



PLANNING PERMIT FEES FY 2022-2023

835 East 14th Street, San Leandro, CA 94577 | (510) 577-3325 | planner@sanleandro.org

EFFECTIVE AUGUST 5, 2022 - JUNE 30, 2023 COMMUNITY DEVELOPMENT DEPARTMENT

What are Planning Permit Fees?

Planning Permit Fees are used to cover the cost of the time staff spend reviewing a development proposal. Fees in the Planning Services Division are based on either a **Fixed Fee** or based on **Direct Costs**.

What are "Direct Cost" Fees?

Direct Cost applications are charged on an hourly basis. Charges include an hourly personnel charge, a 3.38 multiplier for benefits, administrative support, consultant costs (if any), and overhead and legal fees. Minimum charge is one-half hour, calculated in 15 minute increments, unless otherwise stated.

For applications with a Direct Cost, applicants must provide an initial deposit.

Any time spent processing a Direct Cost application is deducted from the initial deposit. Additional funds are required when a deposit balance falls below 20%.

Are Planning Permit Fees refundable?

Planning Permit Fees for Fixed Fee applications are not refundable. For Direct Cost projects, unless otherwise specified, if the deposit you paid is greater than the actual cost of processing your application, the City will refund the difference.

What is the Technology Fee?

The Technology Fee reimburses the City for technology costs related to permit processing, tracking and filing.

The Technology Fee is 6% of the total permit fee and is not refundable. The fee is applied to all permit fees except Zoning Compliance Letters, Zoning Business License fees, and Planning Plan Check for Building Permit fees. For Direct Cost applications, the 6% tech fee is added upon project completion

How do I pay fees?

The Permit Center accepts payments by check, Visa, Discover, and Mastercard. Checks are made payable to "City of San Leandro". A 2.5% processing fee will be applied to each credit card transaction.

APPEALS	
By Non-Applicant to Board of Zoning Adjustments (BZA)	\$603.14 submittal fee
By Non-Applicant to City Council	\$603.14 plus City Clerk filing fee
By Applicant to BZA	\$5,000.00 initial deposit
By Applicant to City Council	\$5,000.00 plus City Clerk filing fee
ADMIN REVIEW, ADMIN EXCEPTIONS, VARIANCE	
AR/AE for Residential	\$2,316.10 submittal fee
AR/AE for Residential with Hearing	\$4,635.38 submittal fee
AR/AE for Non-Residential	\$3,477.86 submittal fee
AR/AE for Non-Residential w/ Hearing	\$6,953.60 submittal fee
AR for Outdoor Facilities Permits	\$1,158.58 submittal fee
AR for Mobile Food Vending	\$254.40 submittal fee
AR for Wireless Telecom Facility	\$7,726.34 submittal fee
Variance	\$6,000.00 initial deposit
FENCE MODIFICATIONS	
Single-Family and Duplex	\$1,158.58 submittal fee
Multi-Family	\$1,739.46 submittal fee
Non-Residential	\$1,739.46 submittal fee
View Preservation (RS-VP District)	\$3,475.74 submittal fee
SIGNS	
Sign Program	\$5,000.00 initial deposit
Standard Sign Permit	\$578.76 submittal fee
Temporary Sign Permit	\$274.54 submittal fee
TEMPORARY USE PERMITS	
Holiday, Parking Lot Sale, Car Wash, Fundraiser	\$283.02 submittal fee
All Others	\$1,158.58 submittal fee

"SUBMITTAL FEE" includes the planning permit fee for **Fixed Fee applications** and the tech fee.

"INITIAL DEPOSIT" is the deposit that must be paid with the submittal for **Direct Cost applications**. The tech fee will be assessed at project closure.

IF 2 OR MORE DIRECT COST APPLICATIONS ARE SUBMITTED, then the Initial Deposit is reduced by 20%. The Tech Fee is not discounted.



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SITE PLAN REVIEW		
Administrative SPR (RD & RM Districts)	\$5,000.00	initial deposit
Administrative SPR (Non-Res Districts)	\$5,000.00	initial deposit
Minor SPR (RO, RS, RS-40, RS-VP Dist's)	\$2,896.98	submittal fee
Major SPR (RO, RS, RS-40 Districts)	\$5,000.00	initial deposit
Major SPR (RS-VP District)	\$4,635.38	submittal fee
Major SPR (Parking Reduction)	\$5,000.00	initial deposit
Certificate of Compatibility	\$2,896.98	submittal fee
Non-Residential Façade Change	\$772.74	submittal fee
CONDITIONAL USE PERMIT (CUP)		
CUP - Residential	\$6,000.00	initial deposit
CUP - Non-Residential	\$10,000.00	initial deposit
SENATE BILL HOUSING PROJECTS		
SB 330 Housing Project	\$6,176.62	submittal fee
SB 35 Housing Project	\$6,176.62	submittal fee
NON-RESIDENTIAL PRE-APPLICATIONS		
First Pre-Application Meeting	Free	
Each Additional Meeting	\$580.88	submittal fee
BZA / Planning Commission Work Session	\$580.88	submittal fee
SUBDIVISIONS / CONDOMINIUMS / ANNEXATION		
Tentative Map	\$15,000.00	initial deposit
Amendment / Extension / Revision / Waiver	\$15,000.00	initial deposit
Residential Condo Conversion	\$15,000 + 5,617 per dwelling unit (initial deposit)	
Non-Residential Condo Conversion	\$15,000.00	initial deposit
Annexation	\$15,000.00	initial deposit

ZONE CHANGES / GENERAL PLAN AMENDMENT / SPECIFIC PLAN		
Zone Change / Code Amendment	\$15,000.00	initial deposit
General Plan Amendment	\$15,000.00	initial deposit
Specific Plan / Amendment	\$15,000.00	initial deposit
PLANNED DEVELOPMENTS / DEVELOPMENT AGREEMENTS		
Planned Development	\$15,000.00	initial deposit
Development Agreement	\$15,000.00	initial deposit
ENVIRONMENTAL REVIEW		
Exemption without Initial Study (Categorical)	\$772.74	submittal fee
Initial Study / Environmental Impact Report (EIR)	Initial deposit is based on scope	
OTHER PLANNING FEES		
Historical Landmark Designation	\$2,316.10	submittal fee
Public Conv & Necessity Det (PCN)	\$2,112.58	submittal fee
Zoning Verification Letter	\$203.52	submittal fee
ZONING CONFORMANCE FOR BUSINESS LICENSES		
Zoning for New Business License	\$133.56	fee
Zoning for Home Occupation	\$133.56	fee
Business Change of Ownership	\$40.28	fee
PLAN CHECK FOR BUILDING PERMITS		
Single Family Residential: New Construction / Alterations / Additions	\$274.00	fee
Multi-Family Res: New Construction	\$684.00	fee
Multi-Family Res: Alterations/Additions	\$274.00	fee
Non-Res: New Construction	\$684.00	fee
Non-Res: Alterations / Additions	\$274.00	fee
Accessory Dwelling Unit (ADU)	\$179.00	per hour
Community Planning Fee (applies to all building permits)	0.3% of total valuation of construction	

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