

MISCELLANEOUS FEES

	2024-25 Approved Fee Schedule
Description	2024-25 Approved Fee Schedule
Appeal Fee Appeals to City Council (CMC 2.52)	\$593.00
Capitola Municipal Code	\$0.15
Capitola Municipal Code Supplement Service (Per year)	\$0.00
Copies:	
1-5 copies	\$0.00
6 or more copies (per copy)	\$0.25
Gov't Code § 81008 (Political Reform Act) statements/reports (Per copy)	\$0.10
Simple film permit	\$58.00
Major film permit	\$682.00
Returned Check Fee	\$25 first check, \$35 after
Business License Overpayment Refund Fee (resolution 3532, ord 871)	\$0.00
Business License Late Payment Penalty Admin. Fee	\$25.00
Business License Application Fee (Reso. 3532)	\$25.00
Business License - Disability Access and Education Fee (State)	\$4.00
Temporary, Publicly Attended Activities, Application Fee (Municipal Code § 9.36.040)	\$34.00
Public Art (Total Building Valuation \$250,000 or more) (Municipal Code Chapter 2.58)	2% of TBV or 1% in lieu to City
Notice of Intent to Circulate Initiative Petition (Elections Code § 9103(b))	\$200.00
Outdoor Dining Rental Fees	
Parking Spaces	\$3,524.78
Sidewalks and non-parking spaces	\$18.66
Outdoor Dining Maintenance Deposit	
Sidewalks and non-parking spaces	\$500.00
1-2 parking spaces	\$1,000.00
3-5 parking spaces	\$1,500.00
Notary Service Fees (State Code)	
Acknowledgment or proof of a deed, or other instrument, to include the seal and writing of the certificate	\$15.00
Administering an oath or affirmation to one person and executing the jurat, including the seal	\$15.00
Credit Card Transaction Fee	3%
Passport Acceptance Fee	\$35.00
Marriage License Processing	\$35.00
Marriage Ceremony	\$100.00
Marriage Ceremony - Witness Fee	\$25.00

PUBLIC WORKS DEPARTMENT FEES

Description	2024-25 Approved Fee Schedule
Encroachment Permits	
Application Fee	\$127.00
Traffic Control Plan Review - Local Street	\$63.00
Traffic Control Plan Review - Collector Street	\$302.00
Traffic Control Plan Review - Arterial Street	\$453.00
Inspection - Local Street	\$63.00
Inspection - Collector Street	\$169.00
Inspection - Arterial Street	\$254.00
Revocable Encroachment Permit Application- Outdoor Dining	\$1,203.00
Temporary (includes materials storage within right-of-way road and sidewalk closures)	\$21.00
Village Sidewalk Sign Encroachment Permit	\$206.00
Construction Parking Permit - Village	\$24.00
Construction Parking Permit - City Lot	\$12.00
Construction Parking Permit - Neighborhood	\$25.00
Blanket Permits (repair and maintenance of existing facilities encompassing up to 20 utility instances per year)	\$2,880.00
Revocable Encroachment for Private Improvements	
Applications for Minor Revocable Encroachment	\$422.00
Applications for Major Revocable Encroachment	\$1,348.00
SPECIAL TRANSPORTATION PERMIT – OVERSIZE LOAD - Single	\$16.00
SPECIAL TRANSPORTATION PERMIT – OVERSIZE LOAD - Single	\$90.00
New Memorial Bench	\$2,560.00
Replacement Memorial Bench	\$2,509.00
Memorial Plaque	\$598.00
Replacement Plaque	\$429.00
Overhead Banner (outside of special event)	\$144.00
Stormwater Development Review Fee	
Application Fee	\$122.00
Large Project Plan Review Deposit	
Tier 1	\$306.00
Tier 2	\$612.00
Tier 3 & 4	\$612.00
Research Fee - 1/2 hour minimum charge	Cost
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5% of Permit Fee
Final Parcel Map	\$4,143.00
Final Tract Map	\$5,735.00
Certificate of Compliance & Lot Merger	\$2,362.00
Boundary Line Adjustment	\$2,362.00
Separate Instrument Dedication Fee	\$2,710.00
Abandon Excess Public Right-of-Way & Public Easement	\$2,710.00
Improvement Plan Review	
Design Permits - Residential Single Family	\$208.00
Design Permits - Residential Multi-Family/Commercial	\$873.00
Building Permits - Residential Single Family	\$347.00
Building Permits - Residential Multi-Family/Commercial	\$894.00

