

## **APPENDICES**

### **APPENDIX A – SCHEDULE OF FEES AND CHARGES**

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## APPENDICES

### APPENDIX A – SCHEDULE OF FEES AND CHARGES

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**TOWN OF HILLSBOROUGH  
SCHEDULE OF FEES AND CHARGES**

<b>SPECIAL TAX, SERVICE CHARGES &amp; OTHER CITYWIDE FEES</b>			
<b><u>Fee Description</u></b>	<b><u>Task/Project Description</u></b>	<b><u>Adopted FY 09/10</u></b>	<b><u>Adopted FY 10/11</u></b>
Business License Tax	Category 1 - Permit Business (i.e. those business that must obtain permits for specific work projects in the Town) (payable at the time permit is applied for or before service and collected by Building Department with the building permit) (T-1)	.5% of permit value with \$20 minimum	No change
	Category 2 - Non-Permit Business (those businesses not in Category 1 or Category 3) (T-2)	.5% of Gross Receipts with \$100 minimum	No change
	Category 3 – Title Insurance Companies (based on policy amount)	\$.30 per \$1,000	No change
	Administrative fee	\$100	No change
	Additional fee for each sales associate in brokerage firms	\$25	No change
	Additional fee for home occupation business to reimburse for Fire Inspection (to be assessed by Central County Fire Department)		
	Penalty to obtain business license (5.04.230B)	\$200 + 20% + 1 ½% per month	No change
	Penalty to renew business license (5.04.230A)	\$200 + 50% + 1 ½% per month	No change
	Business Vehicle Sticker	\$20 each	No change
Public Safety Special Tax	Voter approved on June 1998		
	Improved Property	\$570	No change
	Unimproved Property	\$218	No change
Sewer (annual service)	Residential (Equivalent Dwelling Unit)	\$1,610	\$1,658
	Hillsborough Racquet Club	\$2,093	\$2,487
	Cal Trans Rest Stop	\$21,574	\$5,471
	Crystal Springs Upland School	\$11,270	\$10,611
	Burlingame Country Club	\$26,565	\$25,367
	Crystal Spring Golf Club	\$21,574	\$11,938
	Hillsborough School District	\$13,202	\$14,425
	Nueva School	\$9,499	\$8,456
Sewer Capital Construction Development Fee	Residential connection	\$10,757	\$11,090
	Residential with 2 <sup>nd</sup> unit including guest unit	TBD	TBD
	Commercial connection rate based on flow with minimum amount to be determined by PW	TBD	TBD
Storm Drainage Assessment	Ordinance 541 6/27/94 (Collected by County)	\$7.34	No change
Water – Usage Charge		2 <sup>nd</sup> amount as of 1/1/10	2 <sup>nd</sup> amount as of 4/12/11
	Monthly Billing 0 – 10 units	\$3.67/\$3.88	\$3.88/\$4.38
	Monthly Billing 10.1 – 25 units	\$4.33/\$4.58	\$4.58/\$5.18
	Monthly Billing 25.1 – 50 units	\$4.98/\$5.26	\$5.26/\$5.94

