



*Town of Yountville*

*"The Heart of the Napa Valley"*

## **TOWN OF YOUNTVILLE**

# **MASTER FEE SCHEDULE**

**Fiscal Year 2024/25**

### **Town Council Vision Statement**

*"To provide leadership, inspire community spirit, maintain fiscal health and offer a high level of service to the residents, businesses, and visitors in Yountville."*

Annual Administrative Update Reviewed at April 2, 2024 Council Meeting

MASTER FEE SCHEDULE

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### 8. FEE ADJUSTMENT HISTORY

- A. Initial Adoption by Resolution Number 2973-11 06/21/2011.
- B. Reaffirming Existing Fees, Adjusting Current Fees & Adding New Fees for Fiscal Year 2012/13 – Resolution Number 3035-12 06/19/2012.
- C. Reaffirming Existing Fees, Adjusting Current Fees & Adding New Fees for Fiscal Year 2013/14 – Resolution Number 3099-13 04/02/2013.
- D. Reaffirming Existing Fees, Adjusting Current Fees & Adding New Fees for Fiscal Year 2014/15 – Resolution Number 3167-14 04/01/2014.
- E. Reaffirming Existing Fees, Adjusting Current Fees & Adding New Fees for Fiscal Year 2015/16 – Resolution Number 15-3253 04/21/2015.
- F. Adding New Fees for Fiscal Year 2016/17 – Resolution Number 16-3334 and Ordinance Number 16-449.
- G. Adding New Fees for Fiscal Year 2017/18 – Resolution Number 17-3399.
- H. Adding New Fees for Year 2018/19 – Resolution Number 18-3480.
- I. Modifying the Master Fee Schedule for Year 2019/20—Resolution Number 19-3545.
- J. Approving Waiver of Annual Increase for Year 2021/22 – Resolution Number 21-4042.
- K. Reviewing Annual Administrative Update of Regulatory and Other Fees and Charges for the Master Fee Schedule Update for Year 2022/23 - April 5, 2022 Council Meeting.
- L. Adding New Fees for Fiscal Year 2023/24 – Resolution 23-4197

# **MASTER FEE SCHEDULE**

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M. Reviewing Annual Administrative Update of Regulatory and Other Fees and Charges for the Master Fee Schedule Update for Year 2024/25 - April 2, 2024 Council Meeting.

### **APPENDIX**

- Index of Resolutions and/or Ordinances Previously Establishing Various Town Fees

# MASTER FEE SCHEDULE

## **OVERVIEW**

The Town Council of the Town of Yountville desires to comply with both the letter and the spirit of the California Constitution and limit the growth of taxes, by shifting, where possible, the burden of special regulatory programs and services and products directly to applicants and the recipients of the benefits thereof; and

In accordance with the Yountville Municipal Code, the Town Council further desires to continue its established policy of recovering costs reasonably borne of providing special services and programs of a voluntary and limited nature, and regulatory services deemed necessary to protect the public health, safety or welfare, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services.

## **PURPOSE**

The Master Fee Schedule is hereby established in accordance with the Yountville Municipal Code and the Strategic Plan and Core Elements related to Responsible Fiscal Policy: the Town Council further desires to continue its policy regarding charges to be recovered from users of certain Town services, and beneficiaries of certain Town programs, which the Town Council has determined are particularly important to protection of the public health, safety, and welfare, and to direct Town staff as to the methodology for implementing this direction to encourage certain users of Town services to obtain permits and inspections.

## **GENERAL POLICY PRACTICES**

### **1. Methodology for Calculation and Collection of Fees and Charges Established**

The fees and charges established herein shall be calculated and collected in accordance with the Yountville Municipal Code and otherwise, as follows:

- a. Each fee and charge established herein is for an identified regulation, service or product; additional fees shall be required for each additional regulation, service or product that is requested or required.
- b. Where fees or charges are indicated on a per-unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated range of such units.

## MASTER FEE SCHEDULE

- c. The fees or charges due shall be calculated by the various Town department(s) and shall be collected prior to the Town's performance of the services, unless a written agreement is entered into for deferral of such fees or unless otherwise provided herein.
- d. Where a deposit is required for the performance of a special service, the applicant shall post the deposit in accordance with the Yountville Municipal Code or other Town regulation and/or an actual cost based on contracted services. Where an additional deposit is required, the applicant shall post that amount estimated by Town staff to cover the balance of the services to be performed. The Town is not obligated to, but may, continue processing the application, until such time as additional deposit is made. Where an additional deposit is required for completed services, or where a refund of excess deposited monies is due, and where such charge or refund is ten dollars (\$10.00) or less, a charge or refund need not be made.
- e. Indirect Administrative Overhead Costs are defined to include the expenses incurred for other Town staff that is not directly billed to the project including the Town Manager, Finance Staff, Administrative and Clerical Staff, Human Resources Staff, Risk Management (including insurance programs), Information Technology and Communication services, Town web-site, printing, utility costs, and maintenance expenses for Town equipment and facilities and other overhead costs.

### **2. Annual Update and Modification Process**

In order to maintain User Fee Cost Recovery Objectives, the Town Council of the Town of Yountville has adopted the following annual update process:

- a. Fees and charges shall be analyzed annually as a part of the Town budget process and recommendations for modification of methodology used to determine fees and consideration of new fees may be updated at the discretion of the Town Council.
- b. During the fiscal year, if the need arises, and appropriate documentation exists to justify a new fee or an increase to an existing fee, the Town Council may adjust fees.
- c. Changes to the Annual Update Process shall be made by action of the Town Council.
- d. Annual CPI based adjustment of existing fees and charges based on the annual percentage change in the Consumer Price Index (CPI), San Francisco Area for All Urban Consumers (CPI-U) using the February Report annually for the new fiscal year beginning July 1<sup>st</sup> of each year except for the utility enterprise fund rates which has a separately adopted five-year rate structure effective January 1<sup>st</sup> of each year pursuant to Resolution Number 2947-11 and the Parks & Recreation Camp Programs which will have a May 1 (summer season) effective date unless a later date is noted.

## MASTER FEE SCHEDULE

- e. Annual Building Permit fee valuations and adjustments are based on the current International Building Code Valuation Schedule and a Local Adjustment Modifier of 1.16% shall be added to the building permit valuation pursuant to Resolution Number 2364-05.
- f. Development Impact Fees shall be automatically adjusted annually commencing July 1, 2006, and every July 1<sup>st</sup> thereafter. The fee adjustments shall be based on the increase, if any, in the Engineering News Record US 20 Cities average construction cost index for the June preceding the increase and the June one year prior thereto pursuant to Ordinance Number 362-06.

### 3. Subsidized Fees

The Town Council finds and determines that in order to promote the public health, safety, and welfare and encourage certain users to obtain required permits and inspection and exercise their rights of appeal redress, it is desirable and necessary to provide a general fund subsidy of certain fees and charges. In effecting this policy, the Town Council acknowledges that there are some services provided by the Town that may be subsidized, such as the following which are provided for illustrative purposes: certain senior services programs, certain youth services programs, community based events and activities, community support via fee waivers for local non-profit organizations, tree removal permits, certain building permits, appeals to the Town Council, certain special event permit fees, and those specified by California State statutes.

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount		
<b>ADMINISTRATIVE SERVICES</b>						
<i>Brief Description: Administrative Services includes fees associated with miscellaneous functions of the Finance Department, Town Clerk, Administration, and general services utilized across various Town Departments.</i>						
ABC License Review						
One-Day	No Fee					
All Others	\$75.00	Each				
Administrative Record (Preparation)	Actual Cost	Each	\$500.00			
Annual Comprehensive Financial Report (ACFR)	Actual Cost	Each				
Bingo Permit						
Local Yountville Non-Profit	No Fee	Each				
Business Annual License Tax <sup>1 and 3</sup>						
Retail Sale of Goods, Wares or Merchandise	\$20.00	Per License/Per Fiscal Year				
Wholesaling of Goods, Wares or Merchandise	\$20.00	Per License/Per Fiscal Year				
Wholesaling of Goods, Wares or Merchandise with No Fixed Place of Business within Town	\$20.00	Per License/Per Fiscal Year				
Manufacturing, Fabricating or Processing	\$20.00	Per License/Per Fiscal Year				
Sales of Services at Retail	\$20.00	Per License/Per Fiscal Year				
General, Electrical, Plumbing or Other Contractor Not Specified with a Fixed Place of Business within Town	\$20.00	Per License/Per Fiscal Year				
General, Electrical, Plumbing or Other Contractor Not Specified with No Fixed Place of Business within Town	\$20.00	Per License/Per Fiscal Year				
Private Practice of a Profession	\$20.00	Per License/Per Fiscal Year				
Peddler / Solicitor Permit	\$100.00	Per License/Per Fiscal Year				
Restaurants	\$20.00	Per License/Per Fiscal Year				
Bar or Tavern	\$20.00	Per License/Per Fiscal Year				
Real Estate Broker	\$20.00	Per License/Per Fiscal Year				



