

RESOLUTION NO. 2025-7740

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
WOODSIDE CALIFORNIA ADOPTING A SCHEDULE OF USER AND
REGULATORY FEES FOR VARIOUS TOWN SERVICES**

WHEREAS, user and regulatory fees are established by the Town Council; and

WHEREAS, the Town recently completed a study to identify the cost of providing various user and regulatory fee-related services; and

WHEREAS, the Town Council finds that providing these services is of specific a benefit to applicants both separate and apart from any communitywide benefit to the public; and therefore, in the interests of fairness to the general public, the Town desires to better recover the costs of providing these services from applicants who have sought or require the Town's services by revising its schedule of fees; and

WHEREAS, the Town Council hereby finds that the study provides adequate evidence to conclude that the revised fees do not exceed the cost to provide the services for which the fees are charged; and

WHEREAS, the Town Council desires that annually the Town Manager may update the fees based on the annual percentage change in the Consumer Price Index (All Urban Consumers), for the San Francisco-Oakland-Hayward, CA (CPI). If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year; and

WHEREAS, in adopting this Resolution, the Town Council is taking action only on those fees for the services, programs or products set forth in Exhibit "A" which have been modified from prior resolutions of the Town Council. The remaining fees that have not been modified from prior resolutions shall remain in full force and effect.

NOW THEREFORE, the Town Council of the Town of Woodside does hereby resolve:

1. The Town Council hereby finds the recitals set forth above are true and correct.
2. Any fees adjusted based on the annual percentage change in the CPI shall go into effect July 1, 2025.
3. Any fees that are new, or being increased beyond the annual change in CPI that are development related, shall go into effect 60 days after adoption.
4. The Town Clerk shall attest to and certify the vote adopting this resolution.

**RESO. 2025-7740
04/08/2025**

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 8th of April 2025, by the following vote of members thereof:

AYES, and in favor thereof, Councilmembers: Aburish, Brown, Goeld, Wall, and Mayor Dombkowski

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

Signed by:
Brian Dombkowski
11CC32E22D0F4D8...

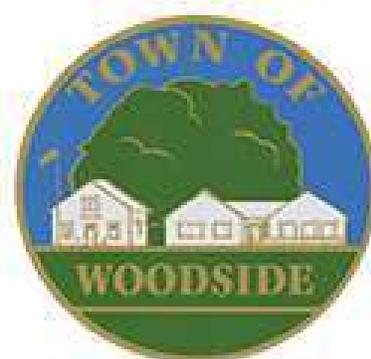
Mayor of the Town of Woodside

ATTEST:

Julie Papis

Deputy Town Clerk of the Town of Woodside

Exhibit "A"



Schedule of Fees and Charges
Effective July 1, 2025

Town of Woodside SCHEDULE OF FEES AND CHARGES

Services / Activities / Subject Matter	Page
BUILDING FEES	1
CODE ENFORCEMENT FEES	7
PLANNING FEES	8
ENGINEERING AND ENCROACHMENT PERMIT FEES	12
ROAD IMPACT FEES	14
SEWER RATES	15
ADMINISTRATIVE FEES	16
ADDRESS ASSIGNMENT FEE	17
SPECIAL EVENT / COMMERCIAL PHOTOGRAPHY AND FILM PERMIT FEES	18
FACILITY USE RATES	19
ELECTRIC VEHICLE CHARGING RATES	20
ANIMAL PERMIT AND TRAIL MAINTENANCE FEES	21
HOURLY BILLING RATES FOR FEE-RELATED SERVICES	22

Town of Woodside

BUILDING FEES

A. Permit Fees for Commonly Requested Minor Permit Types. Additional permit processing fees apply. Additional fees may apply for plan review, and Fees Collected on Behalf of Other Agencies.