**TOWN OF HILLSBOROUGH  
SCHEDULE OF FEES AND CHARGES**

<b>SPECIAL TAX, SERVICE CHARGES &amp; OTHER CITYWIDE FEES</b>			
<b>Fee Description</b>	<b>Task/Project Description</b>	<b>Adopted FY 09/10</b>	<b>Adopted FY 10/11</b>
	Monthly Billing 50.1 – 100 units	\$5.95/\$6.29	\$6.29/\$7.11
	Monthly Billing Over 100 units	\$7.29/\$7.70	\$7.70/\$8.70
	Monthly Billing Hillsborough schools	\$4.66/\$4.92	\$4.92/\$5.56
	Bi-Monthly Billing 0 - 20 units	\$3.67/\$3.88	\$3.88/\$4.38
	Bi-Monthly Billing 20.1 – 50 units	\$4.33/\$4.58	\$4.58/\$5.18
	Bi-Monthly Billing 50.1 – 100 units	\$4.98/\$5.26	\$5.26/\$5.94
	Bi-Monthly Billing 100.1 – 200 units	\$5.95/\$6.29	\$6.29/\$7.11
	Bi-Monthly Billing Over 200 units	\$7.29/\$7.70	\$7.70/\$8.70
Water Meter Charge	Bi-monthly rates (half for monthly billings)		
	Residential up to 2"	\$40/\$50	\$50/\$60
	Non Residential Accounts:		
	Up to and including 1-inch meter	\$40/\$50	\$50/\$60
	1 ½ inch meter	\$80/\$100	\$100/\$120
	2 inch meter	\$128/\$160	\$160/\$192
	3 inch meter	\$240/\$300	\$300/\$360
	6 inch meter	\$800/\$1,000	\$1,000/\$1,200
Water Deposit	Assessed to all new accounts	\$500	No change
Water Hydrant Meter	Deposit (To be refunded after use)	\$2,000	No change
	Water Usage	\$7.29/\$7.70	\$7.70/\$8.70
Water Delinquent Bills	Basic penalty (unpaid after 30 days)	10%	No change
	Interest (unpaid after 30 days)	.5% per month	No change
	Additional penalty (after delinquency notice)	.5% per month	No change
Water Capital Construction Development Fee	1 inch	\$11,053	\$11,396
	1 ½ inch	TBD	TBD
	2 inch	TBD	TBD
	3 inch (rate based on delivery capacity)	TBD	TBD
	6 inch (rate based on delivery capacity)	TBD	TBD
Miscellaneous Events	Accounts referred to collection agencies	+47%	No change
	Annual Report or Budget Document	\$50	No change
	Invoicing fee	\$25	No change
	Photocopies	\$1 + \$.20 each	No change
Fundraising Events	Application fee (includes Fire Dept fee of \$200)	\$500	No change
	Sign fee	\$175	No change
	Police or Fire Additional Resources:		
	Minor Event	Actual with minimum of \$1,000	No change
	Major Event	Actual with minimum of \$5,000	No change
	All Other Personnel	Actual	No change
ALL OTHER STAFF TIME	Associate Planner	\$104	\$112
	Building & Planning Director	\$192	\$197
	Building Official	\$163	\$170
	Building Inspector	\$104	\$110
	Senior Building Inspector	\$124	\$125
	Permit Technician	\$80	\$79

**TOWN OF HILLSBOROUGH  
SCHEDULE OF FEES AND CHARGES**

<b>SPECIAL TAX, SERVICE CHARGES &amp; OTHER CITYWIDE FEES</b>			
<b><u>Fee Description</u></b>	<b><u>Task/Project Description</u></b>	<b><u>Adopted FY 09/10</u></b>	<b><u>Adopted FY 10/11</u></b>
	City Attorney	Actual cost + 20% administrative fee	No change
	Landscape Architect	Actual cost	No change
	All Others	Actual cost	No change
	Other Contractual Services	Actual cost + 20% administrative fee	No change

# TOWN OF HILLSBOROUGH SCHEDULE OF FEES AND CHARGES

<b>BUILDING DEPARTMENT</b>			
<b>Fee Description</b>	<b>Task/Project Description</b>	<b>Adopted FY 09/10</b>	<b>Adopted FY 10/11</b>
Historic Building Demolition	Discretionary permit	Actual cost with \$2,000 minimum	No change
	Certificate of hardship	Actual cost	No change
Temporary Uses	Trailers, prefab & roll-away houses	\$450	No change
	Construction trailers	\$425	No change

## CONSTRUCTION PERMIT FEES

### INTRODUCTION

The Town of Hillsborough has adopted the 2007 California Building Coded (CBC) that includes the 2006 edition of the International Building Code (IBC), the 2003 editions of the Uniform Mechanical and Plumbing Codes (UMC and UPC), and the 2006 edition of the National Electrical Code (NEC).

Building and Combination Permit Fees are based on the valuation of the project, which is the fair market value of labor and materials of the complete project, including materials and permanent fixtures. The Building Official determines cost per square foot, upon which to base the valuation. Electrical, mechanical and plumbing permit fees are often based on the number of hours staff spent on a particular project.

Town waives fees on second units except for plan check fees and the basic fees for photovoltaic systems.