**Town of Yountville  
MASTER FEE SCHEDULE**

			Construction Monitoring and Inspection Initial Deposit Amount
Description/Service	Fee	Unit	Deposit Amount \$ or %
ADMINISTRATIVE SERVICES (Continued)			
Business Annual License Tax (Continued) <sup>1 and 3</sup>			
Apartments of Three or More Units	\$20.00	Per License/Per Fiscal Year	
Laundry or Dry Cleaner	\$20.00	Per License/Per Fiscal Year	
Mobile Home Parks	\$20.00	Per License/Per Fiscal Year	
Other Business Licenses (not listed) <sup>2</sup>	\$20.00	Per License/Per Fiscal Year	
Business License Initial Application Processing Fee	\$39.00	Per License	
Business License Renewal Processing Application Fee	\$23.00	Per License	
SB1186 State Mandate Disability Access & Education Fee <sup>4</sup>	\$4.00	Per License/Renewal	
Business License Duplicate Fee <sup>5</sup>	\$5.00	Per Duplicate License	
Business License Late Charge <sup>6</sup>	\$5.00	Per License	
Business License Alphabetic Listing (Copy of Listing)	\$0.35	Per Page	
Candidate Statements of Qualifications <sup>7</sup>	Actual Cost	Per Statement	
Capital Improvement Program (CIP)	Actual Cost	Each	
Document Certification (with one copy)	\$12.00	First Page	
	\$0.13	Each Additional Page	
Electrical Vehicle Charging Station	\$0.42	Per Hour as determined by policy	
Fax Transmissions			
Ten (10) Pages or Less	\$2.73	First 10 Pages	
Eleventh Page and Up	\$0.35	Per Page	
Fingerprinting Fees	Actual Cost Plus County Sheriff Fees		
Governmental Use of Council Chambers	No Fee		
Late Charge on All Town Invoices (Past Due 30 Days)	10%	Per Invoice	
Municipal Code	Actual Cost	Each	
Municipal Code Supplements	Actual Cost	Each	
Notary Fee <sup>8</sup>	\$15.00	Per Signature	
Notice of Intent to Circulate Petition <sup>9</sup>	\$200.00	Per Petition	
Operating Budget	Actual Cost	Each	

**Town of Yountville  
MASTER FEE SCHEDULE**

			Construction Monitoring and Inspection Initial Deposit Amount
Description/Service	Fee	Unit	Deposit Amount \$ or %
ADMINISTRATIVE SERVICES (Continued)			
Other Documents and Books	Actual Cost	Each	
Pedicab Owner/Operator Permit Application Fee	Actual Cost	Per Permit	\$2,500.00
Pedicab Decal Fee	\$312.00	Per Decal, Per Year	
Photocopies (Letter, Legal, Ledger)	\$0.39	Per Page/Per Side	
Political Reform Act Copies of Documents <sup>10</sup>	\$0.10	Per Page	
Political Reform Act Retrieval Fee <sup>10</sup>	\$5.00	Over 5 years	
Return Check Charge			
First Contact	\$34.00	Per Check	
Second and Subsequent Check Return	\$45.00	Per Check	
Stop Payment Fee	\$34.00	Per Check	
Subpoenaed Staff as Witness <sup>11</sup>	Actual Cost	Per Occurrence	\$275.00
Taxicab Owner/Operator Permit Application Fee	Actual Cost	Per Permit	\$2,500.00
Taxicab Medallion Fee	\$654.00	Per Medallion, Per Year	
Taxicab/Pedicab Permit Appeal Fee	Actual Cost		\$1,000.00
Taxicab/Pedicab Late Fee	\$66.00	Per Occurrence	
Town Manager Municipal Code Application and Processing Fee for Required Permits	\$186.00	or Actual Cost Whichever is Greater	
Transcript Preparation (Verbatim Council)	Actual Cost	Each	
ADMINISTRATIVE SERVICES: SPECIAL EVENTS			
Brief Description: The Town processes Special Event Permits which typically occur upon any public street, alley, park, or any other public grounds in the Town, and consist of any parade, march, ceremony, show, exhibition, pageant, street procession, or gathering of 200 or more persons. Special Event Permits are also required for events occurring upon privately owned grounds in the Town as required under a Conditional Use Permit. Please refer to the Town's Municipal Code for complete information regarding Special Event requirements.			
Special Event Permit			
90 days or more prior to event	\$213.00	Per Event	\$500.00
Less than 90 days prior to event	\$388.00	Per Event	\$500.00
Major Special Event Permit	\$1,897.00	Per Event	
Electronic Message Board	\$213.00	Per Event/Per Board	
Barricade/Sign Use Fee	\$16.00	Per Barricade/Sign	
Other Town Special Event Fees <sup>12</sup>	Cost-Based Fee	Per Event	
ADMINISTRATIVE SERVICES: OTHER PERMIT APPLICATIONS			
Brief Description: Permit application requests for Photography and Filming, Amplified Sound, and Block Parties require staff time to review and process the application and the fees established are to offset a portion of the direct staff costs associated with processing these permits. The deposit fee is refundable if no damage occurs and if no excessive clean-up is required.			
Photography and Filming			
90 days or more prior to event	\$213.00	Per Application	\$250.00
Less than 90 days prior to event	\$388.00	Per Application	\$250.00
Amplified Sound			
90 days or more prior to event	\$213.00	Per Application	\$250.00
Less than 90 days prior to event	\$388.00	Per Application	\$250.00
Block Parties			
90 days or more prior to event	\$175.00	Per Application	\$250.00
Less than 90 days prior to event	\$352.00	Per Application	\$250.00
Other Permit Application Fees <sup>12</sup>	Actual Cost	Per Application	

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount		
Parking Space as part of filming/photography or special Event	\$71.00	Per Space/Per Day				
<b>NOTES:</b>						
<sup>1</sup> YMC 5.04.190						
<sup>2</sup> YMC 5.04.210						
<sup>3</sup> YMC 5.04.230 - Business License Fee Prorated						
A. 9 Months or More 100% Annual Tax						
B. > 6 Months and < 9 Months 75% of Annual Tax						
C. > 3 Months and < 6 Months 50% of Annual Tax						
D. > 1 Month and < 3 Months 25% of Annual Tax						
<sup>4</sup> Increased to \$4.00 effective 1/1/2018 per Dept. of State Architect (AB 1379)						
<sup>5</sup> YMC 5.04.260						
<sup>6</sup> YMC 5.04.330 Penalty for failure to pay tax when due						
<sup>7</sup> Election Code 13307(c)						
<sup>8</sup> Government Code 8211(a)						
<sup>9</sup> Election Code 9202(b)						
<sup>10</sup> Government Code 81008(a)						
<sup>11</sup> Government Code 68097.1; amended by AB2727 1/1/2015						
<sup>12</sup> Potential additional Town fees include, but are not limited to, costs for barricades, temporary no parking signage, additional garbage collection, additional law enforcement, fire and additional public works or parks impacts.						

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount		
<b>PARKS AND RECREATION DEPARTMENT</b>						
Brief Description: The Parks and Recreation Department provides a wide range of services including recreation programs and leisure services, Community Center facilities rental, park picnic rentals and sports court rentals. The Department also provides staff support for the Parks and Recreation Advisory Commission, the Yountville Arts Commission and the Town of Yountville Community Foundation.						
<b>FACILITIES</b>						
Brief Description: The Community Center facility includes rental of the Heritage Room, Kitchen, Patio, Founders Room, Generations Room, Art Room, and Town Square. All rentals are on a per hour basis unless otherwise noted. Rentals over 8 hours receive 10% off of the hourly rental fee. The rental rates as established are based on categories of use. Each category receives either a decrease or increase from the corresponding market rate. Yountville Non-Profits receive a 35% discount off of market rate weekday and low season market rate weekend. Yountville Residents receive a 30% discount off of the market rate weekday and the low season market rate weekend. Other Non-Profit/Government agencies receive 20% off of weekday use and 25% off of weekend use of the corresponding season. The commercial rate is a 20% increase over the market rate high season weekend regardless of the day of the week.						
<b><u>Heritage Room</u></b>						
Yountville Non-Profit Discount Rate (Weekend)	\$159.00	Per Hour/2 Hr Min.				
Yountville Non-Profit Discount Rate (Weekday)	\$127.00	Per Hour/2 Hr Min.				
Yountville Resident Discount Rate (Weekend)	\$172.00	Per Hour/2 Hr Min.				
Yountville Resident Discount Rate (Weekday)	\$136.00	Per Hour/2 Hr Min.				
Non-Profit and Government Rate (Weekday)	\$157.00	Per Hour/2 Hr Min.				
Non Profit and Government Rate (Weekend)						
Low-Season (October-March)	\$184.00	Per Hour/2 Hr Min.				
High-Season (April-September)	\$204.00	Per Hour/2 Hr Min.				
Market Rate Non-Resident (Weekday)	\$195.00	Per Hour/2 Hr Min.				
Market Rate Non-Resident (Weekend)						
Low-Season (October-March)	\$244.00	Per Hour/2 Hr Min.				
High-Season (April-September)	\$273.00	Per Hour/2 Hr Min.				
Commercial For-Profit Rate	\$328.00	Per Hour/2 Hr Min.				

