186-09

[Fee Procedures and Adjustments.]

Ordinance amending the San Francisco Planning Code by amending Article 3.5 to increase fees to recover costs for monitoring conditions of approval, code violation abatement, and the General Advertising Sign Program; establish a fee for Department facilitated pre-application meetings; modify refund procedures; modify the indigent fee waiver provision; clarify phased collections and payment deferment; establish a new processing fee for phased payments; and adopting Section 302 and environmental findings.

Note: Additions are <u>single-underline italics Times New Roman</u>;

deletions are strikethrough italics Times New Roman.
Board amendment additions are double underlined.
Board amendment deletions are strikethrough normal.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Findings.

- (a) The Planning Department has determined the proposed fee adjustments to be exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15273(a), which exempts rates, tolls, fares and charges such as those proposed here.

Section 2. The San Francisco Planning Code is hereby amended by amending Article 3.5, to read as follows:

SEC. 350. FEES, GENERAL.

Fees shall be imposed in order to compensate the Planning Department for the cost of processing applications and for the development and revision of land use controls. Fees shall be charged and collected as indicated for each class of application, permit, filing request or activity listed in Sections 351 through 358 below.

- (a) Estimated construction costs are as defined by the San Francisco BuildingCode.
- (b) All fees are payable at time of filing application or request, except where noted otherwise. However, the Director of Planning or his/her designee may authorize phased collection of the fee for a project whose work is projected to span more than one fiscal year. A nonrefundable processing fee of \$50 is required to set-up any installment payment plan for all application fees. The balance of phased payments must be paid in full one week in advance of the first scheduled public hearing before the Planning Commission to consider the project or before issuance of the first site permit if no hearing is required.
- (c) Time and Materials. The Planning Department shall charge the applicant for any time and materials cost incurred in excess of the initial fee charged if required to recover the Department's costs for providing services.
- (1) The Department shall charge time and materials to recover the cost of correcting code violations and violations of Planning Commission and Department conditions of approval of use if such costs are not covered by the monitoring fee for conditions of approval specified in Section 351(e)(1). any permit or application fees collected as part of the legalization of such violations.
- (2) Where a different limitation on time and material charges is set forth elsewhere in this Article, that limitation shall prevail.

- (3) The Planning Department may also charge for any time and material costs incurred by other departments or agencies of the City and County of San Francisco.
- (4) Any balance of time and materials costs for active and open projects must be paid in full one week in advance of a scheduled public hearing before the Planning Commission to consider the project or before issuance of the first site permit if no hearing is required.
- (d) Refunds. When an application is withdrawn by the applicant prior to a public hearing, or deemed canceled by the Planning Department due to inactivity on the part of the applicant, then the applicant shall be entitled to a refund of the fee paid to the Department less the time and materials expended minus a \$400 processing fee. <u>Refund requests must be submitted within six months of the project closure date.</u>
 - (e) Deferred or Reduced Fee.
- (1) Any fraternal, charitable, benevolent or any other nonprofit organization, that is exempt from taxation under the Internal Revenue laws of the United States and the Revenue and Taxation Code of the State of California as a bona fide fraternal, charitable, benevolent or other nonprofit organization, or public entity that submits an application for the development of residential units all of which are affordable to low and moderate income households, as defined by the United States Housing and Urban Development Department, for a time period that is consistent with the policy of the Mayor's Office of Housing and the San Francisco Redevelopment Agency, shall pay fees for applications specified in Section 352(a), (g), (h), and (i) based on time and materials only, up to the full fee, and may defer payment of the fees except those under 352d and 352n until (1) before final Planning Department approval of the building permit, preparatory to issuance of the building permit, before the building permit is released to the applicant, or (2) within one year of the date of action on the application, whichever comes first. This exemption shall apply notwithstanding the inclusion in the development of other nonprofit

ancillary or accessory uses. <u>Should the project be withdrawn prior to final Planning approval, the applicant shall pay time and material costs pursuant to Section 350(c).</u>