<b>SUMMARY AND BREAKDOWN OF FEES</b>	
<b>Building Permit Fee</b>	The Building Permit Fee shall be as set forth in the Fee Schedule (See Table 1-A/08)
<b>Electrical/Mechanical/Plumbing Permit Fees</b>	See Schedules E/08, M/08 & P/08.
<b>Technology Fee</b>	The Technology Fee is charged on all permits and is 5% of the Building Permit Fee.
<b>SMIP Fee</b>	The SMIP (Strong Motion Instrumentation Program) fee is a state fee collected on all building permits issued by local agencies and subsequently remitted to the State.
<b>CalBSCF</b>	The CalBSCF (California Building Standards Administration Fund) fee is a state fee collected on all building permits issued by local agencies and remitted to the State.
<b>General Plan Maintenance Fee</b>	The fee is intended to reimburse agencies for State mandates for land use policies.
<b>Construction Vehicle Street Impact Fee</b>	The fee is intended to raise additional funds to improve streets that are impacted or heavily utilized by construction vehicles.
<b>Business License Fee</b>	The business license fee is assessed on businesses including contractors operating within the Town limits. For convenience of administration, fees assessed on contractors and other construction related vendors, are collected upon issuance of the building permit.
<b>Plan Review Fee</b>	The fee is assessed when plans are required for the issuance of the building permit.
<b>Revised Inside Plan Check Fee</b>	This fee is based on actual time and computed based on current hourly rate.
<b>Green Point Regulations Monitoring Fee</b>	When a project is required to meet the Green Point Regulation, the responsible party shall pay a monitoring fee to cover the costs of monitoring the project for compliance against the Green Point Checklist. The fee deposit shall be \$1,200 to cover staff time. The monitoring fee may be partially or fully refunded if the responsible party shows proof of his/her contracting with a Green Point rater. The Green Point rater shall provide evidence of adequate green building compliance or documentation to the Building Official showing compliance to the requirements pursuant to the Hillsborough Municipal Code 15.19.070.
<b>Revised Outside Plan Check Fee</b>	This fee is based on actual cost.

# TOWN OF HILLSBOROUGH SCHEDULE OF FEES AND CHARGES

<b>Renewal Fee for an Expired Permit</b>	A renewal fee will be assessed for an expired permit based on the length of time from issuance and the value of the original permit.
<b>Stop Work Issued</b>	When a Stop Work Notice is issued for work being performed without permits or performed beyond the scope of existing permits, a special investigation and inspection shall be made before permits may be reissued for such work and a fee will be charged.
<b>Construction Site Stop Work</b>	When a Stop Work Notice is issued for work or conditions that violate California or Municipal Codes, a reactivation fee will be assessed.
<b>Reinspection Fee</b>	When the work for a called inspection is not ready or not accessible to the inspector, a fee will be assessed and must be paid prior to calling the next inspection
<b>Special Fee</b>	When the Building Inspection Department requested necessary services that are not included in the fee schedule, the Building Official may assess and collect such fees that are necessary to defray the cost of the service.
<b>Fee Adjustment</b>	In instances where the strict application of the fee from this Schedule would constitute a substantial inequity to an applicant or to the Town, the Building Official shall be authorized to adjust such fees on a case-by-case basis. Any such adjustment shall be recorded in writing and entered into the appropriate files.

**TABLE 1-A/08 – BUILDING AND COMBINATION PERMITS**

<b>Type of Fee</b>	<b>How Charged</b>	<b>Adopted 09/10</b>	<b>Adopted 10/11</b>
Building Permit Fee:			
\$1-\$500		Eliminated/Replaced	
\$501-\$2,000		Eliminated/Replaced	
\$2,001-\$25,000		Eliminated/Replaced	
\$1-\$4,000		\$130	No change
\$4,001-\$25,000		\$130 for the first \$4,000 plus \$14.30 for each additional \$1,000 or fraction thereof, to and including \$25,000	No change
\$25,001-\$50,000		\$430.30 for the first \$25,000 plus \$10.21 for each additional \$1,000 or fraction thereof, to and including \$50,000	No change
\$50,001-\$100,000		\$685.55 for the first \$50,000 plus \$7.35 for each additional \$1,000 or fraction thereof, to and including \$100,000	No change
\$100,001-\$500,000		\$1,053.05 for the first \$100,000 plus \$5.90 for each additional \$1,000 or fraction thereof, to and including \$500,000	No change
\$500,001-\$1,000,000		\$3,413.05 for the first \$500,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	No change
\$1,000,000 and up		\$5,913.05 for the first \$1,000,000 plus \$3.75 for each additional \$1,000 or fraction thereof	No change
Green building – HMC 15.19.070-Monitoring Fee	Each G-1, G-2, G-3 & G-7 Project	G-1 Projects \$1,200 G-2 Projects \$1,200 G-3 Projects \$1,200 G-7 Projects \$1,200	No change
SMIP	Per permit	.01% (0.0001) of permit valuation	No change
CalSSCF	Per permit	\$1 per \$25,000 of permit valuation	No change
Business License Tax	Per permit	.5% (0.005) of permit valuation with \$20 minimum	No change
General Plan Maintenance Fee	Per permit	.05% (0.0005) of permit valuation (7/1/04)	No change
Construction Vehicle Impact Fee	Per permit	.83% (0.0083) of the job value (7/1/06)	No change
Technology Fee		5% (0.05) of the permit fee (7/1/03)	No change
Building Plan Check Fee	Per permit with plans	65% of the permit fee	No change
Building Bond Deposit	Project > than 50K	2% (0.02) of the job valuation	No change