POLICE DEPARTMENT FEES

Description	2024-25 Approved Fee Schedule
Special Event Permit	\$371.00
Recurring Special Event Permit - Major	\$632.00
New Major Special Event Permit	\$1,911.00
Neighborhood Special Event/Block Party	\$195.00
Special Event Village Closure Rates (max of 191 parking spaces at \$24 per space per day)	
Closure of Village for Special Event -full day	\$4,584.00 max
Closure of Village for Special Event -half day	\$2,292.00 max
Closure of Village for Special Event -full day (nonprofit - 40% reduction)	\$2,750.40 max
Closure of Village for Special Event -half day (nonprofit - 40% reduction)	\$1,375.20 max
Amplified Sound Permit (Municipal Code 9.12.040)	\$83.00
Bandstand Rental Fee	\$246 / 4 hrs or \$492 all day / deposit \$1,500
Single Entertainment Permit	\$195.00
Minor Entertainment Permit	\$195.00
Regular Entertainment Permit	\$688.00
Bingo Permit	\$83.00
DUI Cost Recovery Fee (Res. 3533)	Not to exceed \$12,000
Copies of reports: Crime Reports, Special Reports, etc. (Regardless of number of pages)	0.25 / page
Copies of: Citations, Code sections, Ordinances, etc.	0.25 / page
Postage (for copies of reports, citations, code sections, etc, if over 15 pages)	Current Postal Rate
Photographs	\$25.00
Video Tapes, Flash Drive, CD/DVD Production	\$67.00
Firearm Dealer License - City Application	\$82.00
Local Firearm dealers (set by state)	
New application	set by state
Renewal	set by state
Second Dealers License (set by state)	
Application	set by state
Renewal	set by state
Taxi Fee per application	set by state
Tobacco retail license	\$316.00
Cannabis Annual License Fee	\$2,738.00
Retail Cannabis Application Fee	\$1,843.00
Civil Subpoena (per case) (set by state)	set by state
Parking Permits (separate action by the Council)	
Neighborhoods per year	\$25.00
Village Preferential Permit	\$50.00
Village Preferential Permit - Hotels/Motels	\$365.00
Village Employer/Employee Permit	\$50.00
Morning Village Parking Permit	\$55.00
Electric Vehicle Charging Fee	\$2.00

POLICE DEPARTMENT FEES

Description	2024-25 Approved Fee Schedule
Carrying a Concealed Weapon (CCW) Permit - City Application	\$143.00
Concealed Weapon Permits (set by state)	
<i>Application</i>	
Standard	set by state
Judicial	set by state
Employment	set by state
<i>Renewal</i>	
Standard	set by state
Judicial	set by state
Employment	set by state
<i>Firearm Surrender Fees (set by state law)</i>	
1-5 guns	set by state
6+guns	set by state
Administrative fee to release Impounded / Stored Vehicle	\$135.00
Surf School Permit Fee	\$594.00
Parking Permit Replacement (Lost/Stolen)	\$15.00
Boot Removal	\$109.00
Tow Hearing	\$143.00

PLANNING FEES

Description	2024-25 Approved Fee Schedule
Administration/Documents	
Continuance Request - Applicant (2+)	\$150.00
Staff Billing Rate	Cost
Appeals-by Applicant	Cost
Appeals- by City Officials	\$0.00
Appeals- by Other	\$1,000.00
Coastal Development Permit Appeal	\$0.00
Appeals -Building/Zoning Code Violations	\$1,000.00
Records Search/Research/Special Report	Cost
Administrative Permits	
Tree Removal I- Staff Review	\$150.00
Tree Removal -- 3 or more trees on a property	\$300.00
Tree Installation Deposit (Refundable)	\$500.00
Tree replacement in-lieu fee (if available)	\$600.00
Tree removal w/ PC approval	\$1,150.00
Commercial Sidewalk/Parking Lot Sale Permit	\$156.00
Tenant Use Permit (MCUP)--Staff approval	\$156.00
Transient Rental Occupancy Use Permit	\$312.00
Home Occupation Use Permit	\$156.00
Fence Permit- Staff approval	\$78.00
Fence Permit- PC approval	\$1,300.00
Sidewalk vendor permit	\$156.00
Temporary Use Administrative Permit	\$156.00
Sign Permits	
Temporary Signs and Banner Permits	\$39.00
Signs permit - Staff Review	\$156.00
Signs permit - PC Review	\$630.00
Master Sign Program	Cost; \$3,000 min deposit
Village Sidewalk Sign Permit	\$75.00
Design Permits	
Residential Single Family/Minor Design Permit - Staff Review	\$865.00
Residential Single Family - PC Review	\$2,849.00
Residential Multi-Family - PC Review	\$5,000.00
Commercial - PC Review	\$4,000.00
Accessory Dwelling Unit- Staff Review	\$420.00
Accessory Dwelling Unit- PC Review	\$1,400.00
Residential Multi-Family/Minor Design Permit - Staff Review	\$2,000.00
Commercial Minor Design Permit	\$2,000.00
Historic In-Kind Replacement Design Permit	\$300.00
Sidewalk & Street Dining Design Permit	\$1,000.00
Use Permits	
Master Conditional Use Permit	Cost; \$3,500 min. deposit
Conditional Use Permit/Minor Use Permit - Staff Review (No fee for childcare facilities)	\$865.00
Conditional Use Permit - PC approval	Cost; \$3,500 min. deposit
Temporary Use Permit	\$103.00
Subdivisions	
Tentative Parcel Map (Minor Subdivision)	Cost; \$3,500 min. deposit
Tentative Map (Major Subdivision)	Cost; \$5,000 min. deposit
Revised Map	\$2,000.00
Time Extension	\$2,000.00
Subdivision Modification	\$2,000.00
Plan Amendments	
General Plan Amendment	Cost; \$5,000 min. deposit
Local Coastal Plan Amendment	Cost; \$5,000 min. deposit
Rezone	Cost; \$5,000 min. deposit
Planned Development Rezone	Cost; \$3,500 min. deposit

