

**City of Emeryville
Master Fee Schedule
Planning
Effective July 1, 2025**

<u>DESCRIPTION</u>	<u>Fee</u>	
<u>Publications, Document Charges</u> ¹		
Maps:		
Set of 11 x 17 Zoning/General Plan maps	\$	10
Individual maps	\$	3
General Plan	\$	89
Park Avenue District Plan	\$	29
North Hollis Area Urban Design Program	\$	29
Planning Regulations	\$	42
Housing Element of the General Plan	\$	60
Stormwater Guidelines	\$	27
Parks and Recreation Strategic Plan	\$	89
Emeryville Design Guidelines	\$	89
Sustainable Transportation Plan	\$	15
Sustainable Transportation Background Report	\$	121
Pedestrian and Bicycle Plan	\$	134
Pedestrian and Bicycle Plan Appendices	\$	106
Photocopying, Per Page ²	\$	0.10
Faxing, Per Page ²	\$	0.10
<u>Sidewalk Café Permits (including Parklets)</u>		
Application Fee	\$	100
Annual Renewal Fee		No fee
Appeal to Planning Commission	\$	50
Appeal to City Council	\$	50
<u>Short-term Rental Permits</u>		
Application Fee	\$	289
Annual Renewal Fee	\$	232
Appeal to Planning Commission	\$	100
Appeal to City Council	\$	200
<u>Notification</u>		
Notification Fee /Property Owner Mailing Lists charged for all applications requiring Planning Commission and/or City Council Review	\$	528 plus charged per formula ³ if excess of 1 hour
<u>Planning Commission Study Session</u>	\$	2,000 Flat Rate
Note: Deposit to be credited to application fee if application submitted within one year.		
<u>General Plan Amendment</u>		
	At cost, charged per formula ³	\$3,000 Deposit
<u>Rezoning</u>		
	At cost, charged per formula ³	\$3,000 Deposit
<u>Development Agreement</u>		
	At cost, charged per formula ³	\$3,000 Deposit
<u>Planned Unit Development</u>		
Preliminary Development Plan	At cost, charged per formula ³	\$5,000 Deposit
Final Development Plan	At cost, charged per formula ³	\$3,000 Deposit
<u>Conditional Use Permits</u> ⁴		
Minor Conditional Use Permits - Flat Fee	\$	668
Major Conditional Use Permits - Deposit		
Residential, up to 3 units	At cost, charged per formula ³	\$2,000 Deposit
Demolition of significant or residential structure	At cost, charged per formula ³	\$5,000 Deposit
All other	At cost, charged per formula ³	\$3,000 Deposit
<u>Temporary Use Permits</u>		
	\$	668
<u>Exceptions to Standards</u> ⁴		
	\$	668
<u>Variances</u> ⁴		
	At cost, charged per formula ³	\$1,000 Deposit

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Design Review, including Signs⁴

Minor Design Review for Signs	\$ 668	
Major Design Review for Signs	At cost, charged per formula ³	\$1,000 Deposit
Master Sign Programs	At cost, charged per formula ³	\$3,000 Deposit
Individual signs under Master Sign Programs	\$ 400	zoning compliance review
Temporary Signs	\$ 263	
All Other Minor Design Review:	\$ 668	
All Other Major Design Review	At cost, charged per formula ³	\$3,000 Deposit

Construction Work, Sign Installation and/or Commencement of Use Without Required Planning Permits or Approvals

5 times cost of actual permit/approval

Tree Removal Permits

Not in conjunction with other planning permits
(Other related fees from Public Works Master Fee Schedule may apply)

At cost, charged per formula³ \$2,000 Deposit

Subdivisions

Major Subdivisions, including residential condominium conversions	At cost, charged per formula ³	\$3,500 Deposit plus cost of any technical assistance such as engineer's review
Minor Subdivisions, including residential condominium conversions	At cost, charged per formula ³	\$3,500 Deposit plus cost of any technical assistance such as engineer's review
Lot Line Adjustments	At cost, charged per formula ³	\$3,500 Deposit plus cost of any technical assistance such as engineer's review
Parcel Mergers	At cost, charged per formula ³	\$3,500 Deposit plus cost of any technical assistance such as engineer's review
Certificate of Compliance	At cost, charged per formula ³	\$3,500 Deposit plus cost of any technical assistance such as engineer's review
Covenant of Easement	At cost, charged per formula ³	\$2,000 Deposit

