



# CITY OF GLENDORA CALIFORNIA



## MASTER SCHEDULE OF FEES FOR SERVICE

ADOPTED BY THE GLENDORA CITY COUNCIL ON JUNE 25, 2013



# The City of Glendora

## Master Schedule of Fees for Service

Adopted by the Glendora City Council

June 25, 2013

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# CITY OF GLENDORA MASTER SCHEDULE OF FEES FOR SERVICE

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## Administrative Services

Item No.	Service	Reference	Fee
AD-1	Agenda/Minutes Mailing Service		Agendas: \$40 per year plus \$25 postage; Minutes: \$40 per year plus \$25 postage.
AD-2	Document Reproduction		First five (5) pages free, \$.15 per page thereafter.
AD-3	Returned Check Processing		\$25 per NSF check for first check; \$35 per NSF check for each check thereafter. [Pursuant to CA Civil Code Section 1719(a)(1)].
AD-4	Video/Audio Reproduction		\$5 per copy
AD-5	Insurance Administrative Fee		\$50 for each application used by third-party groups that elect special events coverage through the City's insurance carrier.

### Business License Fees / Taxes

Item No.	Service	Reference	Fees / Taxes
BL-1	New Business License Application Review		Fee - \$77 per application
BL-2	Business License Renewal		Fee - \$10 per renewal
BL-3	Business License State Surcharge for American Disabilities Act Compliance	SB 1186 (1/1/2013)	Fee - \$1.00 per Business License Issued.
BL-4	Accountants, Architects, Civil Engineers, Geologists, Physicists, Lawyers	GMC 5.08.245	Tax - \$88 base fee
BL-5	Apartments, Mobile Home Parks, Trailer Parks, Industrial and Commercial Rentals	GMC 5.08.130	Tax - \$35 base fee. Additional tax based on number of units.
BL-6	Apparel & Accessories, Restaurants, Night Clubs, Furniture & Home Furnishings, Appliances, General Merchandise, Liquor or Department Stores, Tires, Batteries, Variety, Trailer Sales, Misc. Goods	GMC 5.08.210	Tax - \$35 base fee. Additional tax based on gross receipts.
BL-7	Appraisers, Bookkeepers, Brokers, Consultants, Private Investigators, Taxidermists, Communication Services, Sales Representatives	GMC 5.08.245	Tax - \$63 base fee.
BL-8	Auto Dealers, Gas Stations, Grocery, Meat, Fish, Fruit and Vegetable	GMC 5.08.210	Tax - \$35 base fee. Additional tax based on gross receipts.
BL-9	Automotive Repair, Printing Shops, Newspapers, Misc. Retail Firms	GMC 5.08.210	Tax - \$35 base fee. Additional tax based on gross receipts.
BL-10	Barber, Beauty Shops, All Other Service Firms at Retail	GMC 5.08.210	Tax - \$35 base fee. Additional tax based on gross receipts.
BL-11	Bingo Permit	GMC 9.06.030	\$50
BL-12	Building Materials, Hardware, Farm and Garden Supply	GMC 5.08.210	Tax - \$35 base fee. Additional tax based on gross receipts.
BL-13	Circuses, Carnivals	GMC 5.08.160	Tax - \$75 per day
BL-14	Collection Agencies, Cosmetologists, Insurance Adjusters, Physical Training Schools, Social Workers, Tree Surgeons	GMC 5.08.245	Tax - \$48 base fee
BL-15	Dance Permit	GMC 5.12.250	\$30
BL-16	Delivery Vehicles	GMC 5.08.190	Tax - \$53 x number of vehicles
BL-17	Dental Hygienists, Physical Therapists, Oculists	GMC 5.08.240	Tax - \$58 base fee
BL-18	Dentists, Chiropractors, Physicians, Psychologists, Podiatrists, Optometrists, Pharmacists, Other Medical and Health Specialists	GMC 5.08.240	Tax - \$88 base fee

### Business License Fees / Taxes

Item No.	Service	Reference	Fees / Taxes
BL-19	Drug Stores, Dry Goods, Jewelers, Laundry, Dry Cleaners	GMC 5.08.210	Tax - \$35 base fee. Additional tax based on gross receipts.
BL-20	Electrical, Plumbing, Heating, Air Conditioning Contractors	GMC 5.08.220	Tax - \$43 base fee. Additional tax based on gross receipts.
BL-21	Funeral Home or Mortuary only	GMC 5.08.110	Tax - \$50 base fee
BL-22	Funeral Chapel & Cemetery, Mortuary & Cemetery	GMC 5.08.110	Tax - \$100 base fee
BL-23	General Contractors	GMC 5.08.220	Tax - \$43 base fee. Additional tax based on gross receipts.
BL-24	Handbill Distributor Permit	GMC 5.16.120	\$15 - Must have a current business license
BL-25	Hotels, Motels	GMC 5.08.080	Tax - \$35 base fee. Additional tax based on gross receipts.
BL-26	Motion Picture / Television Production	GMC 5.08.250	Tax - \$750 base fee
BL-27	Outdoor Billboards	GMC 5.08.060	Tax - Based on size of billboard
BL-28	Public Utilities	GMC 5.08.090	Tax - \$150 Franchise; All Others - \$32 base fee plus additional tax based on gross receipts.
BL-29	Residential Subdivision Signs	GMC 5.08.060	Tax - Based on size of sign
BL-30	Resthomes, Retirement Homes	GMC 5.08.070	Tax - \$35 base fee. Additional tax based on number of beds.
BL-31	Sanitarium, Convalescent Homes, Infirmarys, Hospitals	GMC 5.08.070	Tax - \$35 base fee. Additional tax based on number of beds.
BL-32	Solicitation and Peddling Permit	GMC 5.14.050	\$50 First Vendor; \$20 for each additional vendor.
BL-33	Special Outdoor Display Events Permit	GMC 5.32.030	\$15 - Must have current business license
BL-34	Street Vendors	GMC 5.08.200	Tax - \$50 base fee. Additional tax based on number of sub-vendors
BL-35	Sub-Contractors and All Others	GMC 5.08.220	Tax - \$43 base fee. Additional tax based on gross receipts.
BL-36	Vending Machines, Amusement Devices	GMC 5.08.180	\$35 per machine or 1% of gross receipts.
BL-37	Wholesale / Manufacturers	GMC 5.08.230	Tax - \$53 base fee. Additional tax based on gross receipts.
BL-38	All Other Categories	GMC 5.08.260	Tax - \$35 base fee. Additional tax based on gross receipts.

### Transient Occupancy Tax

TOT-1	Transient Occupancy Tax	GMC 5.20.030	Tax - 6% of billing amount
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## Recreation and Human Services

Item No.	Service	Reference	Fee
CS-1	Adult Sports		Slow Pitch Softball, Men's League, Sunday Coed - \$320 per team, plus \$10 per game for officials; Men's Basketball, \$320 per team plus \$28 per game for officials.
CS-2	City-wide Special Events		Cost ranges between \$0 - \$25, depending on the event.
CS-3	Contract Recreation Classes		25% or 40% of class fee, minus insurance cost.
CS-4	Day Camp Program		\$100 per child per week (\$85 for July 4th week).
CS-5	Dial a Ride Service		\$ .50 per ride for seniors and disabled, also rides to Metrolink and Teen Shuttle Program
CS-6	La Fetra Center Events (Co-sponsored)		Cost ranges between \$3 - \$25 depending on the event.
CS-7	La Fetra Class Activities		Cost ranges between \$3 - \$100 depending on the activity.
CS-8	La Fetra Free and Co-sponsored Activities		Free to all. Full cost recovery on materials only. \$4 insurance plus Activenet fee.
CS-9	Parks Playground Trips		\$10 - \$20 per child
CS-10	Pre-School Program		Pre-K Class (ages 4-5), \$651; Pre-school Class (ages 3-4), \$621.
CS-11	Recreation Classes (Dance, Tot Time)		\$20 - \$60 per participant
CS-12	Teen Center Activities		Teen Center trips, \$6 - \$60 per participant; Events (eg, Summer Kickoff) \$0 - \$10 per participant.
CS-13	Tree Removal Inspection, Planting Inspection, Arborist Report	Forestry Manual	\$190 (refundable if tree meets removal criteria). Planting inspection \$50 site inspection. \$910, arborist report, notification mailing, and inspection sign-off.

## Recreation and Human Services

CS-14	Tree Removal - Appeal to the Community Services Commission	GMC 16.22.020	Actual costs incurred by the City to process the appeal. The appellant shall, at the time of filing the appeal with the City, deposit \$350 for news advertisement and \$900 if an outside arborist report is deemed necessary for City forestry. Subsequent deposits to be determined by the City to offset incurred costs. Failure by appellant to make appropriate deposits shall result in the suspension of the appeal until deposits are received. Upon completion of the appeal process, the unused balance of deposits shall be returned to the appellant within 90 days of the appeal decision. Incurred costs shall include all supervision, overhead, equipment, hourly wages, and fringe benefits of contributing employees and consultants.
CS-15	Trips and Tours		Various fees depending on the excursion: Day Trips (\$12 - \$150 per person), Over Night Excursions (\$99 - \$1,000 per person).
CS-16	Park Development Fees	Reso 90-96	Residential: \$2,273. Additional \$200 per bedroom beyond three bedrooms. Apartment and Condo units: \$1,591 (per residential dwelling unit). Community Services Director can authorize apartment/condo builders to receive in-lieu credit for recreational amenities. Commercial construction fee: \$0.62 per square foot.
CS-17	Administration Fee		\$10 per class fee added to classes and selected programs.
CS-18	Refund Fee		\$5 per refund unless class canceled by the Community Services Department.
CS-19	Memorial Trees		\$300, includes City-approved tree, installation and plaque.
CS-20	Transportation		MTA Bus Passes range from \$5 to \$119 for monthly passes. Foothill Transit Bus Passes range from \$22 to \$170 for monthly passes, with a 5% recovery above costs. TAP Card Products range from \$2 to \$100. These are pass-through transactions; all fees collected are remitted to ticket issuing jurisdiction.

