mateo County Housing Office. Subsidized rates for eligible residents only. Non-resident fees 135% of the resident fee.		
Belle Haven School Breaks – One Day Program	\$15.00	per day

Department - Area - Service	Current Fee Amount	Unit
Noontime Basketball/Volleyball		
One day		
Monday through Saturday	\$2.00	per day
Sunday	\$3.00	per day
11 visits	\$20.00	
Non-Resident Surcharge Fee All programs and services (unless noted otherwise)	35%	
Library and Community Services - Library		
Fees		
Library Card		
Residents	No charge	
Library meeting room (non-profit groups only)	\$35.00	per hour
Lost or Damaged Materials Fee		
The value of the damaged item plus \$5.00 for processing	\$5.50	minimum
Collection Agency Fee	\$10.00	
Equipment Use		
Microfilm reader/printer	\$0.25	per page
Copy/Internet Printers	\$0.15	per page
Guest Internet Access	\$1.00	per use
Library and Community Services - Aquatics		
Aquatics fees in this section shall take effect effective April 1, 2024, or on the date the aquatics facility at 100 Terminal Ave. opens to the public, whichever comes first. Non-resident fees are 135% of resident fee unless a non-resident fee is listed. Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed.		
Memberships		
Resident swim passes and/or swim memberships are valid at all locations		
Lap & Open Swim		
General resident	\$65	monthly
General non-resident	\$72	monthly
Senior resident	\$52	monthly
Senior non-resident	\$61	monthly
Hyperlocal resident*	\$42	monthly
Masters		
General resident	\$114	monthly
General non-resident	\$125	monthly
Senior resident	\$91	monthly
Senior non-resident	\$100	monthly
Hyperlocal resident*	\$74	monthly
Aqua fit		
General resident	\$88	monthly
General non-resident	\$97	monthly
Senior resident	\$70	monthly
Senior non-resident	\$77	monthly
Hyperlocal resident*	\$57	monthly
Drop-in		
Lap Swim		
General resident	\$9	per visit
General non-resident	\$10	per visit
Senior resident	\$8	per visit
Senior non-resident	\$9	per visit

Department - Area - Service	Current Fee Amount	Unit
Hyperlocal resident*	\$6	per visit
Open Swim		
General resident	\$9	per visit
General non-resident	\$10	per visit
General hyperlocal resident*	\$6	per visit
Child resident	\$5	per visit
Child non-resident	\$6	per visit
Child hyperlocal resident*	\$3	per visit
Family resident	\$24	per visit
Family non-resident	\$28	per visit
Family hyperlocal resident*	\$16	per visit
Spectator resident	\$3	per visit
Spectator non-resident	\$5	per visit
Masters		
General resident	\$20	per visit
General non-resident	\$22	per visit
Hyperlocal resident*	\$13	per visit
Aqua fit		
General resident	\$20	per session
General non-resident	\$22	per session
Hyperlocal resident*	\$13	per session
Bundle discount		
Register for one aquatics program, and the same registrant may be eligible to register for a second program up to 50% off select programs.	varies	
Swim lessons		
Group lessons - resident	\$29	per 1/2 hour
Group lessons - non-resident	\$32	per 1/2 hour
Group lessons - hyperlocal resident*	\$19	per 1/2 hour
Private lessons - resident	\$79	per 1/2 hour
Private lessons - non-resident	\$87	per 1/2 hour
Private lessons - hyperlocal resident*	\$51	per 1/2 hour
Fee-assisted scholarship (residents only)	\$5	per 1/2 hour
Youth bridge program		
Youth bridge program - resident	\$24	per 3/4 hour
Youth bridge program - non-resident	\$26	per 3/4 hour
Youth bridge program - hyperlocal resident*	\$16	per 3/4 hour
Youth camps		
Youth camps - resident	\$23	per hour
Youth camps - non-resident	\$25	per hour
Youth camps - hyperlocal resident*	\$15	per hour
Group programming		
Group programming - resident	\$24	per hour
Group programming - non-resident	\$26	per hour
Group programming - hyperlocal resident*	\$16	per hour
Subcontractor lane rental	\$15	per hour, per lane

*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

Department - Area - Service	Current Fee Amount	Unit
Police		
Case Copies		
One report	\$2.00	per report
Additional copy	\$0.10	per page
Letter of Good Conduct	\$30.00	
Fingerprinting Document Processing (plus Department of Justice and other agency fees)	\$45.00	per person
Massage Permit Processing (does not include fingerprint fees)		
Initial Permit	\$135.00	
Annual Renewal Permit	\$135.00	
Peddlers – Solicitors Permit Processing (does not include fingerprint fees)		
Initial Permit	\$135.00	
Annual Renewal Permit	\$135.00	
Check Cashing Permit Processing (does not include fingerprint fees)		
Initial Permit	\$955.00	
Annual Renewal Permit	\$955.00	
Notary and Document Certification Services		
Notary	\$10.00	per signature
Document Certification	\$10.00	per document
Bicycle License Fee		
3 year license	\$6.00	
Renewal	\$4.00	
Child Seat Safety Installation		
Resident	\$40.00	
Non-resident	\$100.00	
False Alarm Program		
Registration - Initial and Annual Renewal	\$26.00	
Standard – False Alarm Response		
First occurrence per year	\$0.00	
Second occurrence per year	\$88.00	
Third occurrence per year	\$93.00	
Fourth occurrence per year	\$98.00	
Fifth occurrence per year	\$103.00	
Sixth occurrence per year	\$108.00	
Each additional occurrence after sixth per year	\$108.00	
High Risk – False Alarm Response		
First occurrence per year	\$0.00	
Second occurrence per year	\$175.00	
Third occurrence per year	\$185.00	
Fourth occurrence per year	\$196.00	
Fifth occurrence per year	\$206.00	
Sixth occurrence per year	\$216.00	
Each additional occurrence after sixth per year	\$216.00	
30 Day late charge – additional billing surcharge	10%	
60 Day late charge – additional billing surcharge	10%	