- (2) An exemption from paying the full fees specified under Section 351, 352d and 352n 353, 355, 356, and 357 may be granted when the requestor's income is not enough to pay for the fee without affecting their abilities to pay for the necessities of life, provided that the person seeking the exemption demonstrates to the Planning Director or his/her designee that they are substantially affected by the proposed project.
 - (f) Late Payment
- (1) Charges and Collection of Overdue Accounts. The Director or his/her designee shall call upon the Bureau of Delinquent Revenues or duly licensed collection agencies for assistance in collecting delinquent accounts more than 60 days in arrears, in which case any additional costs of collection may be added to the fee amount outstanding. If the Department seeks the assistance of a duly licensed collection agency, the approval procedures of Administrative Code Article 5, Section 10.39-1 et seq. will be applicable.
 - (g) Fee Adjustments
- (1) The Controller will annually adjust the fee amounts specified in Section 351(d),(e),(f),(g),(h),(i) and Section 352(b),(d),(e),(g),(i),(j),(k),(l), (m), and Section 353(a),(c),(d), and Section 355(a),(2),(3),(4),(5),(6), (7)(b),(c),(d),(e), and Section 356(c),(d),(e), and Section 357 and Section 358 (a),(b),(c),(d) by the two-year average consumer price index (CPI) change for the San Francisco/San Jose Primary Metropolitan Statistical Area (PMSA).

SEC. 351. MISCELLANEOUS SERVICES.

(a) Agendas for Planning Commission: \$35.00 annual subscription to cover costs of mailing. The Planning Director or his/her designee may authorize exemptions in those instances where costs would impose financial hardship.

- (b) Agendas for *Landmarks Preservation Advisory Board Historic Preservation Commission:* \$35.00 annual subscription to cover costs of mailing. The Planning Director or his/her designee, may authorize exemption in those instances where costs would impose
- financial hardship.
- (c) Document Retrieval: Files stored on-site actual costs for printing file(s), Files stored off-site: actual costs for retrieval, printing and return of files, as specified in a retrieval schedule prepared by Director of Planning, or his/her designee.
- (d) Information, Analysis, Report Preparation and Presentation, Research Services, Data Requests: The costs of report preparation may be amortized by factoring full-cost recovery into the pricing of such information and reports: \$230.00 as an initial fee.
 - (e) Monitoring Projects:
- (1) Monitoring Conditions of Approval: <u>Upon adoption of conditions of approval which</u>

 the Zoning Administrator determines require active monitoring, the fee shall be and Mitigation

 Measures Established Pursuant to an Environmental Document or a Public Hearing by the Planning

 Commission or Zoning Administrator for All Approved Applications in Chapter 31 of the

 Administrative Code or Sections 352(a), (b),(c),(c),(g), and (i), 353(a) and (b) and 355: \$195.00

 \$1,080.00 as an initial fee, plus time and materials as set forth in Section 350(c).
- (f) Project Review for Policy and Code Review and Interpretation for Prospective Projects for which an Application has not been Filed, and Site-Specific Design Guidelines and Code-Complying Massing Recommendations <u>and Department facilitated pre-application</u> <u>meetings</u>: \$345.00 for new construction and modifications to 5 or fewer dwelling units and for affordable housing projects as defined in the Guidelines of the United States Housing and Urban Development Department, and \$816.00 for all other projects <u>and Department facilitated pre-application meetings</u>.