Fee Description	Fee	Charge Basis	Note
Electrical Permit			
1 Battery Backup Storage	\$266	Each	[a]
2 Electric Gate	\$266	Each	[a]
3 Electric Vehicle Charger	\$266	Each	[a]
4 Service Panel Upgrade			
a) Up to 200 amp	\$266	Each	[a]
b) Greater than 200 amp	\$371	Each	[a]
5 Landscape Lighting	\$266	Each	[a]
6 Tennis Court Lighting	\$266	Each	[a]
7 Temporary Power or Meter	\$266	Each	[a]
8 Minimum Electrical Permit Fee	\$212	Each	[a]
Mechanical Permit			
9 HVAC (New / Change-Out / Repair)	\$266	Each	[a]
10 Additional Appliances - Each	\$52	Each	[a]
11 Minimum Mechanical Permit Fee	\$212	Each	[a]
Plumbing Permit			
12 Water Heater Change-Out	\$132	Each	[a]
13 Line Repair - (Water / Sewer / Gas)	\$371	Per Utility Type	[a]
14 Sewer and Water Test	\$371	Each	[a]
15 Sewer Backflow Devices	\$371	Each	[a]
16 Minimum Plumbing Permit Fee	\$212	Each	[a]
Generator			
17 Generator	\$266	Each	[a]
Re-Roof			
18 Re-Roof			
a) 0 - 8,000 SF	\$532	Per Building	[b]
b) Greater than 8,000 SF	\$745	Per Building	[b]
Solar			
19 Solar Photovoltaic System - Residential			
a) 15kW or less	\$450	Per Building	[c]
b) Above 15kW	\$450 base fee, plus \$15 per kW for each kW above 15kW	Per Building	[c]

Town of Woodside

BUILDING FEES

A. Permit Fees for Commonly Requested Minor Permit Types. Additional permit processing fees apply. Additional fees may apply for plan review, and Fees Collected on Behalf of Other Agencies.

Fee Description	Fee	Charge Basis	Note
20 Solar Photovoltaic System - Commercial			
a) 50kW or less	\$1,000	Per Building	[c]
b) 50kW – 250kW	\$1,000 base fee, plus \$7 per kW for each kW above 50kW up to 250kW	Per Building	[c]
c) Above 250kW	\$2,400 base fee, plus \$5 per kW for each kW above 250kW	Per Building	[c]
Swimming Pool / Spa			
21 Swimming Pool/Spa: Equipment Change-out, Replaster, New Construction	See Permit Fee Table	See Permit Fee Table	
Window / Door - Retrofit / Repair / Replace			
22 Window / Sliding Glass Door - Retrofit / Repair / Replace			
a) Up to 5	\$266	Per Building	[a]
b) Over 5	See Permit Fee Table	See Permit Fee Table	

[a] Fee includes up to two reviews/inspections. Additional fees may apply if more than two reviews/inspections are required.

[b] Fee for standard re-roof only. If structural repair required, use permit fee table to calculate fees.

[c] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

Town of Woodside

BUILDING FEES

Determination of Valuation for Fee-Setting Purposes

Project valuations shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official. The final building permit valuation shall be set at an amount that allows the Town to recover its costs of applicant plan check, permit and inspection activities. In the event that the reported valuation is less than \$300 per square foot for new habitable construction, \$200 per square foot for remodels, and \$100 per square foot for garages, the Town will automatically assign a cost to construct based on these values.

Note: For construction projects with permit fees calculated using Section B, additional fees apply for permit issuance. Additional fees may apply for services provided by other Town Departments (e.g. Planning Review), and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.

B. Permit Fees including Electrical, Mechanical, and Plumbing for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Mechanical, Electrical, and/or Plumbing Permits Not Identified Elsewhere in This Fee Schedule

Total Valuation	Proposed Fee				Note
\$1 to \$2,000	\$266.33				[a]
\$2,001 to \$25,000	\$266.33	for the first \$2,000	plus	\$16.21 for each add'l \$1,000 or fraction thereof, to and including \$25,000	[a]
\$25,001 to \$50,000	\$639.19	for the first \$25,000	plus	\$17.05 for each add'l \$1,000 or fraction thereof, to and including \$50,000	[a]
\$50,001 to \$100,000	\$1,065.31	for the first \$50,000	plus	\$21.31 for each add'l \$1,000 or fraction thereof, to and including \$100,000	[a]
\$100,001 to \$500,000	\$2,130.63	for the first \$100,000	plus	\$7.46 for each add'l \$1,000 or fraction thereof, to and including \$500,000	[a]
\$500,001 to \$1,000,000	\$5,113.50	for the first \$500,000	plus	\$6.82 for each add'l \$1,000 or fraction thereof, to and including \$1,000,000	[a]
\$1,000,001 and up	\$8,522.50	for the first \$1,000,000	plus	\$5.80 for each additional \$1,000 or fraction thereof over \$1,000,000	[a]

[a] Building permit and building, planning, and engineering plan review fees are waived for Accessory Dwelling Units (ADUs) and Junior ADUs. Consulting fees (e.g., geotechnical review), outside agency fees, (e.g., Fire District, County Health, and School District), road impact fees, and additional amenity review fees (e.g., grading exceptions, fence permits, etc.) still apply. Building permit and plan revisions are charged at regular price.

