

POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2019-03

SUBJECT: Planning Fee Schedule Update

CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 03/01/19
- ☒ Passed by the City Council: 03/06/19
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☐ Publication: _____
- ☒ Effective: 03/07/19

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

03/07/19
Date

RESOLUTION NO. 2019-03

A RESOLUTION OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE FEE SCHEDULE FOR LAND USE APPLICATIONS PURSUANT TO SECTION 3.12.030 OF THE POULSBO MUNICIPAL CODE.

- 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 and Economic Development Department has determined that land use fees should be adjusted to adjust for CPI and more appropriately reflect the cost of review by the Planning staff; and
- WHEREAS,** the Poulsbo City Council concurs in the Planning and Economic Development Department's recommendation; now therefore

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

Section 1. Amend. That the Planning and Economic Development Department Application Fee Worksheet is hereby amended and replaced with the schedule dated March 6, 2019 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 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.

Passed by the City Council of the City of Poulsbo, Washington and signed this 6th day of March, 2019

APPROVED:



MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:


CITY CLERK, RHIANNON FERNANDEZ

FILED WITH THE CITY CLERK: 03/01/19
PASSED BY THE CITY COUNCIL: 03/06/19
RESOLUTION NO. 2019-03



PLANNING FEE SCHEDULE

200 NE Moe Street | Poulsbo, Washington 98370
 (360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

TYPE OF PERMIT		FEE
Pre-Application Services		
Pre-Application Conference/Major		\$345
Pre-Application Conference/Minor		\$175
Neighborhood Meeting Attendance		\$165
Land Use Review		
ADU (detached or expansion of existing)		\$585 + ACUP cost
ADU (w/in existing structure, no ACUP)		\$325
Administrative Conditional Use Permit		\$865
Conditional Use Permit		\$1,730
Development Agreement		\$1,155
Home Occupation		\$240 + hourly after 4 hours**
Master Plan		\$585 + \$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 (w/out prelim plat)		\$5,780 + HE costs
Planned Residential Development (w/prelim plat)		\$810 + preliminary plat fee + HE costs
Planned Mixed Use Development (PMUD)		\$3,470 + \$75/unit or lot and \$.25 sq ft of nonresidential + HE costs
Viking Avenue PMUD		\$2,315 + \$75/unit or lot and \$.25 sq ft of nonresidential + HE costs
Site Plan Review		\$2,315 + \$.25 sq ft of gross floor area
Minor Site Plan Review		\$580 + \$.25 sq ft of gross floor area
Zoning Ordinance Variance		\$865
Shoreline Permits		
Shoreline Substantial Development Permit (SSDP)		\$1,155 + \$75/unit and/or \$.25/sq ft + HE costs
Minor SSDP		\$865 + \$75/unit and/or \$.25/sq ft
Shoreline Conditional Use Permit (SCUP)		\$865 + \$75/unit and/or \$.25 sq ft of gross floor area + HE costs
Minor SCUP		\$585 + \$75/unit and/or \$.25/sq ft
Shoreline Permit Exemption		\$175
Subdivisions		
Binding Site Plan		\$1,730 + \$75/lot/unit + \$.25/sq ft (if nonresidential)
Boundary Line Adjustment		\$295
Final Plat		\$1,080
Plat Alteration		\$810
Preliminary Plat		\$4,625 + \$75/lot + HE costs
Short Plat		\$1,950 + \$75/lot
Policy Planning Review		
Annexation - Notice of Intent		\$345
Annexation - Petition/Council Action and BRB		\$1,340 + BRB fee
Comprehensive Plan Amendment - Map Only		\$1,100
Comprehensive Plan Amendment - Text Only		\$800
Concomitant Agreement Release/Revision		\$465 + hourly rate after 8 hours**
Zoning Map Amendment (no comp plan amendment)		\$850

Appeals	
Type II Appeal to Hearing Examiner (HE)	
Type III Appeal to City Council	\$165 + HE costs
Appeal of Adequacy of EIS	\$165
	\$165 + HE costs
Environmental Review	
Critical Areas Permit	
Reasonable Use Exception	\$580
SEPA Review/Determination	\$1,080 + HE costs
SEPA DEIS/FEIS	\$345
Review of EIS	Cost to prepare EIS \$865 + hourly rate after 13 hours** + consultant review
Miscellaneous	
Administrative Determination/written letter	
Impact Fee Deferral	\$345
Misc Permit (e.g. grading, clearing, construction drawing review, building design review)	\$270
Permit Extension Request	\$295 + hourly rate after 4 hours**
Post Decision Modification	\$270
Re-Inspections after initial inspection (each)	\$540 + hourly rate after 8 hours**
Temporary Use	\$130
Zoning Verification Letter	\$295 + hourly rate after 5 hours**
	\$110
Deposits*	
Consultant - Critical Areas (wetland, fish and wildlife)	
Consultant - Tree Retention	\$3,000
Consultant - Geotechnical	\$750
Consultant - Other	\$3,000
Hearing Examiner (HE)	TBD with project
Noticing	\$3000
	\$150
Hourly Rate**	\$70
<p>*Deposits:</p> <ul style="list-style-type: none"> In the review of a land use permit application, the City may determine that such review requires the retention of professional consultant. In addition to the land use fees that an applicant is required to submit, the applicant shall also be responsible to reimburse the City for the cost of professional consultant services if the City determines such services are necessary to complete its review of the application submittal. The City requires the applicant to deposit an amount with the City which is estimated, at the discretion of the Planning Director, to be enough to cover anticipated costs of retaining professional consultant services and to ensure reimbursement to the City for such costs. Additional deposits may be necessary during the review of the land use permit application. Unused consultant deposits will be refunded after permit issuance. A deposit for Hearing Examiner services will be collected at the time of land use permit submittal. Actual final costs of the hearing examiner services will be the responsibility of the applicant. A deposit for all public noticing requirements will be collected at the time of land use permit submittal. Unused noticing deposits will be refunded after permit issuance. <p>Additional Submittal Review Fees: The fees include the review of the initial application and two revisions (three submittals total) plus the preparation of staff reports and administrative decisions. If a project requires staff review of more than three submittals, the applicant will be charged an hourly rate of \$70 (minimum of six hours) for the time the project planner spends reviewing each submittal thereafter. The applicant shall pay \$420.00 prior to staff commencing review of each additional submittal.</p> <p>Recording Fees: For those applications which require recording of the final document, the applicant shall bear the costs of all recording</p>	