**Town of Yountville  
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				Construction Monitoring and Inspection Initial Deposit Amount		
Description/Service	Fee	Unit	Deposit Amount \$ or %			
<b>PARKS AND RECREATION DEPARTMENT (Continued)</b>						
<b>Kitchen (Flat Fee)</b>						
Yountville Non-Profit Discount Rate (Weekend)	\$148.00	Per Rental				
Yountville Non-Profit Discount Rate (Weekday)	\$128.00	Per Rental				
Yountville Resident Discount Rate (Weekend)	\$160.00	Per Rental				
Yountville Resident Discount Rate (Weekday)	\$138.00	Per Rental				
Non-Profit and Government Rate (Weekday)	\$159.00	Per Rental				
Non Profit and Government Rate (Weekend)						
Low-Season (October-March)	\$169.00	Per Rental				
High-Season (April-September)	\$204.00	Per Rental				
Market Rate Non-Resident (Weekday)	\$199.00	Per Rental				
Market Rate Non-Resident (Weekend)						
Low-Season (October-March)	\$229.00	Per Rental				
High-Season (April-September)	\$273.00	Per Rental				
Commercial For-Profit Rate	\$328.00	Per Rental				
<b>Patio (Hourly)</b>						
Yountville Non-Profit Discount Rate (Weekend)	\$80.00	Per Hour				
Yountville Non-Profit Discount Rate (Weekday)	\$63.00	Per Hour				
Yountville Resident Discount Rate (Weekend)	\$84.00	Per Hour				
Yountville Resident Discount Rate (Weekday)	\$70.00	Per Hour				
Non-Profit and Government Rate (Weekday)	\$80.00	Per Hour				
Non Profit and Government Rate (Weekend)						
Low-Season (October-March)	\$89.00	Per Hour				
High-Season (April-September)	\$110.00	Per Hour				

**Town of Yountville  
MASTER FEE SCHEDULE**

			Construction Monitoring and Inspection Initial Deposit Amount
Description/Service	Fee	Unit	Deposit Amount \$ or %
PARKS AND RECREATION DEPARTMENT (Continued)			
FACILITIES (Continued)			
Market Rate Non-Resident (Weekday)	\$99.00	Per Hour	
Market Rate Non-Resident (Weekend)			
Low-Season (October-March)	\$122.00	Per Hour	
High-Season (April-September)	\$146.00	Per Hour	
Commercial For-Profit Rate	\$175.00	Per Hour	
Patio (Flat Fee When Indoor Space is Rented)			
Yountville Non-Profit Discount Rate (Weekend)	\$261.00	Per Rental	
Yountville Non-Profit Discount Rate (Weekday)	\$209.00	Per Rental	
Yountville Resident Discount Rate (Weekend)	\$282.00	Per Rental	
Yountville Resident Discount Rate (Weekday)	\$226.00	Per Rental	
Non-Profit and Government Rate (Weekday)	\$258.00	Per Rental	
Non Profit and Government Rate (Weekend)			
Low-Season (October-March)	\$303.00	Per Rental	
High-Season (April-September)	\$364.00	Per Rental	
Market Rate Non-Resident (Weekday)	\$323.00	Per Rental	
Market Rate Non-Resident (Weekend)			
Low-Season (October-March)	\$404.00	Per Rental	
High-Season (April-September)	\$483.00	Per Rental	
Commercial For-Profit Rate	\$581.00	Per Rental	
Founders Room			
Yountville Non-Profit Discount Rate (Weekend)	\$65.00	Per Hour	
Yountville Non-Profit Discount Rate (Weekday)	\$50.00	Per Hour	
Yountville Resident Discount Rate (Weekend)	\$70.00	Per Hour	
Yountville Resident Discount Rate (Weekday)	\$54.00	Per Hour	
Non-Profit and Government Rate (Weekday)	\$63.00	Per Hour	
Non Profit and Government Rate (Weekend)			
Low-Season (October-March)	\$75.00	Per Hour	
High-Season (April-September)	\$86.00	Per Hour	

**Town of Yountville  
MASTER FEE SCHEDULE**

			Deposit Amount	Construction Monitoring and Inspection Initial Deposit Amount		
Description/Service	Fee	Unit	\$ or %			
PARKS AND RECREATION DEPARTMENT (Continued)						
FACILITIES (Continued)						
Market Rate Non-Resident (Weekday)	\$80.00	Per Hour				
Market Rate Non-Resident (Weekend)						
Low-Season (October-March)	\$100.00	Per Hour				
High-Season (April-September)	\$117.00	Per Hour				
Commercial For-Profit Rate	\$139.00	Per Hour				
Scheduled meeting use for Local Non Profits	\$0.00					
Generations Room						
Yountville Non-Profit Discount Rate (Weekend)	\$183.00	Per Hour/2 Hr Min.				
Yountville Non-Profit Discount Rate (Weekday)	\$146.00	Per Hour/2 Hr Min.				
Yountville Resident Discount Rate (Weekend)	\$196.00	Per Hour/2 Hr Min.				
Yountville Resident Discount Rate (Weekday)	\$157.00	Per Hour/2 Hr Min.				
Non-Profit and Government Rate (Weekday)	\$178.00	Per Hour/2 Hr Min.				
Non Profit and Government Rate (Weekend)						
Low-Season (October-March)	\$211.00	Per Hour/2 Hr Min.				
High-Season (April-September)	\$253.00	Per Hour/2 Hr Min.				
Market Rate Non-Resident (Weekday)	\$223.00	Per Hour/2 Hr Min.				
Market Rate Non-Resident (Weekend)						
Low-Season (October-March)	\$281.00	Per Hour/2 Hr Min.				
High-Season (April-September)	\$335.00	Per Hour/2 Hr Min.				
Commercial For-Profit Rate	\$404.00	Per Hour/2 Hr Min.				
Art Room						
Yountville Non-Profit Discount Rate (Weekend)	\$75.00	Per Hour				
Yountville Non-Profit Discount Rate (Weekday)	\$58.00	Per Hour				
Yountville Resident Discount Rate (Weekend)	\$80.00	Per Hour				
Yountville Resident Discount Rate (Weekday)	\$62.00	Per Hour				
Non-Profit and Government Rate (Weekday)	\$73.00	Per Hour				
Non Profit and Government Rate (Weekend)						
Low-Season (October-March)	\$85.00	Per Hour				
High-Season (April-September)	\$104.00	Per Hour				

**Town of Yountville  
MASTER FEE SCHEDULE**

			Deposit Amount	Construction Monitoring and Inspection Initial		
Description/Service	Fee	Unit	\$ or %	Deposit Amount		
PARKS AND RECREATION DEPARTMENT (Continued)						
FACILITIES (Continued)						
Market Rate Non-Resident (Weekday)	\$88.00	Per Hour				
Market Rate Non-Resident (Weekend)						
Low-Season (October-March)	\$114.00	Per Hour				
High-Season (April-September)	\$137.00	Per Hour				
Commercial For-Profit Rate	\$163.00	Per Hour				
Town Square (Hourly)						
Yountville Non-Profit Discount Rate (Weekend)	\$61.00	Per Hour				
Yountville Non-Profit Discount Rate (Weekday)	\$48.00	Per Hour				
Yountville Resident Discount Rate (Weekend)	\$65.00	Per Hour				
Yountville Resident Discount Rate (Weekday)	\$50.00	Per Hour				
Non-Profit and Government Rate (Weekday)	\$59.00	Per Hour				
Non Profit and Government Rate (Weekend)						
Low-Season (October-March)	\$71.00	Per Hour				
High-Season (April-September)	\$83.00	Per Hour				
Market Rate Non-Resident (Weekday)	\$75.00	Per Hour				
Market Rate Non-Resident (Weekend)						
Low-Season (October-March)	\$92.00	Per Hour				
High-Season (April-September)	\$111.00	Per Hour				
Commercial For-Profit Rate	\$133.00	Per Hour				
Town Square (Flat Fee When Indoor Space is Rented)						
Yountville Non-Profit Discount Rate (Weekend)	\$124.00	Per Rental				
Yountville Non-Profit Discount Rate (Weekday)	\$100.00	Per Rental				
Yountville Resident Discount Rate (Weekend)	\$133.00	Per Rental				
Yountville Resident Discount Rate (Weekday)	\$108.00	Per Rental				
Non-Profit and Government Rate (Weekday)	\$123.00	Per Rental				
Non Profit and Government Rate (Weekend)						
Low-Season (October-March)	\$144.00	Per Rental				
High-Season (April-September)	\$172.00	Per Rental				



