

CITY OF CUPERTINO
Resolution 25-XXX
Fees Effective September 1, 2025
Schedule C - Planning

DEFINITIONS

- A. Parcel Map: Subdivisions, including ministerial subdivisions - up to four (4) parcels (CMC Chapter 18.20).
- B. Tentative map: Subdivisions - five (5) or more parcels (CMC Chapter 18.16).
- C. Minor: for ten thousand square feet or less of commercial and/or industrial and/or office and/or other non-residential use, or six or less residential units
- D. Major: for more than ten thousand square feet of commercial and/or industrial and/or office and/or other non-residential use, or greater than six residential units (CMC Chapter 19.12).
- E. Minor Architectural and Site Approval - Duplex/Residential: Architectural approval of single family homes in a planned development zoning district, redevelopment or modification of duplexes, and associated landscaping, where such review is required (CMC Chapter 19.12).
- F. Minor Architectural and Site Approval: Architectural approval of the following: minor building modifications, landscaping, signs and lighting for new development, redevelopment or modification in such zones where such review is required (CMC Chapter 19.12).
- G. Major Architectural and Site Approval: Architectural approval of all other development projects (CMC Chapter 19.12).
- H. Minor Modification: An application that is administratively reviewed by staff either at an advertised public hearing/meeting or in a non-hearing process (CMC Chapter 19.164).
- I. Exceptions: An exception to the zoning standards for which an exception process and findings are identified in the Municipal Code. These include Fence, Sign, Height, Hillside, Parking, R-1, A, A-1, and R1 cluster zone exceptions. This also includes exceptions identified in the City's Specific Plans (CMC Chapter 19.12 and Title 20).
- J. Project Review Meeting: Request for a one hour meeting by an applicant to review a project with City staff without any written
- K. Preliminary Review: One round of informal review of any proposed project with written feedback from City staff.
- L. Temporary Sign Permit: A review of a temporary sign application for banners, A-frame signs and other temporary signs
- M. Sign Permit: For signs that require a public meeting such as freeway oriented signage, electronic readerboard signs etc. (CMC Chapter 19.104)
- N. Extension Permit: A one-time one-year extension of the planning permit expiration date (CMC Chapter 19.12).
- O. Appeal: A request from the project applicant or interested party to reverse or amend a decision made by the approval authority. Fee Exemption for: an appointed public official serving on the board that made the decision subject to the appeal, an appointed public official serving on a board that is directly affected by the decision and City Council members. At the conclusion of a City Council appeal hearing, it may choose to, at its sole discretion, refund all, a portion of, or none of the appeal fee (CMC Chapter 19.12).
- P. Legal Noticing Fee: Assessed for all permit applications that require noticing (CMC Chapter 19.12).
- Q. Special Events Permit: A request to host a special event for no more than a total of 12 calendar days in a year including, but not limited to, employee holiday party, summer barbeque, any outdoor event where normal operations occur indoors, car sales/show event, events located in parking lots where such uses are not authorized ordinarily. Large events involve an entire shopping center, office or industrial buildings/sites, and other commercial sites. Small events typically involve individual businesses/tenants in a shopping center or building. Staff reserves the right to determine the applicable event type based on the project description provided. Churches/non-profits operating on property in their control are exempt from fees.
- R. Housing Mitigation Fee: A fee assessed in accordance with the City's General Plan Housing Element, Municipal Code (CMC 19.172) and the City's BMR Housing Mitigation Program Procedural Manual.

Note: Mixed use applications will be classified based upon the highest intensity and review process. The Director of Community Development will have discretion to classify projects based upon the above criteria.