# TOWN OF HILLSBOROUGH SCHEDULE OF FEES AND CHARGES

**TABLE 1-A/08 – BUILDING AND COMBINATION PERMITS**

Type of Fee	How Charged	Adopted 09/10	Adopted 10/11
Scan of Document	Per page	\$3.00 each	No change
Expedite Fee Plan Check Fee	Per hour	SUM OF (Consultant cost + 20%) + (staff time x 1.5)	No change
Revision Plan Check Fee	Per hour	SUM OF (Consultant cost + 20%) + (staff time x 1.5)	No change
Stop Work Issued		Pursuant to HMC § 15.04.070 + Staff time	No change
Public utility maintenance & emergency tree removal	Each		\$150
Home Efficiency Review	Base price + hourly		\$146
Reinspection Fee		\$98	\$108
Additional Inspection Fee	Each inspection	\$98	\$108
After Hour Inspection Fee (3 hour minimum)	Each	3 hr min x 1.5 hourly rate Additional hours at 1.5 x rate Sunday = 3 hr min hourly rate x 2	No change
Staff time charge/lost job card		Staff time	No change
Renewal fee for expired permit: < 1 year > 1 year		Staff time Staff time plus valuation of the remaining work	No change
Construction Trailers		\$425	No change
Recycle Monitoring Cost		Cost + 20% (refer to HMC § 15.18.030)	No change
Recycle Fines		Pursuant to HMC § 15.18.040 (Up to ten times the cost of the permit)	No change
Building Bond Penalties		Pursuant to HMC § 15.30.060	No change
Code Enforcement Penalties		Refer to HMC § 15.04.070 + staff time	No change
Permit Expired Fees	Per hour	Staff time charges	No change
Photo copy		\$1.00 for 1 <sup>st</sup> page, \$0.20 each additional page plus tax	No change
Special Project Direct Cost		See summary and breakdown of fees	
Civil Engineering Plan Check Fee	Per hour	Cost + 20% admin fee	No change
Engineering Inspection/Consulting	Per hour	Cost + 20% admin fee	No change
Outside Structural Plan Check	Per hour	Cost + 20% admin fee	No change
Erosion Control Inspection	Per hour	See ENGINEERING SECTION	
Fire Plan Check/Review	Per hour	See FIRE SECTION	
Copy of files or plans on a CD or Disc		\$45	No change
REROOF: < 5 SQUARE FEET 5 TO 40 SQUARE FEET > 40 SQUARE FEET		VALUED @ \$11,001 - \$244.40 VALUED @ \$25,001 - \$440.51 VALUED @ \$35,001 - \$542.61	No change No change No change

**SCHEDULE E/08 – ELECTRICAL AND COMBINATION PERMIT**

Type of Fee	How Charged	Adopted 09/10	Adopted 10/11
Electrical Permit Fee		\$118	\$140
Electrical Combination Permit Fee		\$40	\$46
Additional Appliance/Unit/Repair	Each	\$26	No change
Business License Tax	Per permit		No change
Technology Fee	Per permit		No change

# TOWN OF HILLSBOROUGH

## SCHEDULE OF FEES AND CHARGES

### SCHEDULE E/08 – ELECTRICAL AND COMBINATION PERMIT

Type of Fee	How Charged	Adopted 09/10	Adopted 10/11
Outlets – Plugs, Switches, Controllers First 20 > 20	Each Each	Incorporated into base fees Incorporated into base fees	
Fixtures First 20 > 20	Each Each	Incorporated into base fees Incorporated into base fees	
Appliances (Residential)	Each	Incorporated into base fees	
Additional Appliances	Per Unit		
Power Apparatus (hp) to (kvar)	Each	Incorporated into base fees	
Appliances (Non-Residential < 1HP)	Each	Incorporated into base fees	
Busways 100 ft. or fraction	Each	Incorporated into base fees	
Generator	Each	\$98 + BASE FEE	No change
Electrical Services: < 600 V up to 400 AMPS < 600 V 400+ AMPS	Each Each	\$98 + BASE FEE \$ 144 + BASE FEE	No change No change
New Single Family Residential	Per SF	\$0.11 per square foot	No change
Addition/Alteration < 1,150 SF	Per SF	\$118 + BASE FEE	No change
Addition/Alteration > 1,150 SF	Per SF	\$0.10 per square foot	No change
Kitchen	Each	\$98 + BASE FEE	No change
Bathroom	Each	\$72 + BASE FEE	No change
Swimming Pools/SPA	Each	\$170 + BASE FEE	No change
Tennis Courts	Each	\$144 + BASE FEE	No change
Landscape Lighting	Each	\$144 + BASE FEE	No change
Temporary Power	Each	\$ 72 + BASE FEE	No change
Temporary Lighting/ Outlets	Each	Incorporated into base fees	
Photovoltaic < 10kw > 10kw	Each Each	FEES ARE WAIVED. ADDITIONAL INSPECTIONS AND PLAN CHECKING FEES WILL BE CHARGED AFTER THE FIRST 2 BASE INSPECTIONS AND THE 1 <sup>ST</sup> ROUND OF PLAN CHECK COMMENTS HAVE BEEN COMPLETED.	No change
Reinspection fee	Per hour	\$98	\$108
Additional Inspection Fee	Per hour	\$98	\$108
Staff Time Charge		See schedule	
Plan/Revision Plan Check Fee		\$125 per hour + \$40 processing fee	Staff time charges
Direct Cost		See summary and breakdown of fees	
Photo Copy		\$1.00 for 1 <sup>st</sup> page, \$0.20 each additional page plus tax	No change