**Recreation and Human Services**

CS-21	Brochure Advertisement		\$500 for half-page. \$1,000 for full-page.
	Schedule of Fees for Facilities, Cost Recovery Guidelines	See Exhibit G	

## Library Services

Item No.	Service	Reference	Fee
LB-1	Color Computer Prints & Photocopies		\$ .25 per page
LB-2	B &W Prints & Photocopies		\$ .10 per page
LB-3	Fax / Scanning		\$1.00 per page
LB-4	Inter-Library Loan Program		\$1 per item charged to everyone
LB-5	Lost Library Card Processing		\$4 per card
LB-6	Overdue Library Material Processing		Adult: \$.25 per day (\$25 max or cost of item, whichever is less); Children: \$.25 per day (\$25 max or cost of item, whichever is less); Video/Software: \$1 per day (\$50 max or cost of item, whichever is less); Special Loan: \$1 per day; Laptops: \$10 per hour (\$250 max)
LB-7	Processing Fees for Lost / Damaged Library Material		Books, Videos, Software, Compact Discs, and Replaced Lost Audio Tapes and Playaways - \$10.00; Magazines and Pamphlets - \$2.00
LB-8	Test Administration		\$35 per test
LB-9	Lost/Replacement Public Use Laptops		\$1,500 each
LB-10	Unclaimed Holds		\$1 per item after 7 days without pickup
	Library Board Application/Policy Regarding Use of Library Facilities	See Exhibit H	
	Library Board Policy Regarding Library Fines and Fees	See Exhibit H	



## Public Works, Planning, and Building Services

Item No.	Service	Reference	Fee
P-1	Animal Conditional Use Permit	GMC 8.04.100	\$1,665 per application
P-2	Annexation		\$2,445 per application
P-3	Appeal to City Council		Actual costs incurred by the City to process the appeal. The appellant shall, at the time of filing the appeal with the City, deposit a \$2,000 initial deposit plus time and materials for expenses beyond initial deposit, as determined by the City. Subsequent deposits as determined by the City to cover the City's costs in increments of \$1,000 shall be deposited until the appeal process is complete. The appellant's failure to deposit subsequent deposits with the City within seven (7) days of written notification by the City shall result in suspension of the appeal until the subsequent deposits are received by the City. If the City's costs are less than the amount of the deposit, the balance shall be returned to the appellant within 90 days of the City's final decision. Actual costs shall include all supervision, overhead, equipment, hourly wages and fringe benefits of the employees and consultants involved.
P-4	Appeal to Planning Commission (e.g. Development Plans, CUPs)		Actual costs incurred by the City to process the appeal. The appellant shall, at the time of filing the appeal with the City, deposit a \$2,000 initial deposit plus time and materials for expenses beyond initial deposit, as determined by the City. Subsequent deposits as determined by the City to cover the City's costs in increments of \$1,000 shall be deposited until the appeal process is complete. The appellant's failure to deposit subsequent deposits with the City within seven (7) days of written notification by the City shall result in suspension of the appeal until the subsequent deposits are received by the City. If the City's costs are less than the amount of the deposit, the balance shall be returned to the appellant within 90 days of the City's final decision. Actual costs shall include all supervision, overhead, equipment, hourly wages and fringe benefits of the employees and consultants involved.
P-5	Blueprint/Map Reproduction		\$3.00 per sheet
P-6	Building Address Processing w/o Map		\$555 per application
P-7	Building Investigation		\$85 per investigation
P-8	Building Permit Surcharge for NPDES (SWPPP) Inspections	GMC 21.03	5% Surcharge on Building Permits
P-9	Building Plan Check/Inspection	GMC 19.02 GMC 19.04 GMC 19.08 GMC 19.12	Exhibit A, plus building valuation data (Exhibit B) as amended periodically. Plumbing, Electrical, and Mechanical fees (Exhibit C). See also Miscellaneous Public Works Fees (Exhibit D). 10% surcharge on all fees for file maintenance.
P-10	Building Re-Address Processing		\$555 per application
P-11	Building Re-inspection		\$70 per inspection
P-12	Cement Curb/Gutter Permit: 0-100 lineal feet		\$53 per permit, plus \$.45 per lineal foot over 100 lineal feet.
P-13	Cement Sidewalk Permit: 1-500 Square Feet		\$53 per permit, plus \$.09 per square foot over 500 square feet.

## Public Works, Planning, and Building Services

Item No.	Service	Reference	Fee
P-14	Certificate of Compliance	Reso 01-11	\$1,481 per application
P-15	Change of Occupancy		\$185 per application
P-16	Conceptual Review		\$1,041 per application, to be credited to future application fees if the development goes forward.
P-17	Conditional Use Permit	GMC 21.02.020(B)	\$2,425 per application
P-18	Conditional Use Permit, Administrative	GMC 21.02.020(K)	\$1,065
P-19	Conditional Use Permit, Minor	GMC 21.02.020(L)	\$1,315
P-20	Construction and Demolition (C&D) Waste Management Plan Administration		\$360
P-21	Development Agreement	GMC 21.02.050(C)	\$3,555 per application plus \$1,500 deposit with charges at the fully allocated hourly rate for all project personnel.
P-22	Development Plan Review	GMC 21.02.040(C)	\$2,483 per application
P-23	Development Plan Review – Multiple Family Residential	GMC 21.02.040(C)	\$3,297 per application
P-24	Driveway Permit		\$53 per permit
P-25	Encroachment Permit, Permanent		\$241 per permit
P-26	Encroachment Permit, Temporary		\$86 per permit
P-27	Environmental Impact Report Review	City's CEQA Resolution, Section XII, D	If prepared by City staff, actual cost to the City as determined by the Planning Director including hourly rate for all project personnel and overhead costs. If prepared by a consultant at the discretion of the Planning Director, full contract cost plus \$6,171 administrative fee for City review and contract administration
P-28	Environmental Initial Study	City's CEQA Resolution, Section XII, D	If prepared by City staff, \$1,770. If prepared by a consultant at the discretion of the Planning Director, full contract cost plus \$6,171 administrative fee for City review and contract administration.
P-29	Environmental: Categorical Exemption Review		\$214 per application
P-30	Excavation of Natural Soil Surface		\$53 per permit
P-31	Excavation of Paved Surface: 1,000* square feet		\$691 per permit plus \$3,000 deposit.
P-32	Excavation of Paved Surface: 1-50 Square Feet		\$53 per permit plus \$150 deposit.
P-33	Excavation of Paved Surface: 51-1,000 square feet		\$220 per permit plus \$4 per square foot deposit.
P-34	Final Map Amendment Review		\$153 per application
P-35	Final Parcel Map Review		\$1,805 per application
P-36	Final Tract Map Review		\$1,954 per application plus \$13 per lot over four lots.

## Public Works, Planning, and Building Services

Item No.	Service	Reference	Fee
P-37	Fire Alarm Plan Check/Inspection		Exhibit A, plus building valuation data (Exhibit B) as amended periodically.
P-38	Fire Hood/Duct Plan Check/Inspection		Exhibit A, plus building valuation data (Exhibit B) as amended periodically.
P-39	FOG Application Fee for New Restaurants	GMC 15.30	\$250
P-40	FOG (Fats, Oil and Grease) Program Inspections	GMC 15.30	\$180
P-41	FOG Program Wastewater Sampling and Analysis	GMC 15.30	\$225
P-42	FOG Program, Industrial, Automotive, and Gas Station Re-inspection Fee	GMC 15.30, 21.03	\$100
P-43	General Plan Amendment		\$3,087 per application
P-44	General Plan Amendment - Residential		\$3,645 per application
P-45	General Plan Maintenance		12% surcharge on all permits to recover 50% of the costs
P-46	Home Occupation Permit		\$29 per application
P-47	Legal Review of CC&Rs		Review of Covenants, Conditions & Restrictions (CC&Rs) by City Attorney - Actual costs incurred by the City for the City Attorney's time inclusive of materials required for review.
P-48	Lost Inspection Card		\$15 per card
P-49	Lot Line Adjustment	GMC 20.34.060	\$1,554 per application
P-50	Lot Merger	GMC 20.36.060	\$1,554 per application
P-51	Minor Curb Cut		\$53 per permit
P-52	Minor Modification	GMC 21.02.035	\$1,422 per application
P-53	Mitigation Monitoring		Actual cost of time and materials
P-54	Modification Review (CUP or Variance)		\$2,067 per application
P-55	NPDES - Current Construction Inspection		\$47 per hour or actual cost
P-56	NPDES Automotive Inspection	GMC 21.03	\$160; follow-up Fee \$110
P-57	NPDES Gas Station Inspection	GMC 21.03	\$150; follow-up Fee \$100
P-58	NPDES Industrial Inspection	GMC 21.03	\$180; follow-up Fee \$120
P-59	NPDES Restaurant Inspection	GMC 21.03	\$90; follow-up Fee \$80
P-60	Planned Development		\$3,275 per application plus \$10,000 deposit with charges at the fully allocated hourly rate for all project personnel.
P-61	Planned Redevelopment		\$3,275 per application plus \$10,000 deposit with charges at the fully allocated hourly rate for all project personnel.

## Public Works, Planning, and Building Services

Item No.	Service	Reference	Fee
P-62	Preferential Parking District - Establishment or Modification	GMC 10.14.030	Actual Costs incurred by the City to create or modify district.
P-63	Public Improvement Plan Check/Inspection		5% of the estimated construction cost.
P-64	Radius Map and Labels		\$150
P-65	Reversion to Acreage		\$1,553 per application
P-66	Review of CC&Rs		Actual costs incurred by the City to review CC&Rs.
P-67	Second Kitchen Unit Plan Review		\$1,315
P-68	Sign Variance	GMC 19.24.030	\$1,951 per application
P-69	Specific Plan Amendment	GMC 21.06.060	\$3,243 per application
P-70	Specific Plan Review	GMC 21.06.060	\$3,927 per application plus \$10,000 deposit with charges at the fully allocated hourly rate for all project personnel.
P-71	Street Name Process w/o Map		\$2,011 per application
P-72	Street Re-Name Processing		\$2,011 per application
P-73	Street/Right-of-Way Abandonment Processing		\$1,774 per application
P-74	Street Vendor Permit	GMC 10.76.020	\$275 for new permit; \$165 for renewals
P-75	Temporary Occupancy Review		\$225 per application
P-76	Temporary Storage of Material On Street		\$53 per permit
P-77	Tentative Parcel Map Review (Lot Split)	GMC 20-24.080	\$4,006 per application
P-78	Tentative Tract Map (Subdivision)	GMC 20.16.060	\$5,286 per application plus \$85 per lot over four lots.
P-79	Time Extension Review		\$1,042 per application
P-80	Variance	GMC 21.02.030(B)	\$2,224 per application
P-81	Wide, Overweight, Long Load Review		\$16 Single Trip \$90 Annual Permit
P-82	Zone Change	GMC 21.01.050(C)	\$3,126 per application
P-83	Zoning Verification Letter		\$214
	Building Permit Fees	See Exhibit A	
	Building Valuation Data	See Exhibit B	
	Electrical, Plumbing, Mechanical, Sewer Permits	See Exhibit C	
	Miscellaneous Public Works Fees	See Exhibit D	
	Grading & Drainage Plan Check/ Inspection Fees	See Exhibit E	



## Public Safety Services

Item No.	Service	Reference	Fee
PD-1	Adult Business Entertainer Permit		\$21 per application
PD-2	Adult Business License		\$641 per application
PD-3	Alarm Permit		\$20 per permit
PD-4	Animal Control Services		Daily Kennel Fee: Small animals \$10 per day; Large animals \$20 per day
PD-5	Animal Impound		Small Animal: \$31 1 <sup>st</sup> time; \$50 2 <sup>nd</sup> time; \$100 3rd time; \$125 each subsequent Large Animal: \$125 With tranquilizer \$188 additional; If animal is not spayed or neutered charge an additional \$35/\$50/\$100 by State Law.
PD-6	Animal License Issuance	GMC 8.08.020	Cat License: \$5 (lifetime), Cat Tag \$1 per year; Dog License: Unaltered \$60 per year; Altered \$20 per year; Late fee after August 1 - \$25 per dog; Replacement tag \$5
PD-7	Animal Retrieval/Disposal		\$32 - Small animals; \$51 - Livestock
PD-8	Animal Trap Rental		\$15 per trap; Bill cost for traps that are damaged or not returned.
PD-9	Bicycle Licenses	GMC 10.24	\$6.00 for three years (no proration) Expires 12/31 of third year.
PD-10	Booking Fee (Criminal Justice Administration Fee)	Reso 04-23	\$137
PD-11	Civil Subpeona		\$15 plus reproduction costs; \$300 per day deposit plus travel costs.
PD-12	Code Enforcement Investigation		Various fines from \$50 to \$1,500; Charge full cost recovery if the case goes to court; \$90 re-investigation fee (before going to court).
PD-13	Concealed Weapons Permit		New Application: \$250 Renewal Application: \$78 Amended Application: \$10 Psychological testing costs are to be added to the above fee up to \$150
PD-14	Cost Recovery of Graffiti Damage Caused by a Minor	GMC 9.52.020(C)	Reimbursement by parents/guardians of minors must be made for the actual cost of repair of civil damages including court costs and attorney's fees.
PD-15	Disabled Placard Valid but Not Properly Displayed	CVC §40226	\$25 administrative fee to process cancellation of a citation in any case where the individual who received the citation can show proof that he or she had been issued a valid placard at the time the citation was received.
PD-16	Duces Tecum Subpeona		\$15 per request plus reproduction costs