Town of Woodside

BUILDING FEES

C. Building Plan Review Fees

Activity Description	Fee	Charge Basis	Note
1 Plan Review Fees			
a) Building Plan Review Fee			
i) Over the Counter Plan Review	20%	% of Building Permit Fee	[a],[b]
ii) Residential Plan Review	85%	% of Building Permit Fee	[a],[b]
iii) Commercial Plan Review	100%	% of Building Permit Fee	[a],[b]
b) Engineering Review of Building Permit	25%	% of Building Permit Fee	[a],[b]
c) Planning Review of Building Permit	25%	% of Building Permit Fee	[a],[b]
d) Alternate Methods and Materials Review	\$212	per hour; 1-hour minimum	
e) Hourly Plan Review Fee (4th and subsequent)	Hourly Job Cost plus 25% Townwide Admin Fee	per hour; 1-hour minimum	
f) Revisions	Hourly Job Cost plus 25% Townwide Admin Fee	per hour; 1-hour minimum	

When applicable, plan check fees shall be paid at the time of application for a building permit.
The plan checking fee is in addition to the building permit fee.

[a] Includes up to three plan reviews. The Town will bill hourly for additional plan review required.

[b] Building permit and building, planning, and engineering plan review fees are waived for Accessory Dwelling Units (ADUs) and Junior ADUs. Consulting fees (e.g., geotechnical review), outside agency fees, (e.g., Fire District, County Health, and School District), road impact fees, and additional amenity review fees (e.g., grading exceptions, fence permits, etc.) still apply. Building permit and plan revisions are charged at regular price.

Town of Woodside

BUILDING FEES

D. Other Fees

Activity Description	Fee	Charge Basis	Note
1 Permit Processing Fee / Minimum Permit Fee	\$159	Each	
2 Strong Motion Instrumentation (SMI) Fee Calculation			
a) Category 1 Construction (1 to 3 Story Residential)	\$0.50 or valuation x .00013		
b) Category 2 Construction (Over 3 story Residential and all Commercial)	\$0.50 or valuation x .00028		
3 Building Standards (SB 1473) Fee Calculation (Valuation)			
a) \$1 - \$25,000	\$1		
b) \$25,001 - \$50,000	\$2		
c) \$50,001 - \$75,000	\$3		
d) \$75,001 - \$100,000	\$4		
e) Each Add'l \$25,000 or fraction thereof	Add \$1		
4 Demolition Permit	\$319	Each	
5 Temporary Certificate of Occupancy (per 30 Days)	\$212	Each	
6 Permit Extension	\$212	Each	
7 Permit Reactivation Fee			[a]
a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	\$212	Each	
b) Reactivation Fee - All Other Scenarios			
i) Permit Expired Up to One Year	50% of Original Base Building Permit Fee	Each	
ii) Permit Expired More than One Year	100% of Original Base Building Permit Fee	Each	
8 Permit Reissuance Fee	\$105	Each	[b]
9 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	\$425	Each	
Other Fees			
10 Document Printing Fee	\$2	Per Page; \$10 Minimum	
11 After Hours Inspection	\$254	Per Hour; 2-hour Minimum	
12 Re-inspection Fee	\$159	Each	[c]
13 Missed Inspection Fee	\$159	Each	
14 Construction and Demolition Waste Management Plan Review Fee			
a) Administrative Fee	\$266	Each	
b) Deposit	\$50 per estimated ton of construction / demolition debris; \$1,000 minimum	Each	[d]
15 Fees for Services Not Listed in this Fee Schedule	\$212	Per Hour; 1-hour Minimum	

[a] For reactivation of expired building permits that are no longer valid.

[b] Example; change of contractor.

[c] Reinspection fee applies after the first re-inspection.

[d] For recyclable earth materials including dirt and rocks, the deposit shall be \$50 per estimated ton with \$5,000 minimum deposit for amounts greater than 100 tons. See Woodside Municipal Code Title V, Article III, Sec. 50.35.

Town of Woodside

BUILDING FEES

E. Inactivity and Refund Policies

Inactivity Policy	
Inspection Status	Permit Policy
Scheduled Inspection on New Work Within One Year	No new permit required.
No Permit Activity Within One Year	New building permit required; no refund of fees.