### SCHEDULE M/08 – MECHANICAL PERMIT AND COMBINATION PERMIT

Type of Fee	How Charged	Adopted 09/10	Adopted 10/11
Mechanical Permit Fee		\$118	\$140
Mechanical Combination Permit Fee		\$40	\$46
Additional appliance/unit/Repair	Each	\$26	No change
Business License Tax	Per permit	See table above	No change
Technology Fee	Per permit	See table above	No change
Plan & Revision Plan Check Fee	Per hour	Actual staff time	No change
New Single Family Residential	Per SF	\$0.10 per square foot + BASE FEE	No change

# TOWN OF HILLSBOROUGH SCHEDULE OF FEES AND CHARGES

SCHEDULE M/08 – MECHANICAL PERMIT AND COMBINATION PERMIT			
Type of Fee	How Charged	Adopted 09/10	Adopted 10/11
Addition/Alteration: < 1,056 SF > 1,056 SF	Per SF	\$98 + BASE FEE \$0.09 per square foot + BASE FEE	No change No change
Furnace-Blower/Grav 100M BTU Over 100M BTU	Each Each	Incorporated into base fees Incorporated into base fees	
Heating/Appliance Refrigeration Unit 0-3 HP or 100BTU 4-15 HP or 500BTU 16-30 HP Or 500 BTU	Each Each Each	Incorporated into base fees Incorporated into base fees Incorporated into base fee	
Fan/Hood Unit 1M – 10 CFM	Each	Incorporated into base fees	
Fireplace	Each	Incorporated into base fees	
Appliance Vent or Vent Fan	Each	Incorporated into base fees	
HVAC/Heating System Replacement	Each	\$ 98 + BASE FEE	No change
Appliance Vent	Each	Incorporated into base fees	
Other – Not Listed	Each	Incorporated into base fees	
Additional appliances	Each	\$26	No change
Home Efficiency Review			\$126 /hour + BASE FEE
Stop Work Penalties		Pursuant to HMC § 15.04.070 + Staff time	No change
Reinspection Fee	Each	\$98	\$108
Additional inspection fee	Each	\$98	\$108
Staff Time Charge	Per hour	See schedule	No change
Plan/Revision Plan Check Fee	Per hour	Staff time charges	No change
Direct Cost		See summary and breakdown of fees	No change
Photo Copy		\$1.00 for 1 <sup>st</sup> page, \$0.20 each additional page plus tax	No change
Scan of Document	Per page	\$3.00 each	No change

SCHEDULE P/08 – PLUMBING PERMIT AND COMBINATION PERMIT			
Type of Fee	How Charged	Adopted 09/10	Adopted 10/11
Plumbing Permit		\$118	\$140
Plumbing Combination Permit Fee		\$40	\$46
Supplemental Plumbing Permit Additional appliance/unit/Repair		\$25 added to original permit for each component inspection	No change
Business License Tax	Per permit	See table above	No change
Technology Fee	Per permit	See table above	No change
New Single Family Residential	Per SF	\$0.11 per square foot	No change
Addition/Alteration: <950 SF >950 SF	Per SF	\$98 + BASE FEE \$0.10 per square foot	No change No change
Additional Appliances	Per Unit	\$26	No change
Kitchen	Each	\$98 + BASE FEE	No change
Bathroom	Each	\$72 + BASE FEE	No change
Swimming Pools	Each	\$170 + BASE FEE	No change
Sewer & Water Test	Each	\$321 + BASE FEE	No change
Backflow Device for Sewer	Each	\$72 + BASE FEE	No change
Sewer Lateral Replacement	Each	\$72 + BASE FEE	No change
Water Heater	Each	Incorporated into base fees	
Water Closets	Each	Incorporated into base fees	
Water Basins	Each	Incorporated into base fees	

