TOWN OF WINDSOR
Master Fee Schedule, 2025-2026

Updated: 7/1/2025
Amended: 2/4/2026

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I. Administration

Service/Activity Category & Description	Fee	
Downtown Signs		
Annual Sign Maintenance	$ 45.00	per business
Initial Set-Up	$ 85.00	per business
Business License		
New License	$ 67.00	per business
Renewal	$ 22.00	per year, per business
Mandatory State CASp Fee (SB1186)	$ 4.00	Additional fee per license (new and renewal)
Tobacco Retail License Service Fee	$ 505.00	
Media Duplication		
CD Duplication	$ 80.00	per request
plus: Every Disc after First	$ 8.00	per disc
VHS Tape Duplication	$ 112.00	per request
plus: Each Tape	$ 24.00	per tape
DVD Duplication	$ 80.00	per request
plus: Every Two Hours of Content	$ 8.00	per two-hour length of content
Photocopy	$ 0.40	per page
USB Flash Drive	$ 8.00	per device
Map Sales	$ 16.00	per map
Returned Item Fee		
First Incident	$ 25.00	per returned item
Subsequent Incidents	$ 35.00	per returned item
Stop Payment Request	$ 62.00	per request
Credit/Debit Card, EFT Payment Service Fee	Actual amount charged by processor	
Late Fees (Mics. AR, except utility bills)	$ 12.00	per request occurrence

Cost Recovery for Professional Consulting Services, Including Town Attorney Services

For any activity requiring professional consulting services, including Town Attorney services, the applicant shall reimburse the Town for actual costs incurred to employ professional consulting services. The Department Director shall determine the appropriate deposit to be submitted by the applicant for recovery of professional consulting services.

General Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Director of the department whose services are requested shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Town Manager's Office	$ 104.00	per hour
Administrative Services Department	$ 104.00	per hour

Service/Activity Category & Description	Fee	
Disturbing the Peace Violations		
First verified viloation	No fine	Warning
Second violation (within 12 months)	$ 150.00	
Third violation (within 12 months)	$ 300.00	
Fourth and subseqeunt violation (within 12 months)	$ 500.00	
Nuisance site surcharge	$ 250.00	additional fee per citation
(applies once a property is designated a nuisance site)		
False Alarm Response		
First four responses	No charge	
Fifth and sixth responses	$ 50.00	per response
Seventh and eighth responses	$ 75.00	per response
Ninth or more responses	$ 100.00	per response
Towed Vehicle Release (Impound)	$ 318.00	per vehicle
Solicitor Permit	$ 104.00	per application
Adult Oriented Business License (per Ordinance 3-21-300)	$ 104.00	per application

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General Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Director of the department whose services are requested shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Police Department:	$ 217.00	per hour

Fines and Penalties

This Master Fee Schedule does not list fines, penalties, and other charges which are imposed by the Town for various code violations.

Service/Activity Category & Description	Fee
Development Agreement	$ 6,334.00 per application
Development Agreement Annual Review	$ 1,327.00 per application
Environmental Review	
Categorical Exemptions - Standard	$ 238.00 per application
Categorical Exemptions - Enhanced Service	$ 2,172.00 per application
Initial Study, Checklist, or Environmental Impact Report	actual cost of consultant report, plus 12%
Lot Line Adjustment	
Standard	$ 1,776.00 per application
Administrative	$ 811.00 per application
Lot Merger	
Administrative	$ 482.00 per application
Plan Amendment	
General Plan Amendment	$ 6,113.00 per application
Specific Plan or Area Plan Amendment	$ 6,113.00 per application
Plan/Ordinance Cost Recovery	
General Plan/Zoning Maintenance Fee	$ 607.00 per acre
Shiloh Road Village Vision Plan Recovery Fee	$ 2,163.00 per acre
Site Plan & Design Review	
Pre-application Review - Staff	$ 399.00 per application
Pre-Application Review - Planning Commission and/or Town Council	$ 1,562.00 per application
Small Project Design Review	$ 482.00 per application
Administrative	$ 1,786.00 per application
Commercial, Industrial Level 1	$ 4,056.00 per application
Commercial, Industrial Level 2	$ 5,890.00 per application
Commercial, Industrial Level 3	$ 7,725.00 per application
Residential Projects Level 1	$ 3,399.00 per application
Residential Projects Level 2	$ 6,300.00 per application
Signs Only - Non-Commercial	$ 30.00 per application
Signs Only - Commercial	$ 482.00 `
Subdivision	
Minor Subdivision/Reconfiguration	$ 4,755.00 per application
Major Subdivision	
Fixed Fee	$ 7,000.00 per application
plus: Variable Fee	$ 30.00 per lot
Certificate of Modification	$ 1,535.00 per certificate
Conditional Use Permits	
Minor Use Permit	$ 1,786.00 per application
Conditional Use Permit	$ 5,438.00 per application