## Public Safety Services

Item No.	Service	Reference	Fee
PD-17	DUI Accident Response Investigation		Charge the fully allocated hourly rate for all emergency personnel responding, not to exceed \$12,000 per incident (per State law).
PD-18	Emergency Pet Services		\$49 per response \$129 per after-hours response
PD-19	False Alarm Response		1 <sup>st</sup> three false alarms in calendar year: No Charge; 4 <sup>th</sup> response: \$40; 5 <sup>th</sup> and subsequent response: \$80
PD-20	Fingerprint Card		\$20 per card for Livescan fingerprinting plus the actual costs charged by the State of California Department of Justice and/or Federal Bureau of Investigation, if applicable. (Resolution No. 04-16)
PD-21	Impound Vehicle Release		\$120 per vehicle
PD-22	Inspection, documentation and registration of vacant property or property in foreclosure	GMC 9.40.040	\$180
PD-23	Massage Business Permit	GMC 5.10	\$350 per application
PD-24	Massage Business Permit Renewal	GMC 5.10	\$350 annually
PD-25	Massage Tech/Practitioner Permit	GMC 5.10	\$297 per application
PD-26	Massage Tech/Practitioner Permit Renewal	GMC 5.10	\$297 annually
PD-27	Massage Business Location Change	GMC 5.10	\$182 per application
PD-28	Massage Business Sale/Transfer	GMC 5.10	\$350 per application
PD-29	Noise Disturbance Response Call-Back / Alcohol consumed by a minor	GMC 9.44	1 <sup>st</sup> Response: No charge; 2 <sup>nd</sup> Response: \$150 plus EE service cost; 3 <sup>rd</sup> Response: \$300 plus EE service cost; 4 <sup>th</sup> Response: \$450 plus EE service cost
PD-30	Parade/Special Event Permit		New: \$580 Repeat: \$190
PD-31	Parking Permit - Early Morning		\$5/day; \$75 per year
PD-32	Police Computer Records Search		\$60 per hour
PD-33	Police Photo Reproduction		\$33 per request plus outside reproduction costs
PD-34	Police Report Copy		First five (5) pages free, \$.15 per page thereafter.

## Public Safety Services

Item No.	Service	Reference	Fee
PD-35	Police Special Services		Actual cost for Special Police Services requiring a regular peace officer -Three hour minimum.  Actual cost for Special Police Services requiring a non-peace officer or reserve police officer - Three hour minimum
PD-36	Rabies Vaccination Voucher Processing		\$16 per voucher
PD-37	Records Check/Clearance Letter		\$25 per letter
PD-38	Recreational Vehicle Permit		\$170 per application (only available to vehicles granted parking exemption through the 1993 Ordinance and recorded with the Community Preservation Division of the Police Department) (Ordinance No. 1893, March 11, 2008)
PD-39	Rental Housing Inspection		\$235 per unit
PD-40	Street Vendor Permit		New: \$275 per application Renewal: \$165 per application
PD-41	Temporary Sign/Banner Permit	GMC 19.24.070(8)	\$45 per application
PD-42	Vehicle Equipment Correction Inspection		\$20 per inspection (except for GPD -issued citations)
PD-43	Video/Audio Tape Reproduction		\$10 per tape
PD-44	VIN Verification		\$59 per vehicle
PD-45	Weapons Storage Processing		Intake: \$33. Release: \$33 Monthly Inventory: \$11 per month per gun
PD-46	Traffic Collision Report		\$10 per report
	Vehicle Code Violations	See Exhibit F	

## Utility and Maintenance Services

Item No.	Service	Reference	Fee
UMT-1	Damage to City Property Repair		The fully allocated hourly rates for all responding personnel and actual materials cost and/or actual costs of 3 <sup>rd</sup> party services.
UMT-2	Delinquent Turn Off/On Reconnect Fee	GMC 14.20.180	\$70 – Regular hours \$100 –After regular hours Rates determined by rate case proposals from the Water Commission as adopted or amended by ordinance of the City Council. (Ordinance No. 1784 and/or future amendments)
UMT-3	Hazardous Material Spill Cleanup and Disposal		Charge the fully allocated hourly rates for all responding personnel and actual materials cost and/or actual costs of 3 <sup>rd</sup> party services.
UMT-4	Sewage Spill Cleanup		Charge the fully allocated hourly rates for all responding personnel and actual materials cost and/or actual costs of 3 <sup>rd</sup> party services.
UMT-5	Street Light Maintenance		Assessment District assessments to those parcels which receive a direct benefit.
UMT-6	Temporary Water Meter Rental Service		\$29 per meter plus deposit
UMT-7	Water Bill Penalties	GMC 14.20	10% of original amount billed
UMT-8	Water Conservation Violations	GMC 14.34	The first water conservation violation will result in a written warning; subsequent violations in the same 12 month period are subject to fines of \$150, \$250, and \$1,000 respectively. The \$1,000 fine shall be treated as a misdemeanor.
UMT-9	Water Service	GMC 14.20	Various rates depending on meter size and water used. Rates determined by rate case proposals from the Water Commission as adopted or amended by ordinance of the City Council. (Ordinance No. 1784 and/or future amendments)
UMT-10	Water System Inspection (Non-Tract)		\$67 per inspection
UMT-11	Water Rates	GMC 14.20	Subject to change based on rate cases considered by City Council each year.
	Water Service Installation Charges	See Exhibit I	



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## Exhibit A: Building Permit Fees

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## EXHIBIT A

**BUILDING PERMIT FEES**

<b>TOTAL VALUATION</b>	<b>FEE</b>
\$1.00 TO \$500.00	\$23.50
\$501.00 TO \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,000.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof.
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours.....	\$47.00 per hour*
(minimum charge – two hours)	
2. Reinspection fees .....	\$47.00 per hour*
3. Inspection for which no fee is specifically indicated.....	\$47.00 per hour*
(minimum charge – one half hour)	
4. Additional plan review required by changes, additions or revisions on plans.....	\$47.00 per hour*
(minimum charge – one half hour)	
5. For use of outside consultants for plan checking and inspections, or both.....	Actual costs**

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, Hourly wages and fringe benefits of the employees involved.

\*\*Actual costs include administrative and overhead costs.

## EXHIBIT A

### BUILDING VALUATION DATA FOR SPECIALTY ITEMS

**Authority:** GMC 19.02.020 (b)

**Policy Objective:** To establish building valuation data for items not expressly set by the International Code Council (ICC) as stated in the "Building Standards" magazine.

**Assigned Responsibility:** Building Division: Building Official

#### Procedures:

1. To determine the building valuation for the purpose of establishing a building permit fee, the valuation of a patio shall be as follows:
  - A) **Patio (Open):**  
Valuation will be equal to the valuation of an open carport as set by the Annual Building Valuation Data. (Carport = 68.3% of garage value)  

**\$142.00**
  - B) **Patio (Closed):**  
Valuation will be twice the valuation used for an open patio.  

**\$282.40**
2. To determine the building valuation for the purpose of establishing a building permit fee, the valuation of a replacement roof shall be as follows:
  - A) **Composition or built up roof:  
(Fiberglass)**  
Valuation will be determined at the rate of (\$3.00) three dollars per square foot of roof area.  

**\$3.00**
  - B) **All other roofing material:**  
(Wood, shake, slate tile (need calcs) etc...  
Valuation will be determined at the rate of (\$6) six dollars per square foot of roof area.  

**\$6.00**
3. To determine the building valuation for the purpose of establishing a building permit fee, the valuation of a swimming pool, spa or combination of a pool and spa shall be as follows:
  - A) **Swimming Pools:**  
Valuation shall be determined at the rate of (\$80.00) eighty dollars per square foot.  

**\$80.00**
  - B) **Pool and Spa:**  
Valuation will be determined at the rate of (\$100.00) one-hundred dollars per square foot.  

**\$85.00**

## EXHIBIT A

4. To determine the building valuation for the purpose of establishing a building permit fee, the valuation of a retaining wall shall be as follows:
  - A) **Retaining Walls:**  
Valuation will be determined at the rate of **\$29.60** (twenty nine dollars and 60 cents) per square foot, calculated as length x width.
  - B) **Free Standing Walls in excess of 6 feet in height.**  
Valuation will be determined at **\$20.00** (twenty dollars) per square foot, calculated as length x width.
5. **Sign fees based on their valuation with a minimum collected to cover two (2) inspections plus plan check fees.**
6. **Fire Alarm Plan Check/Permits per their valuation or \$ .45 (forty five cents) per square foot, whichever is greater.**
7. **Change of Occupancy:** **\$185.00** per application
8. **Temporary Occupancy Review:** **\$225.00** per application
9. **Building Re-inspection** **\$ 72.00** per inspection to recover actual costs
10. **Building Investigation** **\$ 85.00** per investigation to recover 50% of the costs
11. **Lost Inspection Card** **\$15.00** per card
12. **Commercial Solar** **\$250** plan check  
**\$350** inspection
13. **Residential Solar** **\$500 – Plan Check / Permit Fee (plus \$15 per kilowatt for each kilowatt above 15 kW)**

**10% surcharge for file maintenance on all permits.**

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## Exhibit B: Building Valuation Data



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## Building Valuation Data – February 2013

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2013. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2012 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

### Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and

does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

### Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

### Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

### Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

### Example

Type of Construction: IIB  
Area: 1st story = 8,000 sq. ft.  
2nd story = 8,000 sq. ft.  
Height: 2 stories  
Permit Fee Multiplier = 0.0075  
Use Group: B

1. Gross area:  
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:  
B/IIB = \$155.73/sq. ft.
3. Permit Fee:  
Business = 16,000 sq. ft. x \$155.73/sq. ft x 0.0075  
= \$18,688

## Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

**Square Foot Construction Costs** <sup>a, b, c, d</sup>

Group (2009 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	218.43	211.06	205.70	197.03	185.03	179.84	190.46	169.17	162.46
A-1 Assembly, theaters, without stage	199.96	192.59	187.22	178.56	166.57	161.38	171.98	150.70	144.00
A-2 Assembly, nightclubs	170.48	165.64	161.01	154.54	145.16	141.23	148.83	131.55	127.83
A-2 Assembly, restaurants, bars, banquet halls	169.48	164.64	159.01	153.54	143.16	140.23	147.83	129.55	126.83
A-3 Assembly, churches	201.93	194.56	189.19	180.53	168.68	163.49	173.95	152.81	146.11
A-3 Assembly, general, community halls, libraries, museums	168.94	161.57	155.21	147.54	134.66	130.47	140.97	118.80	113.09
A-4 Assembly, arenas	198.96	191.59	185.22	177.56	164.57	160.38	170.98	148.70	143.00
B Business	175.94	169.50	163.74	155.73	141.26	135.99	149.30	124.14	118.20
E Educational	183.47	177.15	171.88	164.04	152.79	144.62	158.31	132.93	128.42
F-1 Factory and industrial, moderate hazard	105.35	100.40	94.40	90.74	80.87	77.38	86.70	66.73	62.58
F-2 Factory and industrial, low hazard	104.35	99.40	94.40	89.74	80.87	76.38	85.70	66.73	61.58
H-1 High Hazard, explosives	98.69	93.74	88.74	84.08	75.41	70.92	80.04	61.27	N.P.
H234 High Hazard	98.69	93.74	88.74	84.08	75.41	70.92	80.04	61.27	56.12
H-5 HPM	175.94	169.50	163.74	155.73	141.26	135.99	149.30	124.14	118.20
I-1 Institutional, supervised environment	172.59	166.52	161.68	154.82	142.07	138.32	154.51	127.48	123.05
I-2 Institutional, hospitals	298.73	292.30	286.54	278.52	263.00	N.P.	272.10	245.87	N.P.
I-2 Institutional, nursing homes	206.50	200.06	194.30	186.29	171.80	N.P.	179.86	154.67	N.P.
I-3 Institutional, restrained	200.40	193.96	188.20	180.19	167.24	160.97	173.76	150.11	142.18
I-4 Institutional, day care facilities	172.59	166.52	161.68	154.82	142.07	138.32	154.51	127.48	123.05
M Mercantile	127.05	122.21	116.58	111.11	101.45	98.53	105.40	87.85	85.12
R-1 Residential, hotels	173.90	167.83	162.99	156.13	143.63	139.89	155.83	129.05	124.61
R-2 Residential, multiple family	145.89	139.82	134.98	128.12	116.31	112.56	127.81	101.72	97.29
R-3 Residential, one- and two-family	137.67	133.88	130.54	127.18	122.21	119.14	124.55	114.28	107.08
R-4 Residential, care/assisted living facilities	172.59	166.52	161.68	154.82	142.07	138.32	154.51	127.48	123.05
S-1 Storage, moderate hazard	97.69	92.74	86.74	83.08	73.41	69.92	79.04	59.27	55.12
S-2 Storage, low hazard	96.69	91.74	86.74	82.08	73.41	68.92	78.04	59.27	54.12
U Utility, miscellaneous	73.21	69.14	64.71	61.11	54.84	51.28	58.17	42.89	40.62

- a. Private Garages use Utility, miscellaneous  
b. Unfinished basements (all use group) = \$15.00 per sq. ft.  
c. For shell only buildings deduct 20 percent  
d. N.P. = not permitted

## Exhibit C: Electrical, Plumbing, Mechanical, Sewer Permits

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**EXHIBIT C**

## **Building Permit Application**

Fee is calculated per Exhibit B and Exhibit C  
10% surcharge for file maintenance  
Double fee for work started without permit

Fire Suppression	\$4,365*
Factory Built Fireplace	\$2,850*
Masonry Fireplace	\$7,815*
Light Standards	\$2,685*

\*Minimum valuation as set by the Building Official per the 2010 CBC, Section 109.3 or contractor valuation (whichever is greater).

**Monument** sf plus monument base valuation

## Electrical Permit Application

Receptacles/Lights/Switches Total Outlets:

First 20	\$1.40 each
Additional over 20	.90

### Lighting Fixtures:

First 20	\$1.40 each
Additional over 20	.90

### Ranges/Clothes Dryers/Water Heaters

5.65 each

Dishwasher/Stat Cook/Stat App (1/2 HP Max)

5.65

### Motors:

Over	Not Over	
1	1	6.90 ach
2	10	14.10
11	50	35.35
51	100	70.55
101	500	113.00
Over 500		Sum of combined ratings

Signs	56.35 each
Timers	14.10
Service 0-600V-Not Over 200Amp	70.27
Service Over 200 Amp	56.35
New Dwellings: Square Foot	.07
New Apartments: Square Foot	.06
Temporary Power Poles	28.25
Temporary Distribution Poles	14.10
Carnivals	23.50 per attraction
Swimming Pool/Spas	61.35
Where No Fee is Set	75.00
Add Plan Check per Exhibit A	
Issuance Fee Per Permit	42.00

## EXHIBIT C

10% surcharge for file maintenance  
Double fee for work started without permit

### **Plumbing Permit Application**

Toilet	\$11.30
Bath Tub	11.30
Shower	11.30
Wash Basin	11.30
Kitchen Sink	11.30
Dishwasher	11.30
Laundry Tub or Tray	11.30
Automatic Washer	11.30
Water Heater	40.57
Solar Water Heater	31.50
Water Softener	11.30
Gas System	11.30
Additional Gas Outlet Over 5	2.65
Floor Drain	11.30
Lawn Sprinkler System	17.00
Misc. Water Piping	11.30
Swimming Pool Piping	24.25
Pea Trap	11.30
Where No Fee is Set	75.00
Add Plan Check per Exhibit A	
Issuance Fee Per Permit	42.00
10% surcharge for file maintenance	
Double fee for work started without permit	

### **Mechanical Permit Application**

Refrigeration Compressor	
Absorption Unit	
Fuel Burning Heater, Boiler, Furnace	
Vented Decorative Appliance	
Up to 100,000 BTU	\$17.00
Up to 1,000,000 BTU	31.20
Over 1,000,000 BTU	78.00
Air Handling Unit	
Up to 2,000 CFM	17.00
Up to 10,000 CFM	23.40
Over 10,000 CFM	39.00
Air Inlet or Outlet (not included above)	7.90
Appliance Vent (not included above)	7.90
Evaporative Cooler	12.80
Ventilation Fans Up to 10	11.30
Additional Fans Over 10	3.75
Ventilation System	18.75

## EXHIBIT C

### **Mechanical Permit Application (Continued)**

Kitchen Hood & Exhaust System	39.00
Spray Booth, Exhaust System	39.00
Fire Dampers	7.50
Alter Duct System (not included above)	18.50
Where No Fee is Set	75.00
Add Plan Check per Exhibit A	
Issuance Fee Per Permit	42.00
10% surcharge for file maintenance	
Double fee for work started without permit	

### **Sewer Permit Application**

House Sewer Connecting to Public Sewer	56.75
Septic Tank Seepage Pit or Pits/Drain Field	84.75
Overflow Seepage Pit Drain field Ext.	28.25
Connect Additional Building/Work	28.25
Alter, Repair or Abandon House Sewer	28.25
Saddle Main Line	61.50
Excavation (Under Sidewalk/Public Improvement)	36.50
Grease Interceptor	56.75
Where No Fee is Set	75.00
Add Plan Check per Exhibit A	
Issuance Fee Per Permit	42.00
10% surcharge for file maintenance	
Double fee for work started without permit	



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## **Exhibit D: Miscellaneous Public Works Fees**

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**EXHIBIT D****PUBLIC WORKS DIVISION FEES**

<b><u>DESCRIPTION</u></b>	<b><u>FEE:</u></b>	<b><u>DEPOSIT:</u></b>
<b>SUBDIVISION FEES</b>		
Street Name Signs	\$310.00 per set	
Traffic Signs	\$300.00 per sign	
		\$3,000.00 - Marbelite; \$4,200.00 Double Davit
Street Lights (Administration)	\$205.00 per light	
Curb Stenciling	\$11.00 per lot	
<b><u>PARCEL MAP/TRACT MAP DEVELOPMENT FEES</u></b>		
Final Parcel Map Review	\$1,805.00 per application	
Final Tract Map Review	\$1,954.00 per application + \$13.00 per lot over 4 lots	
Final Map Amendment Review	\$153.00 per application	
Street Name Processing w/o Map	\$2,011.00 per application	
Street Re-Name Processing	\$2,011.00 per application	
Building Address Processing w/o Map	\$555.00 per application	
Building Re-Address Processing	\$555.00 per application	
Street/Right-of-way Abandonment Processing	\$1,774.00 per application	
<b><u>DRAINAGE/GRADING</u></b>		
Drainage Plan Check/Inspection/SWPPP	\$307.00	
Grading Plan Check/Inspection	Refer to Drainage/Grading Chart	
Grading Permit Fee	Refer to Drainage/Grading Chart	
Grading Bond	\$1.92 per Cubic Yard, Cut & Fill Total	
Geotechnical/Soils Report Review	\$307.00 or actual cost	
SUSMP Plan Check Fee	\$307.00 or actual cost	
<b><u>ENCROACHMENT PERMITS</u></b>		
Temporary Placement on Street Permit	\$68 or actual cost	
Temporary Encroachment Permit	\$86.00	
Permanent Encroachment Permit	\$241.00	
<b><u>PLAN CHECKS</u></b>		
Public Improvement Plan Check/Inspection	5% of Engineer's Estimate of Construction Costs	
Traffic Control Plan Review	\$240.00 or actual cost	
Miscellaneous Plan Reviews	\$240.00 or actual cost	
Signing/Striping Plan Check	\$307.00 or actual cost	
SWPPP Review Fee (over 1 acre)	\$307.00 or actual cost	
Traffic Study Review Fee	\$307.00 or actual cost	
Delta Revision Fee	\$307.00 or actual cost	
Delta Revision to Drainage/Grading Plans	Refer to Drainage/Grading Chart	
Stock Pile Plan Review Fee	\$307.00 or actual cost	
Hydrology & Hydraulics Report Review Fee	\$307.00 or actual cost	
<b><u>DRIVE APPROACH PERMITS</u></b>		
Residential Drive Approach	\$68.00 or actual cost (each approach)	
Commercial Drive Approach	\$68.00 or actual cost (each approach)	
<b><u>EXCAVATION PERMITS</u></b>		
Natural Soil Excavation (sod/earth)	\$53.00	
Paved Surfaces:		
1 - 50 s.f.	\$68 or actual cost	\$150.00
51 - 1,000 s.f.	\$220.00	\$4.00 per s.f.
Over - 1,000 s.f.	\$691.00	\$3,000

**EXHIBIT D**
**PUBLIC WORKS DIVISION FEES**

<b><u>DESCRIPTION</u></b>	<b><u>FEE</u></b>	<b><u>DEPOSIT</u></b>
<b><u>CURB, GUTTER, SIDEWALK &amp; PAVING PERMITS</u></b>		
<b><u>Curb and/or Gutter</u></b>		
0 - 100 l.f.	\$53.00	
Over - 100 l.f.	\$53.00 plus 45¢ per l.f. over 100 l.f.	
<b><u>Sidewalk</u></b>		
0 - 500 s.f.	\$53.00	
Over 500 s.f.	\$53.00 plus 09¢ per s.f. over 500 s.f.	
<b><u>Minor Curb Cut/Drilling (Core)</u></b>		
Per Curb location	\$53.00	
<b><u>Paving</u></b>		
Refer to Excavation Permit - Paved Surfaces for cost (No Deposit Required)		
<b><u>SEWER FEES</u></b>		
House Sewer Connecting to Public Sewer	\$56.75	
Permit Issuance Fee (through Building Div.)	\$42.00	
Sewer Front Footage	\$6.50 per front foot	
Sewer Acreage	\$730.00 per acre for lots over 150' deep	
Sewer Main Inspection Fee	25¢ per l.f.	
Manhole, Junction Structure, etc. Inspection	\$25.00	
Sewer Area Study Review Fee	\$307 or actual cost	
<b><u>MISCELLANEOUS PERMIT FEES</u></b>		
Pool Drainage Permit	\$42.00	
Sign Impound Fee	\$100.00	
Newsrack Registration (per rack)	\$57.00	
Standard Design Book	\$69.00	
Blueprint/Map Reproduction	\$3.00 per sheet	
Xerox Copies	1st 5 pages free, 15¢ per page thereafter	
Title Blocks	\$10.00	
Easement Quitclaim Deed Processing	\$100.00	
Oversized Transportation Permit	\$16.00 Single Trip/\$90.00 Annual Permit	
Moving Building/House	\$75.00 Permit Fee	\$1,000.00
NPDES Current Construction Inspection	\$68.00 per hour or actual cost	
<b><u>Hazardous Material Spill:</u></b>		
Cleanup & Disposal	Fully allocated hourly rates for all responding personnel **	
Sewage Spill Cleanup	Fully allocated hourly rates for all responding personnel **	
Damage to City Property/Repair	Fully allocated hourly rates for all responding personnel **	
	** And/or actual materials cost and/or actual costs of 3rd party services.	
<b><u>MISCELLANEOUS INSPECTIONS</u></b>		
Inspections (after hours/weekends)	Actual cost - 2 hour minimum	
Re-inspections	Actual cost	
Inspection (no indicated fee)	Actual cost - 1/2 hour minimum	
3rd Party Consultants	Actual cost	