Refund Policy

If the building permit is never picked up, 100% of the building permit fee will be refunded. If there has been no inspection, 80% of the building permit fee will be refunded if requested within one year of building permit issuance. There will be no refund of building permit fees after 365 days. There will be no refund of plan check fees at any time.

Town of Woodside

CODE ENFORCEMENT FEES

Activity Description	Fee	Charge Basis	Note
1 Litigation Filed	Job Cost	Job Cost	[a],[b]
2 Notice of Violation Recorded	Job Cost	Job Cost	[a],[b]
3 Notice of Violation Abated	Job Cost	Job Cost	[a],[b]
4 Town Attorney Demand Letter	Job Cost	Job Cost	[a],[b]

[a] Pursuant to Municipal Code Section 10.51, includes all work in investigating and abating a violation. Fees become due following recordation of a violation. Code compliance fees shall not be required where the violations are corrected not later than the date of recordation.

[b] Job Cost: Contractor costs plus 25% overhead and/or labor costs for employee time provided for a service. Employee cost is salary and benefits plus townwide and departmental overhead as shown in the Woodside Hourly Rate Schedule.

Town of Woodside

PLANNING FEES

Activity Description	Fee [a]	Charge Basis	Note
1 ADU Pre-approval (AB1332)	\$5,040	Flat Fee	
2 Annexation/Deannexation	\$41,100	Flat Fee	
3 Design Review			
a) New main residence / Accessory Structure / Remodel / Addition			
i) First Structure	\$4,110	Flat Fee	[b],[c]
ii) Each Additional Structure	\$1,330	Flat Fee	[b],[c]
b) Other (e.g. landscaping, lighting, gates, fences, signs, etc.)			
i) Stand-Alone	\$2,260	Flat Fee	[b],[c]
ii) If Submitted as Part of Structure Application	\$660	Flat Fee	[b],[c]
4 Certificate of Compliance	\$2,260	Flat Fee	[c]
5 Conditional Use Permit			
a) Conditional Use Permit	\$4,520	Flat Fee	[c]
b) Conditional Use Permit Amendment	\$4,520	Flat Fee	[c]
c) Conditional Use Permit Renewal	\$1,130	Flat Fee	[c]
6 Development Agreement			
a) Initial Agreement	\$9,140	Flat Fee	
b) Agreement Amendment	\$7,290	Flat Fee	
7 Extension of Time Review			
a) Staff Review	\$450	Flat Fee	
b) Commission Review / Town Council Review	50% of initial application fees, not to exceed \$3,500	Flat Fee	
8 Environmental Impact Evaluation			
a) Notice of Exemption	\$225	Flat Fee	
b) Environmental Assessment/Initial Study (Stand-Alone)	\$2,670	Flat Fee	
c) Negative Declaration			
i) In-House Prepared	\$10,990	Flat Fee	
ii) Consultant Prepared	Time & Materials Billing, plus 25% Town Admin	Time & Materials with Initial Deposit	[d]
d) Mitigated Negative Declaration			
i) In-House Prepared	\$18,290	Flat Fee	
ii) Consultant Prepared	Time & Materials Billing, plus 25% Town Admin	Time & Materials with Initial Deposit	[d]
e) Environmental Impact Report (EIR) Review	Time & Materials Billing, plus 25% Town Admin	Time & Materials with Initial Deposit	[d]
9 Department of Fish and Wildlife / County Recorder Fees			
a) CEQA Filing Fees	See Dept of F&W	Flat Fee	[e]
b) County Clerk / Recorder Processing Fee	See Dept of F&W/County	Flat Fee	[e]

