

City of San Marino
Schedule of Fees for Service - Fiscal Year 2023-24

Community Development:		
S-001	MAJOR CONDITIONAL USE PERMIT	\$3,235 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-002	MINOR CONDITIONAL USE PERMIT	\$1,525 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-003	MAJOR VARIANCE REVIEW	\$2,615 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-004	MINOR VARIANCE REVIEW	\$1,345 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-005	MINOR EXCEPTION REVIEW	\$170 per application
S-006	MAJOR DESIGN REVIEW	\$865 per application plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-007	MINOR DESIGN REVIEW	\$585 per application plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-008	ADMINISTRATIVE DESIGN REVIEW	\$305 per application
S-008A	ACCESSORY DWELLING UNIT PERMIT	\$45 per application
S-008B	PRELIMINARY ZONING CLEARANCE	\$60 per application
S-009	MAJOR PLOT PLAN	\$240 per application
S-010	MINOR PLOT PLAN	\$100 per application
S-011	ENVIRONMENTAL NEGATIVE DECLARATION	\$865 per application
S-012	ENVIRONMENTAL IMPACT REPORT REVIEW	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-013	TENTATIVE MAP REVIEW	3-4 lots - \$2,935 per map plus \$2,000 deposit with charges to recover actual costs for City Engineer 5+ lots - \$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs
S-014	LOT SPLIT REVIEW	\$2,935 per application plus \$2,000 deposit with charges to recover actual costs for City Engineer
S-015	LOT LINE ADJUSTMENT/LOT MERGER	\$320 per application plus \$2,000 deposit with charges to recover actual costs for City Engineer
S-016	REVERSION TO ACREAGE REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-017	AMENDED MAP REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-018	CITY BOUNDARY CHANGE REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-019	ANNEXATION REQUEST REVIEW	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-020	SPHERE OF INFLUENCE AMENDMENT REV.	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-021	SPECIFIC PLAN REVIEW	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

S-022	SPECIFIC PLAN AMENDMENT REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-023	GENERAL PLAN AMENDMENT REVIEW	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-024	CHANGE OF ZONE REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-025	MODIFICATION TO COND. USE PERMIT	\$1,030 per application
S-026	MODIFICATION TO VARIANCE	\$1,030 per application
S-027	MODIFICATION TO PC/DRC DESIGN REV.	\$190 per application
S-028	MODIFICATION TO ADMIN DESIGN REVIEW	\$120 per application
S-029	PARKING REVIEW	\$470 per application
S-030	PAVING PERMIT	\$470 per application
S-032	TEMPORARY USE PERMIT	\$170 per application
S-033	SIDEWALK DINING PERMIT	\$310 per application
S-035	DUMPSTER ENCROACHMENT PERMIT	\$105 per application
S-036	TREE REMOVAL PERMIT - PRIVATE	\$415 per application
S-038	BUILDING RELOCATION REVIEW	\$2,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-039	RESIDENTIAL CERT. OF COMPLIANCE	\$70 per application
S-040	TITLE COMPANY ZONING LETTER	\$40 per letter
S-041	LEAF BLOWER PERMIT	\$20 per permit
S-043	STUDY REVIEW	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-044	PLANNING EXTENSION OF TIME	\$130 per application
S-045	PUBLIC NOTICE MAILING	\$70 per mailing
S-045A	PROJECT STORY POLE/ON-SITE NOTICING	Story Poles - \$1,000 deposit On-Site Poster - \$75 per poster
S-046	APPEAL TO THE CITY COUNCIL	\$905 per appeal
S-047	APPEAL TO THE PLANNING COMMISSION	\$905 per appeal
S-048	APPEAL TO THE DESIGN REVIEW COMM.	\$680 per appeal
S-049	APPEAL OF PRIVATE TREE REMOVAL PRMT	\$545 per appeal
S-050	WINDOW/ROOF MAT'L CHANGE ADMIN REV	\$60 per application
S-051	WINDOW CHANGE ADMIN REVIEW	\$60 per application
S-052	PARKWAY LANDSCAPE PLAN ADMIN REVIEW	\$70 per application
S-053	WIRELESS COMMUNICATION ADMIN REV	\$40 per application
S-053A	UNINHABITED PROPERTY REGISTRATION	\$125 per parcel
S-054	COPY OF CITY MAP	\$17 plus actual copy costs
S-056	GENERAL PLAN MAINTENANCE	7% of all Building/Plumbing/Mechanical/Electrical permit fees
S-056A	COM DEV TECHNOLOGY SURCHARGE	7% of all Building/Plumbing/Mechanical/Electrical permit fees
S-056B	ADMINISTRATIVE FINE	Infraction Under Government Code section 36900(b): First violation - not exceed to \$100 Second violation of same ordinance - not to exceed \$200 within one year Each additional violation of same ordinance - not to exceed \$500 within one year Violation of local building and safety codes: First violation - not exceed to \$130 Second violation of same ordinance - not to exceed \$700 within one year Each additional violation of same ordinance - not to exceed \$1,300 within one year
S-057	BUILDING PLAN CHECK/INSPECTION	Charge 90% of the LA County fees.
S-058	CERTIFICATE OF OCCUPANCY	Building - \$115 per application Fire - \$140 per application
S-059	SPECIAL PERMIT INVESTIGATION	\$195 per investigation
S-100	FIRE PLAN REVIEW	Residential - \$240 per plan Commercial - \$325 per plan Each type of fire protection plan is charged separately.