Department - Area - Service	Current Fee Amount	Unit
Technology surcharge	3%	
DUI Emergency Response		
Arrest with non-injury and minor injury accident	\$1,300.00	
Arrest with major injury and/or Manslaughter	*Actual costs	
*Fee based on calculated costs of each arrest including wages at staff hourly billing rates		
Vehicle Releases		
Vehicle Code Infraction	\$125.00	
Misdemeanor or Felony Incidents	\$125.00	
Miscellaneous Permits		
Sound device	\$50.00	
Explosive Permits		
initial	\$84.00	
additional	\$84.00	each
Preparation Fees		
Photo/Media graphic Reproductions	*Actual costs	
*Fee based on staff hourly billing rates and Photo/Media reproduction costs.		
Research Fee	*Actual costs	
*Fee based on staff hourly billing rates.		
Civil Subpoena Appearance		
Police Officers (Sworn)	*275.00	
Non-sworn Employees	*275.00	
*Deposit - Fee based on staff hourly billing rates and other expenses.		
Miscellaneous Document Copies		
1st page	\$2.00	
additional	\$0.10	each
Unruly Gatherings		
After initial written warning \$100 plus cost of repair to damaged City property and the cost of an officer per hour for each officer called out to the scene.	\$100.00 plus actual costs	
Background Investigations	*Actual costs	
*Fee based on staff hourly billing rates and Department of Justice fees.		
Counseling Program	\$25.00	per session
Taxi Cab Operator Permit		
Initial application (includes fingerprinting)	\$75.00	
Renewal application (annual - no fingerprints)	\$50.00	
Rotation Tow Service Contract		
Annual Application and Maintenance	\$150.00	
Vehicle towed – stored and released after 30 days	\$100.00	per vehicle
Three tow request non-response within six months	\$150.00	
Failure to display identification	\$100.00	
Records check	\$10.00	
Dispatching or Towing without contract	\$100.00	

Department - Area - Service	Current Fee Amount	Unit
Repossession Fee (fee subject to change per California Vehicle Code)	\$15.00	
Vehicle Identification Number Verification	\$27.00	per request
Real Estate Sign Retrieval	\$20.00	per sign
Helicopter Landing and Hovering	\$200.00	per event
Intoximeter Rental (*plus \$300 equipment deposit)	*\$75.00	per day
Shipping and Handling (*Postage and packaging on internet/phone orders)	*Actual costs	
Property Inspection Fee	\$25.00	
Citation Replacement	\$11.00	per citation
Citation Sign Off	\$15.00	
Hourly Charge By Position - Fee based on staff hourly billing rate		
Downtown Parking Permits		
Employee and Merchant Delivery Vehicle	\$592.00	annual
Permit Replacement/Updating	\$30.00	
Permit Surrender – Refund Processing	\$75.00	
Full-day parking	\$10.00	per day
Overnight Parking Permits		
One-night parking	\$2.00	per night
After hours permit issuance	\$5.00	
Annual overnight permit	\$150.00	annual
Permit Replacement/Updating	\$25.00	each
Technology surcharge	3%	
Residential Day Time Parking Permits		
Flood Park Area (3 permits)	\$15.00	annual
College Park / Crane Area (3 permits)	\$15.00	annual
Permit Replacement/Updating	\$15.00	each
Single Use Permit	\$1.00	each
Parking Violations		
15 Feet of Firehouse – 22500 (D) CVC	\$45.00	
15 Feet of Fire Hydrant – 22514 CVC	\$45.00	
18 Inches from Curb / Wrong Side of Street – 22502 CVC	\$45.00	
72 Hours Tow – 11.24.070 MPMC	\$58.00	
Abandoned Vehicle – 22523(A) CVC	\$108.00	
Abandoned Vehicle – 22523 (B) CVC	\$108.00	
Between Zone and Curb – 22500 (C) CVC	\$45.00	
Bicycle on Sidewalk – 21210 CVC	\$45.00	
Blocking a Driveway – 22500(E) CVC	\$45.00	
Blocking Intersection – 22526 (A) CVC	\$58.00	
Curb Markings – Red, Green, Yellow, White - 11.08.030 MPMC	\$45.00	
Display for Sale – 11.24.030 MPMC	\$45.00	
Display Vehicle for Sale – 3-7.311 MPMC	\$45.00	
Double Parking – 22500 (H) CVC	\$45.00	
Drive / Park Public Grounds – 21113 (A) CVC	\$45.00	
Failure to Obey Signs / Markings – 11.20.020 MPMC	\$45.00	
False Evidence of Registration – 4462 CVC	\$128.00	
Fire Hydrant Private Property – 10.206 UFC	\$63.00	