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| Fee Description ¹ | Unit | FY 2024-25 Fee | FY 2025-26 Proposed Fee | YOY \$ ▲ | YOY % ▲ |
|--|------------|-------------------|-------------------------|----------|---------|
| Planning Staff Hourly Rate ² | Per Hour | \$290 | \$318 | 28.00 | 9.7% |
| General Plan | | | | | |
| Authorization | Deposit | Staff Hourly Rate | Staff Hourly Rate | | |
| Amendment | Deposit | Staff Hourly Rate | Staff Hourly Rate | | |
| Zoning | | | | | |
| Zoning Map Amendment | Deposit | Staff Hourly Rate | Staff Hourly Rate | | |
| Zoning Text Amendment | Deposit | Staff Hourly Rate | Staff Hourly Rate | | |
| Single-Story Overlay District | Deposit | Staff Hourly Rate | Staff Hourly Rate | | |
| Study Session | Deposit | Staff Hourly Rate | Staff Hourly Rate | | |
| Subdivision | | | | | |
| Parcel Map (See Definition A) | Each | \$27,393 | \$30,047 | 2,654.00 | 9.7% |
| Tentative Map (See Definition B) | Each | \$47,078 | \$51,639 | 4,561.00 | 9.7% |
| Conditional Use/Development Permit | | | | | |
| Temporary Use Permit | Each | \$5,081 | \$5,573 | 492.00 | 9.7% |
| Administrative Conditional Use Permit | Each | \$10,722 | \$11,761 | 1,039.00 | 9.7% |
| Minor (See Definition C) | Each | \$25,755 | \$28,250 | 2,495.00 | 9.7% |
| Major (See Definition D) | Each | \$39,301 | \$43,109 | 3,808.00 | 9.7% |
| Amendment to Conditional Use/Development Permit | | | | | |
| Minor (See Definition C) | Each | \$11,618 | \$12,744 | 1,126.00 | 9.7% |
| Major (See Definition D) | Each | \$25,071 | \$27,500 | 2,429.00 | 9.7% |
| Architectural and Site Approval Permit | | | | | |
| Minor Duplex / Residential (See Definition E) | Each | \$10,692 | \$11,728 | 1,036.00 | 9.7% |
| Minor (See Definition F) | Each | \$16,683 | \$18,299 | 1,616.00 | 9.7% |
| Major (See Definition G) | Each | \$25,451 | \$27,917 | 2,466.00 | 9.7% |
| Single Family (R-1) Residential Permits | | | | | |
| Minor Residential Permit | Each | \$4,024 | \$4,414 | 390.00 | 9.7% |
| Two-Story Permit without Design Review | Each | \$5,035 | \$5,523 | 488.00 | 9.7% |
| Two-Story Permit with Design Review | Each | \$6,149 | \$6,745 | 596.00 | 9.7% |
| Director Minor Modification (See Definition H) | Each | \$5,497 | \$6,030 | 533.00 | 9.7% |
| Ministerial Residential Permit | | | | | |
| Miscellaneous Ministerial Permit | Each | \$4,551 | \$4,992 | 441.00 | 9.7% |
| Exceptions (See Definition I) | | | | | |
| Fence Exception - R1 & R2 | Each | \$4,673 | \$5,126 | 453.00 | 9.7% |
| Fence Exception - Other | Each | \$5,184 | \$5,686 | 502.00 | 9.7% |
| Sign Exception | Each | \$6,981 | \$7,657 | 676.00 | 9.7% |
| R-1 Exception | Each | \$7,821 | \$8,579 | 758.00 | 9.7% |
| Heart of the City Exception | Each | \$25,126 | \$27,560 | 2,434.00 | 9.7% |
| Hillside Exception | Each | \$23,965 | \$26,287 | 2,322.00 | 9.7% |
| Exception - Other | Each | \$7,942 | \$8,711 | 769.00 | 9.7% |
| Variance | Each | \$9,081 | \$9,961 | 880.00 | 9.7% |
| Reasonable Accommodation | Each | \$1,803 | \$1,978 | 175.00 | 9.7% |
| Project Review Meeting (See Definition J) | Per Review | \$2,504.00 | \$2,747.00 | 243.00 | 9.7% |
| Preliminary Application Review (See Definition K) | | | | | |
| Single Family | Per Review | \$2,534.00 | \$2,780.00 | 246.00 | 9.7% |
| Non-Residential (Retail/Industrial/Office/Hotel) | | | | | |
| <10,000 sf | Per Review | \$5,491.00 | \$6,023.00 | 532.00 | 9.7% |
| >10,000 sf | Per Review | \$9,550.00 | \$10,475.00 | 925.00 | 9.7% |
| Residential / Mixed Use: | | | | | |
| Duplex | Per Review | \$1,991.00 | \$2,184.00 | 193.00 | 9.7% |
| 3-6 Units | Per Review | \$8,777.00 | \$9,627.00 | 850.00 | 9.7% |
| 6-50 Units | Per Review | \$13,549.00 | \$14,862.00 | 1,313.00 | 9.7% |
| >50 Units | Per Review | \$19,556.00 | \$21,451.00 | 1,895.00 | 9.7% |

