

POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2016-24

SUBJECT: Engineering Fees Update

CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 12/08/16
- ☒ Passed by the City Council: 12/14/16
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☐ Publication: _____
- ☒ Effective: 01/01/2017

DISTRIBUTED COPIES AS FOLLOWS:

- ☐ NK Herald: _____
- ☐ Code Publishing
- ☐ City Attorney
- ☒ Clerk's Department: Original
- ☐ City Council
- ☐ Finance:
- ☒ Posted to Library Drive and Website
- ☐ _____

Rhiannon Fernandez

City Clerk

7/7/16

Date

RESOLUTION NO. 2016-24

**A RESOLUTION OF THE CITY OF POULSBO, WASHINGTON,
AMENDING THE ENGINEERING DEPARTMENT APPLICATION
FEE, PLAN REVIEW FEE AND GRADING PERMIT
WORKSHEETS 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 adjust for CPI and 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:**

Section 1. Amend. That the Engineering Department Application Fee Worksheets are hereby amended and replaced with the schedules dated November 09, 2016 attached as Exhibit A hereto and incorporated by this reference as if set forth in full.

Section 2. Effective Date. This resolution shall take effect on January 1, 2017 and shall apply to all fees due on or after such date.

Passed by the City Council of the City of Poulsbo, Washington and signed this 14th day of December, 2016.



REBECCA ERICKSON, MAYOR

ATTEST:



RHIANNON FERNANDEZ CMC, CITY CLERK

FILED WITH CITY CLERK: 12/08/16
PASSED BY CITY COUNCIL: 12/14/16
RESOLUTION NO. 2016- 24

CITY of POULSBO ENGINEERING DEPARTMENT

APPLICATION FEES



Revised by resolution 2016-xx

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:	Type A (Minor)	\$220	\$
	Type B (Standard)	\$340	\$
Preliminary Plat - Long Plat/PRD	5-20 lots	\$1,815	\$
	21-50 lots	\$2,045	\$
	51-100 lots	\$2,270	\$
	>100 lots	\$2,270 + \$25/lot over 100 lots	\$
Final Plat (Long Plat)		\$2675 + \$80/lot	\$
PRD, PMUD, Binding Site Plan		\$1,705 + \$15/lot	\$
Short Plat		\$1,165	\$
Plat Alteration (2)		\$195	\$
Drainage Analysis		\$430/basin	\$
Conditional Use Permit (2)		\$195	\$
Conditional Use Permit (2)		\$195	\$
Accessory Dwelling Unit (2)		\$195	\$
Boundary Line Adjustment (2)		\$195	\$
Master Plan (2)		\$330	\$
Master Plan Amendment (2)		\$195	\$
TOTAL FEES PAGE 1			\$ -
TOTAL FEES PAGE 2			\$ -
TOTAL FEES			\$ -

ESCROW DEPOSITS

Professional Services	\$	_____
Inspection	\$	_____
Administration	\$	_____
TOTAL DEPOSITS		\$ -
TOTAL FEES + DEPOSITS		\$ -

Finance Dept. Codes:

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

CITY of POULSBO ENGINEERING DEPARTMENT
APPLICATION FEES - PAGE 2



Revised by resolution 2016-xx

PROJECT: _____

Prepared by / Date: _____

Receipt # / Date Paid: _____

APPLICATION TYPE	FEE	AMOUNT DUE
Post Decision Review (2)	\$195	\$
Shoreline Substantial Development Permit (SSDP) (2)	\$195	\$
Concomitant Agreement Revision/Release (2)	\$195	\$
Telecommunications Master Permit	\$710	\$
Telecommunications License	\$430	\$
Right-of-way Vacation	\$850	\$
Latecomer Agreement (Street, water, sewer, storm)	\$1,705 1st util.+ \$855/add'l util.	\$
Public Property Construction Permit, w/o pavement cutting	\$145	\$
With Pavement or Sidewalk cutting	\$455	\$
Stop Work Order - Site Plans and Plats	\$500	\$
- All others	\$115	\$
Limited Review (based on the hourly rate)	\$65/hr	\$
Floodplain Development Permit		\$
Grading Permit (See Separate Grading Permit Worksheet)		\$
Comprehensive Plan Amendment (2)	\$260	\$
		\$
		\$
		\$
		\$
TOTAL FEES PAGE 2		\$ -

Note (1) - Add Drainage Analysis if appropriate

Note (2) - Fee based on hourly rate, estimated amount. Unused amount will be refunded to applicant

Rev. 11/09/16

PROJECT NAME:

FILE #:

City of Poulsbo Engineering Department**Fee & Deposit Worksheet for Plan Review, Inspection, Project Administration,
Engineering Department Services, and Erosion Control**

PMC 3.12.010, PMC 3.12.020, PMC 15.35.075

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.

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".