Department - Area - Service	Current Fee Amount	Unit
Fire Lane – 22500.1 CVC	\$45.00	
Fire Lane / Posted – 10.207 (G) UFC	\$63.00	
Foreign Registration – 41525 CVC	\$45.00	
Front Yard Storage – 8.20.020 MPMC	\$45.00	
Handicapped Parking – 22507.8 CVC	\$333.00	
Improper Use of Registration – 4461 (B) CVC	\$128.00	
Inoperable Vehicle on Private Property – 41-1 SCZO	\$45.00	
License Plates – 5200 CVC (reduced fee with Proof of Correction)	Fee set by State	
Loading Zone – 22500(I) CVC	\$45.00	
Low Tire Tread – 27465 (B) CVC	\$45.00	
Mirrors Required – 26709 (B) CVC	\$45.00	
Miscellaneous – 11.44.030 MPMC	\$45.00	
Mudguard Required – 27600 CVC	\$45.00	
Near Excavation – 22500 (G) CVC	\$45.00	
New Owner Transfer within Required Time – 5902 (A) CVC	\$45.00	
Night Parking 2 AM – 5 AM – 11.24.050 MPMC	\$45.00	
No Gas Cap – 27155 CVC	\$45.00	
Not in Marked Space – 11.24.010 MPMC	\$45.00	
Obstruction of Access / Sidewalk Ramp – 22522 CVC	\$45.00	
One Way Street – 11.24.040 MPMC	\$45.00	
Overtime Parking – 11.24.009 MPMC	\$45.00	
Parked in Tunnel – 22500 (J) CVC	\$45.00	
Parked on a Highway – 22504 CVC	\$45.00	
Parked on Bridge – 22500 (K) CVC	\$45.00	
Parked on Freeway – 22520 CVC	\$45.00	
Parked within Crosswalk – 22500 (B) CVC	\$45.00	
Parked on Sidewalk – 11.24.020 MPMC	\$45.00	
Parked on Sidewalk – 22500 (F) CVC	\$45.00	
Parking Violation – 240 MPMC	\$45.00	
Parked on Unsurfaced Area – 8.20.040 MPMC	\$45.00	
Parking Red Zone Handicap Ramp – 22500 (L) CVC	\$308.00	
Position of Plates – 5201 CVC	\$45.00	
Posted No Parking – 22505 CVC	\$45.00	
Rear Reflectors – 24607 (A) CVC	\$45.00	
Registration Expired – 4000 (A) CVC (reduced fee with Proof of Correction)	Fee set by State	
Residential Parking – 10.20.020 MPMC	\$45.00	
Stolen Plate – 4458 CVC	\$45.00	
Stolen / Damage Cards / Plates – 4457 CVC	\$45.00	
Stopped 7½ Feet – Rail Road Tracks – 22521 CVC	\$45.00	
Tags on Vehicle – 5204 CVC (reduced fee with Proof of Correction)	Fee set by State	
Turn Signals – 24951 (B) CVC	\$45.00	
Turn Signals – 24953 (A) CVC	\$45.00	
Unattended Running Vehicle – 22515 (A) CVC	\$45.00	
Unattended Vehicle – 22515 CVC	\$45.00	
Unlawful Use of Tags – 4462 (B) CVC	\$45.00	
Vacant Lot Storage – 8.20.060 MPMC	\$45.00	
Vending in Vista Area – 224206 (A) CVC	\$45.00	
Within 18 Inches of Curb – 22502 (E) CVC	\$45.00	
Windshield Required – 26710 CVC	\$45.00	
Within an Intersection – 22500 (A) CVC	\$45.00	

Note: All Vehicle Code Violations are subject to change in accordance with the Uniform Bail Schedule

Department - Area - Service	Current Fee Amount	Unit
Nuisance Violation Citations		
Class 1 - Verify complaint, leave 10 day correction notice	No fee	
Class 2 - After 10 days with no action, proceed with abatement	\$224.00	
Class 3 - 10 additional days with no response. If abatement completed, fee increased by \$76.00	\$300.00	
Class 4 - Involved cases requiring additional assistance or a large amount of staff time	\$50.00	per hour
NOTE: Abatements requiring extensive staff time will be charged at an hourly rate plus expenses incurred by the City in order to complete abatement.		
Animal Control (Municipal Code Section 9.20)		
All fees related to Animal Control are administered by the County of San Mateo under a contract with the Peninsula Humane Society		
Public Works - Engineering		
General Engineering Fees		
Construction plans and Specifications (minimum – published fee based on size of packet)	\$10.00	
Additional charge if mailed	\$10.00	
Blueprint copies	\$5.00	per sheet
Plotter prints	\$8.00	per square foot
Copies 11" x 17"	\$0.20	per image
Electronic File Reproduction		
Labor (1/2 hour minimum)	Cost	per hour
Media – CD, DVD or floppy disk	\$30.00	
City Standard Details		
Bound Booklet	\$20.00	
Sheet	\$0.10	per sheet
Annexations	\$4,470.00	
Storm water Business Inspections	Consultant cost plus 25%	
Storm drainage connection fees		
Single family	\$450.00	per lot
Multiple family	\$150.00	per unit
Industrial and Commercial	\$0.24	per square foot of impervious area
Weed abatement (1 hr. minimum)	*Staff hourly rate	per hour
*Staff hourly billing rate and cost of equipment or for work contracted out – actual charges plus 25% for billing and administration.		
Covenants, Conditions & Restrictions (CC&R's) Engineering	\$1,390.00	
Tie-Back Fee	\$200.00	per tie-back

Department - Area - Service	Current Fee Amount	Unit
Encroachment Permits (Routine inspections included in fees)		
Violation fee: a penalty fee double the amount of the filing fee will be imposed on projects undertaken without the appropriate permits.		
Minor Encroachments: Non-development-related curb, gutter, sidewalk, driveway; up to 3 potholes on the same street; up to 3 monitoring wells on the same street; one lateral street opening; routine maintenance by a utility company; street tree planting. Includes up to 4 inspections.	\$670.00	per app
Major Encroachments: Major Encroachments (base)	\$810.00	per app
Major Encroachments (inspection) Work on construction requiring extended impact to traffic, multiple inspections or other on-going disturbances such as utility mains, street widening and major undergrounding.	5.35%	of Eng. Cost estimate
Special Encroachments Work on construction requiring extensive review time, coordination, impact to traffic, inspections, multiple trench/bore, and major undergrounding/aerial.	Time and Materials	
Temporary Encroachments: Under 30 days	\$370.00	
30 days or over	\$370.00	
Non-construction activity such as: scaffolding for façade in improvements; locating a new portable planter box; traffic control only. Includes up to 2 inspections.		
Permit Extension	\$70.00	per app
City-Mandated Repairs: Including but not limited to; sidewalk tripping hazard repairs required of the property owner.	\$650.00 \$650.00	
Debris Box / Container on Street	\$120.00	per week
Debris Box / Container on Street (maximum of 72 hours)	\$120.00	
Refund for Cancellation prior to any work	50% of base fee	
Appeal to City Council of any Encroachment Permit Action	\$200.00	
Technology Surcharge	3%	
Streetary Permits		
Streetary permit - parklets (plus sidewalk cafes where applicable)		
*Applicants may be subject to a surcharge for structural review. Renewal fees cover administration.		
1st year	\$1,725.00	
Annual renewal	\$250.00	
Streetary permit - sidewalk cafes (standalone)		
1st year	\$810.00	
Annual renewal	\$250.00	
Streetary Annual Encroachment Lease Fee		
1st year	\$7.00	per square foot
Annual renewal	\$7.00	per square foot

