

**CITY OF POULSBO
LAND USE PERMIT FEES**

<i>APPLICATION TYPE</i>	<i>PLANNING REVIEW FEE</i>	<i>ENGINEERING REVIEW FEE/DEPOSIT</i>	<i>FIRE SAFETY REVIEW FEE¹</i>	<i>CONSULTANT / HEARING EXAMINER DEPOSIT²</i>	<i>PUBLICATION, NOTICE AND RECORDING FEES³</i>
Accessory Dwelling Unit/Detached	\$500	\$180 ⁴	None	None	\$300 deposit (applies to all permits unless noted)
Accessory Dwelling Unit/Within an existing residential structure	\$300	None	None	None	
Admin. Determination	\$300	None	None	None	
Annexation-notice of intent	\$300	None	None	None	
Annexation-petition	\$1,200 + BRB fee (\$50)	None	None	Consultant Deposit \$500	
Binding Site Plan	\$1,500 + \$75/lot + \$.25/sq ft (if nonresidential) + HE costs	\$1,615 + \$14/lot and \$405 drainage review per basin	(\$132 – to be paid w/ preapp fee)	Consultant Deposit \$750 HE Deposit TBD by Planning Director (PD)	
Boundary Line Adjustment	\$250 + recording charges.	\$180 ⁴	None	TBD by PD	
Comprehensive Plan Amendment	\$1,000	\$240 ⁴	None	Consultant Deposit \$200	
Concomitant Agreement Revision/Release	\$400 + hourly rate after 8-hours.	\$180 ⁴	None	Consultant Deposit \$750	

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Conditional Use Permit (CUP)	\$1,500 + HE costs	\$180 ⁴ + \$405 drainage review per basin if required	None	HE Deposit TBD by PD \$750 Consultant Deposit	\$300 deposit (applies to all permits unless noted)
Administrative CUP	\$750	None	None	TBD by PD	
Critical Area Permit	\$500	None	None	Consultant Deposit \$300	
Development Agreement	\$1,000	TBD by City Engineer if review required		None	
Development Regulations Amendment (when comprehensive plan amendment not required)	\$750	None	None	TBD by PD	
Final Plat	\$2,500 + \$75 /lot	\$1,615 + \$14/lot	\$132	Consultant Deposit \$300	
Hearing Examiner (HE)	None	None	None	\$1,000 - 5,000 deposit	
Home Occupation	\$200 + hourly rate after 4-hours.	None	None	None	

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Master Plan	\$500 + \$30/unit (residential) + \$.03/ground floor sq ft + \$.01 above or below ground floor sq ft (nonresidential). Min \$1,000, max \$10,000.	\$300 ⁴ and \$405 drainage review per basin	(\$132, to be paid with preapp fee)	Consultant Deposit to be determined by City Council based on estimate of services needed, or consultant services billed directly to applicant for payment.	\$300 deposit (applies to all permits unless noted)
Master Plan Amendment	TBD by Planning Director based on the area affected by the amendment	\$180 ⁴ and \$405 drainage review per basin if required	\$132 ⁵	HE deposit TBD by PD	
Miscellaneous Permit <i>(e.g. clearing, grading, construction drawing review, building design review)</i>	\$250 + hourly rate				
Planned Residential Development (PRD)	\$5,000 + HE costs	\$300 ⁴ and \$405 drainage review per basin	(\$132, to be paid w/ preapp fee)	Consultant Deposit \$750 HE Deposit TBD by PD	
Planned Mixed Use Development (PMUD)	\$3,000 + \$75 /unit or lot or \$.25 sq ft + HE costs	\$300 ⁴ and \$405 drainage review per basin	(\$132, to be paid w/ preapp fee)	Consultant Deposit \$750 HE Deposit TBD by PD	
Viking Ave PMUD	\$2,000 + \$75/unit or lot or \$.25 sq ft + HE costs	\$300 ⁴ and \$405 drainage review per basin	(\$132, to be paid w/ preapp fee)	Consultant Deposit \$750 HE Deposit TBD by PD	

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Plat Alterations (does not allow significant reconfiguration of lots, or the creation of additional lots)	25% of original fee	\$180 ⁴	\$132 ⁵	Consultant Deposit \$750	\$300 deposit (applies to all permits unless noted)
Post-Decision Review	25% of original fee	\$180 ⁴	\$132 ⁵	None	
Pre-app conference type A (minor) Pre-app conference type B (standard)	\$150 \$300	\$205 \$320	\$132 ⁵ \$132 ⁵	None	
Preliminary Plat	\$4,000 + \$75/lot + HE costs	5-20 lots \$1720 21-50 lots \$1,935 51-100 lots \$2,150 >100 lots \$2,150 + \$20/lot AND \$405 drainage analysis per basin	(\$132, to be paid w/preapp fee)	Consultant Deposit \$750 HE Deposit TBD by Planning Director	
SEPA Review – SEPA Checklist	\$300	None	None	None	
SEPA DEIS/FEIS	Cost to prepare EIS	None	None	Consultant Deposit \$500/HE Deposit TBD by Planning Director	
Review of EIS	\$750 + hourly rate after 13 hours	None	None	\$500	

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Shoreline Conditional Use Permit (SCUP)	\$750 + \$75/unit or \$.25/sq ft of gross floor area + HE costs	None	None	Consultant Deposit \$750 HE Deposit TBD by Planning Director	\$300 deposit (applies to all permits unless noted)
Minor SCUP	\$500 + \$75/unit or \$.25/sq ft	None	None	Consultant Deposit \$750	
Shoreline Permit Exemption	\$150	None	None	None	
Shoreline Substantial Development Permit (SSDP)	\$1,000 + \$75 /unit plus Hearing Examiner costs	\$180 ⁴ + \$405 drainage review per basin if required	None	Consultant Deposit \$750 HE Deposit TBD by Planning Director	None
Minor SSDP	\$750 + \$75/unit or \$.25/sq ft	\$180 ⁴	None	Consultant Deposit \$750	
Short Plat	\$1,500 + \$75/lot	\$1,100 + \$405 drainage review per basin if required	(\$132, to be paid w/ preapp fee)	Consultant Deposit \$300	

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Site Plan Review	\$2,000 + \$.25/sq ft of gross floor area	\$660 + \$405 drainage review per basin if required	(\$132, to be paid w/ preapp fee)	Consultant Deposit \$500	\$300 deposit (applies to all permits unless noted)
Minor Site Plan Review	\$500 + \$.25 sq ft of gross floor area	\$180 ⁴	\$132 ⁵	None	
Temporary Use	\$ 250 + hourly rate after 5 hours.	None	\$132 ⁵	None	
Zoning Map Amendment (when comprehensive plan amendment not required)	\$750	None	None	HE deposit TBD by Planning Director	
Zoning Ordinance Variance	\$750	None	None	Consultant Deposit \$300	

¹ If a preapplication meeting is required for a permit, the Fire Safety Review fee will be charged with the other preapp fees, and no further charge will apply when the permit application is submitted. If a preapp is not required, the Fire fee will be charged with the permit application.

² Per PMC 3.12.010, costs for engineering, legal or other professional consultant services for processing a land use application shall be reimbursed by the applicant in addition to the basic permit fees.

³ Actual costs in excess of the deposit will be billed to the applicant; remaining deposit funds will be refunded after permit issuance.

⁴ Engineering review is charged at \$60/hr. Review time in excess of the deposit will be billed to the applicant; remaining deposit funds will be refunded after permit issuance.

⁵ This project type may not require Fire Safety Review; to be determined during preapp review or at permit application.