**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount
<b>PARKS AND RECREATION DEPARTMENT (Continued)</b>				
<b>FACILITIES (Continued)</b>				
Market Rate Non-Resident (Weekday)	\$155.00	Per Rental		
Market Rate Non-Resident (Weekend)				
Low-Season (October-March)	\$191.00	Per Rental		
High-Season (April-September)	\$230.00	Per Rental		
Commercial For-Profit Rate	\$275.00	Per Rental		
<b>Other Facility Services - Additional Costs</b>				
Heritage Room Cleaning Fee	\$330.00	Per Event		
Generations Room Cleaning Fee	\$330.00	Per Use or Event		
Community Center Stage Rental Use	\$122.00	Per Event		
Community Center Projector Rental	\$90.00	Per Event		
Community Center Portable Projector Screen Rental	\$30.00	Per Event		
Security Deposit (Refundable)		Per Event	\$600.00	
Security Guards <sup>1</sup>	\$60.00	Per Hour/Per Guard/ 6 Hour Minimum		
Additional Staff (75 or More People)	\$34.00	Per Hour/Per Event		
<b>NOTES:</b>				
<sup>1</sup> Security Guard Cost does not increase by CPI as it based on the contract agreement amount between the Town and vendor.				
<b>PARK RENTAL</b>				
Brief Description: The Town of Yountville features five park sites available for reservation. Yountville Community Park and Veterans Memorial Park have picnic and event spaces that are available for exclusive use rentals. All other Town parks are residential and picnic/event areas are available on a first come, first serve basis. Commercial and Organized Group Use of the parks is prohibited without a permit.				
<b>Yountville Community Park</b>				
<b>Site #1</b> (Capacity 50 People)				
Resident	\$50.00	4 Hours		
Non-Resident	\$189.00	4 Hours		
<b>Site #2</b> (Capacity 50 People)				
Resident	\$50.00	4 Hours		
Non-Resident	\$189.00	4 Hours		
<b>Site #3</b> (Capacity 50 People)				
Resident	\$50.00	4 Hours		
Non-Resident	\$189.00	4 Hours		
<b>Site #4</b> (Capacity 50 People)				
Resident	\$50.00	4 Hours		
Non-Resident	\$189.00	4 Hours		
<b>Veterans Memorial Park</b>				
<b>Site #5</b> (Capacity 50 People)				
Resident	\$77.00	4 Hours		
Non-Resident	\$242.00	4 Hours		

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount		
<b>PARKS AND RECREATION DEPARTMENT (Continued)</b>						
<b>PARK RENTAL (Continued)</b>						
<b>Volleyball Court</b> (Capacity 20 People)						
Resident	\$13.00	2 Hours				
Non-Resident	\$46.00	2 Hours				
<b>Tennis Courts</b> (Capacity 8 People)						
Resident	\$6.00	2 Hours/Per Court				
Non-Resident	\$25.00	2 Hours/Per Court				
<b>Bocce Court</b> (Capacity 8 People)						
Resident	\$15.00	2 Hours				
Non-Resident	\$50.00	2 Hours				
<b>Pickleball Court</b> (Capacity 8 People)						
Resident	\$6.00	2 Hours/Per Court				
Non-Resident	\$25.00	2 Hours/Per Court				
<b>RECREATION GUIDE (Programs, Services and Excursions)</b>						
Brief Description: The Parks and Recreation Department offers fee based programs, services and excursions for Residents and Non-Residents. Fees for programs, events and excursions are calculated based on Indirect Administrative Overhead, and Program and Instructor Costs which vary from program to program. Details for programs, services, and excursions can be found in the Town's Recreation Guide and available on the Town's website. Town of Yountville residents receive a 15% discount from activity fees.						
<b>Programs</b>						
Pre-School (Ages 0-5)	Cost-Based Fee	Per Person/Program				
Youth (Ages 6-12)	Cost-Based Fee	Per Person/Program				
Teens (Ages 12-18)	Cost-Based Fee	Per Person/Program				
Adults (Age 18+)	Cost-Based Fee	Per Person/Program				
Older Adults (Age 50+)	Cost-Based Fee	Per Person/Program				
Excursions (All Ages)	Cost-Based Fee	Per Person/Excursion				
Events (All Ages)	Cost-Based Fee	Per Person/Event				
Sports (All Ages)	Cost-Based Fee	Per Person/Program				
Camps (5 - 12)	Cost-Based Fee	Per Person/Program				

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount		
<b>PARKS AND RECREATION DEPARTMENT (Continued)</b>						
<b>YOUNTVILLE ARTS</b>						
<i>Brief Description: Yountville Arts was established in 2009 creating the Art Walk and Gallery at the Community Center. The program recognizes and values the positive contribution that the ARTS has on the quality of life in the community. Artists are able to display art pieces and if any are sold as part of the program with the revenue benefiting the Town's arts programs.</i>						
Gallery @ the Community Center Commission	Up to 30%	Per Piece Sold				
Public Art Walk Commission	Up to 30%	Per Piece Sold				
<b>NAMING AND DEDICATION/MEMORIALS POLICY</b>						
<i>Brief Description: The Naming and Dedication/Memorial Policy was established in July 2010 and the purpose of this policy is to establish a systematic and consistent approach for the official naming of parks and recreational areas and facilities and for the acceptance of dedications and/or memorials in public parks, recreation areas, and open space.</i>						
<i>Any individual, family, group, or organization sponsoring a dedication or memorial must provide sufficient funds to purchase, install, and maintain any plaque or other form of label associated with the recognition. The dedication or memorial may take the form of a ceremony or other testimonial in honor of the person or group involved.</i>						

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount
<b>PLANNING AND BUILDING DEPARTMENT</b>				
<b>PLANNING</b>				
<i>Brief Description: The dollar amounts associated with various permit processing noted in this section represent an estimated cost of processing a specific application type. The fee paid at the application filing time is an initial deposit and for costs incurred by Town Staff, plus Town Attorney and/or Consultant(s). This deposit is an estimate of the cost necessary to pay for staff time expended on the project. Staff's direct involvement in evaluating and processing the project request includes: meetings with the applicant and the design team, preparation of California Environmental Quality Act (CEQA) documents, completion of site evaluation, preparation and posting of public notices, preparation of written reports, and attendance at public hearings. Additional deposits may be necessary depending on the total number of hours spent on the project by Town Staff; unexpended balances that remain when the project is completed are refunded to the applicant. Indirect Administrative Overhead Costs include the expenses incurred for other Town staff time that is not directly billed to the project including the Town Manager; Finance Staff, Administrative and Clerical Staff; Human Resources Staff; Risk Management (including insurance programs); Information Technology and Communication services; Town website; printing; utility; and maintenance expenses for Town equipment and facilities and other overhead costs.</i>				
<b><u>Personnel Plus Indirect Administrative Overhead</u></b>				
Town Planning Staff	Fully Loaded Hourly Rate Plus 40%			
Town Attorney and Subordinate Staff	Actual Cost Plus 25%			
Consultant(s)	Actual Cost Plus 25%			
Other Miscellaneous "Pass Through" Fees <sup>1</sup>	Actual Cost Plus 25%			
<b><u>Use Permit Annual Monitoring Fees</u></b>				
Conditional Use Permit (CUP) Annual Monitoring Fee	\$736.00	Per Fiscal Year		
Administrative Use Permit (AUP) Annual Monitoring Fee	\$293.00	Per Fiscal Year		
Major Home Occupation Use Permit (AUP) Annual Monitoring Fee	\$286.00	Per Fiscal Year		
Exterior Display of Merchandise Annual Monitoring Fee	\$309.00	Per Fiscal Year		
<b><u>Employee Parking Management</u></b>				
Vehicle Registration Fee	\$66.00	Per Vehicle Annually		
Off-site rental of Town owed space for parking use	\$1,961.00	Per Vehicle Annually		
<b><u>Vacant Storefront Window Display</u></b>				
Application review Fee	\$1,569.00	Each		
Monthly Monitoring Fee	\$197.00	Per Month		
<b><u>Permits and Deposit Amounts</u></b>				
Conceptual Development Plan	Actual Cost	Each	\$2,500.00	N/A
Design Review and Amendment	Actual Cost	Each	\$5,000.00	\$2,500.00
Encroachment Permits (See Public Works Section)				
Exterior Display of Merchandise Use Permit Application	\$352.00	Each		
General Plan Amendment/Zoning Ordinance Amendment	Actual Cost	Each	\$7,500.00	N/A

