



County of San Mateo
Planning & Building Department
Planning Service Fee Study

This document compares the Department's current fees to those proposed, including a comparison of how the fees would apply to a few common project types. In addition, this document includes data indicating the estimated cost to the Department to provide planning services. This data demonstrates that the proposed fees would not exceed the estimated reasonable cost of providing the services, as required by Government Code Section 66014.

July 22, 2024

**COMPARISON OF FEES FOR EXAMPLE HIGH VOLUME PROJECT TYPES
CURRENT FEES VERSUS PROPOSED FEE***

PROJECT TYPE	CURRENT FEE STRUCTURE			PROPOSED FEE STRUCTURE			Increase/Decrease
	FEE ITEM	AGENCY	FEES	FEE ITEM	AGENCY	FEES	
EXAMPLE 1: Design Review, Grading Permit, and Coastal Development Permit Exemption for a new 2,187-sq. ft., two-story, single-family residence with an attached 398 sq. ft. 2 car garage, including 495 cubic yards of grading and no tree removal, on a legal 6,250 sq. ft. lot in El Granada	Design Review Permit - New	P&B	\$ 3,489.00	Design Review Permit - New	P&B	\$ 6,041.46	
	Grading Permit	P&B	\$ 3,489.00	Grading Permit*	P&B	\$ 2,833.63	
	Coastal Development Permit Exemption	P&B	\$ 287.00	Coastal Development Permit Exemption*	P&B	\$ 430.56	
	CEQA Exemption	P&B	\$ 287.00	CEQA Exemption	P&B	\$ 330.56	
	Public Notice	P&B	\$ 136.00				
	Planning Fees Subtotal		\$ 7,688.00	Planning Fees Subtotal		\$ 9,636.22	
				Planning Fees Note Adjustments (Not Fee Cap) Note 12 - 25% reduction of subsequent base permit fee (*)	P&B	\$ 8,820.17	
	Planning Fee Note Adjustments (Not Fee Cap)	P&B	\$ -	Planning Fee Cap Adjustment - Note 10	P&B	\$ 7,500.00	
	Planning Fee Cap Adjustment	P&B	\$ 5,614.00	Civil/Drainage Review	P&B	\$ 495.00	
	Civil/Drainage Review	P&B	\$ 400.00	Information Technology Surcharge (4%)	P&B	\$ 319.80	
	Geotechnical Review	P&B	\$ 622.00				
	Information Technology Surcharge (4%)	P&B	\$ 265.44				
	General Plan Update Surcharge	P&B	\$ 40.00				
	Planning & Building Fees Total		\$ 6,941.44	Planning & Building Fees Total		\$ 8,314.80	\$ 1,373.36 19.8%
	Legal Counsel Surcharge (5%)	SMC	\$ 311.80	County Attorney Surcharge (5%)	SMC	\$ 399.75	
Department of Public Works Review	SMC	\$ 400.00	Department of Public Works Review	SMC	\$ 400.00		
Other Agency Total		\$ 711.80	Other Agency Total		\$ 799.75	Grand Total	
Grand Total Application Fees		\$ 7,653.24	Grand Total Application Fees		\$ 9,114.55	\$ 1,461.31 19.1%	

	FEE ITEM	AGENCY	FEES	FEE ITEM	AGENCY	FEES	Increase/Decrease	
EXAMPLE 3: Planned Agricultural District Permit, Coastal Development Permit, and Grading Permit for a new 3,658 sq. ft. single-family residence, attached 1,358 sq. ft. garage/workshop, 718 sq. ft. greenhouse, conversion of an agricultural well to domestic, new septic system, water tanks, and 1,800 c.y. of grading on a legal 36-acre parcel in Pescadero	Planned Agricultural District Permit	P&B	\$ 4,574.00	Planned Agricultural District Permit (fc)	P&B	\$ 9,795.99		
	Coastal Development Permit	P&B	\$ 3,489.00	Coastal Development Permit* (fc)	P&B	\$ 6,041.46		
	Grading Permit	P&B	\$ 5,333.00	Grading Permit* (fc)	P&B	\$ 6,791.46		
	Initial Study/Mitigated Negative Declaration	P&B	\$ 2,234.00	Initial Study/Mitigated Negative Declaration	P&B	\$ 6,041.46		
	Public Notice	P&B	\$ 136.00					
		Planning Fee Subtotal		\$15,766.00		Planning Fee Subtotal	\$28,670.38	
		Planning Fee Note Adjustments (Not Fee Cap)	P&B	\$ -	Planning Fee Note Adjustments (Not Fee Cap) Note 12 - 25% reduction of subsequent base permit fee (*)	P&B	\$25,462.15	
		Planning Fee Cap Adjustment	P&B	\$ 5,614.00	Planning Fee Cap Adjustment - Note 10 (fc)	P&B	\$13,541.46	
		Civil/Drainage Review	P&B	\$ 400.00	Civil/Drainage Review	P&B	\$ 495.00	
		Geotechnical Review	P&B	\$ 622.00				
		Information Technology Surcharge (4%)	P&B	\$ 265.44	Information Technology Surcharge (4%)	P&B	\$ 561.46	
		General Plan Update Surcharge	P&B	\$ 40.00				
		Planning & Building Fees Total		\$ 6,941.44	Planning & Building Fees Total		\$14,597.92	Planning & Building \$ 7,656.48 110.3%
		Legal Counsel Surcharge (5%)	SMC	\$ 311.80	County Attorney Surcharge (5%)	SMC	\$ 701.82	
		Department of Public Works Review	SMC	\$ 400.00	Department of Public Works Review	SMC	\$ 400.00	
		Environmental Health Services Review	SMC	\$ 1,245.00	Environmental Health Services Review	SMC	\$ 1,245.00	
		County Fire Review	SMC	\$ 173.00	County Fire Review	SMC	\$ 187.00	
	Other Agency Total		\$ 2,129.80	Other Agency Total		\$ 2,533.82	Grand Total	
	Grand Total Application Fees		\$ 9,071.24	Grand Total Application Fees		\$17,131.75	\$ 8,060.51 88.9%	

