

CITY OF MILL VALLEY
Planning Division Fee Schedule
Effective July 1, 2022

Note: Southern Marin Fire District Fees collected with Planning application fee

CATEGORY	Planning Fee	Southern Marin Fire District Fee [see footnote below p.2]
PRE-APPLICATION REVIEW	\$859	\$203²
HOME OCCUPATION PERMIT	\$49	N/A
DESIGN REVIEW¹		
Zoning Administrator	\$4,603	Large Commercial Projects: \$567 Small Commercial projects: \$326 Residential Projects: \$326
Minor (addition/remodel)	\$5,585	Large Commercial Projects: \$567 Small Commercial projects: \$326 Residential Projects: \$326
Major (replacement, new home, commercial)	\$7,102	Large Commercial Projects: \$567 Small Commercial projects: \$326 Residential Projects: \$326
CONDITIONAL USE PERMIT¹		
Amendment/Temporary - ZA	\$4,076	Large Commercial Projects: \$567 Small Commercial projects: \$326
Use Permit	\$6,673	Large Commercial Projects: \$567 Small Commercial projects: \$326
VARIANCE¹	\$4,766	\$203²
TIME EXTENSION OF CUP/VARIANCE	\$2,516	\$203²
ACCESSORY DWELLING UNIT	\$1,061	\$326
HERITAGE TREE REMOVAL		
Regular	\$1,234/per tree	NA
Diseased Tree (i.e. sudden oak, beetle, etc.)	\$105/per tree	NA
Peer Review (Arborist Report)	\$511 per tree	NA
NON-HERITAGE TREE REMOVAL	\$105/per tree	NA
FENCE PERMIT	\$531	NA
SIGN PERMIT	\$865	NA
GENERAL PLAN AMENDMENT/REZONE¹	T&M \$9,000 deposit	\$203/hour
MASTER PLAN¹	T&M \$9,000 deposit	\$203/hour
PRECISE DEVELOPMENT PLAN¹	T&M \$9,000 deposit	\$203/hour
ENVIRONMENTAL REVIEW		
Categorical Exemption	\$326	NA
Initial Study/ Negative Declaration ^{2*}	T&M \$3,100 deposit	NA
Environmental Impact Report – consultant prepared ^{2*}	T&M \$10,000 deposit	NA
OUTDOOR DINING/DISPLAY	\$420	\$203²
SUBDIVISION¹		
Lot Line Adjustment/Merger	\$3,261	\$203²

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Tentative Parcel Map (4-lots or fewer)	\$4,174	\$203²
Tentative Subdivision (5-lots or more)	\$5,726	\$203²
Extension of Approved Map	\$3,261	\$203²
Certificate of Compliance	\$1,950	\$203²
Unmerger	\$3,087	\$203²
ANNEXATION *	T&M \$12,000 Deposit	\$203/hour
DEVELOPMENT AGREEMENT *	T&M \$6,000 Deposit	\$203/hour
OTHER		
Hourly Rate/Research Fee	\$163	\$203
APPEAL		
Director, Zoning Administrator	\$808	NA
Planning Commission	\$1,004	NA
Administrative Decisions	\$709	NA

1. **Includes the first 20 hours of staff time (for Planning Fee); additional time at the hourly rate will be charged.**
2. **Includes 1 hour of staff time; additional time at hourly rate will be charged.**
3. **A check paid to the order of the County of Marin will be collected prior to the public hearing for the required CEQA Notice of Determination filing. For Negative Declarations and Mitigated Negative Declarations, the fee is currently \$2260.25; for EIRs the fee is \$3,120 (DFW fee+ \$50 County fee). Current fees are available here:**
<http://www.marincounty.org/depts/ar/divisions/county-clerk/environmental-papers-ceqa>
<https://www.wildlife.ca.gov/Conservation/CEQA/Fees>

General:

1. Fees shall be submitted in full at the time of application filing.
2. Fees have been calculated based upon an average number of staff hours. Should a project take significantly more staff time to complete, staff hours above original assumptions may be charged at current hourly rates.
3. In the event work has been undertaken or use made of the property without legal authority prior to completing the requisite procedures necessary to authorize such work or use, the applicant shall pay two times the amount specified.
4. Applicants may be responsible for legal fees related to appeals
5. The City Council may waive all or a portion of planning fees for projects for which they determine a hardship exists

***Time and Materials Fees:**

1. When multiple entitlement applications are filed for the same project and one or more of the applications is a time and materials fee, then the entire project shall be treated as a time and materials project for fee purposes.
2. When deposited funds drop below 50% of the initial deposit amount, then additional funds shall be required to be deposited in an amount to be determined by the Director. This requirement may be waived by the Director if it is determined that additional funds are not needed to complete the entitlements, or the entitlements are inactive.
3. Once the project is completed, withdrawn or returned, the applicant shall be returned the balance of any remaining unused funds.

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Concurrent Processing:

When two or more entitlement applications related to a single development proposal on the same parcel are submitted simultaneously, the application fees shall be the highest fee plus half of the fees for the remaining applications (exclusive of CEQA processing fees).

Refunds (non-T&M Fees):

1. If an application is withdrawn or returned before it is deemed complete or within two weeks of submittal, whichever occurs first, then the applicant shall be entitled to a full refund.
2. If an application is withdrawn or returned after the initial period described above, but no later than six months after submittal and prior to scheduling for a hearing or an administrative decision, then the applicant shall be refunded half of the application fees submitted.
3. After six months from application submittal, or once an application has been scheduled for a public hearing or administrative decision, whichever occurs first, no refunds shall be given.

Southern Marin Fire District (SMFD) Fees:

1. Large Commercial Projects (such as large restaurants or meeting areas, schools, factories, high hazard buildings, storage, hotels, motels, apartments, and assisted living): \$567
2. Small commercial projects (such as small restaurants that serve less than 50 occupants, businesses, stores, retail business, offices, etc.): \$326
3. Residential Projects [for Single Family Dwellings (SFDs), Duplexes, and ADUs]: \$326