Environmental Review

Negative Declaration or Mitigated Negative Declaration, including Initial Study	At cost, charged per formula ³	Deposit full contract amount for environmental consultant prior to start of work.
Environmental Impact Report, including Initial Study if required	At cost, charged per formula ³	Deposit full contract amount for environmental consultant prior to start of work.
Notice of Determination or Notice of Exemption	\$ 111	

Filing Fees Required by State Department of Fish & Wildlife (Effective 1/1/2018)⁵

Alameda County Clerk Handling Fee (all filings)	\$ 51	
Negative Declaration	\$ 2,969	
Environmental Impact Report (EIR)	\$ 4,123	

These fees are required and set by the California Department of Fish & Wildlife and increase every January 1.

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Administrative Fees

Appeals			
to Planning Commission	\$	100	
to City Council	\$	200	
Time Extensions (Permit Applications)			
If Granted Administratively	\$	455	
If Planning Commission or City Council consideration is required	At cost, charged per formula ³		
Zoning Compliance Review			
Building Permit Sign-Off	At cost, charged per formula ³ , if related to a cost recovery planning project; otherwise, No Fee		
Business License Sign-Off, including Home Occupations and Live/Work Unit Occupancy	No Fee		
All Other, Including Accessory Dwelling Units, Individual Signs under a Master Sign Program, Emergency Shelters, Zoning Compliance Letter, Wireless Telecommunications Facilities, and Code Interpretation	\$	528	
Tobacco Retailer License (EMC 5-42)			
Initial application	\$	376	
Renewal	\$	274	
Amendments to conditions of approval by Planning Commission or City Council			
Any project that was originally flat fee	\$	1,329	
Any project that was originally cost recovery	At cost, charged per formula ³		\$1,000 Deposit
Request for Waiver of construction noise hours by City Council	\$	1,608	
<u>In Lieu Fees</u>			
Open Space, pursuant to EMC Section 9-4.303(a)(3)b	\$	263	Per square foot of required open space not provided
<u>Penalties (for violation of Planning Regulations, EMC Title 9)⁶</u>			
Administrative Citation Fines, pursuant to EMC 9-7.1502 and 1-7.06			
First violation	\$	102	per violation
Second violation within 12 months of first violation	\$	205	per violation
Third and each subsequent violation within 12 months of first violation	\$	513	per violation

Note: For any services "charged per formula" requiring staff time or the time of City-hired consultants, charges will be as follows:

Planning Staff	charged at	direct salary and benefits plus 45.76% overhead rate
Consultants	charged at	cost plus 10% administrative fee

Notes

- [1] Publications are charged at actual cost to the City. All publications can also be downloaded for free from the City's website.
- [2] CA Government Code §6253. "A common standard that is viewed as legally defensible is 10 cents per page."
- [3] All applications that are "charged per formula" [i.e. on a cost recovery basis] require an initial deposit to be paid at the time of filing. If the costs incurred in processing an application exceed this deposit, the City will bill the applicant for this additional amount. Likewise, if the deposit exceeds the costs, the balance will be refunded to the applicant. See box above for details on how charges are calculated.
- [4] Applications for Conditional Use Permits, Exceptions to Standards, Variances, and/or Design Review may be combined into a single application. The application fee shall be the sum of the individual fees for each permit type.
- [5] Applicant files with Alameda County Clerk and pays all associated filing fees, which are listed here for convenience. Please confirm current fees with Alameda County Clerk.
- [6] Pursuant to EMC 1-7.06(a), If the offense is a continuing violation and the responsible person fails to properly cease and abate the violation, fines shall accrue for each day until abatement is verified to the enforcement officer's reasonable satisfaction.