



PUBLIC WORKS DEPARTMENT

701 Laurel Street
Menlo Park, CA 94025-3483

http://www.menlopark.org/departments/dep_publicworks.html

FEE SCHEDULE

EFFECTIVE DATE: JANUARY 26, 2009

GENERAL ENGINEERING FEES

The customer service counter is staffed by Engineering from 7:30am to 5:30pm, Monday through Thursday. Friday hours are 8am to 5pm, alternate Fridays closed. Staff can be reached at (650) 330-6740.

SERVICE	FEE	DESCRIPTION
Construction Plans and Specifications	\$10, minimum base fee \$10 additional charge per set, if mailed	Base fee subject to increase, per individual project. Contact staff or visit the City Project Pages website at http://www.menlopark.org/departments/pwk/bidlist.html for additional information.
Plan size copies	\$5	Per sheet
Plotter prints	\$8	Per square foot
Copies <ul style="list-style-type: none"> • 8.5 x 11 black and white • 11 x 17 black and white • 11 x 17 or smaller color 	\$0.10 \$0.20 \$1.00	Per sheet
City Standard Details <ul style="list-style-type: none"> • Bound set • Each sheet 	\$10 \$0.10	City Standard Details are also available to download at no cost on the website: http://www.menlopark.org/departments/pwk/standards/standard_detail.htm
Electronic File Reproduction <ul style="list-style-type: none"> • Labor • CD or DVD 	Staff cost \$30	Half hour minimum charge Each

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ENCROACHMENT PERMITS

Any work within the public right of way requires an encroachment permit. Please allow at least 3 to 5 business days to process the encroachment permit. Encroachment permit application forms and requirements can be found on the City's website at:

http://www.menlopark.org/departments/dep_publicworks.html.

TYPE	FEE	DESCRIPTION
Minor Encroachments	\$400	Non-development related curb, gutter, sidewalk, driveway; up to 3 potholes on the same street; up to 3 monitoring wells on the same street; one lateral street opening; routine maintenance by utility company; street tree planting.
Major Encroachments	\$700 + 3% cost of engineers' estimate	Work or construction requiring extended impact to traffic, multiple intersections, or other ongoing disturbances such as utility mains, street widening and major undergrounding.
City-Mandated repairs	\$250	City-mandated repair of sidewalk, curb and gutter, valley gutter, or parking strip
Temporary Encroachments <ul style="list-style-type: none"> • Less than 30 days • 30 days or more 	\$300 \$400	Non-construction activity such as: scaffolding for façade improvements; locating a new portable planter box; traffic control only.
Debris Box or Container on Street	\$200 per week	8 week maximum.
Completion Bond Processing Fee (bond amount shall be cost of remaining improvements plus 25% for engineering services)	\$100	Applicable to those projects which are requesting a temporary certificate of occupancy prior to completion of public improvements.
VIOLATION FEE	Double permit fee cost, see above	

STORM DRAINAGE IMPACT FEES

Storm drainage impact fees are collected when a developing site has a net increase in impervious area.

TYPE	FEE	DESCRIPTION
Single Family	\$450	Per lot
Multi-Family	\$150	Per unit
Industrial and Commercial	\$0.24	Per square foot net increase in impervious area.

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MAPS/SUBDIVISIONS

Parcel maps and final maps require tentative map approval prior to intake of the parcel or final map. Please refer to the Planning Division at:

http://www.menlopark.org/departments/dep_planning.html

TYPE	FEE	DESCRIPTION
Parcel Map <ul style="list-style-type: none"> • First 2 sheets • Each additional sheet • 3rd and each subsequent review 	\$1,200 \$100 \$100 per plan sheet, full set must be submitted	Subdivision of maximum of 4 residential or commercial parcels or units. Base fees include two full reviews by City staff.
Amended Parcel Map <ul style="list-style-type: none"> • First 2 sheets • Each additional sheet • 3rd and each subsequent review 	\$2,000 \$200 \$100 per plan sheet, full set must be submitted	Re-filing of parcel map. Base fees include two full reviews by City staff.
Final Map <ul style="list-style-type: none"> • First 2 sheets • Each additional sheet • 3rd and each subsequent review 	\$1,500 \$100 \$100 per plan sheet, full set must be submitted	Subdivision of 5 or more residential or commercial parcels or units. Base fees include two full reviews by City staff.
Amended Final Map <ul style="list-style-type: none"> • First 2 sheets • Each additional sheet • 3rd and each subsequent review 	\$2,000 \$200 \$100 per plan sheet, full set must be submitted	Re-filing of final map. Base fees include two full reviews by City staff.
Certificate of Correction <ul style="list-style-type: none"> • First 3 sheets • Each additional sheet 	\$750 \$100	Owner/developer must pay County recordation fees.
CC&R review fee	\$200	
Recreation-in-Lieu fee <ul style="list-style-type: none"> • Single family (RE and R-1) • Multi-family 	0.013 X # units X market value of acreage to be subdivided 0.008 X # units X market value of acreage to be subdivided	See Subdivision Ordinance Section 15.16.020 for a detailed explanation. http://ordlink.com/codes/menlopark/index.htm

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REAL PROPERTY

Services performed under this category are for work not included as part of the mapping/subdivision process (fees listed above).