## **Exhibit E: Grading & Drainage Plan Check/Inspection Fees**

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# EXHIBIT E

## GRADING & DRAINAGE PLAN CHECK / INSPECTION FEES GRADING PERMIT FEES

DRAINAGE PLAN CHECK FEE (1-50 CUBIC YDS.):

\$307

GRADING PLAN CHECK/INSPECTION FEES:

Refer to chart below

GRADING PERMIT FEES:

Refer to chart below

GRADING BONDS:

\$1.92 per C.Y. CUT & FILL

CUBIC	YARDS	PLAN CK. FEE	PERMIT FEE	TOTAL FEES	CUBIC	YARDS	PLAN CK. FEE	PERMIT FEE	TOTAL FEES
51	100	\$307	\$370	\$677	35,001	38,000	\$5,357	\$5,420	\$10,777
101	200	\$384	\$447	\$831	36,001	37,000	\$5,491	\$5,554	\$11,045
201	300	\$461	\$524	\$985	37,001	38,000	\$5,626	\$5,689	\$11,314
301	400	\$538	\$601	\$1,139	38,001	39,000	\$5,760	\$5,823	\$11,583
401	500	\$614	\$677	\$1,292	39,001	40,000	\$5,894	\$5,957	\$11,852
501	600	\$691	\$754	\$1,445	40,001	41,000	\$6,029	\$6,092	\$12,121
601	700	\$768	\$831	\$1,598	41,001	42,000	\$6,163	\$6,226	\$12,389
701	800	\$845	\$908	\$1,753	42,001	43,000	\$6,298	\$6,361	\$12,658
801	900	\$922	\$985	\$1,906	43,001	44,000	\$6,432	\$6,495	\$12,927
901	1,000	\$998	\$1,061	\$2,060	44,001	45,000	\$6,566	\$6,629	\$13,196
1,001	2,000	\$1,094	\$1,157	\$2,252	45,001	46,000	\$6,701	\$6,764	\$13,465
2,001	3,000	\$1,190	\$1,253	\$2,444	46,001	47,000	\$6,835	\$6,898	\$13,733
3,001	4,000	\$1,286	\$1,349	\$2,636	47,001	48,000	\$6,970	\$7,033	\$14,002
4,001	5,000	\$1,382	\$1,445	\$2,828	48,001	49,000	\$7,104	\$7,167	\$14,271
5,001	6,000	\$1,478	\$1,541	\$3,020	49,001	50,000	\$7,238	\$7,301	\$14,540
6,001	7,000	\$1,574	\$1,637	\$3,212					
7,001	8,000	\$1,670	\$1,733	\$3,404					
8,001	9,000	\$1,766	\$1,829	\$3,596					
9,001	10,000	\$1,862	\$1,925	\$3,788					
10,001	11,000	\$1,997	\$2,060	\$4,057					
11,001	12,000	\$2,131	\$2,194	\$4,325	50,001-100,000		\$7,238 FOR FIRST 50,000 C.Y. PLUS \$115 PER 1,000 C.Y. OR FRACTION THEREOF OVER 50,000		
12,001	13,000	\$2,266	\$2,329	\$4,594					
13,001	14,000	\$2,400	\$2,463	\$4,863					
14,001	15,000	\$2,534	\$2,597	\$5,132					
15,001	16,000	\$2,669	\$2,732	\$5,401					
16,001	17,000	\$2,803	\$2,866	\$5,669					
17,001	18,000	\$2,938	\$3,001	\$5,938					
18,001	19,000	\$3,072	\$3,135	\$6,207	OVER 100,000		\$12,998 FOR FIRST 100,000 C.Y. PLUS \$58 PER 1,000 C.Y. OR FRACTION THEREOF OVER 100,000		
19,001	20,000	\$3,206	\$3,269	\$6,475					
20,001	21,000	\$3,341	\$3,404	\$6,744					
21,001	22,000	\$3,475	\$3,538	\$7,013					
22,001	23,000	\$3,610	\$3,673	\$7,282					
23,001	24,000	\$3,744	\$3,807	\$7,551					
24,001	25,000	\$3,878	\$3,941	\$7,820					
25,001	26,000	\$4,013	\$4,076	\$8,089					
26,001	27,000	\$4,147	\$4,210	\$8,357					
27,001	28,000	\$4,282	\$4,345	\$8,626					
28,001	29,000	\$4,416	\$4,479	\$8,895					
29,001	30,000	\$4,550	\$4,613	\$9,164					
30,001	31,000	\$4,685	\$4,748	\$9,433					
31,001	32,000	\$4,819	\$4,882	\$9,701					
32,001	33,000	\$4,954	\$5,017	\$9,970					
33,001	34,000	\$5,088	\$5,151	\$10,239					
34,001	35,000	\$5,222	\$5,285	\$10,508					

### Other Inspections and Fees:

- 1) Inspections outside normal business hours (min. charge - 2 hrs.): \$47.00 per hour<sup>1</sup>
- 2) Reinspection fees assessed under provisions of Calif. Bldg. Code, Section 305.8: \$47.00 per hour<sup>1</sup>
- 3) Inspections for which no fee is specifically indicated (min. charge - .5 hour): \$47.00 per hour<sup>1</sup>
- 4) Additional plan review required by changes, additions or revisions to plans (min. charge - .5 hour): \$47.00 per hour<sup>1</sup>
- 5) For use of outside consultants for plan checking and/or inspections: Actual costs<sup>2</sup>

<sup>1</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest.

This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

<sup>2</sup>Actual costs include administrative and overhead costs.

To calculate fee, use larger of either cut or fill in cubic yards.



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## **Exhibit F: Police Vehicle Code Violations**

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**EXHIBIT F****CALIFORNIA VEHICLE CODE VIOLATIONS**

<b>Section</b>	<b>Violation</b>	<b>Fee</b>
21113	Prohibited parking on public grounds	\$36
5200(a)	No front license plate	\$66
5204	Failure to display registration tab	\$66
5204(a)	Current year tab required	\$66
22500(a)	Parked within intersection	\$36
22500(b)	Parked on crosswalk	\$36
22500(c)	Parked in painted zone	\$36
22500(d)	Parked within 15 feet of fire station	\$36
22500(f)	Parked on sidewalk	\$36
22500(g)	Parked at street excavation	\$36
22500(h)	Double parked	\$36
22500(i)	Parked in a bus zone	\$36
22500(k)	Parked on bridge	\$36
22500(l)	Parked blocking disabled ramp	\$261
22500.1	Parked in fire lane	\$61
22502	Parked in excess of 18 inches of curb/wrong side	\$36
22507.8	Parked/obstructing handicapped space	\$336
22514	Parked too close to fire hydrant	\$36
22515	Parked without setting brake, stopping motor	\$36
22522	Parked blocking access ramp	\$286

**GLENDORA MUNICIPAL CODE PARKING VIOLATIONS**

<b>Section</b>	<b>Violation</b>	<b>Fee</b>
10.12.010	Parked vehicle with for sale sign	\$86
10.12.020	Early morning parking prohibited	\$51
10.12.030	Failure to obey curb markings	\$51
10.12.040	Parking in excess of 72 hours	\$51
10.12.050	Parking on public property in violation of signs	\$51
10.12.060	Commercial Vehicle: Parked in residential area	\$86
10.12.070	Commercial Vehicle: Parked in commercial area	\$66
10.12.080	Parking in violation of posted sign	\$51
10.12.090	Parked with sign advertising event	\$51
10.14.050	Preferential parking permit required	\$51
10.16.020	Selling from parked vehicle	\$51
10.17.080	Parked in violation of posted signs	\$36
	Late Penalty	\$45

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**Exhibit G: Community Services Facilities Fees & Cost  
Recovery Guidelines for Services and Programs**

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## Community Services Department - Schedule of Fees for Facilities

	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Building/ Facility	City programs sponsored and/or funded programs or events	Youth Sports Leagues, Official Glendora School District funded programs or events	Resident, Glendora Services Organizations and/or Non-Profit Organizations.	Non-Resident, Educational and/or Tournament Field Rentals (2 day or more event)	For-Profit Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)	For-Profit Non Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)

### SCOUT HUT

*Boy/Girl Scouts Only 1 - Room			\$40 Seasonal \$70 Annual	\$80 Seasonal \$140 Annual		
1-Room	N/A	\$50 per hour	\$50 per hour	\$100 per hour	\$125 per hour	\$150 per hour
2-Room	N/A	\$75 per hour	\$75 per hour	\$150 per hour	\$175 per hour	\$200 per hour
Cleaning	N/A	\$125	\$125	\$125	\$125	\$125
Administration Fee	N/A	\$10	\$10	\$10	\$10	\$10
Booking Fee	N/A	N/A	\$25 non-refundable	\$25 non-refundable	\$25 non-refundable	\$25 non-refundable
Facility Deposit	N/A	\$100 - refundable	\$100 - refundable	\$100 - refundable	\$100 - refundable	\$100 - refundable
Staff*	N/A	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour
Insurance	N/A	Required	Required	Required	Required	Required

\*Staff Fee Waived for Scouts unless using on weekend

### LEGION BUILDING

Legion Building	N/A	\$200 1st hour \$40 each additional hour	\$225 1st hour \$50 each additional hour	\$325 1st hour \$60 each additional hour	\$350 1st hour \$60 each additional hour	\$400 1st hour \$70 each additional hour
Kitchen Fee	N/A	\$75 Flat Fee	\$75 Flat Fee	\$75 Flat Fee	\$75 Flat Fee	\$75 Flat Fee
Staff 75/1	N/A	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour
Cleaning Fee	N/A	\$125	\$125	\$125	\$125	\$125
Patio Room	N/A	\$25 per hour	\$25 per hour	\$50 per hour	\$75 per hour	\$100 per hour
Booking Fee	N/A	\$100 non-refundable	\$100 non-refundable	\$100 non-refundable	\$100 non-refundable	\$100 non-refundable
Administration Fee	N/A	\$10	\$10	\$10	\$10	\$10
Facility Deposit	N/A	\$300 refundable	\$300 refundable	\$300 refundable	\$300 refundable	\$300 refundable
Insurance	N/A	Required	Required	Required	Required	Required