Town of Woodside

PLANNING FEES

Activity Description	Fee [a]	Charge Basis	Note
10 Exception To/For			
a) Building Height (WMC 153.208.D)	\$3,590	Flat Fee	[c]
b) Grading (WMC 151.22.B)	\$5,440	Flat Fee	[c]
c) Minor Improvements for Disabled Access (WMC 153.204)	\$1,740	Flat Fee	[c]
d) Change of Use of Nonconforming Structures (WMC 153.235.C.3)	\$3,590	Flat Fee	[c]
e) Residence Size (WMC 153.206.C)	\$450	Flat Fee	[c]
f) Satellite Antenna Standards (WMC 153.707)	\$900	Flat Fee	[c]
g) Paved Area and Surface Coverage (WMC 153.209.C)	\$900	Flat Fee	[c]
h) Second Driveway (WMC 151.44.A)	\$5,440	Flat Fee	[c]
i) Setback General (WMC 153.207.D)	\$3,590	Flat Fee	[c]
j) Setback Exception			
i) In Woodside Glens – Discretionary (WMC 153.207.D.2)	\$1,740	Flat Fee	[c]
ii) Emergency Generator (WMC 153.207.D.3)	\$1,740	Flat Fee	[c]
k) Stable Ordinance (WMC 115.14)	\$2,260	Flat Fee	[c]
l) Termination of Nonconforming Use (WMC 153.228)	\$1,740	Flat Fee	[c]
11 Fence / Gate Permit	\$355	Flat Fee	[c]
12 Floor Area Calculation Review	\$900	Flat Fee	[c]
13 General Plan / Zoning Amendment			
a) General Plan Text/Map Amendment	\$9,140	Flat Fee	
b) Zoning Text/Map Amendment	\$9,140	Flat Fee	
c) General Plan Consistency Determination	\$2,260	Flat Fee	[c]
14 Specific Plan			
a) Specific Plan	\$35,960	Flat Fee	
b) Specific Plan Amendment			
i) Minor	\$9,140	Flat Fee	
ii) Major	\$18,290	Flat Fee	
15 Home Occupation Permit	\$229 (\$225 Town Fee + \$4 SB1186 State Fee)	Flat Fee	
16 SB-9 / SB-450 Fee (Lot Splits)	\$2,670	Flat Fee	
17 SB-330 Application Fee	\$2,290	Flat Fee	
18 Sign Permits			
a) Sign Permits	\$355	Flat Fee	[c],[f]
b) Sign Permit Amendment	\$305	Flat Fee	[c],[f]
c) Other (Temporary)	\$155	Flat Fee	[c],[f]
19 Special Studies (e.g., Arborist, Biology, Historic Reports, Architectural Reports, Floor Area Calculation Reviews)	Time & Materials Billing, plus 25% Town Admin	Time & Materials with Initial Deposit	[d]

Town of Woodside

PLANNING FEES

Activity Description	Fee [a]	Charge Basis	Note
20 Subdivision Ordinance			
a) Lot Merger	\$3,590	Flat Fee	[c]
b) Lot Line Adjustment	\$4,520	Flat Fee	[c]
c) Concept Map			
i) Concept Map	\$9,140	Flat Fee	[c]
ii) Concept Map Revision	\$4,520	Flat Fee	[c]
d) Tentative Map / Vesting Tentative Map			
i) Tentative Map / Vesting Tentative Map	\$18,290	Flat Fee	[c]
ii) Tentative Map / Vesting Tentative Map Revision	\$9,140	Flat Fee	[c]
e) Final Map			
i) Final Map	\$7,330	Flat Fee	[c],[g]
ii) Final Map Revision	\$6,415	Flat Fee	[c],[g]
21 Tree Removal Permit	\$130	Flat Fee - Per Permit	[h]
22 Variance			
a) New residence	\$3,590	Flat Fee	[c]
b) Addition/accessory structure	\$3,590	Flat Fee	[c]
c) Other	\$1,740	Flat Fee	[c]
d) Additional variance (same project)	\$1,330	Flat Fee	[c]
23 Wireless Communication Facilities			
a) 6409(a) Modification	\$1,330	Flat Fee	[c]
b) Small Cell	\$1,330	Flat Fee	[c]
c) Review by Planning Commission	\$4,110	Flat Fee	[c][i]
24 Zoning Research Letter	\$410	Flat Fee	
25 Zoning Compliance (Planning Permit)	\$305	Flat Fee	[j]
Hourly Rates and Fees for Time & Materials Services and Fees Not Listed in this Fee Schedule			
26 In-House Planning Personnel	\$225	Per Hour	
27 Attorney Services	Time & Materials Billing	Time & Materials with Initial Deposit	
28 All Other Contract Service Providers	Time & Materials Billing, plus 25% Town Admin	Time & Materials with Initial Deposit	