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount		
<b>PLANNING AND BUILDING DEPARTMENT (Continued)</b>						
<b>PLANNING (Continued)</b>						
<b>Permit Deposit Amounts (Continued)</b>						
Home Occupation Permit						
Minor <sup>2</sup>	\$37.00	Each				
Major <sup>3</sup>	Actual Cost	Each	\$1,000.00			
Master Development Plan	Actual Cost	Each	\$7,000.00	\$5,000.00		
Tentative Land Division	Actual Cost	Each	\$5,000.00	\$5,000.00		
Tentative Subdivision	Actual Cost	Each	\$5,000.00	\$5,000.00		
Use Permit and Use Permit Amendment	Actual Cost	Each	\$2,000.00	\$1,000.00		
Variance	Actual Cost	Each	\$2,500.00	\$500.00		
Variance	Actual Cost	Each	\$2,000.00	N/A		
Tree Removal Permit	\$74.00	Each				
Tree Removal Public Hearing Required	Actual Cost	Each	\$1,500.00			
Solar Permit <sup>4</sup>	\$450.00	Each				
<b>Replacement Tree In-Lieu Fees</b>						
<i>Brief Description: Replacement tree in-lieu fees allow payment of a fee where a required replacement tree cannot feasibly be planted onsite.</i>						
Small Replacement - 12 inch DBH	\$366.00	Each				
Medium Replacement - 13 - 24 inch DBH	\$654.00	Each				
Large Replacement - 25 - 36 inch DBH	\$1,502.00	Each				
Heritage Replacement - 36 inch DBH and larger	Determined during removal process	Each				
<b>Rental Registration Program</b>						
Rental Registration Fee	\$108.00	Each				
<b>Signs</b>						
Sign Review	Actual Cost	Each	\$500.00	\$500.00		
Master Sign Plan and Master Sign Plan Amendment	Actual Cost	Each	\$1,000.00	\$1,000.00		
Portable and/or Temporary Sign Recovery	\$146.00	Per Sign				

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount		
<b>PLANNING (Continued)</b>						
<b><u>Wayfinding Sign Program</u></b>						
Initial Application Fee	\$66.00	Per Single Business Identification Sign Design				
Annual Subscription Renewal Fee	\$45.00	Per Individual Business Identification Sign				
<b><u>Affordable Housing Monitoring</u></b>						
Annual Monitoring Fee	\$39.00	Per Affordable Housing Unit				
<b>NOTES:</b>						
<sup>1</sup> The Town may collect various "pass through" fees for other agencies including fees for filing and posting documents and maps with the County of Napa (including the County administrative fee) and fees charged by the Department of Fish and Game for filing CEQA documents with the Napa County Recorder.						
<sup>2</sup> 1. The home occupation is an office involving the use of the telephone, computer, mail, and common delivery services only, and no employees, customers, clients, students, patients, or persons in similar relationships with the office's affairs visit the home as a regular business practice; 2. The business is conducted elsewhere, but some or all of the equipment and materials are kept in one vehicle garaged on the premises.						
<sup>3</sup> All other home occupations are subject to the approval of a use permit by the Town Council.						
<sup>4</sup> Government Code section 66015						
<b><u>Cannabis Delivery Permit</u></b>						
Delivery Permit	\$585					
Annual Renewal Fee	\$291					
<b><u>Small Wireless Communications Facilities Fees</u></b>						
Application Fee	\$585					
Additional 5G Sites (per site beyond five)	\$117					
Annual Renewal Fee (per 5G small cell site)	\$314					
Independent Consultant Deposit	Actual Cost		\$500			
<b><u>Sidewalk Vending Permit</u></b>						
Application Fee	\$585					

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service			Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount
<b>BUILDING</b>						
Brief Description: The dollar amounts below are effective July 1, 2022 through June 30, 2023, unless updated by the Town Council. The Fee Schedule will be adjusted annually by the average Consumer Price Index (Bureau of Labor Statistics, U.S. Department of Labor for the San Francisco/Oakland/San Jose Metropolitan Statistical Area) for the calendar year and/or by the percentage increase in actual operating costs for the current year - whichever is greater. A Local Adjustment Modifier of 1.16% shall be added to the building permit valuation pursuant to Resolution Number 2364-05. This Fee Schedule also provides for minimum annual adjustments for those fees that are directly related to personnel costs. Other adjustments may be made to maintain consistency with the surrounding municipalities within the Town of Yountville region but in no case are fees charged in excess of service delivery costs.						
Permit Issuance						
Over-the-Counter Permit Fee	\$144.00	Minimum Base Fee Plus:				
Energy Compliance Fee	Additional fifteen percent (15%) of the Building Permit Fee for items associated with the Energy Code.					
Accessibility Fee	Additional twenty percent (20%) of the Building Permit Fee for items associated with Accessibility.					
Technical Upgrade Fee	39.30	Per application				
Digitization Fee						
a. 8 1/2"x11" or 18" x 24" sheet	5.80	Per sheet				
b. 24" x 36" sheet	43.40	Per sheet				
<b><u>SB 1473 State Mandated Building Standards</u></b>						
Permit Valuation:						
\$1 to \$25,000	\$1.00	Each				
\$25,001 to \$50,000	\$2.00	Each				
\$50,001 to \$75,000	\$3.00	Each				
\$75,001 to \$100,000	\$4.00	Each				
Every \$25,000 or fraction thereof above \$100,000	Add \$1.00	Each				
Strong Motion Fee	(Valuation Amount) X 0.00013= Fee Amount for 1-3 story residential <sup>1</sup>					
	(Valuation Amount) X 0.00028= Fee Amount for over 3 story residential or commercial <sup>2</sup>					
<b>NOTES</b>						
<sup>1</sup> The minimum fee is 50 cents, so the fee for any valuation up \$3,850 is \$.50.						
<sup>2</sup> The minimum fee is 50 cents, so the fee for any valuation up \$1,786 is \$.50.						

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount	
<b>PLANNING AND BUILDING DEPARTMENT (Continued)</b>					
<b>BUILDING</b>					
State of California Mandated Building Standards Fee	A surcharge shall be added to all building permits at the rate of one dollar (\$1) per twenty-five thousand dollars (\$25,000) in valuation, with appropriate fractions thereof. These funds will be available to the California Building Standards Commission, the Department of Housing and Community Development, and the Office of the State Fire Marshal for expenditure in carrying out the provisions of the State Building Standards Law and provisions of the State Housing Law that relate to building standards. Up to ten percent (10%) shall be retained for related administrative costs and for code enforcement education.				
Planning, Technology and Records Management Fee	Additional 2.5% of Building Permit.				
<b><u>Demolition Permit</u></b>					
Partial Demolition	\$368.00	Each			
Building Demolition	\$736.00	Each			
<b><u>Building Permit Fees (New Construction and Additions):</u></b> The fee for each Building Permit shall be based upon project valuation and according to guidelines in the California Building Code.					
Total Valuation:					
\$1 to \$500	\$126 Minimum Base Fee Plus:				
\$501 to \$2,000	\$126 for the first \$500 plus \$3.61 for each additional \$100 or fraction thereof, to and including \$2,000.				
\$2,001 to \$25,000	\$252 for the first \$2,000 plus \$16.60 for each additional \$1,000 or fraction thereof, to and including \$25,000.				
\$25,001 to \$50,000	\$493 for the first \$25,000 plus \$11.90 for each additional \$1,000 or fraction thereof, to and including \$50,000.				
\$50,001 to \$100,000	\$810 for the first \$50,000 plus \$8.30 for each additional \$1,000 or fraction thereof, to and including \$100,000.				



**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount	
<b>PLANNING AND BUILDING DEPARTMENT (Continued)</b>					
<b>BUILDING</b>					
<b>Building Permit Fees (New Construction and Additions)(Continued):</b>					
\$100,001 to \$500,000	\$1,250 for the first \$100,000 plus \$6.60 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.				
\$500,001 to \$1,000,000	\$4,070 for the first \$500,000 plus \$5.70 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.				
\$1,000,001 and Over	\$7,060 for the first \$1,000,000 plus \$3.80 for each additional \$1,000 or fraction thereof.				
<b>Plan Review Fees</b>					
Plan Check	A Plan Check Fee shall be charged at the time of filing the application. The fee is separate from and shall be in addition to the Building Permit Fee. This fee is calculated at sixty-five percent (65%) of the Building Permit Fee above.				
<b>Plan Check Deposit</b>					
Minor	\$500-\$1,000 Plan Check Deposit for residential only jobs where total job valuation is less than \$50,000.				
Major	\$1,000-\$5,000 Plan Check Deposit for residential jobs where the total job valuation exceeds \$50,000 and all commercial jobs.				
Use of Outside Consultants for Plan Checking and/or Inspections	Actual costs plus Town Administrative Overhead charge of 25%. An initial advance deposit may be required.				
Express Plan Review or Initial Review	\$293.00 Per Hour (1 Hour Minimum)				
Fire Plan Check	Fee shall be charged based upon the rate set by CalFire.				