PLANNING FEES

Description	2024-25 Approved Fee Schedule
Other Discretionary Permits	
Variance	\$1,199.00
PC review of minor modifications	\$839.00
Coastal Development Permit	\$633.00
Coastal Permit Exclusion	\$633.00
Mobile home Park Change of Use or Closure	\$5,000.00
Development Agreement	\$10,000.00
Developer agreement annual review	\$2,500.00
Specific Plan	\$5,000.00
Permit Time Extension -Staff Review	\$360.00
Permit Time Extension - PC Review	\$1,045.00
Permit Amendment (any permit)	50% of original cost
Annexation	Costs+ overhead / \$5,000 min. deposit
Environmental Review	
Negative Declaration (and Mitigated ND)	Cost; \$5,000 min deposit
EIR Processing	Cost; + 21% of consultant; \$10,000 min deposit
Mitigation/Condition Monitoring Program	Cost + 21%
NEPA Compliance	Cost + 21%
Other Permits/Fees	
Conceptual Review Fee- PC	\$2,591.00
Conceptual Review Fee- PC and CC	\$3,533.00
Technical Study Preparation and Review	Cost + 21%
NOTE: Third party review costs to be required as necessary	Cost + 21%
Code Compliance	Double Application Fees
Code Compliance confiscated property recovery fee	\$206.13
Research Fee - 1/2 hour minimum charge	Cost
Pre-Application Review	\$156.01
Building Plan Check & Final Inspection	20% of Building Permit Fee
Major Development Project Fee	Cost; \$5,000 min. deposit
Historical significance determination	Cost + 21%
Inclusionary Housing	
Inclusionary Housing - Unit Sale	\$675.00
Inclusionary Housing - Unit Refinance	\$675.00
Other Fees and Assessments	
General Plan Maintenance Fee	0.75%
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5.0%
Green Building Educational Resource Fund Fee (Municipal Code 17.10.080)	Fee equals .0025 times the overall building permit valuation of the project.
Affordable Housing In-Lieu Fees	
For Sale Housing Developments of two to six units (Municipal Code Chapter 18.02) :	
All Units	\$25 per sq. ft.
For Sale Housing Developments of Seven or more units	
#Units: 7 #Units Built 1	\$0.00
#Units: 8-13 #Units Built 1	Total # units minus 7 @ \$25 per avg. sq. ft. per unit
#Units: 14 #Units Built 2	\$0.00
#Units: 15-20 #Units Built 2	Total # units minus 14 @ \$25 per avg. sq. ft. per unit
#Units: 21 #Units Built 3	\$0.00
#Units: 22-27 #Units Built 3	Total # units minus 21 @ \$25 per avg. sq. ft. per unit
#Units: 28 #Units Built 4	\$0.00
Rental Multi-Family	\$6 per sq. ft.