Department - Area - Service	Current Fee Amount	Unit
Maps*		
Abandonments (Public easements and ROW)	\$2,320.00	
Final Parcel Map		
First 2 sheets - plus any external cost	\$1,130.00	
Additional sheet - plus any external cost	\$240.00	each
Final Map		
First 2 sheets - plus any external cost	\$3,330.00	
Additional sheet - plus any external cost	\$240.00	each
Certificate of Compliance	\$650.00	
Certificate of Correction	\$650.00	
First 2 sheets	\$240.00	
Additional sheet	\$240.00	each
Additional Plan Review	\$100.00	per sheet
Adjust lot line	\$1,130.00	
Lot Merger (base)	\$1,130.00	
Easement Dedication (each)	\$1,870.00	each
Final Condominium Conversion Map (administrative approval)	\$1,130.00	
Final Condominium Conversion Map (council approval)	\$2,050.00	
*External consultant cost	Cost plus 25% for staff admin	
Building Construction Street Impact Fee		
Fee to be collected at the time of issuance of a building permit for all construction projects above \$10,000 in valuation excluding all building permits classified as residential alteration, or residential repairs.	0.58% of project valuation	
Improvement Plan Reviews – 2 reviews. Fees due at time of plan submittal		
Single Family Residences		
Single Family Residences (base)	\$810.00	
Single Family Residences (plus)	5.35% of cost estimate	
Multi-family Residences, Commercial, and Industrial		
Multi-family Residences, Commercial, and Industrial (base)	\$4,820.00	
Multi-family Residences, Commercial, and Industrial (plus)	5.35% of cost estimate	
Additional Plan Review (full plan set required) – fee per sheet	\$240.00	per sheet
Plan Revision – fee per sheet requiring revision	\$240.00	per sheet
Construction Inspection		
Routine inspections	5.35%	
Special project inspection - Staff Time and Materials	Staff T&M	
Overtime Construction Inspection – Four hour minimum	\$230.00	per hour - time and a half
Re-inspection - fee per each re-inspection or for missed or cancelled inspection	\$160.00	per each re- inspection

Department - Area - Service	Current Fee Amount	Unit
Recreation Fees		
Residential Subdivision Recreation in Lieu Fees: See Subdivision Ordinance Section 15.16.020 for detailed explanation.		
Single Family (RE and R-1):	\$127,400.00	per unit
Multiple Family Development (All other districts that allow residential development):	\$78,400.00	per unit
FEMA		
Determination for Substantial Improvements	\$160.00	
Building Permit Plan Review (SFR)	\$490.00	
Building Permit Plan Review (Commercial, Multifamily)	\$1,610.00	
Flood Study – CLOMR-LOMAR Fee	\$2,520.00	
Document Recording plus County Recorder's fees at cost	\$220.00	
Heritage Tree		
Tree Permits*		
1 – 3 trees	\$210.00	each
Additional for 4 or more trees	\$180.00	each
*Heritage tree permits related to development applications will also be charged for City-retained Arborist expenses at hourly rate		
Violation	Not to exceed \$5,000 per tree or the value of each such tree, whichever amount is higher	
Tree Protection Plan Review	\$120.00	
Appeals (violations and permits)		
First tree	\$200.00	
Additional tree (not to exceed a maximum appeal fee of \$500.00)	\$100.00	each
Water Efficient Landscape Plan Check		
Commercial and Multi-family Residential (base)	\$1,050.00	
Commercial and Multi-family Residential (plus)	plus 125% of cost of external review if required	
Single Family Home (base)	\$410.00	
Single Family Home (plus)	plus 125% of cost of external review if required	
Standard Agreements*	\$810.00	
*Non-standard agreements will be charged time and materials		
Forfeiture of Encroachment Permits – Deposits And Bonds		
All funds collected are subject to forfeiture for failure to comply with City Codes and Ordinances		
Special Services		
Provided by City Staff where a special interest is served other than the General Public - i.e. Special surveying, Encroachment permits (in some cases) Solving private drainage problems, Special inspections, and Other.	City staff time plus 25% billing and Administration	

Department - Area - Service	Current Fee Amount	Unit
Newsracks		
New Permit	\$0.00	
Renewal Permit	\$0.00	
Appeal	\$550.00	
Impound	Cost + 25%	
Protest	\$550.00	
Disposal	Cost + 25%	
Public Works – Transportation		
Traffic Signal Accident – Plus actual cost of repairs and 25% admin cost	\$570.00	
Copies of traffic counts for intersections and streets - Per intersection/street - per page	\$0.10	
Truck Route		
Trip	\$16.00	per trip, each
Annual	\$90.00	
10 or more repetitive loads	\$90.00	
Red Curb Installation	\$10.00	per foot
Transportation Impact Fee Chapter 13.26 of Menlo Park Municipal Code		
Traffic Impact Fee Appeal to City Council	\$200.00	
Traffic Signal Interruption Fee	*Actual cost	
Public Works – Maintenance		
Streets		
Barricades (use by private party)		
Pick up/return by private party		
3' barricade per day	\$3.00	
12' barricade per day	\$8.00	
Pick up/return by City – plus staff costs		
3' barricade per day	\$3.00	
12' barricade per day	\$8.00	
Lost or broken barricade		
3' barricade	\$50.00	
12' barricade	\$200.00	
Banners		
Santa Cruz Ave - Installation, maintenance and removal		
One week display	\$480.00	
Two week display	\$480.00	
Trees		
Street Trees - new and replacement (City furnishes and plants)		
15 gallon tree	\$80.00	each
Street Tree Trimming – Premium Service	*Cost	
*Staff hourly billing rate and cost of equipment or for work contracted out – actual charges plus 25% for billing and administration		