### BIG DALTON - Amphitheater or Outside Girl Scout Cabin Area

Day Use	N/A	\$ 40 Flat Fee	\$50 Flat Fee	\$100 Flat Fee	\$200 Flat Fee	\$250 Flat Fee
Booking Fee	N/A	N/A	\$50 non-refundable	\$100 non-refundable	\$100 non-refundable	\$100 non-refundable
Facility Deposit	N/A	\$100 refundable	\$100 refundable	\$100 refundable	\$100 refundable	\$100 refundable



	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>	<b>Group 5</b>	<b>Group 6</b>
<b>Building/ Facility</b>	<b>City programs sponsored and/or funded programs or events</b>	<b>Youth Sports Leagues, Official Glendora School District funded programs or events</b>	<b>Resident, Glendora Services Organizations and/or Non-Profit Organizations.</b>	<b>Non-Resident, Educational and/or Tournament Field Rentals (2 day or more event)</b>	<b>For-Profit Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)</b>	<b>For-Profit Non Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)</b>
Insurance	N/A	Required	Required	Required	Required	Required
Administration Fee	N/A	\$10	\$10	\$10	\$10	\$10
Staff	N/A	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour
Key Deposit	N/A	\$50 Cash when picking up key	\$50 Cash when picking up key	\$50 Cash when picking up key	\$50 Cash when picking up key	\$50 Cash when picking up key
Fire Permit	N/A	Required	Required	Required	Required	Required

*For Glendora Scouts deposit only, day use fee waived*

### **FIELD RENTALS**

Field Rentals	N/A	Free	\$10 per hour per field	\$30 per hour per field	\$30 per hour per field	\$50 hour per field plus \$50 per day fee
Lights	N/A	\$12 per hour	\$20 1st hour \$15 each additional hour	\$35 per hour	\$30 1st hour \$25 each additional hour	\$35 1st hour \$30 each additional hour
Field Prep	N/A	Free	\$35	\$35	\$35	\$50
Staff	N/A	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour
Administration Fee	N/A	Waived	\$10	\$10	\$10	\$10
Facility Deposit	N/A	Waived	\$200 refundable	\$200 refundable	\$500 refundable	\$500 refundable
Insurance	Required	Required	Required	Required	Required	Required

### **TEEN CENTER**

Teen Center	N/A	\$240 per hour	\$250 per hour	\$500 per hour	\$700 per hour	\$725 per hour
Gymnasium	N/A	\$80 per hour	\$125 per hour	\$150 per hour	\$200 per hour	\$225 per hour
Meeting Room	N/A	free*	\$75 per hour	\$100 per hour	\$125 per hour	\$150 per hour
Staff Fee	N/A	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour
Booking Fee	N/A	\$100 non-refundable	\$100 non-refundable	\$100 non-refundable	\$100 non-refundable	\$100 non-refundable
Facility Deposit	N/A	\$200 refundable	\$200 refundable	\$200 refundable	\$200 refundable	\$200 refundable
Administration Fee	N/A	\$10	\$10	\$10	\$10	\$10
Insurance	N/A	Required	Required	Required	Required	Required

	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Building/ Facility	City programs sponsored and/or funded programs or events	Youth Sports Leagues, Official Glendora School District funded programs or events	Resident, Glendora Services Organizations and/or Non-Profit Organizations.	Non-Resident, Educational and/or Tournament Field Rentals (2 day or more event)	For-Profit Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)	For-Profit Non Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)

### **BIG TREE PARK - two hour reservation, 50 chairs, 1 table and staff set up**

Booking Fee	N/A	\$200 non-refundable	\$300 non-refundable	\$400 non-refundable	\$500 non-refundable	\$500 non-refundable
Facility Deposit	N/A	\$200-refundable	\$200-refundable	\$200-refundable	\$200-refundable	\$200-refundable
Administration Fee	N/A	\$10	\$10	\$10	\$10	\$10
Insurance	N/A	Required	Required	Required	Required	Required

### **PARK SPECIAL EVENTS - 2 Hour Minimum**

Day Use	N/A	\$25 per hour	\$50 per hour	\$75 per hour	\$100 per hour	\$150 per hour
Booking Fee	N/A	\$25 non-refundable	\$50 non-refundable	\$100 no-refundable	\$100 non-refundable	\$100 non-refundable
Facility Deposit	N/A	\$200-refundable	\$200-refundable	\$200-refundable	\$500-refundable	\$500-refundable
Administration Fee	N/A	\$10	\$10	\$10	\$10	\$10
Insurance	N/A	Required	Required	Required	Required	Required

### **LA FETRA SENIOR CENTER**

La Fetra Sage Room	N/A	\$200 1st hour \$100 booking fee \$40 each additional hour	\$225 1st hour \$100 booking fee \$50 each additional hour	\$325 1st hour \$100 booking fee \$60 each additional hour	\$350 1st hour \$100 booking fee \$60 each additional hour	\$400 1st hour \$100 booking fee \$70 each additional hour
(2 Hr Minimum)						
Oak/ Elm Room	N/A	\$75 booking fee \$100 1st hour \$25 each additional hour	\$75 booking fee \$125 1st hour \$25 each additional hour	\$75 booking fee \$175 1st hour \$35 each additional hour	\$75 booking fee \$175 1st hour \$40 each additional hour	\$75 booking fee \$200 first hour \$50 each additional hour
(2 Hr Minimum)						
Kitchen	N/A	\$75 Flat Fee	\$75 Flat Fee	\$75 Flat Fee	\$75 Flat Fee	\$75 Flat Fee
Staff 50/1	N/A	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour	15 per hour
Booking Fee	N/A	Varies by room	Varies by room	Varies by room	Varies by room	Varries by room
Security	N/A	\$300-refundable	\$300-refundable	\$300-refundable	\$300-refundable	\$300-refundable
Cleaning Fee	N/A	\$125	\$125	\$125	\$125	\$125
Administration	N/A	\$10	\$10	\$10	\$10	\$10
Insurance	N/A	Required	Required	Required	Required	Required
Booking Fee	N/A	Varies by room	Varies by room	Varies by room	Varies by room	Varies by room
Security	N/A	\$300-refundable	\$300-refundable	\$300-refundable	\$300-refundable	\$300-refundable
Cleaning Fee Oak & Elm	N/A	\$75	\$75 <sub>49</sub>	\$75	\$75	\$75
Insurance	N/A	Required	Required	Required	Required	Required

	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>	<b>Group 5</b>	<b>Group 6</b>
<b>Building/ Facility</b>	<b>City programs sponsored and/or funded programs or events</b>	<b>Youth Sports Leagues, Official Glendora School District funded programs or events</b>	<b>Resident, Glendora Services Organizations and/or Non-Profit Organizations.</b>	<b>Non-Resident, Educational and/or Tournament Field Rentals (2 day or more event)</b>	<b>For-Profit Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)</b>	<b>For-Profit Non Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)</b>

### **Park Picnic Reservation Area**

Day Use	N/A	\$20 - 4 hours	\$25-4 hours	\$30-4 hours	\$50-4 hours	\$75-4 hours
	N/A	\$40 - 8 hours	\$50-8 hours	\$60-8 hours	\$100-8 hours	\$150-8 hours
Administration Fee	N/A	\$10	\$10	\$10	\$10	\$10

### **Park Picnic Reservation - Finkbiner Park Large Shade Structure Site Day Use**

Side A or B (4 hours)	N/A	\$70-4 hours	\$75-4 hours	\$80-4 hours	\$100-4 hours	\$125-4 hours
Side A or B (8 hours)		\$130-8 hours	\$140-8 hours	\$150-8 hours	\$190-8 hours	\$190-8 hours
Both A & B (4 hours)	N/A	\$135-4 hours	\$140-4 hours	\$145-4 hours	\$185-4 hours	\$190-4 hours
Both A & B (8 hours)		\$240-8 hours	\$250-8 hours	\$255-8 hours	\$295-8 hours	\$295-8 hours
Administrative Fee	N/A	\$10	\$10	\$10	\$10	\$10

### **Dawson Tennis Courts - 6 courts**

Day Use	N/A	Free	\$5 per court per hour	\$10 per court per hour	\$20 per court per hour	\$25 per court per hour
Administration Fee	N/A	Waived	\$10	\$10	\$10	\$10

Rentals with a term of 6 -12 months are eligible for a 25% discount

Rentals with a term of 12 months or more are eligible for a 40% discount

Gray boxes are not rentable

\* During normal business hours

City of Glendora  
**COST RECOVERY GUIDELINES  
 FOR SERVICES AND PROGRAMS**

To provide the flexibility necessary to operate and offer free or fee-based programs in an entrepreneurial manner and in emerging markets, the following guidelines will be used in the development of programs, events and services offered by the Community Services Department.

**PROGRAMS AND SPECIAL EVENTS**

Programs, services and special events offered by the Community Services Department that are free or fee based such as those itemized on the Community Services fee schedule shall be set to meet the following goals:

**Fully Supported Activities:** To offer services to the community at minimal or no participation fee.

**Mostly Supported Activities:** To offer services to the community at minimal or no participation fee, with recovery of direct costs such as admission fees to attractions.

**Partially Supported Activities:** Recover direct and indirect costs.

**Self-Supported Activities:** Recover direct, indirect, and administrative costs.

- Direct costs include actual staff and costs directly related to the program, including appropriate benefit rates.
- Recreation indirect costs include FT and PT staff, supplies, and other costs at an additional 25% rate.
- City Administrative costs include City support costs at an additional 10% rate.

<b>FULLY SUPPORTED ACTIVITIES</b>	<b>MOSTLY SUPPORTED ACTIVITIES</b>	<b>PARTIALLY SUPPORTED ACTIVITIES</b>	<b>SELF-SUPPORTED ACTIVITIES</b>
<i>Programs offered at minimal or no participation fee</i>	<i>Programs offered at minimal or no participation fee, with recovery of direct costs, such as admission fees or sponsorships</i>	<i>Recovery of Direct and Indirect Costs</i>	<i>Recovery of Direct, Indirect and Administrative Costs</i>
Open Family & Teen Activities Free Senior classes/activities Parks Trees Public Landscape	Youth/Family Programs Special Events Teen Programs Senior programming Concerts in the Park Movies in the Park	Youth Sports programs Youth Instructional Classes Requested Tree Services Memorial trees Field rentals	Day Camp Early Childhood Program Adult Sports Contract Classes Trips and Tours program Dial -a -ride
Promote a safe, healthy and secure community. Emphasis on youth /or senior activities. Underserved populations.*	Promote a safe, healthy and secure community. Emphasis on youth and/or family activities. *	Promote affordable activities. Increase the quality of life. Enhance opportunities available to participants.*	Developed for adults. Can be defined as personal development. May be available elsewhere. Offering based on community request or hot topic.*
Recovery rate between 0%. No target percentage recovery.	Recovery rate between 1-60% Target the upper 60 percentile.	Recovery rate between 61-125%. Target the upper 90 percentile.	Recovery rate between 101-135%. Target the upper 100 percentile.

