



PLANNING FEE SCHEDULE

200 NE Moe Street | Poulsbo, Washington 98370
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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)	\$165 + HE costs
Type III Appeal to City Council	\$165
Appeal of Adequacy of EIS	\$165 + HE costs
Environmental Review	
Critical Areas Permit	\$580
Reasonable Use Exception	\$1,080 + HE costs
SEPA Review/Determination	\$345
SEPA DEIS/FEIS	Cost to prepare EIS
Review of EIS	\$865 + hourly rate after 13 hours** + consultant review
Miscellaneous	
Administrative Determination/written letter	\$345
Impact Fee Deferral	\$270
Misc Permit (e.g. grading, clearing, construction drawing review, building design review)	\$295 + hourly rate after 4 hours**
Permit Extension Request	\$270
Post Decision Modification	\$540 + hourly rate after 8 hours**
Re-Inspections after initial inspection (each)	\$130
Temporary Use	\$295 + hourly rate after 5 hours**
Zoning Verification Letter	\$110
Deposits*	
Consultant - Critical Areas (wetland, fish and wildlife)	\$3,000
Consultant – Tree Retention	\$750
Consultant - Geotechnical	\$3,000
Consultant - Other	TBD with project
Hearing Examiner (HE)	\$3000
Noticing	\$150
Hourly Rate**	
	\$70

***Deposits:**

- 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.

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.

Recording Fees: For those applications which require recording of the final document, the applicant shall bear the costs of all recording