Variance Permit		
Variance - Minor	$ 965.00	per application
Variance - Major	$ 5,438.00	per application
Zone Change/Pre-Zoning	$ 5,128.00	per application
Zoning Permits		
Zoning Permits that Require Posting	$ 604.00	per application
Zoning Permits that Do Not Require Posting	$ 241.00	per application
Appeals		
Appeal by Applicant	$ 487.00	per appeal
Appeal by Neighbor or Non-Applicant	$487.00 per appeal plus	Town Attorney Deposit
Extension of Time		
Administrative	$ 482.00	per application
Planning Commission/Town Council	$ 1,327.00	per application
Revision to File		
Administrative	$ 482.00	per application
Major/Minor	$ 1,327.00	per application
Short Term Rental Licenses		
License - Initial Application	$ 595.00	per application
Noticing - Initial Application	$ 200.00	per application
License - Renewal	$ 238.00	per application
Noticing - Renewal if Host or Owner Changes	$ 200.00	per application
Other		
ABC Public Convenience/Necessity Letters	$ 363.00	per letter
Addressing Amendment	$ 121.00	per application
Code Enforcement	Refer to Zoning Code Chapter 17.76 (Enforcement) and Municipal Code Chpt 1 (General Provisions	
Home Occupation Permit	$241.00	per application
Housing In-Lieu Fees	See Apendix IV. Master Fee Scheudle. Refer to Zoning Code Chapt 17.98	
Mobile Home Rent Stabilization Administration Fee	$ 24.00	per space per year. Ref: Muni Code section 8-1-300 (Fees)
Certification of Compliance		per application
Neighborhood Meeting	$ 482.00	per meeting. Ref: Zoning Code Section 17.52.080
Northwest Information Center	$ 75.00	per application. Flat rate pass thru, from Sonoma State.
Notice of Application	$ -	Ref Zoning Code Section 17.52.070
Public Noticing	$ 400.00	per application
Road Name Change	$ 965.00	per application
Town Attorney Deposits	20% of application fee. Does not apply to administrtive hearings unless legal review is anticipated.	
Tree Mitigation In-Lieu Fees	Refer to Zoning Ordinance Section 17.22.030.J	
Tree Security Deposits	Refer to Zoning Ordinance Section 17.22.030.J.1.C	
Massage Practitioner Permit		
New Permit	$ 231.00	per practitioner
Annual Renewal - Subsequent Years	$ 77.00	

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Development Review Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Community Development Director shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Planning Staff:	$	241.00	per hour
Engineering Staff:	$	165.00	per hour
Building Staff:	$	220.00	per hour

IV. INCLUSIONARY HOUSING IN LIEU FEE SCHEDULE

Inflationary increase per section 27.23.130 B

Unit Square Footage	Per Square Foot Fee
Up to 1,000	$ 2,000.00
1,000	$ 4.78
1,050	$ 4.83
1,100	$ 4.85
1,150	$ 4.90
1,200	$ 4.92
1,250	$ 4.97
1,300	$ 5.00
1,350	$ 5.04
1,400	$ 5.07
1,450	$ 5.12
1,500	$ 5.14
1,550	$ 5.19
1,600	$ 5.21
1,650	$ 5.26
1,700	$ 5.28
1,750	$ 5.33
1,800	$ 5.36
1,850	$ 5.40
1,900	$ 5.43
1,950	$ 5.47
2,000	$ 5.50
2,050	$ 5.55
2,100	$ 5.57
2,150	$ 5.62
2,200	$ 5.64
2,250	$ 5.69
2,300	$ 5.71
2,350	$ 5.76
2,400	$ 5.79
2,450	$ 5.83
2,500	$ 5.86
2,550	$ 5.90
2,600	$ 5.93
2,650	$ 5.98
2,700	$ 6.00
2,750	$ 6.05
2,800	$ 6.07
2,850	$ 6.12
2,900	$ 6.14
2,950	$ 6.19
3,000	$ 6.22
3,050	$ 6.26
3,100	$ 6.29
3,150	$ 6.34
3,200	$ 6.36
3,250	$ 6.41
3,300	$ 6.43
3,350	$ 6.48
3,400	$ 6.50
3,450	$ 6.55
3,500	$ 6.57
3,550	$ 6.62
3,600	$ 6.65
3,650	$ 6.69
3,700	$ 6.72
3,750	$ 6.77
3,800	$ 6.79
3,850	$ 6.84
3,900	$ 6.86
3,950	$ 6.91
4,000	$ 6.93

Unit Square Footage	Per Square Foot Fee
2,950	$ 6.19
3,000	$ 6.22
3,050	$ 6.26
3,100	$ 6.29
3,150	$ 6.34
3,200	$ 6.36
3,250	$ 6.41
3,300	$ 6.43
3,350	$ 6.48
3,400	$ 6.50
3,450	$ 6.55
3,500	$ 6.57
3,550	$ 6.62
3,600	$ 6.65
3,650	$ 6.69
3,700	$ 6.72
3,750	$ 6.77
3,800	$ 6.79
3,850	$ 6.84
3,900	$ 6.86
3,950	$ 6.91
4,000	$ 6.93

27.23.130 – In Lieu Fee Schedule

A. **Per square foot in lieu fee amount**. The in-lieu fee shall be calculated on a per square foot basis, based on the square footage of the market rate units, as follows:

1. A minimum per unit in lieu fee of $2,000 shall apply for units up to 1,000 square feet;
2. For units of 1,000 square feet, the fee shall be $2.00 per square foot;
3. For larger units, the per square foot fee shall increase by $0.015 per 50 square feet, or fraction thereof.