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| Fee Description | Unit | FY 2024-25 Fee | FY 2025-26 Proposed Fee | YOY \$ ▲ | YOY % ▲ |
|--|----------------|--|--|----------|---------|
| Tree Removal Permit | | | | | |
| Tree Removal Permit (no Arborist review required) | | | | | |
| First Tree | Per Tree | \$424 | \$465 | 41.00 | 9.7% |
| Each Additional Tree | Per Tree | \$167 | \$183 | 16.00 | 9.6% |
| Tree Removal Permit (Arborist review required) | | | | | |
| First Tree | Per Tree | \$776 | \$851 | 75.00 | 9.7% |
| Each Additional Tree | Per Tree | \$250 | \$274 | 24.00 | 9.6% |
| Retroactive Tree Removal | Per Tree | \$5,520 | \$6,055 | 535.00 | 9.7% |
| Heritage Tree Designation | Each | \$422 | \$463 | 41.00 | 9.7% |
| Tree Management Plan | Each | \$7,951 | \$8,721 | 770.00 | 9.7% |
| Signs | | | | | |
| Temporary Sign Permit (See Definition L) | Each | \$553 | \$607 | 54.00 | 9.8% |
| Sign Permit (See Definition M) | Each | \$7,532 | \$8,262 | 730.00 | 9.7% |
| Sign Program | Each | \$4,456 | \$4,888 | 432.00 | 9.7% |
| Planning Commission Interpretation | Each | \$8,054 | \$8,834 | 780.00 | 9.7% |
| Extension of Approved Entitlements (See Definition N) | Each | \$2,103 | \$2,307 | 204.00 | 9.7% |
| Environmental Assessment | | | | | |
| Environmental Impact Report (Plus State & County Filing Fees) | Each | Contract+Admin Fee | Contract+Admin Fee | | |
| Negative Declaration - Major (Plus State & County Filing Fees) | Each | Contract+Admin Fee | Contract+Admin Fee | | |
| Negative Declaration - Minor (Plus State & County Filing Fees) | Each | Contract+Admin Fee | Contract+Admin Fee | | |
| Categorical Exemption (Plus County Filing Fee) | Each | \$401 | \$440 | 39.00 | 9.7% |
| Appeals (See Definition O) | | | | | |
| Planning Commission | Each | \$505 | \$554 | 49.00 | 9.7% |
| City Council | Each | \$505 | \$554 | 49.00 | 9.7% |
| Miscellaneous Fees | | | | | |
| Legal Noticing Fee (See Definition P) | Each | \$527 | \$578 | 51.00 | 9.7% |
| Mercury News Ad | Each | Actual Cost + Admin Fee | Actual Cost + Admin Fee | | |
| Zoning Verification Letter | Each | \$583 | \$639 | 56.00 | 9.6% |
| Public Convenience and Necessity Letter (Alcoholic Beverage License) | Each | \$291 | \$319 | 28.00 | 9.6% |
| Short-Term Rental | Each | \$409 | \$449 | 40.00 | 9.8% |
| Mobile Vending Registration Fee | Each | \$548 | \$601 | 53.00 | 9.7% |
| Special Events (See Definition Q) | Sition Qe Def | | | | |
| Large Event | Each | \$4,886.00 | \$5,359.00 | 473.00 | 9.7% |
| Small Event | Each | \$500.00 | \$500.00 | 0.00 | 0.0% |
| Planning Inspection | Per Inspection | \$430.00 | \$472.00 | 42.00 | 9.8% |
| Technology Fee | Per Permit | 5.8% | 5.8% | | |
| Fees Assessed with Building Permits | | | | | |
| Wireless Master Plan Fees (at Building Permit Issuance) | | | | | |
| Equipment Mounted on Existing Light/Utility Pole | Each | \$10.28 | \$11.28 | 1.00 | 9.7% |
| New Personal Wireless Facility (not mounted on light/utility pole) | Each | \$2,241 | \$2,458 | 217.00 | 9.7% |
| Zoning, Planning, Municipal Code Fees (at Building Permit Issuance) | | | | | |
| All Non-Residential and Multi-Family | Per s.f. | \$1.52 | \$1.67 | 0.15 | 9.9% |
| Residential Single Family | Per s.f. | \$1.52 | \$1.67 | 0.15 | 9.9% |
| General Plan Office Allocation Fee | Per s.f. | \$1.52 | \$1.67 | 0.15 | 9.9% |
| Planning Department Review fee (New Construction and Additions) (Payable at permit submittal) | Each | 20% of Plan Check and Inspection fees | 20% of Plan Check and Inspection fees | | |