1	\$10,000.00 to \$999,999.00	\$1,206.00 plus 0.557% of cost over	
2		\$10,000.00	
3	\$1,000,000.00 to \$4,999,999.00	\$6,722.00 plus 0.664% of cost	
4		over \$1,000,000.00	
5	\$5,000,000.00 to \$9,999,999.00	\$33,315.00 plus 0.557% of cost	
6		over \$5,000,000.00	
7	\$10,000,000.00 to \$19,999,999.00	\$61,176.00 plus 0.290% of	
8		cost over \$10,000,000.00	
9	\$20,000,000.00 or more	\$90,213.00	
10	(b) Variance (Section 305)		
11	Estimated Construction Cost	Initial Fee	
12	\$0.00 - \$9,999.00	\$782.00	
13	\$10,000.00 - \$19,999.00	\$1,741.00	
14	\$20,000.00 and greater	\$3,476.00	
15	Variance fees are subject to additional time and material charges, as set forth in		
16	Section 350c.		
17	(c) Downtown (C-3) District Review (Section 309) and Coastal Zone Permit (Section	
18	330) Applications Commission Hearing Fee Schedule:		
19	Estimated Construction Cost	Initial Fee	
20	\$0.00 to \$9,999.00	\$244.00	
21	\$10,000.00 to \$999,999.00	\$244.00 plus 0.112% of cost	
22		over \$10,000.00	
23	\$1,000,000.00 to \$4,999,999.00	\$1,352.00 plus 0.133% of cost	
24		over \$1,000,000.00	
25			

\$5,000,000.00 to \$9,999,999.00	\$6,684.00 plus 0.111% of cos
	over \$5,000,000.00
\$10,000,000.00 to \$19,999,999.00	\$12,234.00 plus 0.058% of
	cost over \$10,000,000
\$20,000,000.00 or more	\$18,063.00

- (1) Applications with Verified Violations of this Code: The Planning Department shall charge \$191.00 as an initial fee, plus time and materials as set forth in Section 350(c).
- (2) Where an applicant requests two or more approvals involving a conditional use, planned unit development, variance, Downtown (C-3) District Section 309 review, certificate of appropriateness, permit to alter a significant or contributory building both within and outside of Conservation Districts, or a coastal zone permit review, the amount of the second and each subsequent initial fees of lesser value shall be reduced to 50 percent.
- (3) Minor project modifications requiring a public hearing to amend conditions of approval of a previously authorized project, not requiring a substantial reevaluation of the prior authorization: \$896.00.
- (4) The applicant shall be charged for any time and materials beyond the initial fee in Section 352(a), as set forth in Section 350(c).
- (5) An applicant proposing major revisions, as determined by the Zoning Administrator, to a project application that has been inactive for more than six months and is assigned An applicant proposing significant revisions to a project for which an application is on file with the Planning Department shall be charged time and materials to cover the full costs in excess of the initial fee shall submit a new application. An applicant proposing major revisions to a project which has not been assigned and for which an application is on file with the Planning Department shall be charged time and materials to cover the full costs in excess of the initial fee paid.

- (6) For agencies or departments of the City and County of San Francisco, the initial fee for applications shall be based upon the construction cost as set forth above.
- (d) Discretionary Review Request: \$300.00; provided, however, that the fee shall be waived if the discretionary review request is filed by a neighborhood organization that: (1) has been in existence for 24 months prior to the filing date of the request, (2) is on the Planning Department's neighborhood organization notification list, and (3) can demonstrate to the Planning Director or his/her designee that the organization is affected by the proposed project. Such fee shall be refunded to the individual or entity that requested discretionary review in the event the Planning Commission denies the Planning Department's approval or authorization upon which the discretionary review was requested. Mandatory discretionary reviews: \$3,223.00.
 - (e) Institutional Master Plan (Section 304.5).
- (1) Full Institutional Master Plan or Substantial Revision: \$11,492.00 plus time and materials if the cost exceeds the initial fee as set forth in Section 350(c).
- (2) Abbreviated Institutional Master Plan: \$2,103.00 plus time and materials if the cost exceeds the initial fee as set forth in Section 350(c).
- (f) Land Use Amendments and Related Plans and Diagrams of the San Francisco General Plan: Fee based on the Department's estimated actual costs for time and materials required to review and implement the requested amendment, according to a budget prepared by the Director of Planning, in consultation with the sponsor of the request.
- (g) General Plan Referrals: \$3,103.00 plus time and materials if the cost exceeds the initial fee as set forth in Section 350(c).
- (h) Redevelopment Plan Review: The Director of Planning shall prepare a budget to cover actual time and materials expected to be incurred, in consultation with the Redevelopment Agency. A sum equal to ½ the expected cost will be submitted to the

Department, prior to the commencement of the review. The remainder of the costs will be due at the time the initial payment is depleted.