# TOWN OF HILLSBOROUGH SCHEDULE OF FEES AND CHARGES

SCHEDULE P/08 – PLUMBING PERMIT AND COMBINATION PERMIT			
Type of Fee	How Charged	Adopted 09/10	Adopted 10/11
Tubs/Showers	Each	Incorporated into base fees	
Sinks	Each	Incorporated into base fees	
Dishwasher/Disposal	Each	Incorporated into base fees	
Water Piping-New/Alteration	Each	Incorporated into base fees	
Repair – Waste and Vents	Each	Incorporated into base fees	
Gas Piping:			
1-4 outlets	Each	Incorporated into base fees	
5 or more outlets	Each	Incorporated into base fees	
Floor Drains	Each	Incorporated into base fees	
Other Fixtures or Traps	Each	Incorporated into base fees	
Vac Breakers or Backflow Device			
1 to 5	Each	Incorporated into base fees	
2" or over	Each	Incorporated into base fees	
Rainwater Drain inside building)	Each	Incorporated into base fees	
Drainage/Irrigation		\$144 + BASE FEE	No change
Others – Not Listed	Each	Incorporated into base fees	
Stop Work Penalties		Pursuant to HMC § 15.04.070 + Staff time	
Reinspection fees		\$98	\$108
Additional inspection fee		\$98	\$108
Plan & Revision Plan Check		SUM OF (Consultant cost + 20%) + (staff time)	No change
Staff time charge		See schedule	
Direct Cost		See summary and breakdown of fees	
Photo Copy		\$1.00 for 1 <sup>st</sup> page, \$0.20 each additional page plus tax	No change
Scan of Document	Per page	\$3.00 each	No change
Sewer Connections – Residential & Commercial		See Sewer Department	
New Water Service or Meter		See Water Department	

# TOWN OF HILLSBOROUGH SCHEDULE OF FEES AND CHARGES

<b><u>Fee Description</u></b>	<b><u>Task/Project Description</u></b>	<b><u>Adopted FY 09/10</u></b>	<b><u>Adopted FY 10/11</u></b>
Abandonment		\$1,000	No change
Address Change	Quarterly approval where house currently exists	\$500	\$840
	Quarterly approval where lot is vacant	\$350	\$840 + \$262/lot
	Accelerated process, in addition to above	\$400	\$324
	Appeal fee	\$300	\$518
Construction Vehicle Impact	Refer to Building Department Fee Schedule		
Encroachment Permits	Application	\$25	Deleted
	Base Street/ROW	\$981	\$409
	Base Non-Street		\$311
	Additional service added to the base encroachment permit:		
	1. Utility Trench		\$200
	2. Curb & Gutter		\$200
	3. Parking Strip		\$200
	4. Driveway Apron		\$200
	5. Curb Drains		\$200
	6. Bell Holes		\$200
	7. Sewer Tie-in		\$200
	8. Storm Drains		\$200
	9. ROW fixtures		\$200
	10. Planting in ROW		\$200
	Inspection	\$981	Staff time cost
	Reinspection/Extra inspection	\$185	\$200
	Inspection for parking strip replacement only	\$391	Deleted
	Revocable encroachment permit (REP)	\$1,834	\$1,476
Erosion Control Inspection (in addition to grading fees for erosion control during wet season)	First 3 site visits	\$791	No change
	Second 3 site visits	Additional \$1,256	\$1,265
	> 6 site visits (additional actual cost in excess of 10 hours)	\$1,141 + actual cost	\$1,141 + actual cost
	Reissue 1 – 3 visits	\$831	No change
	Reissue 4 – 6 visits	\$831	No change
Exceptions	Grading	\$350	No change
	Right-of-Way	\$400	No change
	Tentative Map	\$450	No change
Fire Flow Text	Flow Hydrant	\$224	\$358
	Non-flow		\$127
Grading	Application fee + permit fee	\$100	No change
	< 500 cubic yards to be moved	\$1,201	No change
	500 – 1,499 cubic yards to be moved	\$2,179	No change
	> 1,500 cubic yards to be moved and transport to and from site >= 1,500 cubic yards	\$4,747	No change
	> 1,500 cubic yards to be moved and transport to and from site is < 1,500 cubic yards		\$3,865 (NEW)
Grading Permit	Engineering plan check (first 2 reviews of plans due upon plan submission)	\$786	No change
	Engineering plan check (subsequent to 2 <sup>nd</sup> review	\$612	No change