PLANNING FEES

Description	2024-25 Approved Fee Schedule
Affordable Housing Impact Fees	
For Sale Housing Developments of Six or Less Units: New housing units that are constructed to replace housing units that were demolished less than two years before the project developer applied for a permit to construct the housing development project are exempt	\$25 per square foot
Rental Multi-Family	\$6 per square foot
Additional to Housing Units of 50% or more (charged to additional square footage only)	\$2.50 per square foot

NOTES:

1. All Fees are non-refundable.
2. Deposit accounts are billed on a time and material basis. Additional deposits may be necessary depending on the complexity of the project. Any unused monies in a deposit account will be refunded following case closure.
3. The Community Development Director may reduce the total fee/deposit requirements for applications which are unlikely to require the full deposit amounts established herein.
4. Applications which include a fee and a deposit payment will be processed with a single deposit account.
5. Outside agency fees, including but not limited to County recordation fees, State Fish and Wildlife fees, etc. are charged at cost.
6. The Community Development Director may establish a reasonable fee or deposit amount for permit types required by the Capitola Municipal Code or State law which are not included in the fee schedule.
7. Flat fee applications are entitled up to two public hearings. Additional public hearings shall be charged to the applicant at cost
8. The Community Development Director may designate a project as a Major Development Project if it has a valuation of \$2M+ or is considered technically

BUILDING FEES

Description	2024-25 Approved Fee Schedule
The cost of a "combination building permit" shall be 1.5 times the amounts	2024-25 Approved Fee Schedule
The cost of a "building permit" shall be the amounts shown in Table 1-A. A "building permit" is defined as a permit for a scope of construction work regulated solely by a single model code. The model codes are the building code, the plumbing code, the mechanical code and the electrical code.	
TABLE 1-A	
Total Valuation	
\$1.00 to \$500.00	\$29.55
\$501.00 to \$2,000.00	\$29.55 for the first \$500.00 plus \$3.83 for each additional \$100.00 or fraction thereof.
\$2,001.00 to \$25,000.00	\$87.00 for the first \$2,000.00 plus \$17.59 for each additional \$1000.00 or fraction thereof.
\$25,001.00 to \$50,000.00	\$491.57 for the first \$25,000.00 plus \$12.69 for each additional \$1,000.00 or fraction thereof.
\$50,001.00 to \$100,000.00	\$808.82 for the first \$50,000.00 plus \$8.81 for each additional \$1,000.00 or fraction thereof.
\$100,001.00 to \$500,000.00	\$1,249.32 for the first \$100,000.00 plus \$7.05 for each additional \$1,000.00 or fraction thereof.
\$500,001.00 to \$1,000,000.00	\$4,069.32 for the first \$500,000.00 plus \$5.97 for each additional \$1,000.00 or fraction thereof.
\$1,000,001.00 and up	\$7,054.32 for the first \$1,000,000.00 plus \$3.23 for each additional \$1,000.00 or fraction thereof.
Building Permit Reinstatement Fee	50% of the original, singular building permit fee or combo building permit fee, whichever is applicable to the permit being reinstated
Stop Work Order Fee	2x the singular building permit fee
Greywater System Permit	\$0.00
Home battery permit (usually with solar)	\$0.00
Electric Vehicle Charging Permits (* Note: These fees were added to the fee schedule for FY2011-12, but will be waived per the Green Energy Incentive	
a. Level I (120 volts)	\$0.00
b. Level II (208-240 volts)	\$0.00
c. Level III (480 volts)	\$0.00
Solar P.V. System	\$378.00
Solar P.V. System (Commercial Sale/Distribution)	\$378.00
Solar Hot Water Heater	\$0.00
Research Fee - 1/2 hour minimum charge	Cost
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5.0%
Temporary Trailer/Mobile Home Occupancy Permit	\$279.00
Structural Review of Engineered Plans	cost + 21%
Outside Consultant Plan Review	cost + 21%
Grading Plan Review Fees	
50 cubic yards or less	\$312.00
51 to 100 cubic yards	\$312.00
101 to 1,000 cubic yards	Cost +21%
1,001 to 10,000 cubic yards	Cost +21%
10,001 to 100,000 cubic yards	434.72 for first 10,000 plus \$246.53 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	2,653.53 for first 100,000 plus \$129.75 for each additional 10,000 cubic yards
200,001 cubic yards or more	5,118.87 for first 200,000 plus \$71.07 for each additional 10,000 cubic yards

BUILDING FEES

Description	2024-25 Approved Fee Schedule
Grading Permit Fees	
50 cubic yards or less	\$0.00
51 to 100 cubic yards	\$0.00
101 to 1,000 cubic yards	189.01 for first 100 plus \$27.30 for each additional 100 cubic yards
1,001 to 10,000 cubic yards	434.72 for first 1,000 plus \$7.30 for each additional 1,000 cubic yards
10,001 to 100,000 cubic yards	500.46 for first 10,000 plus \$246.53 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	2,719.27 for first 100,000 plus \$136.33 for each additional 10,000 cubic yards

