

## POULSBO DISTRIBUTION SCHEDULE

### RESOLUTION NO. 2013-09

### **SUBJECT: Amending Fee Schedule for Planning Department**

#### CONFORM AS TO DATES & SIGNATURES

- (X) Filed with the City Clerk: 07/17/2013
- (X) Passed by the City Council: 08/14/2013
- (X) Signature of Mayor
- (X) Signature of City Clerk
- ( ) Publication: N/A
- (X) Effective: 08/14/2013

#### DISTRIBUTED COPIES AS FOLLOWS:

- ( ) NK Herald:
- ( ) Code Publishing – N/A
- ( ) City Attorney
- ( ) Civil Service Commission and/or Sec/Chief Examiner
- (X) Clerk's Department: Original
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- ( ) Finance:
- ( ) Fire District No. 18
- ( ) Mayor
- ( ) Municipal Court
- ( ) MRSC from website:
- ( ) Parks/Recreation:
- ( ) Planning/Building:
- ( ) Police
- ( ) Public Works
- (X) Posted to Library Drive and Website

Jill A. Boltz  
City Clerk

August 28, 2013  
Date

**RESOLUTION NO. 2013-09**

A RESOLUTION OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE FEE SCHEDULE FOR LAND USE APPLICATIONS ADOPTED PURSUANT TO PMC 3.12.030 IN ORDER TO ADD FEES FOR DEVELOPMENT AGREEMENTS, VIKING AVENUE PLANNED MIXED USE DEVELOPMENTS, SANDWICH BOARD SIGNS, MINOR SHORELINE CONDITIONAL USE PERMITS, AND MINOR SHORELINE SUBSTANTIAL DEVELOPMENT PERMITS.

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**WHEREAS**, PMC 3.12.030 adopts a fee schedule for land use applications processed by the City, and

**WHEREAS**, PMC 3.12.030 and 3.12.010 provide that the land use application fee schedule can be amended by the passage of a resolution by the Poulsbo City Council, and

**WHEREAS**, the City has recently amended its zoning code and has created permits for development agreements, Viking Avenue planned mixed-use developments (PMUDs), sandwich board signs, minor shoreline conditional use permits (SCUPs), and minor shoreline substantial development permits (SSDPs), all of which require amendment of the land use application fee schedule in order to allow the City to recoup its costs of processing such permits, and

**WHEREAS**, the Poulsbo City Council has therefore determined to amend the fee schedule as provided herein, now, therefore,

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

Section 1. Fee Schedule. The Fee Schedule for Land Use Applications adopted by the City Council pursuant to PMC 3.12.030 and as amended by previous resolutions of the City Council, is hereby further amended to read as set forth on Exhibit A attached hereto and incorporated herein by this reference as if fully set forth.


Section 2. Effective Date. This resolution shall take effect and be in full force upon passage by the City Council. All applications filed after the passage of this resolution shall be charged fees based on the Land Use Application Fee Schedule attached as Exhibit A.

**RESOLVED** this 14th day of August, 2013.

APPROVED:

  
\_\_\_\_\_  
MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
CITY CLERK, JILL A. BOLTZ

FILED WITH THE CITY CLERK: 07/17/2013  
PASSED BY THE CITY COUNCIL: 08/14/2013  
RESOLUTION NO. 2013-09

**RESOLUTION NO. 2013-09 EXHIBIT A  
LAND USE PERMIT FEES**

<b>APPLICATION TYPE</b>	<b>PLANNING REVIEW FEE</b>	<b>ENGINEERING REVIEW FEE/DEPOSIT</b>	<b>FIRE SAFETY REVIEW FEE<sup>1</sup></b>	<b>CONSULTANT / HEARING EXAMINER DEPOSIT<sup>2</sup></b>	<b>PUBLICATION, NOTICE AND RECORDING FEES<sup>3</sup></b>
Accessory Dwelling Unit/Detached	\$500	\$261 <sup>4</sup>	None	None	\$300 deposit (applies to all permits)
Accessory Dwelling Unit/Within an existing residential structure	\$300	None	None	None	
Admin. Determination	\$300	None	None	None	
Annexation-notice of intent Annexation-petition	\$300 \$1,200 + BRB fee (\$50)	None None	None None	None Consultant Deposit \$500	
Binding Site Plan	\$1,500 + \$75/lot + \$.25/sq ft (if nonresidential) + HE costs	\$1,500 + \$13/lot and \$375 drainage review per basin	\$132 – to be paid w/ preapp fee	Consultant Deposit \$750 HE Deposit TBD by Planning Director	
Boundary Line Adjustment	\$250 + recording charges.	\$261 <sup>4</sup>	None	TBD by Planning Director	
Comprehensive Plan Amendment	\$1,000	\$348 <sup>4</sup>	None	Consultant Deposit \$200	
Concomitant Agreement Revision/Release	\$400 + hourly rate after 8-hours.	\$261 <sup>4</sup>	None	Consultant Deposit \$750	
Conditional Use Permit (CUP)	\$1,500 + HE costs	\$261 <sup>4</sup> + \$375 drainage review per basin if required	None	HE Deposit TBD by Planning Director \$750 Consultant Deposit	
Administrative CUP	\$750	None	None	TBD by Planning Director	
Critical Area Permit	\$500	None	None	Consultant Deposit \$300	