- (i) Reclassify Property or Impose Interim Zoning Controls: \$6,611.00
- (1) The applicant shall be charged for any time and materials as set forth in Section 350(c).
- (2) Applications with Verified Violations of this Code: The Planning Department shall charge time and materials as set forth in Section 350(c).
 - (j) Setback Line, Establish, Modify or Abolish: \$2,672.00
- (k) Temporary Use Fees: \$391.00 as an initial fee, plus time and materials if the cost exceeds the initial fee, as set forth in Section 350(c).
- (I) Amendments to Text of the Planning Code: \$13,209.00 as an initial fee, plus time and materials if the cost exceeds the initial fee as set forth in Section 350(c).
- (m) Zoning Administrator Conversion Determinations Related to Service Station Conversions: \$2,609.00 as an initial fee, plus time and materials if the cost exceeds the initial fee. (Section 228.4).
 - (n) Conditional Use Appeals to the bBoard of Supervisors:
- (1) \$500.00 for the appellant of a conditional used authorization decision to the Board of Supervisors; provided, however, that the fee shall be waived if the appeal is filed by a neighborhood organization that: (1) has been in existence for 24 months prior to the appeal filing date, (2) is on the Planning Department's neighborhood organization notification list, and (3) can demonstrate to the Planning Director or his/her designee that the organization is substantially affected by the proposed project.
- (2) Such fees shall be used to defray the cost of an appeal to the Planning

 Department. At the time of filing an appeal, the Clerk of the Board of Supervisors shall collect such fee and forward the fee amount to the Planning Department

SEC. 353. DOWNTOWN APPLICATIONS.

- (a) Exception in C-3 District (Section 309): \$1,701.00 as an initial fee, plus time and materials as set forth in section 350(c) for one or more exceptions to the Planning Code, which shall not be reduced per Section 352(c)(2).
- (b) Modifications in C-3 District, Determination of Need (Section 309): Same as Basic commission hearing fee schedule (Sections 352(c), 352(c)(1) et seq.).
- (c) Office Development Limitation Projects (Sections 320 through 323): \$4,562.00 per application at initial intake plus time and materials as set forth in Section 350(c).
 - (d) Article 11 Designated Buildings:
- (1) Significant or Contributory Building, Designation or Change of Boundary:\$5,884.00.
 - (2) Conservation District, Designation or Change of Boundary: \$5,884.00.
- (3) Permit to Alter a Significant or Contributory Building Within a Designated Conservation District, not Deemed Minor by the Zoning Administrator: \$7,769.00 plus time and materials in excess of initial fee as set forth in Section 350(c).
- (4) Alteration of a Contributory Building Located Outside a Conservation District From Which No TDR Has Been Transferred and No Issuance of a Permit Pursuant to Sections 1111 through 1111.6: \$7,769.00.
- (5) Significant or Contributory Building Demolition in or outside of a Conservation District for which TDRs have been transferred: \$7,769.00. This fee shall be in addition to any fee otherwise required for permits to alter or demolish. However, applications to demolish a Contributory Building located outside a Conservation District from which no TDR has been transferred or a Category V Building in a Conservation District from which no TDR has been transferred are subject only to the demolition fee contained in Section 355(b).
 - (6) Statement of Eligibility: \$1,378.00.

- (7) Certificate of Transfer, Execution: \$397.00.
- (8) Certification of Transfer of TDR, Notice of Use: \$1,241.00.

SEC. 354. ENVIRONMENTAL REVIEW.