Department - Area - Service	Current Fee Amount	Unit
Weed Abatement and Administrative fee	*Cost	
*Staff hourly billing rate and cost of equipment or for work contracted out – actual charges plus 25% for billing and administration		
Special Event Set-Up	*Cost	
*Staff hourly billing rate and cost of equipment		
Damaged City Property	*Cost	
Where police report allows recovery for street signs, traffic signs, etc.*Labor, equipment, and materials cost plus 25% inspection, billing and collection fee.		
Community Development - Planning		
Deposit Policy		
Fee based on staff hourly billing rate. Supplemental billings will be sent if initial deposit is exhausted Un-expended deposits are subject to refund		
Pre-Application Fee	\$400.00 Deposit	
For applicants that request more than 2 hours of cumulative staff time per project.		
Study Session	\$1,000.00 Deposit	
City Council – applicable to projects which have submitted a complete Development application and if requested by the City Council		
Planning Commission	\$1,000.00 Deposit	
Use Permit	\$1,500.00 Deposit	
Legal non-profit charitable organization seeking use permit for fundraising for their activities in Menlo Park.		
Architectural Control	\$2,000.00 Deposit	
Variance	\$3,000.00 Deposit	
Tentative Maps		
Tentative Parcel Map (0-4 lots):		
Planning Commission	\$6,000.00 Deposit	
Administrative	\$4,400.00 Flat Fee	
Tentative Tract / Subdivision Map	\$6,000.00 Deposit	
General Plan Amendment	\$8,000.00 Deposit	
Zoning Compliance Letter	\$618.00	per parcel
Compliance Review (e.g., R-4-S, emergency shelter, etc.)	\$800.00 Deposit	
Reasonable Accommodation Review	\$100.00	
Secondary Dwelling Unit Registration		
Initial Registration	\$100.00	
Annual Renewal (up to limit established in Zoning Ordinance)	\$50.00	per year
Zoning Map and/or Ordinance Amendment	\$8,000.00 Deposit	

Department - Area - Service	Current Fee Amount	Unit
Conditional Development Permit/Planned Development Permit	\$10,000.00	Deposit
Development Agreement	\$10,000.00	Deposit
Environmental Review		
Staff Review and Processing of Environmental Documents	*\$5,000.00	Deposit
*Fee based on cost of consultant to prepare report plus staff time at hourly billing rate.		
Circulation System Assessment - per development project	\$4,000.00	
Signs and Awnings		
Sign review by Staff	\$294.00	
Sign review by Planning Commission	\$1,500.00	Deposit
Re-facing an approved sign	\$191.00	
Temporary Sign	No charge	
Administrative Review		
Fences	\$500.00	
Administrative Permit	\$1,725.00	
Appeals		
Appeals of staff decision	\$110.00	
Menlo Park resident appeal of Planning Commission decision on somebody else's project	\$110.00	
Owner occupant appeal of Planning Commission decision related to his/her owner-occupied house	\$110.00	
All other appeals of Planning Commission decisions	\$1,000.00	Deposit
Miscellaneous		
Home Occupation Permit	\$93.00	
Business License – Zoning Compliance Review Fee (Non- residential locations)	\$93.00	
Special Events and Outdoor Sales Permit	\$206.00	
Special Event Permit Application Fee – based on level of services provided		
Minor Event	\$125.00	
Major Event	\$250.00	
Cancellation Fee	\$25.00	
Change of Address	\$129.00	
Property File Research (after the first hour)	\$200.00	per hour
Exemption Underground Utilities Ordinance	\$2,000.00	Deposit
Additional staff review required by revisions to plans	\$150.00	Deposit
Administrative Extension of Approved Applications	\$438.00	
Review by Community Development Director or designee of a request not listed elsewhere in the fee schedule	\$515.00	
Mitigation and Condition Monitoring	\$800.00	Deposit
Front Lot Line Election	\$515.00	

Department - Area - Service	Current Fee Amount	Unit
Revisions, extensions or review of any item	\$2,000.00	Deposit
Withdrawal of application, minimum processing fee	\$180.00	
Meeting outside of normal business hours (one hour minimum)	\$100.00	per hour
Mailing Lists for public use not associated with Public Hearing	\$88.00	
El Camino Real/Downtown Specific Plan Preparation Fee - square foot of net new development (applicable to all properties in the Specific Plan area)	\$1.13	per square foot
Below Market Rate (BMR) Housing Commercial In-Lieu Fees		
Group A: square foot of gross floor area for uses that are office as well as research and development (R&D)	\$21.12	per square foot
Group B: square foot of gross floor area that are all other commercial and industrial uses not in	\$11.46	per square foot
Publications		
Copies of General Plan, Zoning Ordinance and Zoning Map	\$10.00	per document
Transcripts of Public Hearing associated with Environmental Impact Reports (pass through of direct costs) Estimate collected in advance		
Planning Fees		
Non-residential zoning use violation	\$1,000.00	per violation
Surcharges		
Technology Surcharge	3%	
General Plan Update Surcharge	3%	

COMMUNITY DEVELOPMENT - BUILDING

Administrative Fees

	Current Fee Amount
<u>ADMINISTRATIVE</u>	
Violation Fee	A PENALTY FEE EQUAL TO THE AMOUNT OF THE PERMIT FEE WILL BE IMPOSED ON PROJECTS UNDERTAKEN WITHOUT THE APPROPRIATE PERMITS
Building Permit Reinstatement Fee	One-half of original Building Permit Fee, with a \$50 minimum
Re-Stamp Job Plans and Documents That Have Been Replaced	\$56
Records Research - Per Address - Per Hour	\$126
Document Preparation and Storage	\$2.50 per plan sheet \$3.50 per 17 sheets, 8 1/2 X 11 or smaller. Minimum \$2.50 per Building Permit
<u>MISCELLANEOUS PERMIT</u>	
Construction and Demolition Debris Recycling	
All projects of 1,000 sq. ft. or greater	Must meet 65% of all construction and demolition (C&D) debris through salvage or recycling (Menlo Park Ordinance 12.48.110). Projects in non-compliance are subject to a fine of \$1 per square foot.
Administration fee	\$200

