

## POULSBO DISTRIBUTION SCHEDULE

### RESOLUTION NO. 2009-02

### SUBJECT: Engineering Department Fees

#### CONFORM AS TO DATES & SIGNATURES

- (X) Filed with the City Clerk: 12/10/2008
- (X) Passed by the City Council: 01/14/2009
- (X) Signature of Mayor
- (X) Signature of City Clerk
- (X) Publication: N/A
- (X) Effective: 01/14/2009

#### DISTRIBUTED COPIES AS FOLLOWS: email all departments

- NK Herald:
- (1) Resolution Book (copy)
- Code Publishing - via email if in electronic format
- City Attorney
- Civil Service Commission and/or Sec/Chief Examiner
- Clerk's Department: Original
- City Council
- Finance: Finance Director Booher
- Fire District No. 18
- Mayor
- Municipal Court
- MRSC from website:
- Parks/Recreation:
- Planning/Building:
- Police
- Public Works:
- Public Works/Engr Section:

  
\_\_\_\_\_  
City Clerk

January 27, 2009  
\_\_\_\_\_  
Date

**RESOLUTION NO. 2009-02**

A RESOLUTION OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE ENGINEERING DEPARTMENT APPLICATION FEE WORKSHEET TO UPDATE ENGINEERING FEES PURSUANT TO SECTION 3.12.010(B) OF THE POULSBO MUNICIPAL CODE.

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**WHEREAS,** Poulsbo Municipal Code 3.12.010(B) authorizes changes to the fee schedules by resolution adopted by Council; and,

**WHEREAS,** the Engineering Department has determined that engineering fees should be adjusted to more appropriately reflect the cost of review by the Engineering Department staff; and

**WHEREAS,** the Poulsbo City Council concurs in the Engineering Department's recommendation; now therefore,

**THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

That the Engineering Department Application Fee Worksheets are hereby amended and replaced with the schedules dated December 10, 2008 attached as Exhibit A hereto and incorporated by this reference as if set forth in full.

Passed by the City Council of the City of Poulsbo, Washington and signed this 14<sup>th</sup> day of January, 2009.

  
KATHRYN H. QUADE, MAYOR

ATTEST:

  
JILL A. BOLTZ, CITY CLERK

FILED WITH CITY CLERK: 12/10/2008  
PASSED BY CITY COUNCIL: 01/14/2009  
RESOLUTION NO. 2009-02

CITY of POULSBO ENGINEERING DEPARTMENT



# APPLICATION FEES

Revised 2/02/09

**Pre-Application Conference Fees:** Apply to each pre-application conference.

**Application Fees:**

1. Application fees apply to the original submittal and one re-submittal. Subsequent re-submittals will require payment of hourly charges. The City Engineer may determine that the scope of the review of the original submittal and/or resubmittal requires payment of hourly charges in addition to the application fee. Fees are non-refundable.
2. Hourly charges will also be assessed for other Engineering Department services, including, but not limited to, plan review, latecomer agreement ("delayed benefit") applications, franchise applications, Master Plan review, EIS (Environmental Impact Statement) review, and special requests requiring Department staff time.
3. When hourly charges apply, the applicant will be billed at the hourly rate for actual costs incurred. The hourly rate shall be based on the annual Salary & Wage Resolution & the current budget.
4. Costs for engineering, legal, or other professional services actually incurred by the City which arise out of the processing of any land use permit application shall be reimbursed by the applicant.
5. Deposits for Engineering Department services or other professional services shall be paid in advance. Deposits may be required at the time of, or after, payment of application fees. Unused deposits are refundable.

**PROJECT:** \_\_\_\_\_

**Prepared by / Date:** \_\_\_\_\_

**Receipt # / Date Paid:** \_\_\_\_\_

APPLICATION TYPE	FEE	AMOUNT DUE
Pre-Application Conference: Short Plat/Binding Site Plan	\$190	\$
Long Plat/PRD	\$300	\$
Preliminary Plat - Long Plat/PRD		
5-20 lots	\$1,600	\$
21-50 lots	\$1,800	\$
51-100 lots	\$2,000	\$
>100 lots	\$2,000 + \$18/lot over 100 lots	\$
(1) Final Plat - Long Plat/PRD; (2) Binding Site Plan	\$1,500 + \$13/lot	\$
Short Plat	\$1,025	\$
Site Plan Review	\$615	\$
Drainage Analysis	\$375/basin	\$
Limited Review (based on the hourly rate)	\$87/hr	\$
Telecommunications Master Permit	\$625	\$
Right-of-way Vacation	\$750	
Telecommunications License	\$375	\$
Latecomer Agreement (Street, water, sewer, storm)	\$1500 1st util.+ \$750/add'l util.	\$
Public Property Construction Permit, w/o pavement cutting	\$125	\$
With Pavement or Sidewalk cutting	\$400	\$
<b>TOTAL FEES</b>		\$ -