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service			Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount
PLANNING AND BUILDING DEPARTMENT (Continued)						
BUILDING						
Special Services and Inspection Fees						
Inspections Outside of Town Scheduled Building Inspection Hours	\$186.00	Per Hour (4 Hour Minimum)				
Re-Inspection: Charge for when Inspector Arrives at Site, but Contractor is Not Ready for the Called Inspection	\$293.00	Each Inspection				
Inspections for which No Fee is Specifically Indicated	\$293.00	Initial (2 Hour Minimum); \$186.00 Per Hour or part thereof after 2 hour Minimum.				
Additional Plan Review Required by Changes, Additions or Revisions to Plans	Cost of Re-review of Amended Plans Charged on an Hourly Basis to Complete Plan Check Plus 25% Town Adminstrative Fee. (1 Hour Minimum)					
Services for which No Fee is Specifically Indicated	\$147.00	Minimum (0.5 Hour Minimum) and an Additional \$100 Per Hour or part thereof after 0.5 Hour Minimum.				
Special Services and Inspection Fees						
Permit/Plan Check Time Extension	Cost of Initial Permit Plus an Additional \$342.00 for Administrative Review and Processing Costs (Per Permit).					
Application for the Appeals Building Review Board	Actual Cost, Minimum Initial Deposit Amount of \$1,000.					
Cancellation Inspection with Less than 48 Hours Notice	\$147.00	Each				
Additional Building Inspections Exceeding the Calculated Permit Fee Charged	\$186.00	Per Hour for Additional Building Inspection Time or part thereof.				
Public Arts Program Fee (Commercial Building Permit)	1%	of Project Valuation				
Alcoholic Beverage Service						
1. One-Day Event Fee	\$85.00					
2. Letter of Public Convenience and Necessity	\$334.00					

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount		
<b>PLANNING AND BUILDING DEPARTMENT (Continued)</b>						
<b>IMPACT FEES</b>						
<i>Brief Description: Impact Fees vary according to the project type, size, and scope. Impact fees are required to be paid at the time of building permit issuance and are calculated based upon Bartle Wells Associates Yountville Development Impact Fee Study dated May 2005 and the fees adopted in Ordinance No. 362-05 (and amended by Ordinance No. 373-07) and codified in Yountville Municipal Code Section 3.40. The impact fees are adjusted annually based on the increase, if any, in the Engineering News Record US 20 Cities average construction cost index for the June preceding the increase and the June one year prior thereto. Impact fees are required for the categories listed below.</i>						
Water (Domestic & Fire Suppression) Connection Fees Plus Water Meter Set Fee						
Sewer Connection Fees						
Civic Facilities Impact Fees						
Drainage & Flood Control Impact Fees						
Park & Recreation Impact Fees						
Public Safety Impact Fees						
Traffic Facilities Impact Fees						
Undergrounding of Utilities Fees						
Affordable Housing Fair-Share Fee - Non-Residential						
Mesa Court Drainage Assessment						
Tallent Lane Private Road Benefit District						

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount		
<b>PUBLIC WORKS AND ENGINEERING</b>						
<i>Brief Description: The dollar amounts associated with various plan, map and permit processing noted in this section represent an estimated cost of processing a specific document type. The fee paid is an initial deposit with actual cost based on time expended by Town Staff, Town Attorney and/or Consultant to the Town to process an application, plan, map, and/or permit. Additional deposits may be necessary depending on the total number of hours spent on the project by Town Staff; unexpended balances that remain when the project is completed are refunded to the applicant. Indirect Administrative Overhead Costs include the expenses incurred for other Town staff time that is not directly billed to the project including the Town Manager; Finance Staff, Administrative and Clerical Staff; Human Resources Staff; Risk Management (including insurance programs); Information Technology and Communication services; Town website; printing; utility; and maintenance expenses for Town equipment and facilities and other overhead costs.</i>						
Encroachment Permits						
Minor <sup>1</sup>	\$110.00	Each				
Medium/Regular <sup>2</sup>	\$736.00	Each				
Major <sup>3</sup>	Actual Cost	Each	\$2,500.00 Plus			
Penalty - No Encroachment Permit <sup>4</sup>	Twice Original Cost for Permit/Each Permit					
Floodplain Management	Actual Cost	Each	\$500.00			
Grading Permit						
Up to 100 Cubic Yards	\$736.00	Each				
Over 100 Cubic Yards	\$1,474.00	Each				
Grading Plan Review	Actual Cost	Each	\$500.00			
Improvement Plan Check <sup>5</sup>	Actual Cost	Each	\$2,500 Deposit Plus			
Lot Line Adjustment	Actual Cost	Each	\$2,000.00	\$1,000.00		
Maps						
Preliminary Map	Actual Cost	Each	\$2,500.00			
Tentative Map	Actual Cost	Each	\$2,500.00			
Final Map	Actual Cost	Each	\$2,500.00			
Parcel Map	Actual Cost	Each	\$2,500.00			
Maps Corrections and Amendments	Actual Cost	Each	\$2,500.00			
Other Fees						
Abandonment of Public Right-of-Way	Actual Cost	Each				

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount
<b>PUBLIC WORKS AND ENGINEERING (Continued)</b>				
Certificate of Correction	Actual Cost	Each		
Stop-Work Order	Actual Cost	Each		
Pollution Prevention Program Fees				
Fats, Oils and Greases (FOG Program)	\$368.00	Per Year		
Right-of-Way				
Spilled Load Clean-up	Actual Cost	Each		
Street Light Replacement	Actual Cost	Each		
<b>NOTES:</b>				
<sup>1</sup> Minor Encroachment Permit - Any work outside of the travel way of the street that does not require a traffic control plan, such as sidewalk and driveway work less than 75 feet in length. If more than 500 square feet of Town right-of-way is required, then a medium or major encroachment permit is required. Work covered may also include placing dumpsters or temporary storage containers in the parking area of the street.				
<sup>2</sup> Medium/Regular Encroachment Permit - Any work within the travel way of the street or Town property that requires a traffic control plan, such as paving and utility trenching work. May also include lane closures over 10 minutes in duration and detours for other work.				
<sup>3</sup> Major Encroachment Permit - Work within the travel way of the street that requires a traffic control plan, such as "off site work" related to a private development project that requires plan checking and/or numerous inspections, or for utilities that will be performing work in town and require similar safety, quality assurance, and permit compliance inspections.. The deposit will be set by the Public Works Director based on an estimate of costs. The amount of the deposit not spent, will be refunded when the work is complete.				
<sup>4</sup> Penalty No Encroachment Permit - Penalty for commencing work without an encroachment permit is twice the original cost for Permit.				
Note 1: Contractors with a construction contract with the Town are not required to obtain an encroachment permit.				
Note 2: If a street has been <u>overlaid</u> within the past three years, then only emergency work is allowed. This includes natural gas leaks or earthquake repairs. In the event an emergency has caused an excavation in such a street, the Encroachment Permit fee shall be increased by the amount of \$3.00 per square foot of paving patch for every year (or portion thereof) remaining of the aforementioned three year period.				
Note 3: If a street has been <u>slurry sealed or received a similar treatment</u> within the past three years, then only emergency work is allowed. This includes natural gas leaks or earthquake repairs. In the event of an emergency has caused an excavation in such a street, the Encroachment Permit fee shall be increased by the amount of \$1.00 per square foot of paving patch for every year (or portion thereof) remaining of the aforementioned three year period.				
<sup>5</sup> Improvement Plan Check Fee covers work to check improvement plans, review development agreements, maintenance agreements, geotechnical documents, and plats, legal descriptions and maps. The deposit will also cover water meter purchases, utility coordination, and inspections during construction. Preparing conditions of approval may be charged to the Planning deposit. The deposit will be set by the Public Works Director based on an estimate of costs. The amount of the deposit not spent will be refunded when the work is complete.				

**Town of Yountville  
MASTER FEE SCHEDULE**

			Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount		
Description/Service	Fee	Unit				
<b>WATER AND WASTEWATER</b>						
<i>Brief Description: The dollar amounts associated with various rates, fees and charges in this section are based on the Bartle Wells Associates "Water and Wastewater Rate Study" dated October 12, 2022. The rates, fees and charges were established by Resolution Number 22-4162 on November 15, 2022. The charge or fee is based on the Town's cost of providing the service. The replacement fee is based on the long-term replacement of equipment, pipes and infrastructure in the water and wastewater systems.</i>						
<b>WATER SERVICE CHARGE (MONTHLY)</b>						
<b><u>Within Town</u></b>	<b>1/1/2024</b>	<b>1/1/2025</b>				
<b><u>Meter Size</u></b>						
3/4"	\$64.93	\$70.45				
1"	\$110.38	\$119.76				
1.5"	\$214.26	\$232.47				
2"	\$344.11	\$373.36				
3"	\$649.27	\$704.46				
4"	\$1,084.28	\$1,176.45				
6"	\$2,162.08	\$2,345.85				
8"	\$3,460.62	\$3,754.77				
<b>WATER SERVICE CHARGE (MONTHLY)</b>						
<b><u>Outside Town</u></b>	<b>1/1/2024</b>	<b>1/1/2025</b>				
<b><u>Meter Size</u></b>						
3/4"	\$110.38	\$119.76				
1"	\$187.64	\$203.59				
1.5"	\$364.24	\$395.20				
2"	\$584.99	\$634.72				
3"	\$1,103.76	\$1,197.58				
4"	\$1,843.28	\$1,999.96				
6"	\$3,675.53	\$3,987.95				
8"	\$5,883.05	\$6,383.11				