PLAN REVIEW - FEES			
Itemized plan review fees apply to the original submittal and one re-submittal. Fees are non-refundable.			
FEES	SANITARY SEWER	LF PIPE @	\$0.50 per LF \$ 0.00
		MANHOLES @	\$21.50 each \$ 0.00
		LIFT STATION @	\$285.00 each \$ 0.00
	WATER SYSTEM	LF PIPE @	\$0.75 per LF \$ 0.00
		BOOSTER STATION @	\$285.00 each \$ 0.00
	STORM SEWER	LF PIPE @	\$0.85 per LF \$ 0.00
		CATCH BASINS @	\$15.00 each \$ 0.00
		DETENTION FACILITIES	\$285.00 each \$ 0.00
	STREETS/SIDEWALKS	LF @	\$0.25 per LF \$ 0.00
	Minimum charge for review = \$455.00		
PLAN REVIEW - HOURLY FEES			
The third and subsequent re-submittals will require payment of hourly fees in addition to the itemized fees charged for the first and second submittal. Hourly fees are non-refundable.			
HOURLY FEES	HOURS	\$65.00 per HR	\$ 0.00
FEE TOTAL			\$ 0.00

DEPOSITS			
Deposits are required for anticipated costs for Engineering Department and/or consultant services, including, but not limited to, plan review (when conducted by a consultant or by a combination of City staff and consultant with staff supervision), field inspection, processing/administration of plans/projects (after issuance of approved plans and/or permits), erosion control inspection/enforcement, latecomer agreements ("delayed benefits"), licenses, franchises, Master Plans, Environmental Impact Statements (EIS), and special requests requiring Engineering Department staff time. Charges for Engineering Department staff time will be assessed at the hourly rate based on the City's annual Salary & Wage Resolution and the current budget. Charges for consultants will be based on the consultant's rates. Deposits for Engineering Department services or other professional services shall be paid in advance. The deposits are estimates and may require replenishment. Deposits may be required at the time of, or after, payment of any fees. Unused deposits are refundable.			
PLAN REVIEW DEPOSITS			
CITY	HOURS (estimated) @	\$65.00 per hour	\$ 0.00
CONSULTANT			\$
PROJECT ADMINISTRATION DEPOSITS			
CITY	HOURS (estimated) @	\$65.00 per hour	\$ 0.00
CONSULTANT			\$
PLAN REVIEW & ADMIN. DEPOSIT TOTAL			\$ 0.00
INSPECTION/TESTING DEPOSITS			
CITY INSPECTION	HOURS (estimated) @	\$65.00 per hour	\$ 0.00
<i>Inspections performed outside of regular work hours will be billed at 1.5 times the hourly rate.</i>			
CONSULTANT INSPECTION			\$
TESTING SERVICES			\$
INSPECTION DEPOSIT TOTAL			\$ 0.00
EROSION CONTROL DEPOSIT			
EROSION CONTROL	acres		\$
ADMIN. & INSPECTION DEPOSIT TOTAL			\$ 0.00
GRAND TOTAL			\$ 0.00



City of Poulsbo

200 NE Moe Street
Poulsbo, WA 98370 ■ (360) 779-4078

APPLICATION

☐ **CLEARING** and/or ☐ **GRADING**

SUBMITTAL DATE: _____ **PERMIT #:** _____

PROJECT: _____

ASSESSOR #: _____

(Maximum 4)

LOCATION (address/street): _____

APPLICANT: _____ **Phone:** _____
(Company name if applicable)

Address: _____

Print Name of Individual: _____

Signature: _____ **Date:** _____

OWNER: _____ **Phone:** _____

Address: _____

CONTRACTOR: _____ **Phone:** _____

Address: _____

State Contractor's #: _____ **Expires:** _____

Legal status of Applicant with respect to the land: _____

Consent of Owner(s) if applicant is not sole owner:

(Signature)

(Print name)

FOR GRADING PERMITS:

- Fees are based on the largest volume of material moved as either cut, fill, import, or export regardless of whether the material is imported, exported, remains on-site (balanced), or is a combination thereof.
- Cubic Yards: Import _____ Export _____ Cut _____ Fill _____
- Export Location (address if in City Limits): _____
- Comments: _____

Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, plans and other data submitted for review may thereafter be returned to the applicant or be destroyed by the Building Official. Sec. 304 (d) U.B.C. **ALL CONTRACTORS SHALL BE REGISTERED AS REQUIRED BY WASHINGTON STATE LAW. ALL CONTRACTORS MUST HAVE A VALID CITY OF POULSBO BUSINESS LICENSE.**



City of Poulsbo

200 NE Moe Street

APPLICATION

☐ CLEARING and/or ☐ GRADING

FEES

Quantity	Permit Fee
<50 CY	\$55
51-100 CY	\$140
101-1000 CY	\$360
1001-10,000 CY	\$715
10,001-100,000 CY	\$1,810
>100,001 CY	\$2,755 + \$75 per 10,000 CY

Total Due for Clearing and Grading Permit: _____