**TOWN OF HILLSBOROUGH  
SCHEDULE OF FEES AND CHARGES**

<b>Fee Description</b>	<b>Task/Project Description</b>	<b>Adopted FY 09/10</b>	<b>Adopted FY 10/11</b>
	described above)		
	Projects disturbing more than one acre of land (in addition to the grading plan check and inspection fees)	\$1,194	No change
	Annual Reactivation fee	\$375	No change
Land Divisions	Tentative Map	\$12,872 + \$420/ lot	\$12,758 + \$720/lot
	Tentative Map – additional plan check review	\$608	\$687
	Subdivision/Parcel Map	\$16,446 + \$158/lot	\$19,814 + \$320/lot
	Lot Line Adjustment	\$3,099	\$3,536
	Grading plan, soils report review	\$425	\$1,158
Miscellaneous Documents	Aerial Photo/Topographic Map	\$1,100	
Park Permit		\$109	\$108
Private Catch Basin Cleaning	Emergency response for service requested by resident (does not apply during 10-year or greater storm events)	\$306	\$696
Right of Way Tree Maintenance	>50 ft (assessed on failure to clear materials within 30 days after notification – no more than 2 times per year for same infringement)	\$550	\$586
	<50 ft (assessed on failure to clear materials within 30 days after notification – no more than 2 times per year for same infringement)	\$150	\$336
Sign Maintenance	Assessed if resident fails to clear materials obscuring signs within 30 days after notification (no more than 2 times per year for same sign)	\$100	\$185
Stop Work Permit	Reactivation fee (per occurrence)	\$1,387	\$1,377
Street Obstruction Encroachment Permit	Initial application for 1 <sup>st</sup> day (Subsequent days will be charged fee for daily inspections)	\$467	\$402
	Subsequent days (daily fee)	\$240	\$234
Street Tree Hazard Abatement	Assessed if hazard is not removed within 30 days of notification)	\$1,240	\$1,062
Wireless Facility Application and Permits	Application	\$1,578	\$2,258
	Deposit for 3 <sup>rd</sup> party review/Additional staff time	\$2,500	\$7,000
	Three-year renewal	\$280	No change

**TOWN OF HILLSBOROUGH  
SCHEDULE OF FEES AND CHARGES**

<b>PLANNING DEPARTMENT</b>				
<b>Fee Description</b>	<b>Task Description</b>	<b>Project Description</b>	<b>Adopted FY 09/10</b>	<b>Adopted FY 10/11</b>
Annexation			Actual cost with \$1,000 minimum deposit	Actual cost with \$5,000 minimum deposit
	Pre-application review (1/2 hour)		No charge	
	Additional Pre-application meeting		\$161	\$170
Administrative review and approval		Architectural project	\$318	\$322
		Landscape project	\$421	\$435
		Fences	\$411	\$415
		Solar, Antennas, Satellite dishes	\$263	\$267
		Gates and/or columns only	\$371	\$387
		<b>First Request for 1 year extension of ADRB approval</b>		\$312
	Fences, gates, driveway columns		\$1,090	\$1,149
	Fences, gates, driveway columns as secondary items		\$818	\$653
	Roofing		\$465	\$493
	Landscape plans, tennis courts		\$1,135	\$1,184
	Landscape plans, tennis courts as secondary items		\$970	\$993
	Ground floor additions > 500 sq ft		\$935	\$987
	New house; Tear downs; Substantial remodel; and Upper level additions > than 500 sq ft		\$1,147	\$1,262
	Houses exceeding 8,000 sq ft in size (ADRB and Council fees combined)		\$2,274	\$3,093
	Minor additions (500 sq ft and smaller)		\$615	\$642
	Revisions to approved plans		\$835	\$898
	Satellite dishes, antennas		\$695	\$735
	Satellite dishes, antennas as secondary items		\$390	\$416
	Tree removal		\$732	\$763
	Tree removal as secondary item		\$412	\$428
	Continuance for design changes		½ of original fee	No change
	Subsequent request for 1 year extension of ADRB approval		\$419	\$442