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service		Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount		
<b>WATER AND WASTEWATER (Continued)</b>							
<b>COMMODITY CHARGE</b>							
<b>Within Town</b>		<b>1/1/2024</b>	<b>1/1/2025</b>				
<b>Residential</b>							
Tier 1	0 to 4 BUs	\$4.93	\$5.34				
Tier 2	5+ BUs	\$5.79	\$6.21				
Multi-Family & Non-Residential (1)							
All Water Use		\$5.29	\$5.71				
<b>Fireline Charge-Residential and Non-Residential</b>							
<b>1/1/2024</b>		<b>1/1/2025</b>					
<b>Meter Size</b>							
3/4"		\$12.98	\$14.09				
1"		\$22.08	\$23.95				
1.5"		\$42.86	\$46.50				
2"		\$68.83	\$74.68				
3"		\$129.87	\$140.91				
4"		\$216.88	\$235.32				
6"		\$432.47	\$469.23				
8"		\$692.22	\$751.01				

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service		Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount
<b>WATER AND WASTEWATER (Continued)</b>					
<b>WATER SYSTEM REPLACEMENT FEE OUTSIDE TOWN</b>		<b>1/1/2024</b>	<b>1/1/2025</b>		
<u>Meter Size</u>					
3/4"		\$17.58	\$19.07		
1"		\$29.88	\$32.42		
1.5"		\$53.46	\$58.00		
2"		\$93.15	\$101.07		
3"		\$175.75	\$190.69		
4"		\$293.51	\$318.46		
6"		\$585.26	\$635.01		
8"		\$936.77	\$1,016.39		
<b>WATER SYSTEM REPLACEMENT FEE WITHIN TOWN</b>		<b>1/1/2024</b>	<b>1/1/2025</b>		
<u>Meter Size</u>					
3/4"		\$10.34	\$11.22		
1"		\$17.58	\$19.07		
1.5"		\$34.12	\$37.02		
2"		\$54.79	\$59.45		
3"		\$103.38	\$112.17		
4"		\$172.65	\$187.33		
6"		\$344.27	\$373.53		
8"		\$551.04	\$597.88		
(1) The current commodity rates for Multi-Family Residential is based on a 4-tiered rate structure.					



**Town of Yountville  
MASTER FEE SCHEDULE**

			Deposit Amount	Construction Monitoring and Inspection Initial Deposit Amount		
Description/Service	Fee	Unit	\$ or %			
<b>WATER AND WASTEWATER (Continued)</b>						
<b>WASTEWATER RATES (MONTHLY)</b>						
<b>Sewer Service Charge</b>	<b>1/1/2024</b>	<b>1/1/2025</b>				
Residential						
Single Family	\$68.95	\$72.68				
Multi Family	\$45.46	\$47.91				
Mobile Home	\$45.46	\$47.91				
Non-Residential (All Non-Residential Customers)						
Meter Size						
3/4"	\$98.01	\$103.30				
1"	\$166.62	\$175.61				
1.5"	\$323.41	\$340.87				
2"	\$519.41	\$547.46				
3"	\$980.03	\$1,032.95				
4"	\$1,636.63	\$1,725.01				
6"	\$3,263.48	\$3,439.71				
8"	\$5,223.53	\$5,505.60				
<b>Volume Charge</b>	<b>1/1/2024</b>	<b>1/1/2025</b>				
Load Factor						
Strength (% of Water Use)						
Low 51%	\$5.580	\$5.880				
Medium 85%	\$7.870	\$8.290				
High 85%	\$20.450	\$21.560				

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service		Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount
<b>WATER AND WASTEWATER (Continued)</b>					
<b>WASTEWATER RATES (MONTHLY) (Continued)</b>					
<b>Wastewater System Replacement Fee (Residential &amp; Non-Residential)</b>		<b>1/1/2024</b>	<b>1/1/2025</b>		
Meter Size					
3/4"		\$18.80	\$19.81		
1"		\$31.95	\$33.68		
1.5"		\$62.02	\$65.37		
2"		\$99.62	\$105.00		
3"		\$187.94	\$198.09		
4"		\$313.88	\$330.83		
6"		\$625.88	\$659.68		
8"		\$1,001.77	\$1,055.86		
<b>MISCELLANEOUS UTILITY SERVICE FEES<sup>1</sup></b>		<b>7/1/2024</b>			
Account Establishment Fee		\$50.00	Each		
48 Hour Shut-Off Notice		\$71.00	Each		
Water Service Initiation After Shut-Off for Non-Payment		\$108.00	Each		
After Hours Water Service Initiation After Shut-Off for Non-Payment		\$212.00	Each		
Meter Installation - Residential		\$284.00	Plus Cost Per Meter		
Meter Installation - Water Flow Restrictive Meter		\$0.00	Plus Cost Per Meter		
Sewer Line Inspection Fee		\$108.00	Per Hour		
<sup>1</sup> Each fee will be adjusted annually on July 1 by CPI, no greater than 5%					

**Town of Yountville  
MASTER FEE SCHEDULE**

			Deposit Amount	Construction Monitoring and Inspection Initial Deposit Amount		
Description/Service	Fee	Unit	\$ or %			
<b>WATER AND WASTEWATER (Continued)</b>						
<b><u>Other Miscellaneous Utility Service Fees<sup>1</sup></u></b>	<b>7/1/2024</b>					
Utility Late Charge - Past 30 Days	10% of Monthly Water Bill					
Utility - Illegal Water Usage Fine						
- Unauthorized Use of Service	\$102.00	Each				
- Shut off Fee	\$35.00	Each				
Utility - Monthly Unauthorized Use Residential Acct. Holder	\$18.00	Each				
Trucked Recycled Water Use Permit	\$445.00	Annual Permit Fee				
Trucked Recycled Water Filling Fee	\$134.00	Per 20 Truck Fills - Equivalent to 100,000 Gallons				
<sup>1</sup> Each fee will be adjusted annually on July 1 by CPI, no greater than 5%						

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount	
<b>CONTRACT SERVICES</b>					
<b>ANIMAL CONTROL SERVICES</b>					
<i>Brief Description: The Town of Yountville provides Animal Control Services through its Contract with the County of Napa which has served the Town since the early 1980s and provides animal shelter services including, but not limited to, receiving and impounding animals, pet redemption, animal boarding, pet adoption and placement services, quarantine, micro chipping, spay and neuter, cat trapping program, and dead animal disposal.</i>					
See Napa County Animal Control for Rate Structure					
<b>CALFIRE - FIRE SERVICES</b>					
<i>Brief Description: The Town of Yountville provides public safety/fire protection and prevention services through the County and its contract with CAL FIRE which has served the Town since the 1930's. The Veterans Home has had a separate contract with CAL FIRE since 1982. Fire protection and prevention services for Yountville are part of a three way cost sharing arrangement between Napa County/CAL FIRE, the Town, and the Veterans Home with the costs to operate the station being split equally between the parties.</i>					
See Napa County CAL FIRE for Rate Structure					
<b>ELDER CAREGIVER PERMIT</b>					
<i>Brief Description: The Town of Yountville participates in the Countywide Permit System for Care Givers pursuant to Council adopted Ordinance Number 389-10 which added a New Chapter 5.32 to Title 5 of the Yountville Municipal Code. The County of Napa oversees this program through its Memorandum of Understanding with the Area Agency on Aging Serving Napa &amp; Solano and the Town of Yountville. Permits are issued through the County of Napa Recorder's Office.</i>					
See Napa County Recorder's Office for Rate Structure					

**Town of Yountville  
MASTER FEE SCHEDULE**

Description/Service	Fee	Unit	Deposit Amount \$ or %	Construction Monitoring and Inspection Initial Deposit Amount
<b>CONTRACT SERVICES (Continued)</b>				
<b>LIBRARY SERVICES (NAPA CITY-COUNTY LIBRARY SYSTEM)</b>				
Brief Description: The Town of Yountville provides space for its library services through its long-term lease agreements with the County of Napa which have been in place since January 1978. The Napa City-County Library (NCCL) Yountville Station hours of operation are approved by the Napa County Board of Supervisors (BOS) and are determined by the "Cost Allocation Model" or CAM approved by the BOS in July 2010. The CAM has determined that the Yountville Station Library will provide 24 hours of library services per week.				
See Napa City-County Library for Rate Structure				
<b>SHERIFF - LAW ENFORCEMENT SERVICES</b>				
Brief Description: The Town of Yountville provides law enforcement services through its contract with the Napa County Sheriff's Department and has served the Town since 1992. The Town contracts with the County of Napa in lieu of operating its own police department. Law enforcement services provided include dedicated deputy sheriff patrol coverage, enforcement of State statutes, Town codes and ordinances; traffic enforcement; all detective, juvenile, and other specialized services of the type customarily provided by the Sheriff in the unincorporated area of the County; participation in DARE program; and attendance at Town Council, commission, and other Town meetings as requested. Other law enforcement services include, but are not limited to, personnel and support services, dispatch services, equipment and technology, vehicles, administrative support, risk management and liability insurance costs and special law enforcement services beyond the Town's typical staffing and overtime levels. Through its contract with the County of Napa, the Town authorizes the Sheriff's Department to bill, collect, or otherwise charge the various fees for services in the same manner in which the Sheriff's Department has authority to charge in the unincorporated area of Napa County.				
Criminal Justic Adminstrative Fee, Jail Acces Fee and Arrestee Fee <sup>1</sup>				
See Napa County Sheriff for Rate Structure				
<b>NOTES:</b>				
<sup>1</sup> The maximum Criminal Justice Administrative Fee, Jail Access Fee, and Arrestee Fee charge imposed by the Town of Yountville shall be the same amount as determined and assessed by the County of Napa Board of Supervisors as established by their Resolution Number 2010-53 and its successor resolutions.				
<b>CONTRACT SERVICES (Continued)</b>				
<b>SOCIAL HOST ACCOUNTABILITY ORDINANCE</b>				
Brief Description: The Town of Yountville supports the Countywide Social Host Accountability Ordinance pursuant to Council adopted Ordinance Number 387-10 which added a New Chapter 9.24 to the Yountville Municipal Code. The purpose of this ordinance is to promote the reduction of underage drinking by imposing a civil fine on persons responsible for loud or unruly gatherings where alcohol is consumed by, served to or in the possession of underage persons.				
See Napa County Sheriff for Rate Structure				
See Yountville Municipal Code for Civil Fines				