B. **Adjustments to the in-lieu fee.** The in-lieu fee shall be adjusted annually by an inflation factor equal to the percent increase in the median home sales price in the Town over the previous three (3) years. In years when the percent change in rolling three-year average of median home sales price is negative, the in-lieu fee shall remain unchanged.

V. Engineering

Service/Activity Category & Description	Fee
Annexation	$ 2,564.00 per application
Improvement Plan Check and Inspection	
Plan Check and Inspection (up to 4 plan checks)	9.0% of engineer's estimate
Additional Plan Check (over 4 reviews)	1.4% of engineer's estimate
Revision to Improvement Plan During Construction	$ 329.00 per review, plus consultant services
Additional Inspection Due to Improvement Plan Revision	$ 165.00 per hour - time and materials
Special Projects and Inspections (cost recovery)	Actual consultant rate per hour
Minor Improvement Plan Drafting	
Fixed Fee	$ 495.00 per plan
Map Check	
Parcel Map (Covers a Maximum of 4 Reviews)	$ 5,163.00 per application
Final Map (Covers a Maximum of 4 Reviews)	$ 8,163.00 per application
Additional Fee Per Lot	$ 221.00 per lot/parcel
Revision to Map	$ 884.00 per sheet
Encroachment Permits	
Review, Major	$ 320.00 per application
Review, Minor	$ 79.00 per application
plus: Inspection	$ 165.00 per hour
Inspection	
Town Inspector(s)	$ 165.00 per hour
and/or: Consultant	Actual consultant rate per hour
Transportation Permits	
Daily Transportation Permit	$ 16.00 per application per day
Annual Transportation Permit	$ 90.00 per application per year
Public Right of Way/Easement Abandonment (Quitclaim)	
Consultant Report	Actual consultant rate per hour
plus: Administration	$ 165.00 per application
Reapportionment	
Consultant Report	Actual consultant rate per hour
plus: Administration	$ 492.00 per Easement
Traffic Impact Study	
Consultant Report:	Actual consultant rate per hour
Special Study	Actual consultant rate per hour
Amendment to Study	$ 2,396.00 per amendment
plus: Administration	$ 329.00 per application

Deeds			
Fixed Fee	$ 799.00	per document	
plus: Administration	$ 246.00	per document	
Lot Line Adjustment			
Fixed Fee	$ 799.00	per document	
plus: Administration	$ 246.00	per document	
Lot Merger			
Administration	$ 246.00	per application	
Certificate of Correction			
Consultant Report	$ 399.00	per document	
plus: Administration	$ 165.00	per application	
Certification of Compliance	$ 632.00	per application	
Appraisal Services			
Consultant Services	Actual consultant rate per hour		
plus: Administration	$ 329.00	per request	
Development Impact Fee Refund (Project Withdrawn)			
Residential	$ 329.00	per request	
Non-Residential	$ 657.00	per request	
Senate Bill 9 - Lot Split Application			
Consultant Services	Actual consultant rate per hour		
Engineering Services	$ 632.00	per request	
Special Printing			
Base Maps	$ 24.00	per page	
Large Document Copy	$ 16.00	per page	
Special Studies			
Storm Water Low Impact Development (SWLID)	$ 329.00	per application plus actual consultant rate	
Declaration of Covenants for Storm Water Facilities (SWDOC)	$ 329.00	per application plus actual consultant rate	
Water Efficient Landscape Ordinance (WELO)	$ 329.00	per application plus actual consultant rate	
Consultant Services			
Consultant Report	$ 329.00	per application plus actual consultant rate	
Consultant Peer Review	$ 329.00	per application plus actual consultant rate	

Town Attorney Cost Recovery

For any activity requiring review by the Town Attorney, the applicant shall reimburse the Town for actual costs incurred from the Town Attorney. The Director of the Public Works Department shall determine the appropriate deposit to be submitted by the applicant for recovery of Town Attorney costs.

Cost Recovery for Professional Consulting Services

For any activity requiring professional consulting services, the applicant shall reimburse the Town for actual costs

incurred to employ professional consulting services. The Public Works Director shall determine the appropriate deposit to be submitted by the applicant for recovery of professional consulting costs.