Town of Woodside

PLANNING FEES

Activity Description	Fee [a]	Charge Basis	Note
<p>[a] In addition to the base fees shown in this schedule, applicants are responsible for all costs of outside review and support services, including, but not limited to: consultant review and report preparation, peer review, specialized attorney review, and outside agency costs such as newspaper publishing, LAFCO, Board of Equalization Fees, and costs of preparing maps and legal descriptions. Planning Director to provide estimate of initial deposit required for commencement of outside review and support services based on scope of project.</p>			
<p>[b] Design Review fees cover both Conceptual Design Review and Formal Design Review. Additional Design Review fees, if applicable, are assessed for each component of a project.</p>			
<p>[c] Fee includes up to three rounds of review. Town may bill for all job costs incurred beyond third round of review.</p>			
<p>[d] Initial deposit amount to be determined based on Planning Director and/or consultant estimate of project costs. For services performed primarily by contract service provider, billing shall be based on contractor costs plus 25% overhead. For services performed primarily by in-house staff, employee cost is salary and benefits plus townwide and departmental overhead as shown in the Woodside Hourly Rate Schedule in addition to any amounts applicable via footnote [a].</p>			
<p>[e] Fees are intended to mirror amounts established by the Department of Fish and Wildlife (Department) and applicable County recording fees.</p>			
<p>[f] If not covered by any other discretionary approval.</p>			
<p>[g] For Planning staff review.</p>			
<p>[h] No fee for Eucalyptus, Acacia, or Monterey Pine or linked to defensible space application.</p>			
<p>[i] All applications that are not 6409(a) modification or small cell.</p>			
<p>[j] Review for applications not requiring a Building Permit.</p>			

Town of Woodside

ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Fixed Fee or Minimum Fee	Initial Deposit	Charge Basis	Note
Encroachment Permit				
1 Encroachment Permit (Fees Based on Number of Days in Right-of-Way)				
a) Up to Two Days in the Right-of-Way	\$640		fixed fee	
b) Three to Five Days	\$1,380		fixed fee	
c) Six to Ten Days	\$2,230		fixed fee	
d) More than Ten Days	\$5,600		fixed fee	
e) Expedited / Emergency Requests (For notice received less than 24 hours prior to work in the right-of-way)	1.5x standard fee		fixed fee	
2 Site Recovery Fee	\$420		fixed fee	
Geotechnical / Geologic Review				
3 Geotechnical / Geologic Review	\$3,000		fixed fee	
Sewer Fees				
4 Town Council Consideration of Sewer Allocation	\$1,700		fixed fee	
Septic Fees - Private System				
5 Septic System Permit Review: Repair or < 50% Expansion	\$210		fixed fee	
6 Septic System Permit Review: New System or > 50% Expansion	\$420		fixed fee	
Site Development / Grading				
7 Site Development / Grading Permit	\$1,790		fixed fee	
8 Exploratory Trenching	\$260		fixed fee	
9 Stormwater Pollution Permit Prevention Fee (SWPPP)	\$3,130		per site	
Stormwater Inspection Fee				
10 Stormwater Inspection Fee				
a) Inspection Frequency: Every Year	\$420		charged annually	
b) Inspection Frequency: Every Two Years	\$210		charged annually	
c) Inspection Frequency: Every Three Years	\$140		charged annually	
d) Inspection Frequency: Every Five Years	\$84		charged annually	
e) Inspection Follow-up and Enforcement	Job Cost *			
Subdivision Map, Plan Check and Construction Inspection				
11 Construction Inspection Services	6% of est. improvement costs	6% of est. improvement costs	fixed fee	
12 Extension of Time to Complete Improvements	\$420		fixed fee	
13 Final Map and Improvement Plan Check		\$3,000	cost recovery with initial deposit	[a]

Town of Woodside

ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Fixed Fee or Minimum Fee	Initial Deposit	Charge Basis	Note
Transportation Permits				
14 Oversize Load Permit				
a) One Day	\$16		fixed fee	[b]
b) Annual	\$90		fixed fee	[b]
Vacating of Roads or Easements				
15 Vacating of Roads or Easements	\$1,700	\$2,500	cost recovery with minimum fee, and initial deposit	
Hourly Rates and Fees for Services Not Listed in this Fee Schedule				
16 In-House Public Works Personnel	See Hourly Rates		per hour	
17 Attorney Services	Time & Materials Billing			
18 Contract Geotechnical / Geologic Review	Time & Materials Billing			
19 All Other Contract Service Providers	Time & Materials Billing, plus 25% Town			

[a] To recover engineering consultant review.

[b] Fee intended to match Caltrans amount.

* The Town may pass through to the applicant all costs of required mailings, noticing, and amounts payable to other agencies (e.g. County Recorder, Department of Fish and Wildlife).

Overview of Fee Structure

Fees may be either fixed fees, or deposits with a minimum fee amount due. When a fee is deposit-based, the Town will collect the initial deposit and bill against that deposit. The minimum total amount charged for deposit-based fees shall be the amount shown in the minimum fee column. The Town Engineer may modify the initial deposit amount for projects anticipated to require significantly more resources than accounted for in the initial deposit.