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S-101	FIRE INSPECTION	Each type of fire protection plan is charged separately.
S-102	FIRE RE-INSPECTION	\$145 per re-inspection
S-103	FIRE FLOW TEST WITNESS	\$240 per test
S-145	NEW BUSINESS REGULATION PROCESS.	In Town Business - \$100 per application Out of Town Business - \$25 application Business Sticker - \$1 each Appeal to the City Council of City Manager Business License decision - \$50 Duplicate Business License - \$10
S-146	RENEW BUSINESS REGULATION PROCESS	\$15 per renewal \$1 per business sticker Appeal to the City Council of City Manager Business License decision - \$50 Duplicate Business License - \$10
S-147	BUSINESS LICENSE CHANGE OF ADDRESS	\$8 per application
S-150	GARAGE SALE PERMIT	\$8 per permit
S-160	BUSINESS LICENSE: WHOLESALE/RETAIL SALES - EATING ESTABLISHMENTS OR PROFESSIONAL SERVICES	4 or fewer employees - \$50.00 per year 5 - 10 employees - \$75.00 per year 11 - 20 employees - \$100.00 per year 21 - 30 employees - \$150.00 per year 31 or more employees - \$200.00 per year
S-161	BUSINESS LICENSE: CONTRACTORS	Building - "A" "B" - \$200.00 per year Electrical - "C10" - \$200.00 per year Landscape - "C27" - \$100.00 per year Painting - "C33" - \$100.00 per year Plumbing - "C36" - \$200.00 per year Classifications - "C15, 17, 55, 61" - \$100.00 per year All Other Classifications - \$200.00 per year Vehicle Fees: Required for any vehicle used to conduct business in San Marino 2 vehicles (up to 4 with Worker Compensation Policy) - No Extra Charge Each Additional Vehicle - \$25.00 each
S-162	BUSINESS LICENSE: SPECIAL CATEGORIES	Gardeners (owner and 1 vehicle) - \$35.00 per year Each additional employee/vehicle - \$25.00 per year Estate Sales/Auction Companies - \$100.00 per day Pest Control (4 vehicles) - \$100.00 per year Transport for Hire (excluding taxicab service) - \$100.00 per year Taxicab Service - \$12.00 per vehicle operating at a city taxi stand Refuse Collection - \$250, plus wheeled vehicle fee Theater - \$250.00 per year Video/Vending Machine - \$5.00 per machine per year Fortune Teller - \$50.00 per year Home Occupation - \$50.00 per year Handyman (less than \$500/job, 1 vehicle) - \$50.00 per year Pawn Broker - \$400.00 per year Pool Cleaning (1 vehicle) - \$50.00 per year Special Advertising - \$50.00 per year
S-163	BUSINESS LICENSE: WHEELED VEHICLES (Delivery/Trucking)	1 vehicle - \$50.00 per year 2-3 vehicles - \$100.00 per year 4-6 vehicles - \$150.00 per year 7-10 vehicles - \$200.00 per year More than 10 vehicles - \$250.00 per year
S-164	ENVIRONMENTAL PLAN CHECK	Vehicle stickers are required for each vehicle to be used in the City of San Marino. \$160 per application