Development Review Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Department Director shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Planning Staff:	$	241.00	per hour
Engineering Staff:	$	165.00	per hour
Building Staff:	$	220.00	per hour

VI. Building

Service/Activity Category & Description	Fee		
Site Review	$77.00	per application	
Access			
Accessibility Plan Check-Residential	0.204 * Building Permit Table - Ref State of CA Building standard commission Title 24 Codes		
Accessibility Plan Check-Non Resident.	0.153 * Building Permit Table - Ref Building Code update 2022- Ord 2022-369		
Building			
Building Plan Check Fee	0.65 * Building Permit Table		
Building Permit (Building Permit Table):			
Base Rate:			
Job Value $1-$500	$	38.00	
Job Value $501-$2,000	$	38.00	for the first $500
Job Value $2,001-$25,000	$	113.00	for the first $2,000
Job Value $25,001-$50,000	$	638.00	for the first $25,000
Job Value $50,001-$100,000	$	1,049.00	for the first $50,000
Job Value $100,001-$500,000	$	1,619.00	for the first $100,000
Job Value $500,001-$1,000,000	$	5,269.00	for the first $500,000
Job Value $1,000,001 and up	$	9,139.00	for the first $1,000,000
Plus: Variable Rate:			
Job Value $1-$500			
Job Value $501-$2,000	$	5.00	for each add'l $100 or fraction thereof
Job Value $2,001-$25,000	$	23.00	for each add'l $1,000 or fraction thereof
Job Value $25,001-$50,000	$	16.00	for each add'l $1,000 or fraction thereof
Job Value $50,001-$100,000	$	11.00	for each add'l $1,000 or fraction thereof
Job Value $100,001-$500,000	$	9.00	for each add'l $1,000 or fraction thereof
Job Value $500,001-$1,000,000	$	8.00	for each add'l $1,000 or fraction thereof
Job Value $1,000,001 and up	$	6.00	for each add'l $1,000 or fraction thereof
Miscellaneous Permit	$	98.00	
Solar Permit (Business and Residential)	$	230.00	per installation.Ref: Resolution No. 3442.18
Demolition Permit	$	733.00	
Reinspection Fee	$	220.00	`
Foundation Only	$	815.00	
Inspection Outside Business Hours	$	331.00	
Refund of building permits	80% of building permit fees		
Electrical			
Over 100	$	121.00	
Over 600 Volts/Over 1K Amperes (Ea)	$	203.00	
Service Panel <200 Amp	$	50.00	
Single/2Family Residential Buildings	$	0.10	
600Volts Or Less/Not Over 200 Amperes	$	50.00	
Pole/Platform Mounted Fixtures	$	2.00	

Electrical Single Family			
Fixed Fee	$	38.00	
plus: Square Footage Fee	$	0.10	
Electrical Multi Family/Commercial			
Fixed Fee	$	38.00	
plus: Square Footage Fee	$	0.06	
Outlets & Electrical Fixtures:			
Electrical Permit Issuance	$	38.00	
Fixtures And Sockets:			
600Volts Or Less/200-1K Amperes (Ea.)	$	101.00	
Electrical Service Upgrade	$	98.00	
Motors Generators Hp<1	$	8.00	
Nonresidential Appliances	$	8.00	
Motors Generators Hp>100	$	121.00	
Temp Power/Pedestal Pole	$	98.00	
Motors Generators 10<Hp<50	$	40.00	
Signs - Exits - Branch Circuit	$	40.00	
Service Panel > 1000 Amp	$	203.00	
Service Panel 200 To 1000 Amp	$	101.00	
Residential Appliances	$	8.00	
Motors Generators 50<Hp<100	$	81.00	
Issuing Of Supplemental Permit (Orig. Ok)	$	12.00	
Electric Vehicle Charging Station	$	75.00	per aggregated charging area. Ref. Resolution No. 3422-18

Grading

Grading Plan Check Fee	0.663 * Grading Permit Table		
Grading Permit (Grading Permit Table):			
Base Rate:			
1-50 cubic yards	$	38.00	
51-100 cubic yards	$	60.00	
101-1,000 cubic yards	$	60.00	for the first 100 cubic yards
1,001-10,000 cubic yards	$	317.00	for the first 1,000 cubic yards
10,001-100,000 cubic yards	$	530.00	for the first 10,000 cubic yards
100,001 cubic yards or more	$	1,497.00	for the first 100,000 cubic yards
Plus: Variable Rate:			
1-50 cubic yards (cy)	$	-	No charge
51-100 cubic yards (cy)	$	-	No charge
101-1,000 cubic yards (cy)	$	29.00	for each additional 100 cy or fraction thereof
1,001-10,000 cubic yards (cy)	$	24.00	for each additional 1,000 cy or fraction thereof
10,001-100,000 cubic yards (cy)	$	108.00	for each additional 10,000 cy or fraction thereof
100,001 cubic yards (cy) or more	$	59.00	for each additional 10,000 cy or fraction thereof