Full Cost Deposits and Deposit Replenishment

Applicants for full cost (deposit-based) submittals shall pay for all Town staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the Town Manager and/or Town Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both Town staff time and consultant services based on a defined scope of work.

Initial deposits will be collected and held by the Town in a deposit account at the time the application is submitted. Project billing amounts will be drawn from the deposit account. A positive account balance shall be maintained at all times during the review process. No work will be performed on a project with a negative fund balance. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount no less than 50% of the original deposit.

Funds expended for staff time shall not be dependent upon the Town's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the Town).

As may be required for project evaluation or environmental review, all payment for consultant work shall be the responsibility of the applicant.

Town of Woodside

ROAD IMPACT FEES

Activity Description	Fee	Charge Basis	Note
1 New Building Construction/Additions	\$1.50 per sq. ft.	Flat Fee	[a]
2 Residential and Commercial Alterations/Remodel	\$0.02 per \$1 valuation in excess of \$50,000 valuation	Flat Fee	[a]
3 Outdoor and Landscape Features: (decks, patios, swimming pools, tennis courts	\$0.02 per \$1 valuation	Flat Fee	[a]
4 Hauling (Grading Import and Export)	\$1.00 per cubic yard in excess of 30 cubic yards	Flat Fee	[a],[b]

[a] Fees are additive, encompassing all construction related activities.

[b] Exempt if no Town roads are used.

Town of Woodside

SEWER RATES

Sewer Rates Effective On or After July 1	2022	2023	2024	2025	2026	2027
RESIDENTIAL						
<i>Fixed Annual Charge per Residential Parcel</i>						
Residential Parcels (Town Center Area)	\$2,300.00	\$2,350.00	\$2,400.00	\$2,450.00	\$2,500.00	\$2,550.00
Cañada Corridor Sewer Service Area	\$1,670.00	\$1,685.00	\$1,735.00	\$1,910.00	\$2,300.00	\$2,350.00
NON-RESIDENTIAL						
<i>Usage Charge per hcf*</i>						
Retail Commercial, Institutions & Public	\$28.61	\$29.23	\$29.85	\$30.47	\$31.09	\$31.71
Restaurants & Bakeries	\$39.66	\$40.52	\$41.38	\$42.24	\$43.10	\$43.96
Food Markets	\$39.00	\$39.85	\$40.70	\$41.55	\$42.40	\$43.25
Grease Treatment - (Restaurants/Bakeries/Food Markets)	\$3.00	\$2.97	\$3.06	\$3.15	\$3.24	\$3.24
<i>Minimum Annual Charge</i>	\$1,725.00	\$1,763.00	\$1,800.00	\$1,838.00	\$1,875.00	\$1,913.00

* 1 hcf = one hundred cubic feet or approximately 748 gallons.

Non-residential sewer usage charges are billed based on annualized water use from the prior wet-weather period.

Updated by Resolution No. 2023-7594.

Town of Woodside ADMINISTRATIVE FEES

Activity Description	Fee	Charge Basis	Note
1 Documents			
a) 8.5" x 11"			
i) 0 - 50 Pages	No Charge		
ii) 51+ Pages	\$0.20	Per Single Sided Page	
b) 8.5 x 14" and 11 x 17"	\$0.30	Per Single Sided Page	
c) Affidavit Mailing Fee	\$10	Per Affidavit	
2 Digital Media Provided by Town (e.g. USB Flash Drive)	\$10	Per Device	
3 Budget Book, Map, Etc.			
a) Available on Town website	No Charge		
b) Hardcopy	Actual Cost or Per Page Fee		[a]
4 Notice of Intent to Circulate Petition	\$200	Flat Fee	[b]
5 Appeal	\$1,000	Flat Fee, Per Appeal	
6 Requests Requiring Special Programming or Formatting	Actual cost	Per Hour, T&M	[a]

[a] Actual Cost: Contractor costs and/or labor costs for employee time provided for a service. Employee cost is Salary and Benefits.

[b] California Elections Code Section 9202(b).