**TOWN OF HILLSBOROUGH  
SCHEDULE OF FEES AND CHARGES**

<b>PLANNING DEPARTMENT</b>				
<b><u>Fee Description</u></b>	<b><u>Task Description</u></b>	<b><u>Project Description</u></b>	<b><u>Adopted FY 09/10</u></b>	<b><u>Adopted FY 10/11</u></b>
	Appeal of ADRB decision		\$2,301	\$2,415
	Annual subscription to ADRB agendas		\$191	
	Preliminary review by ADRB	First review	\$980	\$1,041
		Second review	\$469	\$493
		Third review	\$391	\$409
Code Amendments			Actual cost with \$1,000 minimum deposit	Actual cost with \$5,000 minimum deposit
Conceptual/Developmental Plans			Actual cost with \$1,000 minimum deposit	Actual cost with \$5,000 minimum deposit
Covenant against property to insure continued use/action (Restrictive Covenant)			\$601	\$605
Environmental documents	Initial study		Actual cost	
	Categorical exemption		\$319	\$327
	Negative Declaration		Actual cost	Actual cost with \$5,000 minimum deposit
	EIR		Actual cost	Actual cost with \$5,000 minimum deposit
General Plan Amendment			Actual cost	
Private Schools, Permit to Operate				Actual cost with \$5,000 minimum deposit
Private Schools, Annual Certification			\$167	\$134
Second Unit Application			No charge	No charge
Variance, Non-conforming structure			\$4,386	\$4,860



**TOWN OF HILLSBOROUGH  
SCHEDULE OF FEES AND CHARGES**

<b>POLICE DEPARTMENT</b>			
<b>Fee Description</b>	<b>Task/Project Description</b>	<b>Adopted FY 09/10</b>	<b>Adopted FY 10/11</b>
Abatement cost	Per lot or nuisance declared	Actual + 100% admin fee with \$250 minimum	No change
Alarm	Permit	\$60	No change
	False Alarm (1 <sup>st</sup> 2 are free of charge)		No change
	False Alarm – 3 <sup>rd</sup> to 5 <sup>th</sup> alarm	\$100 each	No change
	False Alarm – 6 <sup>th</sup> and subsequent	\$200 each	No change
	Reinstatement fee	\$200	No change
	School	\$30	No change
	Monitoring Fee	\$24/month	No change
Character Letter		\$10	No change
Copies	Police Report	\$10	No change
Fingerprints	(per card)	\$18	No change
Hearing	Administrative	\$300	No change
	Council	\$550	No change
Nuisance	Initial inspection/notice	No charge	No change
	Non-compliance/reinspection	\$265	No change
	Declaration of Public Nuisance	\$300	No change
	Removal of Declaration	\$150	No change
Permit	Concealed Weapon	\$125	No change
	Solicitor	\$30 + cost of background check	No change
Record Sealing		\$50	No change
Repossession fee (GC 41612)		\$15	No change
Tapes	Audio, Video, CD	\$50	No change
Vehicle Release		\$40	No change
All Other Services	Police Officer	\$146	\$151
	Police Corporal	\$165	\$172
	Police Sergeant	\$191	\$200
	Code Enforcement Officer	\$132	\$135
	Communications Officer	\$132	\$134
	Police Records Supervisor	\$102	\$103
	Police Services Technician	\$76	\$77

**TOWN OF HILLSBOROUGH  
SCHEDULE OF FEES AND CHARGES**

<b>PUBLIC WORKS DEPARMENT – SPECIAL SERVICES</b>			
<b><u>Fee Description</u></b>	<b><u>Task/Project Description</u></b>	<b><u>Adopted FY 09/10</u></b>	<b><u>Adopted FY 10/11</u></b>
Hydrant Maintenance	To be assessed on failure to trim landscaping within 30 days after notification (cannot be assessed more than 2 times in a year for the same hydrant)	\$150	\$165
Laterals	Application for testing for leakage	\$166	\$182
	Observation & inspection of laterals for leakage	\$140	\$151
	Re-observation including repair (each inspection)	\$140	\$151
Sewer Lateral Test	PW review (required at time of sale of property)	\$237	\$255
Sewer Leak Inspection		\$390	\$478
Service Worker	Service call during work hours	\$142	\$173
	Service call after work hours	\$424	No change
	Water call back	\$358	\$378
	Sewer call back	\$544	\$1,057
	Streets call back	\$444	\$346
Meter Upgrades	Short Service – 1 inch to 1 ½ inch	\$3,244.50	\$4,928
	Short Service – 1 inch or 1 ½ inch to 2 inch	\$5,840.50	\$5,089
	Short Service – 1 ½ inch to 2 inch	\$4,540.50	Deleted
	Long Service – 1 inch to 1 ½ inch	\$4,941.38	\$8,866
	Long Service – 1 inch or 1 ½ inch to 2 inch	\$7,537.38	\$13,541
	Long Service – 1 ½ inch to 2 inch	\$6,237.38	Deleted
	Stand Along Meter Replacement Charge	\$2,596.00	No change
	Resetting pavers/flagstone with meter upgrade	Contractor's Actual Cost \$1,000 deposit required	No change
Water	Turn-on fee (regular work hours)	\$100	No change
	Turn- on fee (after hours)	\$358	\$378