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Development Agreement	\$1,000	TBD by City Engineer if review required		None	\$300 deposit (applies to all permits)
Development Regulations Amendment (when comprehensive plan amendment not required)	\$750	None	None	TBD by Planning Director	
Final Plat	\$2,500 + \$75 /lot	\$1,500 + \$13/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	
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.	\$435 <sup>4</sup> and \$375 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. HE deposit TBD by Planning Director	
Master Plan Amendment	TBD by Planning Director based on the area affected by the amendment	\$261 <sup>4</sup> and \$375 drainage review per basin if required	\$132 <sup>5</sup>		

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Planned Residential Development (PRD)	\$5,000 + HE costs	\$435 <sup>4</sup> and \$375 drainage review per basin	\$132, to be paid w/ preapp fee	Consultant Deposit \$750 HE Deposit TBD by Planning Director	\$300 deposit (applies to all permits)
Planned Mixed Use Development (PMUD)	\$3,000 + \$75 /unit or lot or \$.25 sq ft + HE costs	\$435 <sup>4</sup> and \$375 drainage review per basin	\$132, to be paid w/ preapp fee	Consultant Deposit \$750 HE Deposit TBD by Planning Director	
Viking Ave PMUD	\$2,000 + \$75/unit or lot or \$.25 sq ft + HE costs	\$435 <sup>4</sup> and \$375 drainage review per basin	\$132, to be paid w/ preapp fee	Consultant Deposit \$750 HE Deposit TBD by Planning Director	
Plat Alterations (does not allow significant reconfiguration of lots, or the creation of additional lots)	25% of original fee	\$261 <sup>4</sup>	\$132 <sup>5</sup>	Consultant Deposit \$750	
Post-Decision Review	25% of original fee	\$261 <sup>4</sup>	\$132 <sup>5</sup>	None	
Pre-app conference type A (minor)	\$150	\$190	\$132 <sup>5</sup>	None	
Pre-app conference type B (standard)	\$300	\$300	\$132 <sup>5</sup>		
Preliminary Plat	\$4,000 + \$75/lot + HE costs	\$435 and \$375 drainage review per basin	\$132, to be paid w/preapp fee	Consultant Deposit \$750 HE Deposit TBD by Planning Director	
Sandwich Board Sign	\$50	None	None	None	None

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SEPA Review – SEPA Checklist SEPA DEIS/FEIS	\$300 Cost to prepare EIS	None None	None None	None Consultant Deposit \$500/HE Deposit TBD by Planning Director	\$300 deposit (applies to all permits)
Review of EIS	\$750 + hourly rate after 13 hours	None	None	\$500	
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	
Minor SCUP	\$500 + \$75/unit or \$.25/sq ft	None	None	Consultant Deposit \$750	
Shoreline Permit Exemption	\$150	None	None	None	None
Shoreline Substantial Development Permit (SSDP)	\$1,000 + \$75 /unit plus Hearing Examiner costs	\$261 <sup>4</sup> + \$375 drainage review per basin if required	None	Consultant Deposit \$750 HE Deposit TBD by Planning Director	\$300 deposit (applies to all permits)
Minor SSDP	\$750 + \$75/unit or \$.25/sq ft	\$261 <sup>4</sup>	None	Consultant Deposit \$750	
Short Plat	\$1,500 + \$75/lot	\$1,025 + \$375 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	\$615 + \$375 drainage review per basin if required	\$132, to be paid w/ preapp fee	Consultant Deposit \$500	\$300 deposit (applies to all permits)
Minor Site Plan Review	\$500 + \$.25 sq ft of gross floor area	\$261 <sup>4</sup>	\$132 <sup>5</sup>	None	
Temporary Use	\$250 + hourly rate after 5 hours.	None	\$132 <sup>5</sup>	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	

<sup>1</sup> 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.

<sup>2</sup> 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.

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

<sup>4</sup> Engineering review is charged at \$87/hr. Review time in excess of the deposit will be billed to the applicant; remaining deposit funds will be refunded after permit issuance.

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