Police:		
S-069	POLICE FALSE ALARM RESPONSE	Burglary Alarm: First three responses in a calendar year - No Charge Fourth response - \$100 Fifth response - \$250 Sixth and subsequent responses - \$500 Robbery Alarm: First three responses in a calendar year - No Charge Fourth response - \$200 Fifth response - \$500 Sixth and subsequent responses - \$1,000
S-070	POLICE ALARM PERMIT - NEW	\$15 per permit Submitted after January 31 - additional \$100 penalty
S-071	POLICE ALARM PERMIT - RENEWAL	\$15 per permit Second Year with no False Alarms in previous year - No Charge More than 60 days late - additional \$100 penalty
S-072	OVERNIGHT PARKING PERMIT	One Night - \$5 Long Term - \$50
S-074	VEHICLE IMPOUND/RELEASE	DUI/Arrestable Offense - \$190 per vehicle
S-074A	SCOOTER IMPOUND RELEASE	Other - \$150 per vehicle
S-075	VEHICLE VERIFICATION SERVICE	\$135 per scooter
S-076	CITATION SIGN-OFF SERVICE	\$35 per vehicle
		Resident or SMPD issued citation - No Charge Non-Resident or non-SMPD issued citation - \$35 per citation
S-077	AUTO REPOSSESSION PROCESSING	\$15 per vehicle
S-078	POLICE HOUSE WATCH	Fee is set by State law.
S-079	CONCEALED WEAPON PERMIT	\$5 per day Fee is set by R-23-03: New Application - \$25 Renewal Application - \$25 Amended Application - \$10 LiveScan Fee at New Application - \$113 (\$93 DOJ Fee + \$20 SMPD Roll Fee) LiveScan Fee at Renewal Application - \$72 (\$52 DOJ Fee + \$20 SMPD Roll Fee) Psychological Exam at New Application -\$150 Psychological Exam at Renewal Application -\$0 (\$150 if required) Processing Fee - \$228.42 (3 Hours of Detective Time (\$76.14/per Hour)) 20% of the license fee is collected upon filing of the initial application and is non-refundable. The balance of the fee is collected on issuance of the license. Local fees may increased by a Consumer Price Index (CPI) escalator. Fees charged or set by Department of Justice (DOJ) increase based on determinations by the DOJ.
S-080	DUI EMERGENCY RESPONSE	Actual costs incurred for all responding personnel up to \$12,000.
S-081	POLICE CLEARANCE LETTER	\$80 per application
S-084	FIREARMS DEALER PERMIT	Annual Fee - \$255 per application plus any Department of Justice fees
S-085	FORTUNETELLER PERMIT	Annual Fee - \$255 per application plus any Department of Justice fees
S-086	MASSAGE THERAPIST PERMIT	\$145 per application plus any Department of Justice fees
S-087	POLICE BUSINESS BACKGROUND PERMIT	\$325 per application plus any Department of Justice fees
S-088	REMOVAL OF ILLEGAL SIGN	\$35 per sign
S-089	SPECIAL EVENT/PARADE PERMIT	Based on a review by staff, an estimate of the fee will be determined.