Mechanical

Resident	$	17.00	
Suspended/Recessed Wall/ Floor - Heater	$	24.00	
Supplemental Mechanical Permit	$	12.00	
Issuance Of Each Mechanical Permit:			
Fixed Fee	$	38.00	per permit
plus: Variable Fee, Residential	$	1.00	per square foot

plus: Variable Fee, Mixed Use/Commercial	$	1.00	per square foot
Mechanical Unit Over 10K Cfm	$	30.00	
Mechanical Vents	$	12.00	
Furnace Replacement	$	98.00	
Forced-Air/Gravity Type Up to 100,000 Btu/H	$	24.00	
Forced-Air/Gravity Type Over 100,000 Btu/H	$	30.00	
Installation/Relocation Floor Furnace	$	24.00	
Install or Relocate Comm/Industrial Type	$	24.00	
Fan Connected To A Single Duct	$	12.00	
Install Of Hood Served By Mech Exhaust	$	17.00	
Install or Relocate Domestic Type Inc.	$	30.00	
Air Conditioner Permit	$	98.00	
HVAC - Heat Pump	$	98.00	
Misc Fees			
Revision Fee			
Fixed Fee	$	40.00	
or: Unit Fee	$	81.00	
Plumbing			
2 > Inch Diameter Backflow	$	40.00	
Sewer Laterals	$	40.00	
2 < Inch Diameter Backflow	$	20.00	
Issuance Of Each Plumbing Permit:			
Fixed Fee	$	38.00	per permit
plus: Variable Fee, Residential	$	1.00	per square foot
plus: Variable Fee, Mixed Use/Commercial	$	1.00	per square foot
Water Heater	$	98.00	
Water Piping	$	8.00	
Traps And Drains	$	16.00	
Medical Gas Piping Sys Serving 1-5 In/Out	$	81.00	
Supplemental Plumbing Permit	$	12.00	
For Each Gray Water System	$	65.00	
Gas Outlets	$	10.00	
Pools			
Pool	$	639.00	
Pool Electrical System			
Fixed Fee	$	38.00	
plus: Unit Fee	$	81.00	
Pool Plumbing Gas Outlets:			
Public Spa	$	99.00	
Private Spa	$	49.00	
Other			
Expired Permit Renewal	80% of Building Permit Table		
Temporary Certificate of Occupancy	$	330.00	per application
Point of Sale - Code Disclosure Inspection	$	330.00	per application
One Year Building Permit Extension	$	220.00	per application
SB 1473 California Building Standards Commission Fee			

$1 - $25,000 permit valuation	$	1.00	per application
$25,001 - $50,000 permit valuation	$	2.00	per application
$50,001 - $75,000 permit valuation	$	3.00	per application
$75,001 - $100,000 permit valuation	$	4.00	per application
Every $25,000 or fraction thereof above $100,000	$	1.00	per application
Working without a permit	2x Building Permit Table		Established by the Building Official per the California Building Code Section 109.4 and adopted into the Town Municipal Code Section 13-1-325

Strong Motion Instrumentation Program(SMIP)

CA Pub Res Code § 2705 (2024)

Residential buildings 1 - 3 story	$	13.00	Fee per $100,000 valuation
Residential buildings over 3-story	$	28.00	Fee per $100,000 valuation
Commercial	$	38.00	Fee per $100,000 valuation
Minimum fee for projects under $100,000 valuation	$	0.50	

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Development Review Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Community Development Director shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Planning Staff:	$	241.00	per hour
Engineering Staff:	$	165.00	per hour
Building Staff:	$	220.00	per hour

Service/Activity Category & Description	Fee
Annexation	$ 2,564.00 per application
Leak Test	
First Call	$ - per call
Subsequent Calls with No Leak Found	$ 137.00 per hour
After Hours	$ 179.00 per hour
Inaccessible Meter - Surface Obstruction	
First Occurrence	Notified in writing
Subsequent Attempt, Notified in Writing	$ 56.00 per occurrence for removal
Inaccessible Meter - Meter Environmental Obstruction	
First Occurrence	Notified in writing
Second Occurrence	$ 56.00 per occurrence
Subsequent Occurrences	$ 56.00 per occurrence
Meter Service Size Change	$ 137.00 per hour, plus permit fee & cost of meter
Late Charge (30 Days Past Billing Date)	$ 12.00 per occurrence
Same Day Water Utility Start Service	
Business Hours: M-Th, 7:00 am to 5:00 pm	$ 56.00 per request
After Hours: Fridays, Closures, Holidays & Weekends	$ 179.00 per request
Disconnect/Reconnect Water Service	
Business Hours, 7:00 AM - 5:00 PM (M-TH)	$ 61.00 per occurrence plus full payment
Subsequent calls - same service location	$ 61.00 per occurrence
After Hours, Fridays, Closures, Holidays & Weekends	$ 179.00 per request
Meter Tamper Fee	
First Offense	$ 78.00
Second Offense	$ 118.00
Subsequent Offenses	$ 118.00
Water Efficient Landscape Ordinance	`
Hydrant Pressure Testing Fee	$ 137.00 per hour
Landscape Inspection Fee	$ 309.00 per inspection
Landscape Re-inspection Fee	$ 103.00 per re-inspection
Unauthorized Use of Town Water	
First Occurrence	Time and materials plus citation
Subsequent Occurrences	Time and materials plus citation
Water Waste Violation	
First Violation	$ - per violation
Second Violation	$ - per violation
Third Violation	$ 100.00 per violation
Fourth Violation	$ 200.00 per violation
Fifth Violation	$ 500.00 per violation
Subsequent Violations	Disconnection of water service and/or penalties

