



**CITY OF LARKSPUR**  
**Planning Department Fees and Deposits**  
*Effective July 1, 2022*

*Subject to approval of the City Council, Permit Fees may be deferred or waived for housing projects targeted to low-income individuals when needed to insure project feasibility.*

***Deposit Required for Planning Applications***

Deposit to recover the actual time and materials costs of processing the application. The Planning Director may require a larger deposit when warranted by the size and scope of a project. If costs exceed the deposit, the applicant will be billed for the costs and/or requested to submit an additional deposit. Any remaining deposit will be returned to the applicant.

Conditional Use Permit-Planning Commission	\$4,000	deposit
Slope Use Permit-Planning Commission	\$4,000	deposit
Use Permit		
a) Periodic Review - Planning Commission	\$1,000	deposit
b) Zoning Administrator Review	\$2,000	deposit
c) Periodic Review - Zoning Administrator	\$412	flat fee
Variance-Planning Commission	\$4,000	deposit
Floor Area Ratio (FAR)		
a) FAR - Planning Commission	\$4,000	deposit
b) FAR - Zoning Administrator	\$2,000	deposit
Fence Height Exception		
a) Fence Height Exception-Zoning Administrator (ZA)	\$1,000	deposit
b) Fence Height Exception-Planning Commission (PC)	\$2,000	deposit
c) Fence Height Exception w/Enc. ZA or PC	\$2,000	deposit
Height Exception	\$1,000	deposit
Exception Permit-Staff Review	\$550	flat fee
a) If Protest Filed	\$750	deposit
b) If Part of PC Application	\$1,000	deposit
Accessory Dwelling Unit Permit. (Deposit is charged for outside review and expenses; Planning staff and administrative fees waived.)	\$500	deposit
Design Review		
a) Design Review-Planning Commission	\$4,000	deposit
b) Design Review-Zoning Administrator	\$2,000	deposit
c) Design Review-Zoning Adm. W/Heritage Board	\$2,000	deposit

Circulation Assessment Permit-Planning Commission	\$4,000	deposit
Inclusionary Housing Agreement	\$4,000	deposit
Sign Review		
a) Sign Review or Variance-Planning Commission	\$1,000	deposit
b) Sign Review-Zoning Administrator	\$366	flat fee
c) Sign Program Review-Planning Commission	\$2,000	deposit
d) Sign Exception Permit-Planning Commission	\$2,000	deposit
e) Administrative Sign Review	\$46	flat fee
General Plan Amendment (GPA)		
a) GPA - City Council	\$5,000	deposit
b) GPA - Consistency Finding - Planning Commission	\$1,000	deposit
Zone Change		
a) Rezoning	\$5,000	deposit
b) Zoning Ordinance Text Change Request	\$5,000	deposit
Planned Development		
a) Planned Unit Development	\$10,000	deposit
b) Residential Master Plan	\$10,000	deposit
c) Planned Development-Preliminary Dev. Plan	\$10,000	deposit
d) Planned Development-Precise Dev. Plan	\$10,000	deposit
e) Planned Dev.-Amendment/Review Related	\$5,000	deposit
Development Agreement		
a) Development Agreement Processing	\$10,000	deposit
b) Development Agreement Amendment/Review	\$5,000	deposit
Subdivision Review		
a) Tentative Map		
i) Minor Subdivision, 4 or less lots (Including reversion to acreage.)	\$5,000	deposit
ii) Major Subdivision, 5 or more lots (Including reversion to acreage.)	\$10,000	deposit
b) Final Map (fee in addition to Public Works) (Including reversion to acreage.)	\$4,000	deposit
c) Lot Line Adjustment & Lot Merger	\$4,000	deposit
d) Subdivision Map Extension	\$4,000	deposit
Small Wireless Cell Permit	\$1,000	deposit
Environmental Impact Report (EIR)		
a) Initial Study/Neg Dec	\$5,000	deposit
b) EIR Preparation	Consultant Cost	deposit
c) EIR Administration and Review	\$5,000	deposit
d) EIR - Notice of determination		
	Recording fees to be paid by applicant to Marin County Clerk upon filing.	

Heritage Tree Removal Permit-Planning Commission	\$1,000	deposit
Heritage Tree Removal Permit – Administrative	\$208	flat fee
Heritage Tree Removal Permit Fees may be waived for the following:		
<b>Emergency Removal:</b> Poses an immediate hazard as determined by the City Manager and/or his designee; found to be a danger to life or property.		
<b>Pyrophytic Trees:</b> as defined by Ordinance or otherwise determined to be a fire hazard and required for removal by Fire Department.		