S-090	SPECIAL EVENT STANDBY SERVICE	Actual cost of the employee, minimum 4 hours
S-091	SPECIAL POLICE RESP-UNLAWFUL GATHER	Charge the fully allocated hourly rate for all responding personnel plus any outside costs.
S-092	BOOKING SERVICE	\$785 per booking
		One year dog license: Spayed/Neutered - \$25 Non-Spayed/Neutered - \$60 Dog License Late Payment Penalty - \$25 Lost Dog License Tag - \$25 1st impound - \$38 2nd impound - \$88 3rd and subsequent impounds - \$193
S-093	ANIMAL REGULATION	Cats - \$14
S-094	FINGERPRINTING ON REQUEST	\$20 per person
		Non-Public Records Act Request - \$20 Public Records Act Request: First five pages - No Charge Each additional page - \$0.20 per page
S-095	POLICE REPORT COPY	
S-096	POLICE PHOTOGRAPH/DISK COPY	\$5 per photo/disc
		Fees are set by the Courts: \$6 per 15 minutes plus \$0.10 per page
S-097	DOCUMENT SUBPEONA	
		Per Government Code, section 68096.1(b): \$150 per officer per day
S-098	CIVIL SUBPEONA	
S-099	CRIME ANALYSIS RESEARCH/FILE CREATE	Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.
		Per State Vehicle Code, Section 39004: New - \$4 Transfer - \$2 Replacement - \$2 Renewal - \$2
S-114	BICYCLE REGISTRATION	
Fire:		
S-104	TENT FIRE INSPECTION	\$345 per permit
S-105	MOTOR VEH FUEL DISP STA FIRE REV	Charge actual contract costs
S-106	SPECIAL FIRE EQUIPMENT INSP/APPROVE	Charge the fully allocated hourly rates for all staff involved plus any outside costs.
S-106A	FIREWORKS DISPLAY REVIEW/INSPECTION	\$585 per permit
S-107	ENGINE COMPANY 3RD BUSINESS INSPECT	\$230 per third and subsequent inspections
		First two responses in a calendar year - No Charge Third response - \$150 Fourth and subsequent responses - \$300
S-108	FIRE FALSE ALARM RESPONSE	
S-109	NEGLIGENT INCIDENT FIRE RESPONSE	Actual costs incurred for all responding personnel
S-110	HAZARD/WEED ABATEMENT	Charge the actual cost of clearing the lot plus \$235 per hour for re-inspections due to non-compliance.
S-111	FIRE INVESTIGATION	If the cause of the fire is determined to be arson and the responsible person can be identified, then charge the full costs of the response and the investigation.
		The City charges the rates used by Los Angeles County. In addition, the City charges the following fees: Non-Resident No Transport Service at Scene - \$100 Non-Resident Surcharge - \$200 Special Charges including specialized services, consumable supplies, and drugs and medication at cost.
S-112	EMERGENCY MEDICAL TRANSPORT	

		As this service is covered by the Public Records Act, the City copy fee is:
S-113	EMERGENCY INCIDENT REPORT COPY	First five pages - No Charge Each additional page - \$0.20 per page
S-166	SPECIAL EVENT STANDBY SERVICE	\$120 per hour for a Fire Safety Officer, minimum 8 hours
Recreation:		
S-115	YOUTH SERVICES	See Appendix D for Cost Recovery Detail
S-116	ADULT SERVICES	See Appendix D for Cost Recovery Detail
S-117	COMMUNITY EVENTS	See Appendix D for Cost Recovery Detail
S-118	CONTRACT RECREATION ACTIVITIES	See Appendix D for Cost Recovery Detail
S-119	RECREATION FACILITIES OPS/RENTALS	See Appendix D for Cost Recovery Detail
S-120	AQUATICS PROGRAMS	See Appendix D for Cost Recovery Detail
		Park Weekend Admission Fee - Non-Resident - \$5 Park Group Activity Permit: Resident - \$145 Non-Resident - \$290 Sports Activity Permit - \$85
S-121	LACY PARK RESERVATION PROCESSING	Park Group Activity Permit Late Fee - \$25 Park Closure Fee - \$1,400 per day plus any staff costs and loss of revenue
		Up to first week of class - \$10 per refund During second week of class - 20% of the class fee (\$10 minimum)
S-127	RECREATION REFUND PROCESSING	No refunds after the second week of class
Library:		
S-128	INTER-LIBRARY LOAN PROCESSING	\$6 per item
S-129	LIBRARY ITEM RESERVATION	\$1 per item
S-130	REPLACEMENT OF LOST LIBRARY CARD	\$3 per card
		\$20 processing fee per item plus: Magazine - \$5 per issue plus \$5 overdue fee Inter-Library Loan - cost to lender Books, General Collection - cost of item Reference Books - cost of item Media - cost of item Misc. Piece Replacement - \$1-\$10
S-131	REPLACE LOST/DAMAGED LIBRARY MAT.	
		Book and Materials - \$0.25 per day, \$5 maximum Reference Books - \$1.50 per day, \$10 maximum Feature Film DVD - \$1.50 per day, \$10 maximum Inter-Library Loan Items - \$2 per day, charged by lender
S-132	LIBRARY OVERDUE ITEM PROCESSING	
		Fee is set by the federal government:
S-133	PASSPORT APPLICATION PROCESSING	\$35 per application plus actual cost for Priority Express Mail
S-134	PASSPORT PHOTOGRAPH PROCESSING	\$15 per photo set
		Thornton: Comm Group - \$25/hour General - \$50/hour 2 hour minimum Barth: Comm Group - \$30/hour General - \$100/hour 2 hour minimum Patio Rental: Comm Group - \$25/hour General - \$50/hour
		Food/Beverage Cleaning Fee: Thornton - \$25 Barth - \$50 Set Up: \$25 - \$40 per hour Security Deposit - \$250 Staff Monitoring outside of Library hours - \$25 per hour Insurance for Unique Conditions - Actual Cost
S-137	LIBRARY FACILITY RESERVATION	
		Public Copier - \$0.15 per page Computer Printout - \$0.15 per page Color Copy - \$1 per page Oversize Paper - \$0.25 per page
S-139	LIBRARY PHOTOCOPY SERVICE	