Hydrant Meter Set/Move	$ 137.00	per hour	
Deposit			
Utility Account	$ 200.00	per account	
Construction Meter	$ 200.00	per meter	
Bridge Meter	$ 600.00	per meter	
Hydrant Meter	$ 1,200.00	per meter	
Failure to Return Meter	$ 115.00	per meter plus payment in full and forfeiture of deposit	
Domestic Water Meter Installation			
All Meters less than 2"	$ 184.00	plus actual cost of meter	
All Meters greater than 2" provided and installed per Town standards by customer or applicant	$ 184.00	plus actual cost of meter	
Recycled Water Meter Installation	$ 184.00	plus actual cost of meter	
Recycled Water Fill Station Program			
Participants of less than 300 gallons	$ -		
Participants of more than 300 gallons	Actual rate of recycled water by customer type		
Comprehensive Water Quality Test and Analysis	$ 184.00	per test plus actual lab cost	
Inspection of Backflow Prevention Device Installation	$ 137.00	per hour	
Hydrant Flow Test	$ 273.00	per test	
Sewer Lateral Connection Inspection	$ 137.00	per hour	
Unauthorized Disposal of Wastewater	$ 273.00	plus citation	
Special Cases	Time and materials plus citation		
Unauthorized Disposal of Toxic Waste	$ 273.00	plus citation	
Special Cases	Time and materials plus citation		
Installation and Testing of Recycled Water	$ 137.00	per hour	
Cross-Connection Testing (Recycled Water Account)	$ 137.00	per hour	
Monthly Backflow Prevention Device Service Charge			
Up to 1"	$ 9.00	per month, charged on utility bill	
1-1/2" and Larger	$ 9.00	per month, charged on utility bill	

Cost Recovery for Professional Consulting Services, Including Town Attorney Services

For any activity requiring professional consulting services, including Town Attorney services, the applicant shall reimburse the Town for actual costs incurred to employ professional consulting services. The Department Director shall determine the appropriate deposit to be submitted by the applicant for recovery of professional consulting services.

General Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Director of the department whose services are requested shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Public Works Department:	$137.00	per hour
Administrative Services Department:	$104.00	per hour

After Hours - Public Works Department		$376.00 per hour

VIII. Parks and Facilities

Service/Activity Category & Description	Fee	
Town Green Use		
Application, Deposit, and Rental Fees:		
Application fee (non-refundable)	$ 53.00	per application
Security / Damage Deposit (refundable)	$ -	per event
Town of Windsor Alcohol Permit	$ 139.00	per event
Amplified Sound Permit	$ 40.00	per event
Shade Tree Bosque Use	$ 299.00	per event
Lawn Use	$ 299.00	per event
Arbor and Pavilions Use	$ 299.00	per event
Library Parking Lot Area Use	$ 225.00	per event
Huerta Gym Parking Lot Area Use	$ 225.00	per event
Portable Toilets	Actual rate per Town's solid waste hauler	
Plus Environmental Energy Fee	Actual rate per Town's solid waste hauler	
Road Closure with Parking Signs/Parking Lots:		
Non-Profit Resident	$ 225.00	per event
Business / Private Resident	$ 251.00	per event
Business / Private / Non-Profit Non-Resident	$ 276.00	per event
Maintenance Fees:		
Event Duration:		
Up to 12 hours	$ 297.00	per event
12-24 hours	$ 545.00	per event
24-36 hours	$ 792.00	per event
37 to 48 hours	$ 1,040.00	per event
48 hours or more	$ 1,288.00	per event
Facility Attendant Fee	$ 43.00	per hour
Park Use		
Application Fee	$ 59.00	per application
Special Use		
Alcohol Use Permit	$ 155.00	per permit
Amplified Sound Permit	$ 45.00	per permit
Temporary Amenity Permit	$ 78.00	per permit
Concession/Vendor Permit	$ 78.00	per permit
Field Lining	$ 149.00	per field
Additional Mowing of Athletic Field		
Wilson Ranch Park (7 acres)	$ 272.00	per application
Keiser Park (5 baseball fields)	$ 272.00	per application