See Administrative Code, Section 31.21 et seq. for fees.

SEC. 355. PERMIT APPLICATIONS.

(a) Building permit applications for a change in use or alteration of an existing building, to be collected by Central Permit Bureau; provided, however, that the fees charged for Planning Department approval over-the-counter for the replacement of windows, roofs, siding, and doors shall be reduced to ½ the fee set forth below.

Estimated Construction Cost	Initial Fee
\$0.00 to \$9,999.00	\$305.00
\$10,000.00 to \$49,999.00	\$306.00 plus 3.196% of cost over \$10,000.00
 \$50,000.00 to \$99,999.00	\$1,585.00 plus 2.136% of cost over
	\$50,000.00 plus \$81.00 Discretionary Review
•	Surcharge and \$267.00 Categorical Exemption
	Stamp Fee
\$100,000.00 to \$499,999.00	\$2,654.00 plus 2.337% of cost over \$100,000.00
	plus \$81.00 Discretionary Review Surcharge and
	\$267.00 Categorical Exemption Stamp Fee
\$500,000.00 to \$999,999.00	\$12,003.00 plus 0.591% of cost over \$500,000.00
	plus \$81.00 Discretionary Review Surcharge
	and \$267.00 Categorical Exemption Stamp Fee
\$1,000,000.00 to \$4,999,999.00	\$14,959.00 plus 0.232% of cost over \$1,000,000.00
	plus \$81.00 Discretionary Review Surcharge and
	\$267.00 Categorical Exemption Stamp Fee

\$	5,000,000.00 to \$99,999,999.00	\$24,240.00 plus .004% of cost over \$5,000,000.00
\$100,0		plus \$81.00 Discretionary Review Surcharge and
		\$267.00 Categorical Exemption Stamp Fee
	00,000,000.00 or more	\$28,041.00 plus \$81.00 Discretionary Review
		Surcharge and \$267.00 Categorical Exemption
		Stamp Fee

- (1) Applications with Verified Violations of this Code: The Planning Department shall charge time and materials as set forth in Section 350(c) \$1,080 as an inspection fee for monitoring code violation abatements.
- (2) Back-Check Fee for Permit Revisions: \$191.00 for the initial fee, plus time and materials as set forth in Section 350(c), to be collected at time of permit issuance.
- (3) Shadow Impact Fee for New Construction or Alteration Exceeding 40 Feet in Height (Section 295): Additional \$438.00 plus time and materials as set forth in Section 350(c).
- (4) Public Notification Fee for Projects Requiring Public Notice Pursuant to Section 311: \$45.00, plus \$3.03 per envelope (subject to increase based on envelope and postage costs). The City's reprographics department will print and mail public notices.
- (5) Public Notification Fee for Projects Requiring Public Notice Pursuant to Section 312: \$45.00, plus \$0.89 per envelope (subject to increase based on envelope and postage costs). The City's reprographics department will print and mail public notices.
- (6) For projects with a construction cost of \$100,000,000.00 or more, the applicant shall be charged the permit fee for a project with a \$100,000,000.00 construction cost.
- (7) Permits for solar panels and over-the-counter permits for solar equipment installation shall be \$129.00 per permit.
 - (b) Building Permit Applications for a New Building:

and Health Department Permit Applications Referral Review: \$114.00 initial fee collected by

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the other departments in conjunction with current fee collections, plus time and materials as set forth in Section 350(c).