	FEE ITEM	AGENCY	FEE	FEE ITEM	AGENCY	FEE	Increase/Decrease
EXAMPLE 8: Certificate of Compliance Type B to legalize a 6,700 sq. ft. parcel in Los Trancos Woods	Certificate of Compliance Type B	P&B	\$ 6,796.00	Certificate of Compliance Type B	P&B	\$ 4,077.46	
	CEQA Exemption	P&B	\$ 287.00	CEQA Exemption	P&B	\$ 330.56	
	Planning Fee Subtotal		\$ 7,083.00	Planning Fee Subtotal		\$ 4,408.02	
	Civil/Drainage Review	P&B	\$ 400.00	Civil/Drainage Review	P&B	\$ 495.00	
	Information Technology Surcharge (4%)	P&B	\$ 299.32	Information Technology Surcharge (4%)	P&B	\$ 196.12	
	General Plan Update Surcharge	P&B	\$ 40.00				
	Planning & Building Fees Total		\$ 7,822.32	Planning & Building Fees Total		\$ 5,099.15	Planning & Building
	Legal Counsel Surcharge (5%)	SMC	\$ 354.15	County Attorney Surcharge (5%)	SMC	\$ 245.15	(2,723.17)
	Department of Public Works Review	SMC	\$ 400.00	Department of Public Works Review	SMC	\$ 400.00	-34.8%
	Other Agency Total		\$ 754.15	Other Agency Total		\$ 645.15	Grant Total
Grand Total Application Fees		\$ 8,576.47	Grand Total Application Fees		\$ 5,744.30	\$ (2,832.17)	
						-33.0%	

*Calculations in these examples are only for the purposes of comparison. Actual fees may vary depending on the details of the projects.

ESTIMATION FOR COST OF PROVIDING SERVICE ON EXAMPLE HIGH VOLUME PROJECT TYPES

PROJECT TYPE	PROPOSED FEES	Average Service Level Provided by Planning & Building Department					Total Cost of Services (Including Other Agencies)		
		Planner Hourly Rate	Administrative Staff Hourly Rate	Drainage Review Hourly Rate	Geotech Review Hourly Rate	Other Costs	Planning & Building Department	Other Agencies	Total
		No. of Hours	No. of Hours	No. of Hours	No. of Hours	Direct Costs			
		\$100.00	\$61.12	\$495.00	\$750.00				
EXAMPLE 1: Design Review, Grading Permit, and Coastal Development Permit Exemption for a new 2,187-sq. ft., two-story, single-family residence with an attached 398 sq. ft. 2 car garage, including 495 cubic yards of grading and no tree removal, on a legal 6,250 sq. ft. lot in El Granada	\$ 9,114.55	66	26	1	1	\$ 290.00	\$ 9,434.12	\$ 799.75	\$10,523.87
EXAMPLE 2: Design Review Permit and Grading Permit to allow an 1,148 sq. ft., 500 sq. ft. of new deck, and major remodel to an existing 1,629 sq. ft. single-family residence, including 400 cubic yards of grading and removal of 8 significant trees, on a legal 16,400 sq. ft. lot in Emerald Lake Hills	\$ 7,913.16	63	26	1	1	\$ 290.00	\$ 9,134.12	\$ 923.06	\$10,347.18
EXAMPLE 3: Coastal Development Permit, Planned Agricultural District Permit, and Grading Permit for a new 3,658 sq. ft. single-family residence, attached 1,358 sq. ft. garage/workshop, 718 sq. ft. greenhouse, conversion of an agricultural well to domestic, new septic system, water tanks, and 1,800 c.y. of grading on a legal 36-acre parcel in Pescadero	\$17,131.75	150	55	1	1	\$ 699.00	\$19,606.60	\$ 2,533.82	\$22,839.42
EXAMPLE 4: Resource Management Permit, Grading Permit, and Architectural Review for a new single-family residence, pool house, attached garage, and ADU with 3,880 c.y. of grading and removal of 6 trees on a 4.8-acre parcel on Skyline Boulevard	\$17,131.75	129	39	1	1	\$ 580.00	\$16,528.68	\$ 2,533.82	\$19,642.50
EXAMPLE 5: Off-street Parking Exception to allow a one-car garage (where two covered parking spaces are required) in association with a 624 sq. ft. single-family residence addition and remodel in Broadmoor	\$ 4,550.75	30	12.875	0	0	\$ 290.00	\$ 3,786.92	\$ 590.40	\$ 4,667.32
EXAMPLE 6: Non-conforming Use Permit to add a 430 sq. ft. addition to an existing non-conforming single-family residence that will encroach 3 ft. into the side yard setback in North Fair Oaks	\$ 6,945.51	60	13	0	0	\$ 290.00	\$ 6,794.56	\$ 318.60	\$ 7,403.16
EXAMPLE 7: Minor Subdivision to create two 8,000 sq. ft. lots from an existing 16,000 sq. ft. lot in Weekend Acres	\$14,663.58	105	30	1	1	\$ 409.00	\$13,578.60	\$ 1,054.29	\$15,041.89
EXAMPLE 8: Certificate of Compliance Type B to legalize a 6,700 sq. ft. parcel in Los Trancos Woods	\$ 5,744.30	36	12.875	1	0	\$ 290.00	\$ 4,881.92	\$ 645.15	\$ 5,817.07