

POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2019-02

SUBJECT: Engineering Fee Updates

CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 01/31/19
- ☒ Passed by the City Council: 02/06/19
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☐ Publication: _____
- ☒ Effective: 02/15/19

DISTRIBUTED COPIES AS FOLLOWS:

- ☐ NK Herald: _____
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- ☒ Posted to Library Drive and Website
- ☐ _____

Rhiannon Fernandez
City Clerk

02/07/19
Date

RESOLUTION NO. 2019-02

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 February 06, 2019 attached as Exhibit A and B hereto and incorporated by this reference as if set forth in full.

Section 2. Effective Date. This resolution shall take effect on February, 15th 2019 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 6th day of February, 2019.



REBECCA ERICKSON, MAYOR

ATTEST:



RHIANNON FERNANDEZ CMC, CITY CLERK

FILED WITH CITY CLERK: 1/31/19
PASSED BY CITY COUNCIL: 2/6/19
RESOLUTION NO. 2019-02



ENGINEERING FEE SCHEDULE

200 NE Moe Street | Poulsbo, Washington 98370
 (360) 394-9882 | fax (360) 697-8269
www.cityofpoulsbo.com | publicworks@cityofpoulsbo.com

Revised by resolution 2019-02

TYPE OF PERMIT	FEE
Pre-Application Services	
Pre-Application Conference/Type A (Minor)	\$240
Pre-Application Conference/Type B (Major)	\$370
Land Use Review	
ADU (Accessory Dwelling Unit)	\$210
Conditional Use Permit	\$210
Master Plan	\$350
Master Plan Amendment	\$210
Site Plan Review	\$770
Drainage Analysis	\$465/Basin
Minor Site Plan Review	\$210
Boundary Line Adjustment	\$210
Subdivisions	
PMUD/Binding Site Plan	\$1,845 + \$16/Lot or Unit
Plat Alteration	\$210
Short Plat	\$1,260
Preliminary Plat/Planned Residential Development (PRD)	
5-20 Lots	\$1,960
21-50 Lots	\$2,210
51-100 Lots	\$2,455
>100 Lots	\$2,455 + \$27/Lot
Final Plat/(PRD)	\$2,890 + \$87/Lot
Policy Review	
Comprehensive Plan Amendment	\$280
Concomitant Agreement Release/Revision	\$210
Shoreline Permits	
Shoreline Substantial Development Permit (SSDP)	\$210
Miscellaneous	
Post Decision Review	\$210
Telecommunication Master Permit	\$770
Telecommunication License	\$465
Right-of-Way Vacation	\$920
Latecomer Agreement (Street, Water, Storm, Sewer)	\$1,845 1 st Utility + \$925/Additional Utility
Public Property Construction Permit (PPCP)	
w/ Pavement or Sidewalk disturbance	\$495
w/o Pavement or Sidewalk disturbance	\$160
Stop Work Order	

Site Plans and Plats	\$500
All Others	\$115
Grading Permit	See Grading Permit Fee Sheet
Escrow Deposits*	
Erosion Control (Site Plan and Plat Development)	\$5,000 Minimum or \$3,000/Acre
3 rd Party review	Determined with 1 st review of Site Plan/Plat Submittal
Inspection Deposit for Plats	\$5,000 + \$400/Lot
*Unused escrow deposits shall be refunded at the conclusion for the project	
Engineering Department Hourly Rate	
Hourly Rate**	\$70/Hour
** Application fees apply to the original submittal and two re-submittals. Subsequent re-submittals may require payment of hourly charges. The City Engineer may determine that the scope of the review of the original submittal and/or resubmittals requires payment of hourly charges in addition to the application fee. Fees are non-refundable.	
PLANNING FEES	
For Planning Fees: https://cityofpoulsbo.com/wp-content/uploads/2018/03/Combined-Fee-Schedule-1.pdf	
BUILDING FEES	
For Building Permit Fees: https://cityofpoulsbo.com/wp-content/uploads/2017/02/TABLE1-AFEES.pdf	

REV. 2/06/2019

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 Resolution no. 2019-__

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".

FEES	
PLAN REVIEW - FEES	
Itemized plan review fees apply to the original submittal and one re-submittal. Fees are non-refundable.	
SANITARY SEWER	<div> <div>_____ LF PIPE @</div> <div>\$0.55 per LF</div> <div>\$ _____ 0.00</div> </div>
	<div> <div>_____ MANHOLES @</div> <div>\$23.50 each</div> <div>\$ _____ 0.00</div> </div>
	<div> <div>_____ LIFT STATION @</div> <div>\$310.00 each</div> <div>\$ _____ 0.00</div> </div>
WATER SYSTEM	<div> <div>_____ LF PIPE @</div> <div>\$0.85 per LF</div> <div>\$ _____ 0.00</div> </div>
	<div> <div>_____ BOOSTER STATION @</div> <div>\$310.00 each</div> <div>\$ _____ 0.00</div> </div>
STORM SEWER	<div> <div>_____ LF PIPE @</div> <div>\$0.95 per LF</div> <div>\$ _____ 0.00</div> </div>
	<div> <div>_____ CATCH BASINS @</div> <div>\$16.50 each</div> <div>\$ _____ 0.00</div> </div>
	<div> <div>_____ DETENTION FACILITIES</div> <div>\$310.00 each</div> <div>\$ _____ 0.00</div> </div>
STREETS/SIDEWALKS	<div> <div>_____ LF @</div> <div>\$0.30 per LF</div> <div>\$ _____ 0.00</div> </div>
Minimum charge for review = \$500.00	
QUANTITY BASED GRADING PERMIT FEES	
Grading Permit Fees	\$ _____
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	<div> <div>_____ HOURS</div> <div>\$70.00 per HR</div> <div>\$ _____ 0.00</div> </div>
FEE TOTAL \$ 0.00	
Plan Review Fees: Code 001.000.000.343.20.00.10	
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	<div> <div>_____ HOURS (estimated) @</div> <div>\$70.00 per hour</div> <div>\$ _____ 0.00</div> </div>
CONSULTANT	\$ _____
PROJECT ADMINISTRATION DEPOSITS	
CITY	<div> <div>_____ HOURS (estimated) @</div> <div>\$70.00 per hour</div> <div>\$ _____ 0.00</div> </div>
CONSULTANT	\$ _____
PLAN REVIEW & ADMIN. DEPOSIT TOTAL \$ 0.00	
Plan Review & Project Administration Deposit: Code 001.000.000.237.00.06.06	
INSPECTION/TESTING DEPOSITS	
CITY INSPECTION	<div> <div>_____ HOURS (estimated) @</div> <div>\$70.00 per hour</div> <div>\$ _____ 0.00</div> </div>
<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	
Inspection / Testing Deposit: Code 001.000.000.237.00.06.06	
EROSION CONTROL DEPOSIT	
EROSION CONTROL	<div> <div>_____ acres</div> <div>\$ _____</div> </div>
Erosion Control Deposit: Code 001.000.000.237.00.06.23	
ADMIN. & INSPECTION DEPOSIT TOTAL \$ 0.00	
GRAND TOTAL \$ 0.00	