



**PLANNING DIVISION FEE SCHEDULE**

Effective July 3, 2025 (Per City Council Resolution No. 66-25, Adopted June 3, 2025)  
 Fee Legend: (D) = Deposit Fee, (F) = Flat Fee

HOURLY RATES AND SURCHARGES	
Planning Staff	\$280.00 per hour
Comprehensive Planning Fee (Project Valuation)	0.1875%

ENVIRONMENTAL REVIEW (CEQA)	
Preliminary CEQA Review (F)	\$250 (F)
Negative Declaration/Mitigated Negative Declaration (City Administration of Contractor) (F)	30% of total contract cost (F)
Environmental Impact Report (City Administration of Contractor) (F)	30% of total contract cost (F)
Consultant Environment Work (D)	Actual Cost - Initial Deposit of \$11,000
Consultant Technical Studies (City Administration of Contractor) (D)	Actual Cost - Initial Deposit of \$2,700
Mitigation MonitoringD (First year) (D)	Actual Cost - Initial Deposit of \$13,700
Mitigation Monitoring (Each subseq year) (D)	Actual Cost - Initial Deposit of \$11,000
Mitigation Monitoring - Large Projects (City Administration of Contractor) (D) (Each subseq year) (D)	Actual Cost - Initial Deposit of \$20,000
Notice of Determination (Neg Dec, MND & EIR) (F)	As Set by State
County Documentation Handling Fee (F)	As Set by County

SUBDIVISION REVIEW	
Lot Line Adjustment or Parcel Merger (D)	Actual Cost - Initial Deposit of \$5,000
Tentative Parcel Map (0 to 4 lots) (D)	Actual Cost - Initial Deposit of \$6,500
Tentative Subdivision Map (5 to 25 lots) (D)	Actual Cost - Initial Deposit of \$7,500
Tentative Subdivision Map (26 to 100 lots) (D) (Subdivision of 26 to 100 lots)	Actual Cost - Initial Deposit of \$9,500
Tentative Subdivision Map (101 to 200 lots) (D) (Subdivision of 101 to 200 lots)	Actual Cost - Initial Deposit of \$14,000
Tentative Subdivision Map (201+ lots) (D) (Subdivision of 201 or more lots)	Actual Cost - Initial Deposit of \$18,000

ZONING COMPLIANCE REVIEW	
Accessory Dwelling Unit (Attached/detached) (F)	\$1,408
Accessory Dwelling Unit (Conversion) (F)	\$1,124
Junior Accessory Dwelling Unit (F)	\$845
Non-Residential Fence (F)	\$281
Residential Fence (4 feet or less - Front) (F)	\$69
Business License-Zoning Clearance / HOP (F)	\$69
Sign-Change of Copy (F)	\$69
Business License/Home Occupation Permit (F)	\$69

HISTORIC RESOURCE REVIEW	
Certificate of Appropriateness - Minor (D)	Actual Cost - Initial Deposit of \$2,500
Certificate of Appropriateness - Major (D)	Actual Cost - Initial Deposit of \$3,500
Mills Act Contract (D)	Actual Cost - Initial Deposit of \$5,000
Landmark Designation (D)	Actual Cost - Initial Deposit of \$2,500
Demolition Permit Review (F)	\$450

USE PERMIT REVIEW	
Administrative Use Permit (F)	\$2,566
Temporary Use Permit (D)	Actual Cost - Initial Deposit of \$1,500
Conditional Use Permit - Wireless Facility (CUP Renewal & Minor Modification) (F)	\$7,029
Conditional Use Permit - New Wireless Facility (F)	\$9,840
Conditional Use Permit - Small Cell Site Node (F)	\$4,948.75
Conditional Use Permit - Eating Establishment w/ ABC License (Beer & Wine Only) (F)	\$2,566
Conditional Use Permit - Eating Establishment w/ ABC License (Beer, Wine & Spirits) (D)	Actual Cost - Initial Deposit of \$3,000
Conditional Use Permit - All Other Uses (D)	Actual Cost - Initial Deposit of \$5,000
Conditional Use Permit - Amendment (D)	Actual Cost - Initial Deposit of \$3,000
Conditional Use Permit - Compliance Review (D)	Actual Cost - Initial Deposit of \$5,000
Revocation Review (D)	Actual Cost - Initial Deposit of \$5,000
Commercial Cannabis - Application Completeness Review-per application (F)	\$1,109
Commercial/Industrial Cannabis Activity - Conditional Use Permit - (F)	\$13,717

DESIGN REVIEW (RESIDENTIAL PROJECTS) - OVER THE COUNTER	
Design Review - Over the Counter - Accessory Structure (250 sf or less) (F)	\$421
Design Review - Over the Counter - Small Addition (500 sf or less, under 15 ft high) (F)	\$703

DESIGN REVIEW (RESIDENTIAL PROJECTS) - MINOR/ADMIN.	
Residential Design Review - Administrative Fence (Over basic height) (F)	\$481
Residential Design Review - Administrative Medium Addition (501-1200 sf, under 15 ft height) (F)	\$1,538
Residential Design Review - Administrative - Single Family/Duplex (501-1200sf, under 15ft hgt) (F)	\$2,885