- (e) Sign Permit Applications, to be collected by Central Permit Bureau: \$119.00.SEC. 356. PRESERVATION APPLICATIONS. (Article 10).
- (a) Landmark: \$250.00.
- (b) Amendment, Rescission or Designation of Historical District: \$1,000.00 plus time and materials in excess of initial fee as set forth in Section 350c. The Planning Director or his/her designee may waive time and material charges for the designation of a Historical District to encourage Citywide preservation activities.
- (c) Certificate of Appropriateness: \$288.00 for applications with an estimated construction cost less than \$1,000.00; \$1,150.00 for applications with an estimated construction less than \$20,000.00, \$5,321.00 for applications with an estimated construction value \$20,000.00 and more, plus time and materials in excess of initial fee as set forth in Section 350(c).
- (d) Determination that a Building is a Compatible Rehabilitation or a Compatible Replacement Building, Pursuant to Section 309 or 1109: Same as for Conditional Use (Section 352(a)).
- (e) Processing and Administering an Application for a Historical Properties Contract Under the California Mills Act, California Government Code Sections 50280—50290: \$16,817.00 for commercial properties and \$8,412.00 for residential properties.

SEC. 357. TRANSPORTATION REVIEW ASSOCIATED WITH PROJECT APPLICATIONS.

(a) Transportation Study \$19,984.00 plus time and materials as set forth in Section $350\frac{(a)}{(c)}$.

(b) Municipal Transportation Agency review of transportation impact study: \$4,000 per study.

SEC. 358. GENERAL ADVERTISING SIGNS FEES.

- (a) The fee for the relocation agreement application pursuant to Section 611 and Administrative Code Section 2.21 shall be \$1,148.00 per individual relocation agreement application.
- (b) The fee for the initial inventory processing pursuant to Section 604.2 shall be \$643.00 per sign structure.
- (c) The fee for an in-lieu application pursuant to Section 604.1 shall be \$367.00 per sign structure.
- (d) The fee for annual inventory maintenance pursuant to Section 604.2 shall be \$75.00 \$211.00.
- (e) Fee Review and Adjustment. Beginning with fiscal year 2007-2008, the fees established in this Section may be adjusted each year, without further action by the Board of Supervisors, to reflect changes in the relevant Consumer Price Index, as determined by the Controller. No later that April 15th of each year, the Director shall submit the Department's current fees schedule to the Controller, who shall apply the price index adjustment to produce a new fee schedule for the following year. No later that May 15th of each year, the Controller shall file a report with the Board of Supervisors reporting the new fee schedule and certifying that: (a) the fees produce sufficient revenue to support the costs of providing the services for which the fee is charged and (b) the fees do not produce revenue that exceeds the costs of providing the services for which each permit fee is charged. Notwithstanding the procedures

1	set forth in this Section, the Board of Supervisors, in its discretion, may modify the fees by		
2	ordinance at any time.		
3	APPROVED AS TO FORM: DENNIS/J. HERRERA, City Attorney		
4			
5	By: Mold & Sayayan JUDITH A. BOYAJIAN Deputy City Attorney		
6	Deputy City Attorney		
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City and County of San Francisco Tails

City Hall 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4689

Ordinance

File Number:

090698

Date Passed:

Ordinance amending the San Francisco Planning Code by amending Article 3.5 to increase fees to recover costs for monitoring conditions of approval, code violation abatement, and the General Advertising Sign Program; establish a fee for Department facilitated pre-application meetings; modify refund procedures; modify the indigent fee waiver provision; clarify phased collections and payment deferment; establish a new processing fee for phased payments; and adopting Section 302 and environmental findings.

June 23, 2009 Mayor — SUBSTITUTED

July 21, 2009 Board of Supervisors — PASSED ON FIRST READING

Ayes: 10 - Alioto-Pier, Avalos, Campos, Chiu, Chu, Dufty, Elsbernd, Mar,

Maxwell, Mirkarimi Absent: 1 - Daly

July 28, 2009 Board of Supervisors — FINALLY PASSED

Ayes: 11 - Alioto-Pier, Avalos, Campos, Chiu, Chu, Daly, Dufty, Elsbernd, Mar,

Maxwell, Mirkarimi

File No. 090698

I hereby certify that the foregoing Ordinance was FINALLY PASSED on July 28, 2009 by the Board of Supervisors of the City and County of San Francisco.

And Califo

Angela Calvillo lerk of the Board

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Date Approved