TYPE	FEE	DESCRIPTION
Certificate of Compliance	\$900	
Easement Dedication (separate instrument)	\$500 each	Separate instrument easement dedications require City Council approval.
Lot Line Adjustment	\$1,000	
Lot Merger	\$1,000	
Abandonments	\$1,890	Street, easement, and planline abandonment/vacation. This fee covers staff processing only.
Annexations	\$1,350	

IMPROVEMENT PLAN REVIEW AND CONSTRUCTION INSPECTION

These fees are typically for plan review and construction inspection of development related activity.

SERVICE	FEE	DESCRIPTION
Improvement Plan Review <ul style="list-style-type: none"> • First 2 reviews • 3rd and each subsequent review 	\$700 + 3% of cost estimate \$100 per plan sheet, full set must be submitted	Fees due at the time of plan intake.
Plan Revision (minor)	\$100	Covers up to one hour of staff time. Each additional hourly increment will be billed at hourly rate(s).
Construction Inspection	\$500 + 3% of cost estimate	Fees due at the time of permit issuance.
Construction Re-Inspection	\$135, each	Examples: contractor scheduling inspections and not being present or ready; completed work failing inspection after assistance by the Public Works inspector; multiple stop work notices having been issued for failure to abide by approved plans or conditions of approval. Fees due prior to additional inspections being performed.

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HERITAGE TREE PERMIT

The definition of a heritage tree is: 1) Any tree with a circumference of 47.1 inches (15 inches diameter), measured 54 inches above natural grade; 2) Any Oak tree native to California with a circumference of 31.4 inches (10 inches diameter), measured 54 inches above natural grade; or 3) Any tree or group of trees specifically designed by the City Council for protection because of its historical significance, special character, or community benefit (there are none at this time). This permit is for removal, relocation, or pruning of heritage trees. Heritage tree permits related to development applications will also be charged for City-retained arborist expenses at hourly rate. For further information, please visit our website at:
<http://www.menlopark.org/departments/pln/htree/htree.htm>

NUMBER OF TREES	FEE
1 to 3 trees	\$135
Additional for 4 or more trees	\$90
Appeal fee	\$100

TRANSPORTATION FEES

Transportation staff can be reached at (650) 330-6770, Monday through Thursday, 7:30am to 5:30pm. Friday hours are 8am to 5pm, alternate Fridays closed. Please visit our website at:
http://www.menlopark.org/departments/dep_transportation.html

TYPE	FEE	DESCRIPTION
Traffic Signal Accident Repair Coordination	\$1,060	Administrative fee in addition to the actual cost of traffic signal repairs.
Traffic Counts	\$0.10	Per sheet
Red Curb Installation	\$10	Per lineal foot
Truck Route Permit <ul style="list-style-type: none"> • Per trip • Annual 	\$16 \$90	Single trip permit is for a qualifying load or vehicle moving one way and returning unladen or with the same type of load, if requested, within the specified time limits of the permit (minimum 5 days). Information regarding truck route information, restrictions, and the permit application itself can be found online at: http://www.menlopark.org/departments/trn/truckroutepermits.html For information regarding annual permits, refer to Caltrans Transportation Permit manual.

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STREETS AND MISCELLANEOUS MAINTENANCE FEES

Maintenance staff can be reached at (650) 330-6780, Monday through Thursday 7am to 4:30pm. Friday hours 7am to 3:30pm, alternate Fridays closed.

TYPE	FEE	DESCRIPTION
Barricade Rental <ul style="list-style-type: none"> • 3' barricade • 12' barricade 	\$3, per weekday or one weekend \$8, per weekday or one weekend	Pick up and return is performed by private party.
Barricade Rental – Staff Pick Up and Return	Staff cost	Private party must also pay the cost of the barricade rental (see above).
Lost/Broken Barricades <ul style="list-style-type: none"> • 3' barricade • 12' barricade 	\$50 \$200	
Banners on Santa Cruz Avenue <ul style="list-style-type: none"> • One week display • Two week display 	\$400 \$500	
Banners on El Camino Real	\$10	Fee is per pole, per week.
Special Event Set-Up	Staff cost plus cost of equipment	
Damaged City Property	25% markup on materials	Fee is in addition to cost of replacement of City property
Weed Abatement	\$225 + hourly staff costs	One hour minimum charge

MENLO PARK MUNICIPAL WATER DISTRICT MISCELLANEOUS FEES

Water District Maintenance Staff can be reached at (650) 330-6780. Please visit our website at: <http://www.menlopark.org/departments/pwk/mpmwd.html>

TYPE	FEE	DESCRIPTION
Fire Flow Test <ul style="list-style-type: none"> • First report • Additional report copies 	\$250 \$25	Applications for fire flow testing can be found online at: http://www.menlopark.org/departments/pwk/WtrPressureRequest.pdf
Backflow Preventer Tags	\$20	3-year tag for tested assembly