PARKS AND RECREATION FEES

Description	
All fees are evaluated annually to determine if they are competitive with other recreation	2024-25 Approved Fee Schedule
Classes	2024-25 Approved Fee Schedule
Activity Fee (Instructor receives 65% of this fee, Department retains 35%)	
Registration Fee - Resident - Department retains this fee	\$20.00
Drop-in and Workshop Registration Fee - Department retains this fee	\$10.00
Online Class Registration fee-Department retains this fee	5.5% of Activity Fee
Non-Resident Fee: in addition to Registration Fee - Department retains this fee	\$20.00
Drop-in Activity Fee	Prorated cost of Session Activity Fee
Senior Discount	10% of Activity Fee
Change in registration/reservation	\$25.00
Negotiated Instructor of Private Tennis Lessons Activity Fee (Instructor receives 75% of this fee, Department retains 25%)	
Sports	
League Fees	\$645/team
League fees will change depending upon number and type of leagues offered, number of games per league, number of officials, amount of equipment needed, field/site prep and maintenance, and whether or not playoffs & awards are offered. Fees are calculated based on direct costs + 30% admin fee.	
After School	
Resident/non resident	\$5.45/\$6.18
Registration/Change Fee - Resident - Department retains this fee	\$30.00
Late Pick-Up Fee	\$1.00
Parent's Night Out	\$25/\$31
Junior Guards	
Resident/non resident	\$303 / \$378
U-19 resident/non resident	\$190.00
Registration/Change Fee - Resident - Department retains this fee	\$30.00
Late Pick-Up Fee	\$1.00
Regionals	\$103.00
Camp Capitola	
*Daily rate used only to calculate program fee	\$34/\$42
All day 2 week session, resident/non resident	\$336 / \$420
1/2 day 2-week session, resident/non resident	\$170 / \$210
All day 1 week session, resident/non resident	\$170 / \$210
All day 1 week teen session, resident/non resident	\$303/ \$378
Junior Leader program	\$72.00
Registration/Change Fee - Resident - Department retains this fee	\$30.00
Late Pick-Up Fee	\$1.00
Extended Care--daily add on, resident/non resident	\$12.00
AM Extended Care--per 2 week session resident/non resident	or AM \$58.00
PM Extended Care--per 2 week session resident/non resident	\$58.00
Transportation/Lunch Break fee	\$63.00
Family Camp	
3 night family camp Adult (13+) / Child (3-12)	\$358 / \$244
Rapid Weddings	
Event Fee per registration	\$400.00
plus civil ceremony fees found in Admin Fee section	Cost

PARKS AND RECREATION FEES

Description	
Facility Rentals	
Field and Courts hourly rental; non profit youth groups/other non profit & Cap residents/all others	\$15/ \$29 / \$38
Jade Street Community Center	
Rooms A&B hourly rent	\$48.00
Room C hourly rent	\$66.00
Patio hourly rent	\$9.50
Kitchen hourly rent	\$24.00
Entire Center hourly rent	\$173.00
Non profit discount of Jade Street Facility rents	25%
Community Center Deposit	
1 to 50 people	\$110.00
51 to 150 people	\$276.00
151 to 250 people	\$554.00
Lost key fee	\$27.00
Event vendor fee	\$110.00
Staffing required to prepare for or supervise recreation activities	Cost
Park Rental Fees	
Park Space Reservation (hourly)	\$10.00
Barbeque permit	\$10.00
Bounce House / Powered Equipment permit	\$60.00
Temporary Structures (more than 100 sq ft) permit	\$60.00
Notes: Resident includes Soquel Union Elementary School District	
Costs mean staff costs adjusted for benefits, department overhead, and City overhead as calculated by the City Manager. Costs can also mean direct cost of a consultant. When consultant costs are included 21% of such costs will be charged to cover staff time for contract management. Staff costs do not accrue during an appeal unless appeal is made by applicant.	
Deposits are stated as minimums. Actual deposits depend on the evaluation by staff of an individual project or application. The City Manager may lower minimum deposits if the application or project justifies a lower deposit. When an application involves multiple minimum fees the highest minimum fee applies.	
Art & Cultural	
Merchandise Fee	Cost + 50% administration fee
Art at the Beach Artist Booth Fee	\$60.00
Plein Air Artist Application Fee	\$50.00
Plein Air Art Exhibition service fee	30% retained by City, 70% paid to Artist

HISTORICAL MUSEUM FEES

Description	
Research Fee - 1/2 hour minimum charge	2024-25 Approved Fee Schedule
Print of an electronically available Photograph in Collection	2024-25 Approved Fee Schedule
Digital Copies of Collection Items	\$22.00
Scan High Resolution Tiff File of any collection item for a customer	\$26.00