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|--|----------|----------------|-------------------------|----------|---------|
| FOR INFORMATIONAL PURPOSES ONLY: ³ | | | | | |
| Housing Mitigation In-Lieu Fees ² (See Definition R) | | | | | |
| Residential - Ownership | | | | | |
| Detached Single Family Residence | Per s.f. | \$21.87 | \$22.45 | 0.59 | 2.7% |
| Small Lot Single Family Residence or Townhome | Per s.f. | \$24.05 | \$24.70 | 0.65 | 2.7% |
| Multi-family Attached Townhome, Apartment, or Condominium (up to 35 du/ac) | Per s.f. | \$29.15 | \$29.94 | 0.78 | 2.7% |
| Multi-family Attached Townhome, Apartment, or Condominium (over 35 du/ac) | Per s.f. | \$29.15 | \$29.94 | 0.78 | 2.7% |
| Residential - Rental | | | | | |
| Multi-family Attached Townhome, Apartment, or Condominium (up to 35 du/ac) | Per s.f. | \$29.15 | \$29.94 | 0.78 | 2.7% |
| Multi-family Attached Townhome, Apartment, or Condominium (over 35 du/ac) | Per s.f. | \$36.44 | \$37.42 | 0.98 | 2.7% |
| Non-Residential | | | | | |
| Office, Research and Development, or Industrial | Per s.f. | \$34.55 | \$35.48 | 0.93 | 2.7% |
| Hotel | Per s.f. | \$17.28 | \$17.74 | 0.46 | 2.7% |
| Self-storage, employee unit provided | Per s.f. | \$0.65 | \$0.66 | 0.02 | 2.7% |
| Self-storage, employee unit not provided | Per s.f. | \$1.36 | \$1.40 | 0.04 | 2.7% |
| Warehouse | Per s.f. | \$48.00 | \$49.29 | 1.29 | 2.7% |
| Commercial/Retail | Per s.f. | \$14.58 | \$14.97 | 0.39 | 2.7% |

¹Based on 2023 Fee and Cost Allocation Plan Study by Matrix Consulting

¹ All application fees except those project subject to the Planning Staff Hourly Rate fee (see note 2) allow for two rounds of review. Any submissions beyond two shall be subject to a fee equal to 50% of the total permit fees paid initially.

²Applications may be subject to a Planning Staff Hourly Rate fee for applicable staff time, and vendor invoice. These fees apply to projects that require a level of staff support greater than the scope of work included in the regular fee schedule and will be based on the time and materials required to process the entire project. The applicant will be notified if these fees are applicable to their project. The applicant will be required to enter into a Reimbursement Agreement with the City for such projects.

³ All Housing Mitigation Fees are assessed in accordance with the BMR Housing Mitigation Manual. Non-residential Housing Mitigation In-lieu Fees are based on the 2015 and the 2020 Supplement to the Non-Residential Nexus Analysis by Keyser Marsten. Residential Housing Mitigation In-lieu Fees are based on the 2015 Nexus Study. These fees increase automatically annually (on July 1 of each year) by the Consumer Price Index of All Urban Consumers for San Francisco, CA.

An administrative fee (15%) will be charged for outside agency review/consultant services/outside services (ads etc.) per Schedule A - General Fees.

If plans are submitted on paper, these must be sent to an outside agency for scanning. The cost of scanning the plans, plus the administrative fee per Schedule A - General Fees will be charged.