**DESIGN REVIEW (RESIDENTIAL PROJECTS) - MAJOR DESIGN REVIEW (DRB)**

Residential Design Review - Design Review Board-Accessory Structure (251 sf or more) (D)	Actual Cost - Initial Deposit of \$1,250
Residential Design Review -Design Review Board Medium Addition (501-1200sf, over 15ft height) (D)	Actual Cost - Initial Deposit of \$1,650
Residential Design Review - Design Review Board - Large Addition (1200 sf or more) (D)	Actual Cost - Initial Deposit of \$2,350
Residential Design Review - Design Review Board - Single-Fam/Duplex (1200 sf or more) (D)	Actual Cost - Initial Deposit of \$4,400
Residential Design Review - Design Review Board - Multifamily (3-10 Units) (D)	Actual Cost - Initial Deposit of \$8,500
Residential Design Review - Design Review Board - Multifamily (10-25 Units) (D)	Actual Cost - Initial Deposit of \$10,500
Residential Design Review - Design Review Board - Multifamily (26-100 Units) (D)	Actual Cost - Initial Deposit of \$12,500
Residential Design Review - Design Review Board - Multifamily (100+Units) (D)	Actual Cost - Initial Deposit of \$15,500

**DESIGN REVIEW (COMMERCIAL/INDUSTRIAL) -OVER THE COUNTER**

Non-Residential Design Review-Over the Counter-Solar Panel Install (F)	\$564
Non-Residential Design Review-Over the Counter-Small Addition or Improvement (1000sf or less) (F)	\$1,124

**DESIGN REVIEW (COMMERCIAL/INDUSTRIAL) - MINOR/ADMIN.**

Non-Residential Design Review-Alteration or Addition (<30% of existing floor area) (F)	\$3,375
Non-Residential Design Review-Small New Construction (2000 sf or less) (F)	\$4,499
Non-Residential Design Review - Temporary Structure(s) (F)	\$5,625

**DESIGN REVIEW (COMMERCIAL/INDUSTRIAL)- MAJOR/DESIGN REV. (DRB)**

Non-Residential Design Review Board-Medium Addition or Improvement (2,001sf-4,999sf) (D)	Actual Cost - Initial Deposit of \$6,500
Non-Residential Design Review Board-Large Addition or Improvement (5,000 sf or more) (D)	Actual Cost - Initial Deposit of \$8,500
Non-Residential Design Review Board- Large New Construction (5,001 sf or more) (D)	Actual Cost - Initial Deposit of \$10,500

**SIGN PERMITS**

Non-Residential Design Review - Administrative Master Sign Program (D)	Actual Cost - Initial Deposit of \$3,500
Non-Residential Design Review - Design Review Board-SignVariance (D)	Actual Cost - Initial Deposit of \$1,650
Non-Residential Design Review- Administrative Window, Blade, Wall or Awning Sign (F)	\$448
Non-Residential Design Review - Administrative Free Standing Sign (F)	\$2,886
Non-Residential Design Review - Administrative Multiple Temporary Sign (F)	\$321

**LEGISLATIVE ACTIONS**

General Plan Amendment or Zoning Amendment (each) (D)	Actual Cost - Initial Deposit of \$13,000
Specific Plan Amendment (D)	Actual Cost - Initial Deposit of \$13,000
Development Agreements (D)	Actual Cost - Initial Deposit of \$14,000

**VARIANCE/WAIVER REVIEW**

Variance - Residential (D)	Actual Cost - Initial Deposit of \$3,500
Variance - Non-Residential (D)	Actual Cost - Initial Deposit of \$5,500
Waiver Review (D)	Actual Cost - Initial Deposit of \$3,500

**APPEALS**

Appeals - ZA & DRB (F)	\$350 or \$150 if appealed by the corresponding Neighborhood Council
Appeals - PC (F)	\$500 or \$150 if appealed by the corresponding Neighborhood Council

**OTHER REQUESTS**

Off site Plan / File Retrieval (F)	\$65
Permit Time Extension (F)	\$1,405
Zoning Verification/Rebuild Letters (F)	\$564
Photocopying, per page (F)	\$0.10

**NOTICE TO APPLICANTS**

Except when a flat fee is charged, the applicant agrees to pay all personnel and related direct, indirect and overhead costs for review and processing necessary for the project, as well as in the event that the application is withdrawn, appealed, denied, approved subject to conditions or modified upon approval. The applicant agrees to make a deposit(s) to be applied toward the above costs, in an amount and at such time as requested by the City. The applicant further agrees that no Certificate of Occupancy for the project will be issued, until all outstanding costs are paid.

**Interest on Unpaid Accounts:**

Interest will accrue on all costs unpaid for 30 days after billing at the maximum legal rate, and the City is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts. Any refund of amounts deposited shall be made in the name of the Applicant, to the address noted for billing information. Invoices are due and payable within 30 days.

**Notification of Change in Interest or Representation:**

The applicant shall provide written notice to the Finance Department in the event that there is a change in the Applicant's interest in the property, the project, or the billing address or contact person for said project. Said Notice shall be mailed first class, postage paid, certified mail to:

Finance Director  
450 Civic Center Plaza  
Richmond, CA. 94804

The applicant shall remain responsible for all outstanding costs incurred by the City.

**Agreement to Hold the City Harmless:**

The applicant agrees to hold the City harmless for all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of the City in connection with the City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the applicant's project.