**APPENDIX**  
**TOWN COUNCIL INDEX OF RESOLUTIONS AND/OR ORDINANCES**  
**PREVIOUSLY ESTABLISHING VARIOUS TOWN FEES**

<b>Resolution and/or Ordinance Numbers</b>	<b>Title</b>	<b>Date Passed</b>
<b>Resolutions</b>		
1089-96	Resolution Establishing Billing Rates For Cost Recovery In Inspecting And Abating Public Nuisances and/or Municipal Code Violations.	2-14-95
1282-96	Resolution Adopting Returned Check fees for the Town of Yountville.	11-26-96
2360-05	Resolution Establishing a Fair Share Affordable Housing Fee for Non-Residential Development Projects and Rescinding Resolution No. 1262-96 Establishing Former Fair Share Fee.	6-7-05
2361-05	Resolution Amending Resolution Number 1304-97 to Adjust Fees for the Undergrounding of Existing Overhead Utilities and to Permit Inflationary Fee Increases.	6-7-05
2364-05	Resolution Adopting Building Permit Fees by incorporating relevant sections of the 1997 Uniform Administrative Code by Reference; Establishing Plan Check and Inspection Fees related to Energy Compliance and Accessibility; Referencing the International Building Code Valuation Schedule with a Local Adjustment Modifier, and Establishing Fire Plan Check and Inspection Fees.	6-7-05
2552-07	Resolution Approving Fees for the Yountville Summer Day Camp Usage and Approving Revised Usage Policies and Rescinding Resolution Number 2343-05.	5-1-07
2698-08	Resolution Amending the Youth Program Subsidy Fund Policies and Procedures and Rescinding Resolution Number 2529-06.	7-1-08
2823-09	Resolution Approving Community Center Operations and Marketing Plan, Community Center Fee Schedule for Fiscal Year 2009-2010.	10-20-09
2831-09	Resolution Establishing a Yountville Art Walk Program and Yountville Community Arts Partnership – The Gallery @ The Community Center Program.	11-3-09
2871-10	Resolution Approving Permit Application Processing Fees for Special Events, Photography and Filming, Amplified Sound, and Block Parties.	4-6-10
2878-10	Resolution Establishing Election Related Fees for Candidates Running for Local Office to Pay the Actual Cost for Publication of All Candidates Statements in the Voter Pamphlet.	5-18-10
2886-10	Resolution Amending and Updating Planning Deposits and Charges for Staff Services related to Processing Land Use Applications and Rescinding Resolution Number 1722-00.	6-1-10

**APPENDIX**  
**TOWN COUNCIL INDEX OF RESOLUTIONS AND/OR ORDINANCES**  
**PREVIOUSLY ESTABLISHING VARIOUS TOWN FEES**

2898-10	Council Policy – Naming of Town Parks, Recreational Areas and Facilities.	7-6-10
2909-10	Resolution Establishing and Increasing Park Rental Fees for areas available for reservation in Yountville Park and Veterans Memorial Park (including Volleyball Court) and Tennis Court at Vineyard Park.	9-7-10
2947-11	Resolution Establishing a Revised Schedule of Water and Wastewater Rates and Charges and Miscellaneous Water Related Utility Service Fees and Conduct of Public Hearing and Proposition 218 Majority Protest Procedure Regarding Proposed Water and Wastewater Rate Adjustments.	2-15-11
3044-12	Resolution Establishing Program Fees for Wayfinding Sign Program	7-17-12
3140-13	Approving an Amendment to the Master Fee Schedule to Add License and Related Fees for the Implementation of the Taxicabs and Pedicabs Ordinance	11-05-13
3207-14	Approving Increase to the Yountville Community Center Heritage Room Cleaning Fee	10-21-14
3215-14	Approving Replacement Tree In-Lieu Fees where the Replacement Tree Cannot Feasibly be Planted Onsite	11-18-14
15-3277	Approving Amendment to the Town’s Master Fee Schedule to Include New Vacant Storefront Window Display Regulation Fees	7-21-15
16-3334	Adopting New Fees for Fiscal Year 2016-17	4-19-16
17-3399	Adopting New Fees for Fiscal Year 2017-18	4-4-17
18-3458	A Resolution of the Town of Yountville Establishing a Revised Schedule of Water and Wastewater Rates and Charges and Miscellaneous Water and Related Utility Service Fees	2-20-2018
18-3480	Modifying the Master Fee Schedule and Adopting Regulatory and Other Fees for the Master Fee Schedule Update	4-17-2018
19-3541	Adopting fees and charges related to Cannabis Delivery Permits, Small Wireless Facility Permits, and Sidewalk Vending Permits	3-19-2019
19-3545	A Resolution Directing Town Staff to Modify the Master Fee Schedule to Increase the Deposit Amount for Planning and Building Department Appeals and Remove Obsolete Fees Related to the Closure of the Yountville Community Pool	4-16-2019

**APPENDIX**  
**TOWN COUNCIL INDEX OF RESOLUTIONS AND/OR ORDINANCES**  
**PREVIOUSLY ESTABLISHING VARIOUS TOWN FEES**

20-3976	A Resolution of the Town Council of the Town of Yountville Adopting New Fees Related to Major Home Occupation Annual Use Permit Monitoring, Building Permit Technical Upgrade, Building Permit Digitization, Alcoholic Beverage Service One-Day Event Permit, and Alcoholic Beverage Service Letter of Public Convenience and Necessity and Authorizing Staff to Update the Master Fee Schedule Regarding these Fees and Charges	4-7-20
21-4042	A Resolution of the Town Council of the Town of Yountville Approving a Waiver of the July 1, 2021 Increase to Regulatory and Other Fees and Charges contained In The Master Fee Schedule due to COVID-19 Economic Impacts on Yountville Businesses, Residents and Customers	4-6-21
<b>Ordinances</b>		
269-99	Establishing Affordable Housing Fee Requirements for Non-Residential Development Projects.	10-22-96
296-99	Revenue and Finance, and Title 5, Business, Taxes, Licenses and Regulations of the Yountville Municipal Code.	12-7-99
299-00	Adopting a Revised Title 6, Animals and a Revised Title 8, Health and Safety of the Yountville Municipal Code.	4-18-00
362-05	Adopting Development Impact Fees for Water, Sewer, Parks and Recreation, Public Safety, Civic Facilities, Traffic, and Drainage and Flood Control.	6-7-05
373-07	Providing the Schedule of Water Connection Fees for Fire Service Connections.	11-20-07
387-10	Adding a new Chapter 9.24 entitled the Social Host Accountability ordinance including imposition of civil fines and abatement costs.	6-15-10
389-10	Countywide Permit System for Care Givers Adding a New Chapter 5.32 to Title 5 of the Yountville Municipal Code relating to Permits for Elder and/or Dependent Adult Caregivers.	8-3-10
394-10	2010 California Building Code Chapter 15.02 Permits and Fees.	12-7-10
395-11	Adding Chapter 8.05 to the Town of Yountville Municipal Code entitled enforcement, nuisance abatement and cost recovery.	1-18-11



**APPENDIX**  
**TOWN COUNCIL INDEX OF RESOLUTIONS AND/OR ORDINANCES**  
**PREVIOUSLY ESTABLISHING VARIOUS TOWN FEES**

396-11	Amending Title 12 (Streets, Sidewalks, Public Places and Parks), Chapter 12: Park Regulations and Title 8 (Health & Safety), Adding New Chapter 8.36: Filming- Commercial, Motion Picture, Television and Non-Theatrical.	3-1-11
16-449	Adding Chapter 17.177 “Public Art Program” To The Yountville Municipal Code	6-6-16
17-460	Adding Chapter 8.08 “Rental Registration and Inspection Program” To the Yountville Municipal Code	4-4-17