

**CITY OF PALO ALTO**  
**PLANNING DIVISION APPLICATION FEE SCHEDULE EFFECTIVE AUGUST 19, 2024**  
*For more information, please refer to the Fiscal Year 2025 Municipal Fee Schedule*

ARCHITECTURAL REVIEW BOARD	FEE <sup>1,2, 3</sup>
Preliminary Review	\$8,621.64
Major Project	Deposit \$16,236.07
Minor Project (Architectural Review Board review)	\$11,009.55
Minor Project (staff review only)	\$4,226.71
Design Enhancement Exception (DEE)	\$8,767.65
Master Sign Program (Architectural Review Board review)	\$5,521.70
Sign Exception	\$5,762.93
Signs, minor façade, landscaping, accessory structures, or similar minor changes to exterior (staff review)	\$1,320.38
Over the Counter Review	\$0.00
Temporary sign permit (15 days)	\$243.34
SITE AND DESIGN	
Site and Design - Major	Deposit \$35,623.92
SUBDIVISION	
Preliminary Parcel Map	\$7,389.07
Preliminary Parcel Map w/Exception	\$11,685.61
Parcel Map	\$6,167.79
Parcel Map w/ Exception	\$4,515.65
Tentative Map	Deposit \$13,636.88
Final Map	\$7,374.26
USE PERMITS	
Conditional Use Permit (CUP) – Director Level	\$9,098.80
Conditional Use Permit (CUP) – Alcohol Service only	\$4,799.09
Conditional Use Permit (CUP) - Day Care Center only	\$225.35
Conditional Use Permit – add’l hearing request (paid by applicant)	\$15,254.24
Temporary Use Permit (TUP)	\$1,807.00
Temporary Use Permit (TUP) – for Temporary Shelter	Fees waived
WIRELESS PERMITS	
Wireless Facilities Tier 1	Deposit \$4,226.49
Wireless Facilities Tier 2	Deposit \$9,099.74
Wireless Facilities Tier 3	Deposit \$9,664.00
SINGLE FAMILY	
Home Improvement Exception (HIE)	\$4,917.79
Home Improvement Exception – Urban Forestry review fee for trees	\$487.00
Individual Review – Prelim mtg with Architect and Planner	\$593.54
Individual Review - New Second Story Addition or New Two-Story Home	\$11,144.97
Individual Review - Second Story expansion greater than 150 sf	\$8,921.06
Individual Review – Minor Revisions to approved projects	\$4,636.16
Individual Review – Urban Forestry review fee for trees	\$759.00

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<b>COMP PLAN &amp; ZONING CHANGES</b>	
Comprehensive Plan Change (not annual review)	Deposit \$9,674.35
Planned Community Zone Change (PC and PHZ)	Deposit \$11,612.82
Minor Change to Planned Community Zone	Deposit \$2,373.54
Zone Change (Regular and Text Amendments)	Deposit \$9,674.92
Pre-Screening	Deposit \$4,744.63
<b>OTHER</b>	
Development Agreement	Deposit \$11,162.96
Development Agreement - Annual Review	Deposit \$3,908.25
Pre-Application Consultation Fee	\$916.23
SB 330 Application	\$2,961.84
Variance, Director's level	\$5,812.97
Variance, additional upon hearing request (paid by applicant)	\$15,255.15
Williamson Act - Establish or Withdraw	Deposit \$3,050.27
Mills Act – Establish or Withdraw	Deposit \$2,903.15
Appeals and Request for Hearing Before Council or PTC	\$740.00
Appeal – Additional costs exceeding appeal fee (paid by applicant)	Deposit \$4,744.00
Contract administration	25% of direct costs
Floor Area Bonus and/pr Transfer of Development Rights (TDR)	Deposit \$932.53
IR Refund Fee	2 hrs at applicable hourly rate
<b>MISCELLANEOUS PROCESSING FEES</b>	
Public Notice: 150-foot radius	\$810.43
Public Notice: 600-foot radius	\$1,423.01
Public Notice: Beyond 600-foot radius	\$1,896.99
Recording Fee with the County	County cost of recording, if required
<i>See Municipal Fee schedule for more detail and for fees related to building permits, parking, or other departments</i>	
<b>ATTORNEY AND OTHER FEES</b>	
Legal Review of Major ARB Project	\$8,460.83
Legal Review of legislative/zone change, plan amendment, etc.)	\$15,824.51
Legal Review of Environmental Document	\$14,928.38
Legal Review for additional hearings	1/3 of the applicable fee
Legal Review - Mitigation Monitoring (EIR)	\$791.38
Appeal of Decision (File with City Clerk)	\$740.00
<b>ENVIRONMENTAL ASSESSMENT</b>	
CEQA Categorical Exemption	\$714.15
Environmental Impact Assessment (EIA), Mitigated Negative Declaration	Deposit equal to 100% of Estimated Cost + 25%
Environmental Document (consultant prepared)	Deposit equal to 100% of Estimated Costs + 25%
Environmental Document (staff prepared)	Deposit \$7,908.55

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Mitigation Monitoring (MND)	Deposit \$1,934.02	
Mitigation Monitoring (EIR)	Deposit \$5,805.25	
<b>HISTORIC</b>		
Demolition of Historic Building	\$1,582.77	
Major Project	\$2,375.47	
Minor Project requiring staff level review	\$1,583.69	
Historic Review of Individual Review Application	\$395.95	
<b>DOCUMENTS &amp; GENERAL FEES</b>	<b>FEE</b>	<b>BASIS</b>
Planning Compliance	Applicable hourly rate	Per hour, 3-hr minimum
Administrative extensions and zoning letters	Applicable hourly rate	Per hour, 1-hr minimum
Property Research Fee	Applicable hourly rate	Per hour, 1-hr minimum
Records Retention	\$8.00	Per plan sheet
Comprehensive Plan	\$494.09	Plus mailing costs, if mailed
Zoning Map	\$143.19	Plus mailing costs, if mailed

1. Other application fees may apply.
2. Multiple entitlement applications may be associated with a project. The associated fees may include flat fees (e.g., Variance, TUP) and deposits (e.g., Major ARB, Site and Design). For a project having both flat fees and deposit, the applicant will be required to initially submit only the highest deposit amount plus miscellaneous processing fees. The additional flat fees and other planning deposits associated with components of the project will be subsumed in the cost recovery charges billed to the applicant for processing all the entitlements. All costs will be recovered.
3. A 25% contract administration fee will be applied to all work performed by consultants.