COMMUNITY DEVELOPMENT - BUILDING

Administrative Fees

	Current Fee Amount												
<u>MISCELLANEOUS PLAN CHECK</u>													
Expedited Outside Plan Check Fee	50% of Plan Check Fee												
Expedited Over the Counter Plan Check Fee for Commercial and Industrial Tenant Improvements	\$441												
Supplemental Plan Check Fee (first 1/2 hour)	\$224												
Each Additional 1/2 hour (or portion thereof)	\$88												
Consultant Review (e.g. Geologist, Arborist, Landscape Arch.)	Fee based on cost of consultant												
Administration Fee related to review by outside consultant	\$25.00												
Alternate Methods:													
Category 1 (repeats and minimal complexity)	\$151												
Category 2 (moderate complexity)	\$180												
Category 3 (complex issues)	\$287												
Category 4 (highly complex)	\$347												
Alternate Materials:													
Request to Use Alternate Materials	\$151												
Standard Fee (hourly Plan Review rate)	\$172												
 <u>STATE MANDATED FEES</u>													
Strong Motion Fee	Residential construction: \$.13 per \$1,000.00 of valuation. Non-Residential construction: \$.28 per \$1,000.00 of valuation.												
 Fee for the Adoption and Publication of Green Building Standards	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;">Permit Valuation</th> <th style="text-align: right; width: 30%;">Fee</th> </tr> </thead> <tbody> <tr> <td>\$1.00 - \$25,000</td> <td style="text-align: right;">\$1</td> </tr> <tr> <td>\$25,001 - \$50,000</td> <td style="text-align: right;">\$2</td> </tr> <tr> <td>\$50,000 - \$75,000</td> <td style="text-align: right;">\$3</td> </tr> <tr> <td>\$75,001 - \$100,00</td> <td style="text-align: right;">\$4</td> </tr> <tr> <td>Every \$25,000 or fraction thereof above \$100,000</td> <td style="text-align: right;">\$1</td> </tr> </tbody> </table>	Permit Valuation	Fee	\$1.00 - \$25,000	\$1	\$25,001 - \$50,000	\$2	\$50,000 - \$75,000	\$3	\$75,001 - \$100,00	\$4	Every \$25,000 or fraction thereof above \$100,000	\$1
Permit Valuation	Fee												
\$1.00 - \$25,000	\$1												
\$25,001 - \$50,000	\$2												
\$50,000 - \$75,000	\$3												
\$75,001 - \$100,00	\$4												
Every \$25,000 or fraction thereof above \$100,000	\$1												
 <u>SURCHARGES</u>													
Technology Surcharge	3%												
General Plan Update Surcharge	3%												

COMMUNITY DEVELOPMENT - BUILDING

Miscellaneous Construction Fees

	Current	
	<u>Plan Check</u>	<u>Permit</u>
<u>ACCESSORY STRUCTURES</u>		
Retaining Wall (concrete or masonry)		
First 50 lf	\$ 211	\$ 223
Each additional 50 lf	14	40
Special Design, 3-10' high (up to 50 lf)	253	300
Each additional 50 lf	14	54
Special Design, over 10' high (up to 50 lf)	307	584
Each additional 50 lf	14	96
Deck	203	181
Fence or Freestanding Wall to 6 feet (masonry / garden)		
1st 100 lf	\$ 164	\$ 221
Each additional 100 lf	28	13
Each additional 5 feet of height	54	132
Patio Cover (includes ICC Products)	102	167
New Arbor/Trellis	178	274
Outdoor Kitchen/BBQ	207	287
Shed (up to 120 sq. ft. with no MEP)	293	274
Cellular/Mobile Phone, free-standing	248	127
Cellular Tower with Equipment Shelter	626	198
Non-Residential Projects of 5,000 square feet or greater	839	262
Water feature/ fountain - built in	238	327
Antennas on an existing tower	230	250
<u>ALTERATION FOR NON-RESIDENTIAL STRUCTURE:</u>		
Close Existing Openings	\$ 39	\$ 88
Siding - Other than stucco (per story)	79	170
Stone and Brick Veneer (interior or exterior)	92	170
First 50 lf		
Stone and Brick Veneer (interior or exterior)		13
Each Additional 50 lineal feet		
All Other - First 50 lineal feet	92	170
All Other - Each Additional 50 lineal feet		13
Stucco Applications	51	170
Signs		
Permanent	\$ 221	\$ 170
Wall/Awning Sign, Non-Electric	94	76
Wall, Electric	153	102
Skylight (Commercial each)	137	221
Storage Racks each set of plans	139	119
(Non-Residential)		
Photovoltaic System		
Non-Residential - First 4 Cells	No Change	No Change
Each additional Cell	No Change	No Change

COMMUNITY DEVELOPMENT - BUILDING

Miscellaneous Construction Fees

	Current	
	Fee Amount	
	<u>Plan Check</u>	<u>Permit</u>
<u>ALTERATION FOR RESIDENTIAL STRUCTURES</u>		
Remodel		
Residential Bathroom Remodel (Non-Structural, remove and replace cabinets)	\$ 178	\$ 300
Residential Kitchen Remodel (Non-Structural, remove and replace cabinets)	178	284
Non-Structural Dry Rot Repair	139	246
Seismic Upgrade (does not include foundation repair)	168	140
Siding - Other than stucco (per story)	79	170
Stone and Brick Veneer (interior or exterior) First 50 lineal feet	92	170
Stone and Brick Veneer (interior or exterior) Each Additional 50 lineal feet	-0-	13
All Other - First 50 lineal feet	92	170
All Other - Each Additional 50 lineal feet		13
Stucco Applications	51	170
Insulation and Sheetrock in Garage	139	166
Fireplace (masonry or pre-fab)	39	219
Photovoltaic System - Residential		
Skylight (First two)	137	221
Each additional	68	110
Window or Sliding Glass Door (first 5)	151	294
Each additional		26
Bay Window each (Non-Structural or remove and replace)	141	195
Handrail / Guardrail	168	220
<u>DEMOLITION</u>		
Demolition - Residential	\$ 203	\$ 181
Demolition - Multifamily	149	101
Demolition - Commercial	149	127
Demolition - Pool	149	101
<u>GRADING</u>		
Grading (Cut and Fill):		
0-50 Cubic Yards (Cut and Fill)	\$ 307	\$ 331
51-100 CY	161	31
Each Add 'l 100 CY or portion thereof	44	8
1,000 CY (minimum)	825	859
Each Add 'l 1,000 CY or portion thereof	102	41
10,000 CY (minimum)	2,272	2,514
Each Add 'l 10,000 CY or portion thereof	102	83
100,000 CY (minimum)	3,715	3,973
Each Add 'l 10,000 CY or portion thereof	102	83