Individual and Group Events:			
25-50:			
Non-Profit Resident Use Permit	$	141.00	per event
Indivdual and Group Events (continued):			
Business / Private Resident Use Permit	$	157.00	per event
Business / Private / Non-Profit Non-Resident Use Permi	$	173.00	per event
Cleaning/Damage Security Deposit (No Alcohol)	$	100.00	per event
Cleaning/Damage Security Deposit (Alcohol)	$	200.00	per event
51-150:			
Non-Profit Resident Use Permit	$	209.00	per event
Business / Private Resident Use Permit	$	233.00	per event
Business / Private / Non-Profit Non-Resident Use Permi	$	255.00	per event
Cleaning/Damage Security Deposit (No Alcohol)	$	100.00	per event
Cleaning/Damage Security Deposit (Alcohol)	$	200.00	per event
151-250:			
Non-Profit Resident Use Permit	$	465.00	per event
Business / Private Resident Use Permit	$	516.00	per event
Business / Private / Non-Profit Non-Resident Use Permi	$	567.00	per event
Cleaning/Damage Security Deposit	$	200.00	per event
251-500:			
Non-Profit Resident Use Permit	$	641.00	per event
Business / Private Resident Use Permit	$	711.00	per event
Business / Private / Non-Profit Non-Resident Use Permi	$	783.00	per event
Cleaning/Damage Security Deposit	$	200.00	per event
501-1,000:			
Non-Profit Resident Use Permit	$	915.00	per event
Business / Private Resident Use Permit	$	1,018.00	per event
Business / Private / Non-Profit Non-Resident Use Permi	$	1,120.00	per event
Cleaning/Damage Security Deposit	Minimum $500; determined on a case by case basis		
1,001-3,000:			
Non-Profit Resident Use Permit	$	1,314.00	per event
Business / Private Resident Use Permit	$	1,464.00	per event
Business / Private / Non-Profit Non-Resident Use Permi	$	1,611.00	per event
Cleaning/Damage Security Deposit	Minimum $500; determined on a case by case basis		
3,001 & Over:			
Non-Profit Resident Use Permit	$	2,011.00	per event
Business / Private Resident Use Permit	$	2,240.00	per event
Business / Private / Non-Profit Non-Resident Use Permi	$	2,465.00	per event
Cleaning/Damage Security Deposit	Minimum $500; determined on a case by case basis		
Non-profit Youth Sports Organizations :			
Resident	$	16.00	per participant per sport season
Non-Resident	$	18.00	per participant per sport season
Adult Athletics			
Application Fee	$	59.00	per application
Adult Athletics (continued):			
Resident	$	48.00	per hour per field/court

Non-Resident	$ 53.00	per hour per field/court	
Cleaning/Damage Security Deposit	Determined on a case by case basis		
Wilson Ranch Soccer Park Field Lights			
Non-Profit Organization:			
Resident	$ 45.00	per event	
Non-Resident	$ 56.00	per event	
Electricity Charges	$ 35.00	per hour	
Private:			
Resident	$ 51.00	per event	
Non-Resident	$ 56.00	per event	
Electricity Charges	$ 35.00	per hour	
Business:			
Resident	$ 51.00	per event	
Non-Resident	$ 56.00	per event	
Electricity Charges	$ 35.00	per hour	
Concession - Wilson Ranch Soccer Park			
Non-Profit Organization:			
Resident	$ 14.00	per hour	
Non-Resident	$ 17.00	per hour	
Private:			
Resident	$ 15.00	per hour	
Non-Resident	$ 17.00	per hour	
Business:			
Resident	$ 15.00	per hour	
Non-Resident	$ 17.00	per hour	
Facility Use			
Application Fee	$ 59.00	per application	
General Deposits:			
No Alcohol Served/Sold	$ 300.00	per event	
Alcohol Served/Sold	$ 500.00	per event	
Non-Profit Organizations:			
No Alcohol Served/Sold	$ 100.00	per event	
Alcohol Served/Sold	$ 300.00	per event	
Facility Use (continued):			
Kitchen Only/Caterers:			
No Alcohol Served/Sold	$ 100.00	per event	
Alcohol Served/Sold	N/A		
Facility Rental			
Bluebird Center			
Non-Profit: Resident	$ 81.00	per hour	
Non-Profit: Non-Resident/Private/Business	$ 99.00	per hour	
Resident: Private/Business	$ 91.00	per hour	

Keiser Community Park			
10x12 Storage Unit - For Local Non-profit Organizations			
Monthly Rental Rate	$	99.00	per month
Annual Rental Rate	$	909.00	per year
Windsor Community Center:			
Non-Profit Resident:			
Elsbree Hall	$	112.00	per hour
Renee Room	$	91.00	per hour
Els./Ren Rooms	$	121.00	per hour
Kitchen with Facility Rental	$	238.00	per event
Commercial Kitchen only	$	37.00	per hour
Non-Profit Non-Resident:			
Elsbree Hall	$	137.00	per hour
Renee Room	$	112.00	per hour
Els./Ren Rooms	$	149.00	per hour
Kitchen with Facility Rental	$	292.00	per event
Commercial Kitchen only	$	45.00	per hour
Private Resident:			
Elsbree Hall	$	125.00	per hour
Renee Room	$	102.00	per hour
Els./Ren Rooms	$	136.00	per hour
Kitchen with Facility Rental	$	265.00	per event
Commercial Kitchen only	$	42.00	per hour
Private Non-Resident:			
Elsbree Hall	$	137.00	per hour
Renee Room	$	112.00	per hour
Els./Ren Rooms	$	149.00	per hour
Kitchen with Facility Rental	$	292.00	per event
Commercial Kitchen only	$	45.00	per hour
Business Resident:			
Elsbree Hall	$	125.00	per hour
Renee Room	$	102.00	per hour
Els./Ren Rooms	$	136.00	per hour
Kitchen with Facility Rental	$	265.00	per event
Windsor Community Center (continued):			
Commercial Kitchen only	$	42.00	per hour
Business Non-Resident:			
Elsbree Hall	$	137.00	per hour
Renee Room	$	112.00	per hour
Els./Ren Rooms	$	149.00	per hour
Kitchen with Facility Rental	$	292.00	per event
Commercial Kitchen only	$	45.00	per hour
Huerta Gymnasium:			
Non-Profit Resident:			
Gymnasium	$	121.00	per hour
Kitchen with Facility Rental	$	249.00	per event