\*Activities meet one or more of these criteria

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**Exhibit H: Library Facilities Application, Policy for Community Use of  
Library Meeting/Event Facilities, and Library Fines and Fees Schedule**

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# LIBRARY FACILITIES APPLICATION

## City of Glendora—Public Library

updated May 2006

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Purpose of meeting: \_\_\_\_\_

Use of Forum \_\_\_\_\_ Plaza \_\_\_\_\_ Other \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_

Time needed from : \_\_\_\_\_ to \_\_\_\_\_ Time meeting will come to order: \_\_\_\_\_

### Charges and Fees—all fees are non-refundable and non-transferable

Single Day Usage (must be paid 2 weeks prior to the meeting except additional charges which may be assessed for damage/cleanup and/or extended use)

- ☐ Resident Non-profit (resident group must consist of 51% Glendora residents).....No charge
- ☐ Non-resident non-profit or Residential, commercial.....\$50/hour
- ☐ Non-resident, commercial.....\$75/hour
- ☐ Person on Duty Charge (in addition to other applicable fees for use of room)
- Meetings beginning and continuing after normal library hours.....\$20/hour
- Meetings beginning outside normal library hours (first 2 hours).....\$50
- Additional hours .....\$20/hour

Multiple Day Usage (for each day beyond a single day including time set aside to setup or take down)

- Resident Non-profit.....\$100/day
- ☐ Non-resident non-profit.....\$150/day
- ☐ Residential, commercial.....\$150/day
- ☐ Non-resident, commercial.....\$250/day
- ☐ Non-profit or IRS number: \_\_\_\_\_

Damage/Cleanup determined at library's sole discretion—minimum \$25

#### Forum Set Up:

# of chairs \_\_\_\_\_

# of tables \_\_\_\_\_

#### Set Up:

- ☐ Auditorium
- ☐ Other (sketch on back)

#### Equipment Needed:

- Podium ☐ Screen Down ☐
- \$10 charge on the following:
- Podium Mic ☐
- Standing Mic. ☐
- Wireless Mic. ☐
- TV/VCR/DVD ☐
- Overhead Projector ☐

#### City Permits

- Music: Yes \_\_\_\_\_ No \_\_\_\_\_ Received \_\_\_\_\_
- Outdoor: Yes \_\_\_\_\_ No \_\_\_\_\_ Received \_\_\_\_\_
- Other: Yes \_\_\_\_\_ No \_\_\_\_\_ Received \_\_\_\_\_

### Library Use Only

Group  
Fees

Equip.  
Fees

Cleaning  
Fees

Total  
Fees

Will alcoholic beverages be served? \_\_\_\_\_ Yes \_\_\_\_\_ No Music? \_\_\_\_\_ Yes \_\_\_\_\_ No

Insurance coverage : \$ \_\_\_\_\_ Security guard assigned? \_\_\_\_\_

Minimum amounts required: \$500,000 each person, \$500,000 bodily injury, \$100,000 property damage

Must have City Council approval before obtaining a license for sale of alcohol: Approval ☐ Yes ☐ No

License ☐ Yes ☐ No

Alcoholic Beverage Control Dept.—State of CA  
3204 N. Rosemead Blvd, Suite 103 El Monte, CA 91731

626.927.1060

The undersigned applicant hereby acknowledges having read and understood the Library's Facilities Policy and this application form. The applicant warrants that the proposed meeting is in compliance with the Policy and accepts full responsibility for compliance with all applicable health, safety, sanitary and fire regulations, including the maximum occupancy of 195 set by the Fire Marshall.

Number of hours needed:

Regular \_\_\_\_\_ After \_\_\_\_\_ Unscheduled \_\_\_\_\_

☐ Reservation Confirmed ☐ Not Available

Robin Weed-Brown, Library Director

Date \_\_\_\_\_

Signature \_\_\_\_\_



CITY OF GLENDORA LIBRARY  
BOARD OF TRUSTEES

**POLICY FOR COMMUNITY USE OF  
LIBRARY MEETING/EVENT FACILITIES**

In order to ensure that groups make the most effective use of the Library facilities (Bidwell Forum, Plaza, meeting rooms), the following regulations have been adopted. Failure to abide by the regulations may result in suspension of meeting privileges. Activities sponsored by the City or Library are not subject to the guidelines of this policy.

**I. Eligibility to use the Library Facilities**

- A. Non-profit groups such as youth groups, hobbyists, social clubs, and service organizations may use the Library facilities for either public or membership meetings.
- B. Commercial enterprises may rent the Library facilities for private meetings only, such as sales meetings, conferences, and training sessions. These meetings shall not be opened to the public.
- C. All public meetings must be sponsored by non-profit groups.
- D. Library facilities are not available for private parties or receptions.
- E. Children's groups must be supervised by adults.
- F. No advance ticket sales, admissions, donations, collections or other charges may be made for public events held in the Library facilities, except to cover optional refreshment costs and certain non-profit fundraising activities. (Public events may be bumped in the event that the City/Library requires priority use- II.F)

Non-profit groups may hold public fund-raising activities or workshops where an entrance or registration fee is charged, or in which sales of tickets, food, objects, or services are involved.

Public events may not be held to promote purchase of products or services or to solicit paid enrollment in classes or other activities to be held in the future.

- G. Activities or events which take place in the Library facilities during normal library hours shall not disrupt library service.

**II. Reserving Library Facilities**

- A. A written, signed application is required of all groups each time a meeting is to be held. Application forms are available at the Check-out Desk of the Library.

- B. Reservations will be assigned according to the order in which applications are received. Pre-reservations may be made by telephone but cannot be confirmed until the written, signed application is received. Pre-reservations not followed up in writing within a week will be cancelled. (A copy of the application will be returned to the applicant marked "CONFIRMED" or "NOT AVAILABLE" within four business days of receipt.)
- C. Upon approval of the application, fees must be paid 2 weeks in advance of meeting date. (This excludes late charges as stated in Section IV article C item 2 and/or any damage/cleanup fees).
- D. Groups may reserve daytime or evening times in blocks of not more than three meetings. Requests are limited to one meeting per month. At the end of the first meeting, an additional (third) meeting may be scheduled: i.e. groups may maintain three active reservations.
- E. Applicants who cancel meetings/events should notify the Library at once so that the date may be freed for other groups. A fee will be charged if the meeting/event is cancelled less than 72 hours prior to the meeting/event.
- F. Needs of the Library and City may require the Library to refuse reservation requests, cancel or reassign meeting locations. The Library will make every effort to locate an alternate meeting place for those whose meetings are preempted with less than 30 days' advance notice.
- G. Groups reserving Bidwell Forum may also use the Library Plaza area. When using the Plaza, the following **additional** guidelines apply:
  - 1. No food preparation is allowed on the Plaza
  - 2. Plaza must remain accessible and open to the public at all times
  - 3. A detailed description of activities and events (purpose of meeting, time of set-up, time of start of the event, time of end of the event, time of tear-down, #of attendees, etc) to be held on the Plaza must be submitted with the application
  - 4. A detailed set-up plan must be submitted with the application for approval
  - 5. Any additional equipment use (i.e. generators, portable toilets, portable wash basins, etc) must be specified in detail (type, size, capacity, etc) with the application
  - 6. All equipment used on the Plaza must be furnished by the applicant, including locating, leasing, transporting, and return of equipment
  - 7. All applicable event permits, City of Glendora licenses, ABC licenses etc are the responsibility of the applicant. Contact the City's Finance Department at 626.852.4819 for city permits. Copies of all additional permits, licenses, etc,

need to be supplied to the Library 2 weeks before the event unless noted differently in the policy.

**III. Miscellaneous Regulations**

- A. Profane, loud, or boisterous language or other conduct likely to cause a disturbance is not permitted.
- B. Gambling: (i.e., Bingo, "Las Vegas Night", "Casino Night", raffles, or any other game of chance) and any other illegal activities are not permitted.
- C. All damage to equipment, facilities, or the building must be reported to the Library by the applicant. Applicant may be required to pay for damages.
- D. The serving or use of alcoholic beverages is permitted in the Library meeting/event facilities only under specific regulations (see Section V and City Administrative Policy No. 1.21).
- E. The City is not responsible for lost or stolen articles. All items not removed at the end of the meeting/event shall be disposed of by the Library in whatever manner the Library deems is appropriate.
- F. Obscene language or materials are not permitted. Language directed to inciting or producing violence or criminal activity and which is likely to incite or produce such violence or activity is not permitted.
- G. Granting of permission to use Library meeting room/event facilities does not imply Library endorsement of content or responsibility for representing all views; nor will the Library accept responsibility for conduct of attendees at events held in the Library meeting/event facilities.
- H. Applicant is responsible for compliance with all applicable health, safety, sanitary and fire regulations. Applicant shall be solely responsible for any penalties, fines and charges that may be levied by the Fire Marshall, any other administrative agency or a court of law for any violation.
- I. Failure to comply with this policy shall result in revocation of Library meeting room/event facilities privileges.

**IV. Charges and Fees-All fees are non-refundable and non-transferable**

**A. Single Day Usage fees**

1. Resident Non-profit Groups

No charge

(Resident group is defined as a group whose membership is composed of at least 51% City of Glendora residents. Non-profit groups will be asked to submit a copy of their non-profit status certificate or IRS No.)

2. Non-Resident Non-profit Group \$50.00 per hour
3. Resident Commercial Use \$50.00 per hour  
(not open to the general public)
4. Non-Resident Commercial Use \$75.00 per hour  
(not open to the general public)
5. Person on Duty Charge (in addition to other applicable fees for use of room)
  - for meetings that begin during and continue beyond normal library hours. (see Section IV C for definitions) \$20.00 per hour
  - for meetings that begin outside of normal library hours \$50.00  
for the first two hours plus \$20.00 per hour thereafter
6. Multiple Day Usage (see Section IV D for definitions)
 

Resident non-profit	\$100 per day
Resident commercial	\$150 per day
Non resident non-profit	\$150 per day
Non resident commercial	\$250 per day
7. Cancellation Fee \$25.00  
(meeting cancelled less than 72 hours prior to the event)
8. The full hourly fee will be charged for any increment of an hour.

**B. Audio-visual Fees.**

All equipment must be requested in advance on the application form.

1. Microphone fee \$10.00 per mic
2. Video equipment \$10.00 per unit  
(VHS/DVD player & TV)
3. Overhead Projector \$10.00

**C. Person on Duty Charge**

1. Any group whose meeting will begin outside of normal library hours must arrange in advance for these hours at \$50.00 minimum charge for the first 2 hours plus \$20.00 per

hour thereafter. Example: Meeting begins before 10 a.m., or after the Library closes or on a day the Library is closed.

2. Any group whose meeting will run past the Library closing hour must arrange 2 weeks in advance for additional hours at \$20.00 per hour.
3. Double the hourly rate will be charged in case of late use without advance notice.
- D. Multiple Day Usage: Meetings, activities or events which require usage of the Forum extending beyond a single day will be charged for the full Multiple Day Usage Fee for each day or any portion of that day including time set aside to set up or take down.
- E. The meeting room and kitchen area, including refrigerator, must be left in the exact condition as found. All food must be removed from the area. Failure to clean up will result in a minimum charge of \$25.00 plus actual cost for labor in excess of 30 minutes and materials. Said costs will be determined at the Library's sole discretion.

**V. Additional Provisions Regarding the Serving or Use of Alcoholic Beverages**

- A. An approved ABC (Alcoholic Beverage Control) license must accompany the GENERAL USE APPLICATION and must be submitted at least 2 weeks prior to the date of use.
- B. Alcoholic beverages must be served by the group. Individuals may not bring alcoholic beverages for their own consumption, e.g., "Bring Your Own Bottle (BYOB)" permits are specifically prohibited.
- C. Alcoholic beverages may be sold only by a group possessing a current, valid license from the Alcoholic Beverage Control Board.

Alcoholic Beverage Control Department  
State of California  
222 E. Huntington Dr, Suite 114  
Monrovia, CA 91016

Phone: (626) 256-3241

In order for a license to be issued, the applicant must have a letter of approval from the City of Glendora.