**DEPOSITS**

Consultant	_____	\$ _____
Legal	_____	\$ _____
Engineer	_____	\$ _____
Technician	_____	\$ _____
<b>TOTAL DEPOSITS</b>		\$ -

<b>TOTAL FEES + DEPOSITS</b>		\$ -
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**Finance Dept. Codes:**

Application Fees	REV CODE:	E3 (Zoning System)	\$ -
Deposits	REV CODE:	EP (Zoning System)	\$ -

PROJECT NAME:

FILE #:

<b>City of Poulsbo Engineering Department</b>																																																													
<b>Fee &amp; Deposit Worksheet for Plan Review, Inspection, Project Administration, Engineering Department Services, and Erosion Control</b>																																																													
<b>PMC 3.12.010, PMC 3.12.020, PMC 15.35.075</b>																																																													
<p>The following fees and deposits apply to land use development requiring City approvals such as a site plan, P.U.D., Long Plat, Short Plat, license, master permit, delayed benefit agreement or any other developer action requiring City review, processing, and/or administration.</p> <p>At the time of plan review submittal, a determination will be made by the City Engineer whether the plans will be reviewed (a) by City staff, (b) by the City's consultant with City supervision, or (c) a combination of (a) and (b) If (a), the plan review fee will be calculated per the unit cost and hourly fee schedule shown below and labeled "FEES". If (b) or (c), the applicant will be required to make a deposit toward the anticipated cost of the consultant's charges and City staff time as shown below and labeled "DEPOSITS".</p>																																																													
<b>FEES</b>	<p><b>PLAN REVIEW - FEES</b></p> <p>Itemized plan review fees apply to the original submittal and one re-submittal. Fees are non-refundable.</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">SANITARY SEWER</td> <td style="width:30%;">_____ LF PIPE @</td> <td style="width:15%; text-align: right;"><b>\$0.45</b></td> <td style="width:10%;">per LF</td> <td style="width:15%; text-align: right;">\$ _____</td> <td style="width:15%; text-align: right;">0.00</td> </tr> <tr> <td></td> <td>_____ MANHOLES @</td> <td style="text-align: right;"><b>\$19.00</b></td> <td>each</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>_____ LIFT STATION @</td> <td style="text-align: right;"><b>\$250.00</b></td> <td>each</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>WATER SYSTEM</td> <td>_____ LF PIPE @</td> <td style="text-align: right;"><b>\$0.65</b></td> <td>per LF</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>_____ BOOSTER STATION @</td> <td style="text-align: right;"><b>\$250.00</b></td> <td>each</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>STORM SEWER</td> <td>_____ LF PIPE @</td> <td style="text-align: right;"><b>\$0.75</b></td> <td>per LF</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>_____ CATCH BASINS @</td> <td style="text-align: right;"><b>\$13.00</b></td> <td>each</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>_____ DETENTION FACILITIES</td> <td style="text-align: right;"><b>\$250.00</b></td> <td>each</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>STREETS/SIDEWALKS</td> <td>_____ LF @</td> <td style="text-align: right;"><b>\$0.20</b></td> <td>per LF</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="4"><b>Minimum charge for review = \$400.00</b></td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">0.00</td> </tr> </table>	SANITARY SEWER	_____ LF PIPE @	<b>\$0.45</b>	per LF	\$ _____	0.00		_____ MANHOLES @	<b>\$19.00</b>	each	\$ _____	0.00		_____ LIFT STATION @	<b>\$250.00</b>	each	\$ _____	0.00	WATER SYSTEM	_____ LF PIPE @	<b>\$0.65</b>	per LF	\$ _____	0.00		_____ BOOSTER STATION @	<b>\$250.00</b>	each	\$ _____	0.00	STORM SEWER	_____ LF PIPE @	<b>\$0.75</b>	per LF	\$ _____	0.00		_____ CATCH BASINS @	<b>\$13.00</b>	each	\$ _____	0.00		_____ DETENTION FACILITIES	<b>\$250.00</b>	each	\$ _____	0.00	STREETS/SIDEWALKS	_____ LF @	<b>\$0.20</b>	per LF	\$ _____	0.00	<b>Minimum charge for review = \$400.00</b>				\$ _____	0.00
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