### Miscellaneous Fees

#### Massage Permit Application Review

a) Business Establishment		
i) Initial	\$541	fixed fee
ii) Renewal	\$270	fixed fee
b) Sole Proprietor		
i) Initial	\$352	fixed fee
ii) Renewal	\$178	fixed fee
c) Late Payment		
i) 30 days past due	\$50	
ii) 60 days past due	\$100	

#### Appeals to Planning Commission (PC)

Applicant	\$1,000	flat fee
Non-Applicant	\$750	flat fee
Appeals of PC Decision to the City Council		
Applicant	\$1,000	flat fee
Non-Applicant	\$750	flat fee

#### Central Marin Fire Department Review of Planning Applications

Fee amounts in this schedule are provided for informational purposes only. They are not established or modified by the City of Larkspur. In the case of discrepancies, fee amounts adopted by Central Marin Fire Authority shall supersede the amounts listed below.

Minor Design Review	\$190	flat fee
Major Design Review	\$328	flat fee

Retention of Consultants (including City Attorney)	Consultant Cost plus 5%	deposit
Planning Staff Review	\$500	deposit
Pre-Application Conference	TBD	deposit
Permit Extension Requests		
a) Permit Extension - Planning Commission	\$2,000	deposit
b) Permit Extension - Planning Director	\$183	flat fee
Zoning Compliance-Letter/Certificate	\$229	flat fee
Mills Act Request	\$2,000	deposit
Planning Site Inspection	\$300	deposit

Research Fee (After first 15 minutes)	Time and Materials	deposit
Research Fee	\$500	deposit
Certificate of Compliance	\$4,000	deposit
Home Occupation		
a) Home Occupation Review w/o Inspection	\$40	flat fee
b) Home Occupation Permit w/Inspection	\$81	flat fee
Zoning Clearance for Business License	\$41	flat fee
Records Retention Fee		
a) Records Retention Administration/Microfilm Preparation. Records retention administration fee applies to projects with files of 50 pages or more.	\$112	flat fee
b) Plan Scanning Fee (Greater of i or ii) Plan Scanning and Document Scanning fees apply to all projects. Plan scanning fee applies for each plan page, document scanning fee applies for each 8 1/2" x 11" document scanned.		
i) Minimum Fee	\$6	flat fee
ii) Per Sheet	\$3	per sheet
c) Document Scanning Fee (per 8 1/2 x 11 Sheet)	\$1	per sheet
Public Notice Mailing (Sum of a + b)		
a) Base Fee	\$183	flat fee
b) Plus, Per Address Fee	\$1	per address
Late Fee for unpaid invoices over 30 days in arrears	\$25	per 30 days
Hourly Billing Rates for Deposit-Based Services		
Reference "Hourly Charge Out Rates" for all applicable rates by position.	see rate schedule	per hour
Bond Processing (Time & Materials)	\$1,000	deposit
Copies	\$0.15	per page
CD/DVD	\$2	each
Address Change	\$169	flat fee
Returned Check Fee / Credit Card Chargeback Fee	\$25	each
Technology Enhancement Fee	5%	
Credit Card Transaction Fee	3%	

### Hourly Charge-Out Rates for Fee-Related Services

These are based on targeted cost recovery levels from user and regulatory fee study and adjusted as base hourly salary changes. See charge-out rate factor calculation for procedures for calculating applicable hourly rate for charge-out services. Billing rates for positions not identified in this schedule are calculated by multiplying staff member base hourly salary rate by charge-out rate factor to determine targeted hourly billing rate for fee-related services.

Planning Director	\$237
Senior Planner	\$182
Associate Planner	\$175
Assistant Planner	\$146
Permit Tech	\$154
Public Works Director	\$303
Public Works Senior Engineer	\$282
Public Works Assistant Engineer	\$195
Public Works Inspector	\$164
Public Works Jr. Engineer	\$159
Public Works Tech	\$125
Eng. Admin Analyst	\$163
City Manager	\$187
Assistant to City Manager	\$88
Administrative Services Director	\$134
City Clerk	\$91
Code Enforcement Officer	\$113

#### Charge-Out Rate Factors for Positions Not Listed Above

Planning and Building Personnel	3.29 * base hourly rate
Public Works Personnel	3.67 * base hourly rate
Administrative Services	1.65 * base hourly rate

#### Charge-Out Rates for Fee-Related Services for Overtime, if applicable

Planning Director	\$273
Senior Planner	\$210
Associate Planner	\$202
Assistant Planner	\$168
Permit Tech	\$177
Public Works Director	\$344
Public Works Senior Engineer	\$320
Public Works Assistant Engineer	\$221
Public Works Inspector	\$187
Public Works Jr. Engineer	\$180
Public Works Tech	\$141
Eng. Admin Analyst	\$186
City Manager	\$239
Assistant to City Manager	\$114
Administrative Services Director	\$178
City Clerk	\$117
Code Enforcement Officer	\$135

#### Charge-Out Rate Factors for Positions Not Listed Above

Planning and Building Personnel	3.79 * base hourly rate
Engineering / Public Works Personnel	4.17 * base hourly rate
Administrative Services	2.15 * base hourly rate