Non-Profit Non-Resident:			
Gymnasium	$ 149.00	per hour	
Kitchen with Facility Rental	$ 303.00	per event	
Private Resident:			
Gymnasium	$ 136.00	per hour	
Kitchen with Facility Rental	$ 276.00	per event	
Private Non-Resident:			
Gymnasium	$ 149.00	per hour	
Kitchen with Facility Rental	$ 303.00	per event	
Business Resident:			
Gymnasium	$ 136.00	per hour	
Kitchen with Facility Rental	$ 276.00	per event	
Business Non-Resident:			
Gymnasium	$ 149.00	per hour	
Kitchen with Facility Rental	$ 303.00	per event	
Windsor Senior Center:			
Non-Profit Resident:			
Large Room	$ 81.00	per hour	
Small Room	$ 72.00	per hour	
Kitchen with Facility	$ 120.00	per event	
Non-Profit Non-Resident:			
Large Room	$ 99.00	per hour	
Small Room	$ 88.00	per hour	
Kitchen with Facility	$ 145.00	per event	
Private Resident:			
Large Room	$ 91.00	per hour	
Small Room	$ 80.00	per hour	
Kitchen with Facility	$ 133.00	per event	
Private Non-Resident:			
Large Room	$ 99.00	per hour	
Small Room	$ 88.00	per hour	
Kitchen with Facility	$ 145.00	per event	
Business Resident:			
Large Room	$ 91.00	per hour	
Small Room	$ 80.00	per hour	
Kitchen with Facility	$ 133.00	per event	
Business Non-Resident:			
Large Room	$ 99.00	per hour	
Small Room	$ 88.00	per hour	
Kitchen with Facility	$ 145.00	per event	
Facility Rental for Event Rehearsal	$ 74.00	per hour	
Miscellaneous and Other Fees			
Transfer Fee (for changes to date/location)	$ 38.00	per change	

Electrical Vehicle Public Charging Station Use Fee	$	1.00	Per hour
Electrical Vehicle Public Charging Station Use Fee	$	2.00	Minimum charge
Electrical Vehicle Public Charging Station Use Fee	$	24.00	Maximum charge per day
Custodial Staff Cleaning Fee (Non-refundable)	$	113.00	per hour (4 hours with 100 people)
Second Facility Attendant	$	43.00	per hour
Special Event: Vendor/Concesion			
Non-Profit Resident	$	133.00	per event
Business / Private Resident	$	147.00	per event
Business / Private / Non-Profit Non-Resident	$	161.00	per event
Digital Banner Permit			
E-Banner	$	73.00	per application
Senior Center: Outdoor Pinic Area			
Application Fee	$	59.00	per application
Non-Profit Resident	$	58.00	per hour
Business / Private Resident	$	64.00	per hour
Business / Private / Non-Profit Non-Resident	$	70.00	per hour
Council Chamber Rental:			
Application Fee	$	59.00	per application
Non-Profit Resident	$	72.00	per hour
Business / Private Resident	$	80.00	per hour
Business / Private / Non-Profit Non-Resident	$	88.00	per hour
Solid Waste Collection Services	Actual rate per Town's solid waste hauler		
Use Permit			
New Minor / Major Event Application Fee	$	305.00	per application
Minor Special Event Permit Fee	$	1,786.00	per application
Major Special Event Permit Fee	$	5,438.00	per application

Cost Recovery for Professional Consulting Services, Including Town Attorney Services

For any activity requiring professional consulting services, including Town Attorney services, the applicant shall reimburse the Town for actual costs incurred to employ professional consulting services. The Department Director shall determine the appropriate deposit to be submitted by the applicant for recovery of professional consulting services.

General Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Director of the department whose services are requested shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Parks and Recreation Department:		$75.00	per hour

IX. Recreation

Service/Activity Category & Description	Fee

All Recreation Programs

Fees imposed for recreational programs provided by the Town shall be set at the discretion of the Parks & Recreation Director, not to exceed the cost of the individual programs.

General Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Director of the department whose services are requested shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Parks and Recreation Department:	$	75.00	per hour

X. General

Service/Activity Category & Description	Fee

General Services

For services requested of Town Staff for which no fee is listed in this Master Fee Schedule, The Director or Directors of the department or departments whose services are requested shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Town Manager's Office:	$ 104.00	per hour
Administrative Services Department:	$ 104.00	per hour
Police Department:	$ 216.00	per hour
Community Development Department:	$ 120.00	per hour
Public Works Department:	$ 137.00	per hour
Parks & Recreation Department:	$ 75.00	per hour