COMMUNITY DEVELOPMENT - BUILDING

Miscellaneous Construction Fees

	Current	
	<u>Plan Check</u>	<u>Permit</u>
<u>RE-ROOF</u>		
Re-roofing - Residential (Single and Multi Family)	\$ 51	\$ 101
Re-roofing - Commercial:		
Composition - no tear off	51	114
Other roofs (first 10 squares)	51	114
Each additional 10 squares	-0-	26
Re-roofing - Accessory	51	101
<u>SWIMMING POOLS</u>		
First round reviews are included in the plan check base price. Each subsequent round of review will be charged to the applicant.		
Swimming Pool / Spa (residential):		
Vinyl-lined / fiberglass	\$ 207	\$ 236
Gunite (all residential pools that do not require a soils investigation.)	238	327
Gunite (residential pools that require a soils investigation.)	260	327
Spa or Hot Tub (Residential, Pre-fabricated)	94	140
Commercial pool (up to 800 sf)	413	1,169
Each additional 800 sf	-0-	26
<u>HOURLY INSPECTION RATES</u>		
Disabled Access Compliance Inspection / handicap ramps, parking		\$ 204
Re-Inspection Fee and Inspection Cancellation Fee (first 1/2 hour)	-0-	132
Each Additional 1/2 hour (or portion thereof)	-0-	82
After Hours Inspection (first hour, one hour minimum)	-0-	214
Each additional hour	-0-	165
Services Beyond Standard Fee (per the Director) (Staff time @ hourly rates)	170	165

Current

CONSTRUCTION TYPE & RATIO OF REQUIRED EFFORT:

Building Plan Check Fee Schedule
New Construction, Additions, and Alterations

Table with columns for ICC Use Type, Occupancy, Size Basis (square feet), Type of Construction Category, Group A-V-A / V-B (Relative Effort Factor: 1.00), Group B-III-A / III-B (Relative Effort Factor: 1.14), Group C-IV (Relative Effort Factor: 1.30), Group D-II-A / II-B (Relative Effort Factor: 1.36), and Group E-I-A / I-B (Relative Effort Factor: 1.46). Rows list various building types like Assembly Group, Restaurant, Offices, Commercial Building, Medical Offices, and Educational Building.

Current

Building Permit Fee Schedule
New Construction, Additions, and Alterations

CONSTRUCTION TYPE & RATIO OF REQUIRED EFFORT:

Table with columns for ICC Use Type, Occupancy, Size Basis (square feet), Type of Construction Category, and five groups (A-E) with Base Cost and Each Additional SF. Includes categories like Hazardous H-Complete, Medical/24 Hour Care, Day Care Facility, Retail Sales, Hotel Low/Mid Rise, and Multi-family Residential.

COMMUNITY DEVELOPMENT - BUILDING

Mechanical Plan Check and Permit Fees

	Current	
	Fee Amount	
<u>ADMINISTRATIVE</u>		
Permit Issuance	\$	66
Supplemental Permit Issuance		307
Stand Alone Mechanical Plan Check (hourly rate)		171
Mechanical Inspections (per hour)		173
<u>MECHANICAL PERMIT FEES</u>		
	<u>Plan Check</u>	<u>Inspection</u>
Heating		
FAU - Residential - Install new, relocate, or replace including ducts and vents up to and including 100,000 BTU (each)	\$ 41	\$ 117
FAU - Residential - Install new, relocate, or replace including attaching existing ducts and vents over 100,000 BTU (each)	42	118
FAU - Non-Residential - Install new, relocate, or replace including ducts and vents up to and including 100,000 BTU (each)	111	154
FAU - Non-Residential - Replace, including attaching existing ducts and vents over 100,000 BTU (each)	84	154
Wall or Floor Heater - Install new or relocate, including vents up to and including 100,000 BTU (each)	69	102
Wall or Floor Heater - Replace existing, including attaching existing vents over 100000 BTU (each)	41	102
Suspended Heater - Install new, relocate, or replace including vents up to and including 100,000 BTU (each)	111	102
Suspended Heater - Install new, relocate, or replace including vents over 100,000 BTU (each)	84	102
Appliance Vent - Install or replace vent not included in an appliance permit (each)	69	78
	55	78
Repair / Alteration / Addition to each heating appliance or each heating system including the installation of controls regulated by this code.	69	78
Mini Splits	119	152
Package Units	119	152
Electric Heat Pump	110	208
Cooling		
New Air conditioner to 5 tons condenser and coils (each)	\$ 84	\$ 78
Air-handling unit, new - up to 10,000 CFM, including attached ducts (each)	127	183
Air-handling unit, new - over 10,000 CFM, including attached ducts (each)	154	224
Evaporative cooler, new - other than portable type (each)	127	140
Appliance Vent - Install or replace vent not included in an appliance permit (each)	69	78
Ducts - Install new or replace existing ducts not included in an appliance permit	55	78
Repair / Alteration / Addition to each refrigeration unit, cooling unit, absorption unit, or each cooling, absorption, or evaporative cooling system, including the installation of controls regulated by this code.	69	78
Chiller	198	240

COMMUNITY DEVELOPMENT - BUILDING

Mechanical Plan Check and Permit Fees

Boilers and Compressors

Install/Relocate boiler or compressor, up to and including 3HP, or each absorption system up to and including 100,000 Btu/h (each)	\$ 69	\$ 78
Install/Relocate each boiler or compressor, over 3HP and up to and including 15 HP, or each absorption system over 100,000 Btu/h and up to and including 500,000 Btu/h (each)	96	127
Install/Relocate each boiler or compressor, over 15 HP and up to and including 30 HP, or each absorption system over 500,000 Btu/h and up to and including 1,000,000 Btu/h (each)	127	127
Install/Relocate each boiler or compressor, over 30 HP and up to and including 50 HP, or each absorption system over 1,000,000 Btu/h and up to and including 1,750,000 Btu/h (each)	127	155
Install/Relocate each boiler or compressor, over 50 HP, or each absorption system over 1,750,000 Btu/h (each)	154	224

Hoods & Ventilation Fans

Ventilation fan, new - connected to a single duct (each)	\$ 69	\$ 78
Hood, served by mechanical exhaust - Installation, including ducts (each)	123	154
Each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit		140

Miscellaneous

Incinerator, commercial or industrial type - Install or Relocate (each)	123	249
Domestic Type Incinerator - Install or Relocate (each)	123	119
Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code (each)	157	140

*As part of the implementation of Climate Action Plan (CAP) strategy No. 1, the City does not currently collect plan check or permit fees for building permits for the electrification of existing buildings.