Public Works:		
S-031	RIGHT-OF-WAY LICENSE AGREEMENT	\$2,000 deposit with charges to recover actual costs staff and outside costs, such as City Attorney
S-037	TREE REMOVAL PERMIT - PUBLIC R-O-W	\$700 per application
S-055	ENGINEERING PLAN CHECK/INSPECTION	Plan Check - \$100 per plan Inspection - \$300 per project OR Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-060	CONCRETE ENCROACHMENT PERMIT	\$270 per permit If this permit is in conjunction with other concrete encroachment permits, then the first permit with the highest fee is charged at 100% of the fee and the remaining concrete permits are charged at 50% of the fee.
S-063	CURB CORE ENCROACHMENT PERMIT	\$145 per permit If this permit is in conjunction with other concrete encroachment permits, then the first permit with the highest fee is charged at 100% of the fee and the remaining concrete permits are charged at 50% of the fee.
S-064	PAVEMENT REPAIR/REPLACE ENCR PERMIT	\$380 per permit
S-064A	UTIL. INVESTIGATION ENCROACH PERMIT	\$145 per permit plus \$35 per permit if encroachment is in the parkway.
S-064B	NON-CONSTRUCTION ENCROACH PERMIT	\$145 per permit
S-066	SEWER LATERAL INSTALLATION PERMIT	\$380 per permit
S-067	TRAFFIC CONTROL INSPECTION	\$285 per permit plus \$65 per day after the first day plus 12%-15% of the above fee for recovery of City Engineer costs.
S-068	TRAFFIC CONTROL PLAN CHECK	In-House: Local Street - \$115 per plan Collector/Arterial Street - \$200 per plan Contract - Actual Costs
S-141	SEWER SERVICES	The average cost per housing unit/business is \$53.15 per year, or \$4.43 per month. If the City decides to recover these costs it should perform a Sewer Rate Study to determine the equitable amount to charge each of the variation of users in the City.
S-143	CITY PROPERTY DAMAGE REPAIR	Charge the actual cost of repair, including City staff at the fully allocated hourly rates.
S-144	RIGHT OF WAY SPILL RESPONSE	Charge the actual cost of clean up, including City staff at the fully allocated hourly rates.
Administration:		
S-148	INSUFFICIENT FUNDS CHECK PROCESSING	\$50 per returned check
S-149	CHECK REISSUANCE	\$35 per check Payroll Check - No Charge
S-152	FILM PERMIT	\$460 per day processing fee plus: Private Property - \$500 per day Public Streets - \$2,500 per day Public Parks & Buildings - \$2,000 per day Late fees for fees collected less than 10 days prior to filming - 20% of fees paid Various Staff Standby fees

S-153	STILL PHOTO PERMIT	\$135 per day processing fee plus: Public Streets - \$1,000 per day Public Parks & Buildings - \$1,000 per day Late fees for fees collected less than 10 days prior to filming - 20% of fees paid Various Staff Standby fees
S-154	OLD MILL PHOTO PERMIT	\$250 for 2 hours
S-155	DOCUMENT REPRODUCTION	As this service is covered by the Public Records Act, the City copy fee is: First five pages - No Charge Each additional page - \$0.20 per page Copies by a third party vendor - Actual Cost FPPC Copies - four years old or less - \$0.10 per copy FPPC Copies - five years old or greater - \$5 per request
S-156	DOCUMENT CERTIFICATION	\$45 per document
S-157	ELECTRONIC FILE COPY	\$5 per media device
S-158	CANDIDATE FILING PROCESSING	Fee is limited by State law (Elections Code Section 10228): \$25 per candidate
S-159	INITIATIVE FILING PROCESSING	Fee is limited by State law (Elections Code Section 9202(a)): \$200 per initiative, refunded if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.
S-160	SOLICITATOR PERMIT	\$185 per permit
S-161	CREDIT CARD PROCESSING	2.7% of the amount charged