- D. Requesting groups must appoint a security guard acceptable to the Library Director prior to 2 weeks in advance of the meeting. The guard must be at least 21 years of age and may be a member of the organization. The person appointed will meet with the Library Director before the meeting.
- E. Among other duties, the security guard is responsible for seeing that persons under the age of 21 are not served, or allowed to serve themselves, alcoholic beverages.
- F. Proof of Insurance in compliance with City Administrative Policy No. 1.21 must be received by the Library 2 weeks prior to the event.

EXHIBIT H

**VI. If a conflict exists between this policy and a City Ordinance or State Law, the City Ordinance or State Law shall prevail**

Approved and adopted this 17<sup>th</sup> day of May, 2010.  
(Supersedes and completely replaces all previous versions of the Policy.)

Ayes: 5

City of Glendora  
Library Board of Trustees

Noes: 0

Absent: 0

Attest: Robin Weed-Brown  
Robin Weed-Brown, Library Director

By: Patricia H. Gomer  
Patricia Gomer, President

**Subject:** LIBRARY FINES AND FEES SCHEDULE

**Effective:** July 1, 1996, revised February 23, 1998, revised June 19, 2000, revised December 16, 2003; revised July 16, 2007; revised September 17, 2007, revised April 28, 2008, reviewed November 16, 2009, revised April 16, 2012

**Policy Objective:**

To set a fines and fees schedule for overdue, damaged or lost library materials.

**Authority:**

City Council Minute Order July 25, 1978 revised by Budget Policy Issue No. 6 FY ending June 30, 1988, Council adopted Resolution No. 03-1 on January 14, 2003 and minutes of the board of Trustees of the Glendora Public Library meetings 8/24/87, 11/9/87, 1/27/92, 1/22/96, 2/23/98 and 12/16/02

**Assigned Responsibility:**

All Library Personnel

**EFFECTIVE JULY 1, 2012**

**Overdue Material (Extended Use Fees and Conditions)**

Books, Magazines, Pamphlets, Tape Cassettes, Compact Discs & Playaways (Adult & Youth):

\$ 0.25 per day, \$ 25.00 maximum, or cost of material (whichever is less)

Videos, DVDs and Software:

\$ 1.00 per day, \$ 50.00 maximum, or cost of material (whichever is less)

Public Use Laptops:

\$ 10.00 per hour, \$ 250.00 maximum

When a borrower's accumulated charges reach a total of \$ 2.00, all charges must be paid in full before more items may be checked out on his/her library account.

A borrower must return all overdue materials before more items may be checked out on his/her library account.

Charges for overdue, lost or damaged materials that are borrowed through Interlibrary Loan or the State Library are those charged by the lender.

### **Special Loan Material**

\$ 1.00 per hour or fraction of hour, or cost of material (whichever is less). Special Loan Material lending is at the discretion of the Library Director.

### **Damaged Material**

Minimum charge is \$ 2.00. Maximum charge is replacement cost of the item (plus processing fee).

Material damaged beyond repair is withdrawn from the collection. A description of the damage and the replacement charge are added to the borrower's library account. The item is given to the borrower if wanted.

Material returned with damaged parts is assessed and charged accordingly.

### **Lost Material**

Replacement charge for lost items is the cost of the item, plus the processing fee.

Replacement charge for lost or stolen public use laptops is \$1,500.

Refunds for replacement charges on items found and returned are calculated by deducting the maximum fine (plus \$ 10.00 handling fee) from the replacement charge amount. The refund transaction is noted on the borrower's library account and a refund is mailed by the City of Glendora Finance Department.

Material returned with lost or missing parts will be assessed and charged accordingly.

### **Other fees and charges**

#### **Processing:**

Books, videos, software, compact discs,  
audio tapes & playaways, laptops: ..... \$10.00  
Magazines and pamphlets: ..... \$ 2.00

Lost Library Card: ..... \$ 4.00 replacement fee

#### **Holds on material:**

Per item: ..... no charge  
Unclaimed: ..... \$ 1.00

Interlibrary Loan Search:..... \$ 1.00 per search

Administrating/proctoring tests:..... \$35.00

#### **Printouts & photocopies:**

Black & White: ..... \$0.10 per page  
Color: ..... \$0.25 per page

Faxing: ..... \$1.00 per page

Scanning: ..... \$1.00 per page

See also Administrative Policy 4.01 on use of library meeting room.



Approved and adopted this 16<sup>th</sup> day of April, 2012

Ayes: 5

Noes: 0

Absent: 0

City of Glendora  
Library Board of Trustees

Attest

  
Robin Weed-Brown, Library Director

By:

  
Helen Storland, President

## Exhibit I: Water Service Installation Charges

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## Water Service Installation Charges

- ☞ The Water Division reserves the right to decline service installation requests if the current workload of waterline failures is threatening fire protection or domestic service reliability.  
(Contact Water Superintendent Scott Hopkins at 914-8256)
- ☞ The Water Division will no longer install water services above two inches in diameter. Contractor installed water services above two inches in diameter will require an engineered plan approved by the Water Division.

Water Service Size	Flow (In GPM)	10 feet Minimum	11 feet to 20 feet	21 feet to 30 feet
3/4"	30	\$2,328.03	\$2,587.13	\$2,846.23
1"	50	\$2,393.42	\$2,652.52	\$2,911.62
1 1/2"	100	\$2,886.48	\$3,163.98	\$3,441.48
2"	160	\$3,134.78	\$3,434.68	\$3,734.58

- ☞ The Water Division will individually evaluate service installation requests greater than 30 feet.

### Water Meter and Meter Box Charges

Meter Size	Meter Cost	Meter Box	Labor @ 2 hours	Service Truck @ 2 hours	Totals
3/4"	\$248.00	\$56.83	\$110.00	\$30.00	\$444.83
1"	\$282.00	\$88.22	\$110.00	\$30.00	\$510.22
1 1/2"	\$421.00	\$112.58	\$205.00	\$30.00	\$768.58
2"	\$521.00	\$112.58	\$205.00	\$30.00	\$868.58

- ☞ Water meter and/or water meter box can be sold separately to a qualified contractor.

### Miscellaneous Water Fees and Charges

<b>Water Front Footage</b> <i>Fee charged when no prior meter existed</i>	\$8.00 per foot
<b>Acreage Charges</b> Fee charged when served from Zone 2 or higher	\$4,658.50 per acre
<b>Fire Hydrant Flow Test</b> <b>Fire Flow Availability Form</b>	\$120.00 per fire hydrant \$20.00 Per Request
<b>Fire Hydrant Inspections</b>	\$89.00
<b>Fire Hydrant Meter Deposit &amp; Fee</b>	\$1,000.00 + \$20.00
<b>Quitclaim of Water Easement</b>	\$100.00
<b>Irrigation Plan Review/Water System Inspection (Non-Tract)</b>	\$115
<b>Fire Service Plan Review/Water Service Installation Plan Review.</b>	\$50.00
<b>Water Meter Test Note- Fees refunded if meter is running fast.</b>	3/4"-1" Meter \$145.00 2"+ Meter \$240.00 Plus any outside costs

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**Exhibit J: Resolution CC 2013-36 Adopting Master Schedule of  
Fees for Service**

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**RESOLUTION CC 2013-36**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA,  
CALIFORNIA, ESTABLISHING THE MASTER SCHEDULE OF FEES FOR  
SERVICE AND AMENDING CITYWIDE FEES FOR COST OF SERVICES**

**THE CITY COUNCIL  
City of Glendora, California**

**THE CITY COUNCIL OF THE CITY OF GLENDORA DOES HEREBY RESOLVE  
AS FOLLOWS:**

**WHEREAS**, the California Government Code requires that fees for services not exceed the estimated cost of providing the service for which the fee is levied and that no fee or service charge or increase in an existing fee or charge to which the fee or service charge be levied without the opportunity for the public to make oral or written comment at a regularly scheduled meeting of the City Council; and

**WHEREAS**, the City Council has from time to time adopted fee schedules and now wishes to amend said fee schedules for Citywide services; and

**WHEREAS**, in 2002, the City Council retained a consulting firm, Revenue & Cost Specialists to perform an analysis of all fee-based services and overhead costs; and

**WHEREAS**, City department directors revised fees in 2008, 2010, 2012 and 2013 in keeping with the methodology established by Revenue & Cost Specialists according to changes in the cost of providing services and the overhead allocation of costs; and

**WHEREAS**, the fee set forth in the attached Master Fee Schedule and its exhibits do not exceed the estimated cost to provide services for which the fee is levied; and

**WHEREAS**, the Glendora Municipal Code permits the City Council to establish the fees and charges provided herein by resolution; and

**WHEREAS**, the City has recently adopted the Civic Center Area Plan (CCAP), which provides comprehensive development standards for the Glendora Village, and includes provisions for outdoor dining. The CCAP further provides for outdoor dining with the service of alcohol, in conjunction with a Conditional Use Permit (CUP). The City has entitled several properties with a CUP for on-site alcohol sales, and in the interests of economic development wishes to extend this activity to restaurants that apply to operate outdoor dining on the public sidewalk.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENDORA,  
CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The attached Master Schedule of Fees for Service and its various exhibits are herewith approved and adopted as the fees for citywide services.

**SECTION 2.** The fees set pursuant to this resolution shall be automatically increased to include any fees mandated by Federal, State or County regulations.



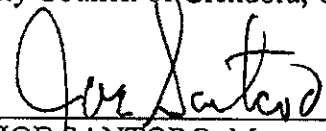
**SECTION 3.** This resolution shall prevail over any existing resolution in the event of a conflict.

**SECTION 4.** The fee to modify a CUP that allows on-site sales of alcohol in conjunction with a restaurant shall be waived, and the fee for an Encroachment Permit for outdoor dining shall be waived. The fee waiver shall extend to property located in the CCAP zoning district, with an operating restaurant that seeks to modify a CUP in order to sell alcohol in conjunction with outdoor dining. An Encroachment Permit fee shall be waived for any businesses in the CCAP seeking approval of an outdoor dining permit. To qualify for the fee waiver, an application to modify a CUP or Encroachment Permit must be received by the City no later than July 1, 2013.

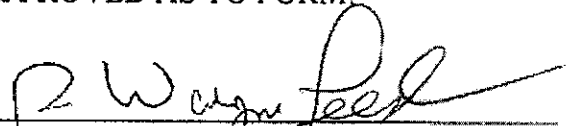
**SECTION 5.** The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

**APPROVED and PASSED** this 25<sup>th</sup> day of June, 2013.

City Council of Glendora, California

BY:   
JOE SANTORO, Mayor

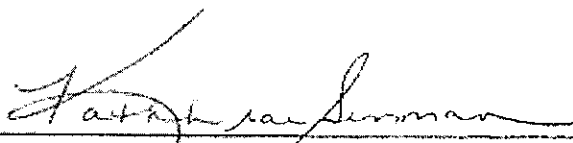
APPROVED AS TO FORM:

  
D. WAYNE LEECH, City Attorney

I, Kathleen R. Sessman, City Clerk of the City of Glendora, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Glendora at a regular meeting held on the 25<sup>th</sup> day of June, 2013, by the following vote:

AYES:	COUNCILMEMBERS:	Davis, Murabito, Tessitor, Nelson, and Santoro
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None

Dated: June 26, 2013

  
KATHLEEN R. SESSMAN, City Clerk