COMMUNITY DEVELOPMENT - BUILDING

Electrical Plan Check and Permit Fees

<u>ADMINISTRATIVE</u>	Current Fee Amount	
Permit Issuance	\$	66
Supplemental Permit Issuance		307
Stand Alone Electrical Plan Check (hourly rate)		171
Electrical Inspections (per hour)		173
<u>ELECTRICAL PERMIT FEES</u>	<u>Plan Check</u>	<u>Inspection</u>
Systems		
Re-wiring of a Single/Multifamily residential homes (Gas heated)	\$0.02/sq. ft.	\$0.10/ sq.ft.
Re-wiring of a Single/Multifamily residential homes (electric heated)	\$0.035/sq. ft.	\$0.10/ sq.ft.
New Electrical Components to Existing Private Residential Swimming Pool	84	188
Services		
Services of 600 volts or less and not over 200 amperes in rating (each)	\$ 41	\$ 78
Services of 600 volts or less and over 200 amperes to 1000 amperes in rating (each)	127	78
Services over 600 volts or over 1000 amperes in rating (each)	127	145
Sub-Panels (each)	84	78
Temporary Service power pole or pedestal		78
Electrical Service or Switch Gear w/ New Pedestal	210	224
Conduits, Conductors, Switches, Outlets, and Fixed Lighting		
Conduit/Wiring	\$ 41	\$ 78
Bus way: Trolley and plug-in-type bus ways - each 100 feet or fraction thereof	14	78
Receptacle, Switch, and Lighting Outlets - First 20 (or portion thereof)	84	78
Each Additional 10 (or portion thereof)	14	13
Lighting Fixtures, sockets, or other lamp-holding devices - First 10	111	78
Each additional 10 (or portion thereof)	14	26
Pole or platform-mounted lighting fixtures (each)	111	114
Theatrical-type lighting fixtures or assemblies (each)	152	142
	41	78
Appliances: Hard wired Residential appliances and self-contained factory-wired, nonresidential appliances not included in Power Apparatus Schedule. (each)		
EV Car Charger (Residential) 1 - 10 units	71	93
EV Car Charger (Non residential) 1 - 10 units	143	157
Battery Storage	84	88
Electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is herein set forth	73	88

COMMUNITY DEVELOPMENT - BUILDING

Electrical Plan Check and Permit Fees

Current

Power Apparatus

Motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, as follows:

Rating in horsepower (HP), kilowatts (KW), or kilovolt-amperes (KVA), or kilovolt-amperes-reactive (KVAR):

Up to and including 1 (each)	69	91
Over 1 and not over 10 (each)	84	78
Over 10 and not over 50 (each)	98	78
Over 50 and not over 100 (each)	127	88
Over 100 (each)	169	88

Note #1: For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used.

Note #2: These fees include all switches, circuit breakers, contactors, thermostats, relays, and other directly related control equipment.

Signs, Outline Lighting, and Marquees

Signs, Outline Lighting, or Marquees supplied from one branch circuit (each)

\$ 69 \$ 78

Additional branch circuits within the same sign, outline lighting system, or marquee (each)

14 78

Outdoor Events

Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays, and attractions.

Each electric generator and electrically-driven rides \$ 96 \$ 129
127 129

Mechanically-driven rides and walk-through attractions or displays having electric lighting (each)

Each system of area and booth lighting 55 114

Temporary distribution system and temporary lighting and receptacle outlets for non-construction related activities 55 91

Note #3: For permanently installed rides, booths, displays, and attractions, use the **Conduits, Conductors, Switches, Outlets, and Fixed Lighting** schedule.

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COMMUNITY DEVELOPMENT - BUILDING

Plumbing Plan Check and Permit Fees

<u>ADMINISTRATIVE</u>	Current Fee Amount	
Permit Issuance	\$	66
Supplemental Permit Issuance		307
Stand Alone Plumbing Plan Check (hourly rate)		171
Plumbing Inspections (per hour)		173
<u>PLUMBING PERMIT FEES</u>	<u>Plan Check</u>	<u>Inspection</u>
Water piping - Installation, alteration, or repair (each)	\$ 69	\$ 183
Building sewer (each)	\$ 41	\$ 78
Drainage or Vent piping - repair or alteration (each fixture)	\$ 41	\$ 78
Rainwater systems (per drain) - inside building	\$ 84	\$ 76
Gas		
Gas piping - up to and including 4 outlets	\$ 55	\$ 101
Gas piping - Over 4 outlets (for each additional outlet)	\$ 55	\$ 60
Water Heaters		
Water Heater and/or vent (each)	\$ 41	\$ 76
Solar Water Heater	-0-	-0-
Heat Pump Water Heater	124	192
Traps and Interceptors		
Industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps (each)	\$ 69	\$ 183
Trap - including water, drainage piping, and backflow protection thereof (each)	\$ 69	\$ 78
Back Flow Preventers		
Backflow/Atmospheric-type vacuum breaker devices, up to and including 2 inches, not included in other fee services - each 4 units	\$ 41	\$ 78
Backflow/Atmospheric-type vacuum breaker devices, over 2 inches, not included in other fee services - each 4 units	\$ 41	\$ 78
Lawn sprinkler system - including backflow protection devices (each system)	\$ 41	\$ 78
Pool, Spas, and Hot Tubs		
Pool/Spa/Hot Tub Circulation Piping - Single Family Residential	\$ 41	\$ 88
Pool/Spa/Hot Tub Circulation Piping - Non-Single Family Residential	\$ 41	\$ 88

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