Town of Woodside

ADDRESS ASSIGNMENT FEE

Activity Description	Fee	Charge Basis	Note
1 Address Assignment	\$345	Flat Fee	

Town of Woodside

SPECIAL EVENT / COMMERCIAL PHOTOGRAPHY AND FILM PERMIT FEES

Activity Description	Fee	Charge Basis	Note
1 Special Event Permit			
a) Application Fee			[a]
i) Event that requires limited site/plan review, no closures, etc. (i.e. park rentals/activities, misc. events, etc.)	\$200	Flat Fee	
ii) Event that requires, but not limited to, street/parking lot closures, site/plan review, trail use, etc. (i.e. fun runs, festivals, etc.)	\$400	Flat Fee	
b) Service Charges	actual costs	Job Cost	[b]
c) Park/facility rental fee	varies by location		
2 Photography and Filming Permit			[c]
a) Application Fee			
i) Cast and Crew Totaling One to Three Persons	\$400	Flat Fee	
ii) Cast and Crew Totaling Four or More Persons; or with Street Closure	\$800	Flat Fee	
b) Service Charges	actual costs	Job Cost	[b]

[a] The Town Manager/Town Engineer may waive fees; however, the permitting process for special events is still required. Service charges are still applicable.

[b] Job Cost: Contractor costs plus 25% overhead and/or labor costs for employee time provided for a service. Employee cost is salary and benefits plus townwide and departmental overhead as shown in the Woodside Hourly Rate Schedule.

[c] The Town Manager may waive fees for bona fide student film/photography projects and projects with 501(c)(3) Federal Income Tax Status; however, the permitting process for filming/photography is still required for these projects. Service charges are still applicable.

Town of Woodside

FACILITY USE RATES

Activity Description	Fee	Charge Basis	Note
1 Barkley Fields Use	\$875	Per Month	
2 Independence Hall Use	\$100	Per Hour	

Town of Woodside

ELECTRIC VEHICLE CHARGING RATES

Activity Description	Fee	Charge Basis	Note
1 Electric Vehicle Charging	\$0.15 - \$0.24	per kWh	[a]

[a] Charge varies based on time of day.

Town of Woodside

ANIMAL PERMIT AND TRAIL MAINTENANCE FEES

Activity Description	Fee	Charge Basis	Note
1 Kennel Permits (Private)	\$10	Per Dog	
2 Stable Permits - Annual Fee (Private)	\$7	Flat Fee Per Stable	
3 Trail Maintenance Fee - Annual Fee	\$50	Flat Fee Per Horse	[a]

[a] Maximum of \$1,250 per stable.

Town of Woodside

HOURLY BILLING RATES FOR FEE-RELATED SERVICES

Classification	Hourly Rate	Hourly Rate Overtime (if Applicable)
1 Town Manager	\$282	n/a
2 Town Engineer / Director of Public Works	\$339	n/a
3 Planning Director	\$369	n/a
4 Deputy Planning Director	\$294	n/a
5 Deputy Town Engineer	\$270	n/a
6 Principal Planner	\$273	n/a
7 Building Official	\$277	n/a
8 Administrative Services Director	\$152	n/a
9 Senior Planner	\$244	\$277
10 Senior Engineer	\$224	\$256
11 Town Clerk	\$142	n/a
12 Assistant to the Town Manager	\$142	n/a
13 Supervising Maintenance Worker	\$197	\$226
14 Associate Planner	\$199	\$227
15 Associate Engineer	\$182	\$209
16 Assistant Planner	\$184	\$210
17 Deputy Town Clerk	\$106	n/a
18 Management Analyst (Public Works)	\$157	\$180
19 Maintenance Worker	\$141	\$163
20 Permit Technician	\$157	\$176
21 Planning Technician	\$147	\$167
22 Accounts Payable Specialist	\$91	\$112
23 Office Manager	\$91	\$112
24 Senior Management Analyst (Administration)	\$137	\$168
25 Management Analyst (Administration)	\$106	\$130
26 Administrative Assistant	\$91	\$112
27 Clerical	\$57	\$70
28 Intern / Fellow	\$85	\$98
29 Laborer	\$85	\$98
30 Town Attorney	pass-through of actual costs	pass-through of actual costs
31 Town Geologist / Geotechnical Review	pass-through of actual costs	pass-through of actual costs
32 All Other Contract Service Support	pass-through + 25% Townwide Admin Fee	pass-through + 25% Townwide Admin Fee

Town of Woodside

HOURLY BILLING RATES FOR FEE-RELATED SERVICES

Schedule of Factors for Calculating Hourly Billing Rates by Position

Functional Assignment	Multiply Base Hourly Salary For Employee Applicable Step by the Following Factor
1 Administration	2.29
2 Building	3.92
3 Planning	3.57
4 Public Works	3.37