

POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2017-03

SUBJECT: Planning Fee Schedule Revision

CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 02/02/2017
- ☒ Passed by the City Council: 02/08/2017
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☐ Publication: _____
- ☐ Effective: _____

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Rhiannon Fernandez
City Clerk

7/7/16
Date

RESOLUTION NO. 2017-03

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 NEW FEES, AND ADJUST CURRENT FEES TO CURRENT CPI; AND ADD CREDIT CARD PROCESSING FEE WHEN CREDIT CARDS ARE UTILIZED FOR PURCHASE OF LAND USE, BUILDING OR ENGINEERING PERMIT FEES.

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 Planning Director has recommended that the City Council amend the land use permit fees reflecting a four-year CPI increase, adjust the deposits collected for escrow to better reflect actual costs, and add or modify permits fees; and

WHEREAS, the City wishes to provide an option of credit card payments for all permits related to development review, including land use, engineering and building permits; and

WHEREAS, third party merchant services for credit cards charge a processing fee which the City passes-through to the purchaser of the permit; and

WHEREAS, the pass-through credit card processing fee shall be paid on land use, building and engineering permit total paid by a credit card; now, therefore,

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

Section 1. Land Use Fee Schedule. The Land Use Application Fee Schedule adopted by the City pursuant to PMC 3.12.030 is hereby amended to read as set forth on Exhibit A attached hereto and incorporated herein by this reference as if fully set forth.

Section 2. Credit Card Processing Fee. A 3% credit card processing fee shall be applied to all land use, building and engineering permits purchased from the City of Poulsbo by credit card.

Section 3. 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, and credit card processing fee be applied when permits are purchased by such.

RESOLVED this 8th day of February, 2017.

APPROVED:



MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:



CITY CLERK, RHIANNON FERNANDEZ, CMC

FILED WITH THE CITY CLERK: 02/02/2017
PASSED BY THE CITY COUNCIL: 02/08/2017
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Revised by City Council 2/8/17 to round to nearest \$5; fee schedule reflects rounding.

Type of Land Use Permit	Fee
Pre-Application Services	
Pre-Application Conference	\$320
Pre-Application Conference / minor	\$160
Neighborhood Meeting Attendance	\$150
Land Use Review	
Accessory Dwelling Unit	\$540 + ACUP cost
ADU w/in existing structure and no ACUP required	\$300
Administrative Conditional Use Permit	\$800
Conditional Use Permit	\$1,600
Development Agreement	\$1,070
Home Occupation	\$220 + hourly after 4 hours**
Master Plan	\$540 + \$30/unit + \$.03/ground floor square feet + \$.01 above or below ground floor sq ft (non residential) Min \$1,000 Max \$10,000
Master Plan Amendment	TBD by Planning Director based on the area affected by the amendment
Planned Residential Development / without preliminary plat	\$5,350 + HE costs
Planned Residential Development with preliminary plat	\$750+ preliminary plat fee+ HE costs
Planned Mixed Use Development (PMUD)	\$3,210 + \$75/unit or lot and \$.25 sq ft of nonresidential + HE costs
Viking Avenue PMUD	\$2,140 + \$75/unit or lot and \$.25 sq ft of nonresidential + HE costs
Preliminary Plat	\$4,280 + \$75/lot + HE costs
Site Plan Review	\$2,140 + \$.25 sq ft of gross floor area
Minor Site Plan Review	\$535 + \$.25 sq ft of gross floor area
Zoning Ordinance Variance	\$ 800
Shoreline Permits	
Shoreline Substantial Development Permit	\$1,070 + \$75/unit + HE cost
Minor Shoreline Substantial Development Permit	\$800 + \$75/unit and/or \$.25/sq ft
Shoreline Conditional Use Permit	\$800 + \$75/unit and/or \$.25 sq ft of gross floor area + HE costs
Minor Shoreline Conditional Use Permit	\$540 + \$75/unit and/or \$.25/sq ft
Shoreline Permit Exemption	\$160
Subdivisions	
Binding Site Plan	\$ 1,600+ \$75/lot/unit + \$.25/sq ft (if nonresidential)
Boundary Line Adjustment	\$270
Final Plat	\$1,000

Plat Alteration	\$750
Preliminary Plat	\$ 4,280 + \$75/lot + HE costs
Short Plat	\$1,605 + \$75/lot
Policy Planning Review	
Annexation - Notice of Intent	\$320
Annexation - Petition / Council Action and BRB	\$1,285 + BRB fee
Comprehensive Plan Amendment	\$1,070
Concomitant Agreement Release / Revision	\$430 + hourly rate after 8 hours**
Zoning Map Amendment (when comprehensive plan amendment not required)	\$800
Appeals	
Type II Appeal to Hearing Examiner	\$150 + HE cost
Type III Appeal to City Council	\$150
Appeal of adequacy of EIS	\$150 + HE cost
Environmental	
Critical Areas Permit	\$535
Reasonable Use Exception	\$1,000 + HE cost
SEPA Review / Determination	\$320
SEPA DEIS / FEIS	Cost to prepare EIS
Review of EIS	\$800 + hourly rate after 13 hours** + consultant review cost
Miscellaneous	
Administrative Determination / written letter	\$320
Impact Fee Deferral	\$250
Miscellaneous Permit (e.g. clearing, grading, construction drawing review, building design review)	\$270 + hourly rate after 4 hours**
Permit Extension Request	\$250
Post Decision Modification	\$500 + hourly rate after 8 hours**
Re-Inspections after initial inspection (each)	\$120
Temporary Use	\$270 + hourly rate after 5 hours**
Zoning Verification Letter	\$100
Deposits*	
Consultant - Critical Areas (wetlands, fish and wildlife conservation areas)	\$1,800
Consultant - Tree Retention	\$750
Consultant - Geotechnical	\$1500
Consultant - Other consultant as determined necessary by Planning Director	TBD with project
Hearing Examiner	\$3,000
Noticing	\$150



Poulsbo Planning & Economic Development

EXHIBIT A

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Type of Land Use Permit	Fee
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