



PLANNING PERMIT FEES

PLANNING SERVICES

510-577-3325

www.sanleandro.org/depts/cd/plan

What are planning permit fees?

Permit fees are used to cover the cost of the time City staff spend reviewing a given development proposal

Do I need a planning permit?

Planning permits may be required for certain development projects and uses. Planners are available at the One-Stop Permit Center or via phone to identify the approvals that may be required for your project. When a Planning permit is required for your project, approval of the Planning permit is required before a Building permit can be issued.

How are the fees calculated?

Planning fees are based on a fixed fee or direct cost (with deposit) for more complex planning services. The permit processing fees depend on the specific zoning approval required and the type of project or construction.

FENCE MODIFICATION.	
<input type="checkbox"/> One and Two-Family Residential	\$405
<input type="checkbox"/> Multi-Family Residential, Commercial, Industrial	\$725
CONDITIONAL USE & VARIANCE PERMIT. (3-6 months)	
<input type="checkbox"/> Existing One and Two-Family Residential	Direct Cost (\$4,500 Deposit)
<input type="checkbox"/> New Use, Change of Use, Existing Structures, Multi-Family Residential, Other	Direct Cost (\$7,500 Deposit)
SITE PLAN REVIEW. (1-4 months, may be concurrent with building permit processing)	
<input type="checkbox"/> Sign Only	\$222
<input type="checkbox"/> Site Plan Review, New Non-Residential	Direct Cost (\$7,500 Deposit; \$4,000 if with use permit)
<input type="checkbox"/> Minor Residential	\$1,211
<input type="checkbox"/> Major Residential	\$1,738
<input type="checkbox"/> Major View Preservation	\$2,026
<input type="checkbox"/> Major View Preservation w/ Height Exception	Direct Cost (\$4,500 Deposit)
<input type="checkbox"/> Water Efficient Landscape Review	Direct Cost / Hourly
ADMINISTRATIVE REVIEW / EXCEPTION. (4-8 weeks)	
<input type="checkbox"/> Commercial / Industrial	\$1,738
<input type="checkbox"/> Residential	\$479
<input type="checkbox"/> Outdoor Facilities Permit	\$479
<input type="checkbox"/> Mobile Food Vending	\$106
ZONING APPROVAL. (Over the counter)	
<input type="checkbox"/> Zoning Permits / Home Occupation	\$81
<input type="checkbox"/> Zoning Permits / New Business License Approval	\$115
<input type="checkbox"/> Zoning Approval, Change of Ownership	\$35
TEMPORARY PERMITS	
<input type="checkbox"/> Sign Permit (Counter)	\$64
<input type="checkbox"/> Use Permit (4 - 8 weeks)	\$480
<input type="checkbox"/> Seasonal, Holiday (3 - 6 weeks)	\$228
OTHER ZONING FEES	
<input type="checkbox"/> Parking Exception	Direct Cost (\$4,500 Deposit)
<input type="checkbox"/> Planned Unit Development	Direct Cost (\$10,000 Deposit)
<input type="checkbox"/> Zoning Amendment	Direct Cost (\$10,000 Deposit)
<input type="checkbox"/> Zoning Compliance Fee	\$115
<input type="checkbox"/> Mills Act Contracts - Planning Processing	Direct Cost (\$250 Deposit)
<input type="checkbox"/> Public Convenience or Necessity Determination	\$750



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What are "Direct Costs"?

Hourly personnel charge + a factor 33% for benefits + 83% for indirect overhead + 89% for staff support = 205%)

Minimum charge is one-half hour, calculated in 15 minute increments, unless otherwise stated.

Is any portion of the planning fee refundable?

Unless otherwise specified, if the deposit you paid is greater than the actual cost of staff time spent processing your application, then the City will refund the difference. The Direct Cost amount is determined by the Finance Director.

SUBDIVISION	
<input type="checkbox"/> Tentative/Final Map (+ Engineering Costs)	Direct Cost (\$10,000 Deposit)
<input type="checkbox"/> Parcel Map	Direct Cost (\$7,500 Deposit)
ENVIRONMENTAL REVIEW (CEQA/EIR)	
<input type="checkbox"/> Environmental Documents & Studies	Direct Cost (Deposit based on scope)
PRE-APPLICATION ASSISTANCE	
<input type="checkbox"/> First Interdepartmental Coordination Meeting	No Charge
<input type="checkbox"/> Any Subsequent Interdepartmental Coordination Meeting	\$403
<input type="checkbox"/> Planning Commission, Board of Zoning Adjustments (BZA) Work Session	\$513
APPEALS - ZONING APPLICATIONS. (Non-Refundable, + City Clerk Fees)	
<input type="checkbox"/> BZA of Administrative Approvals (Zoning Enforcement Official Actions & Interpretations)	\$792 or Direct Cost if appellant is applicant (\$2,000 deposit)
<input type="checkbox"/> City Council of Board of Zoning Adjustments, Planning Commission, Site Development Subcomm.	Direct Cost (\$2,000 Deposit) + \$534 Fee
CONVERSION FEES. (Exclusionary Zoning)	
<input type="checkbox"/> Residential Apt Building to Condominium (5+ units)	\$5,120 / unit
<input type="checkbox"/> Non-Residential Complexes to Individual Unit or Condo Ownership	Direct Cost (\$10,000 Deposit)
PLAN CHECK FOR BUILDING PERMIT	
<input type="checkbox"/> Plan Check for Building	\$69
<input type="checkbox"/> Any Additional Subsequent Plan Check	Hourly
LEGAL RECOVERY FEE	
<input type="checkbox"/> Community Development Dept Applications + Other Cost Recovery-eligible legal services performed by the City's Attorney's Office	\$250 - \$400/hr (Attorney)
OTHER FEES	
<input type="checkbox"/> Blueprint Fees. (+ Applicable Engineering Costs)	\$10 first sheet + \$2 for each additional sheet + Direct Cost
<input type="checkbox"/> Community Planning Fees for commercial, industrial, residential projects	0.3% of total valuation of work
<input type="checkbox"/> General Plan Amendment	Direct Cost (\$20,000 Deposit)
<input type="checkbox"/> Development Agreement	Direct Cost (\$20,000 Deposit)