

POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2021-06

SUBJECT: Land Use Application Fees Schedule Update

CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 4/29/21
- ☒ Passed by the City Council: 5/5/21
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☐ Publication: _____
- ☐ Effective: _____

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- ☐ _____

Rhiannon Fernandez
City Clerk

5/5/21
Date

RESOLUTION NO. 2021-06

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 for increased cost of labor 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 May 5, 2021 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.

RESOLVED by the Poulsbo City Council this 5th day of May, 2021.

APPROVED:

DocuSigned by:



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MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

DocuSigned by:



D21DA14DCC754A8

CITY CLERK, RHIANNON FERNANDEZ

FILED WITH THE CITY CLERK: 04/29/2021

PASSED BY THE CITY COUNCIL: 05/05/2021

RESOLUTION NO. 2021-06



Exhibit A

PLANNING FEE SCHEDULE

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

Red underline and strikethrough = Proposed change to existing fee schedule
Purple underline = Proposed addition to the fee schedule

TYPE OF PERMIT	FEE
Pre-Application Services	
Pre-Application Conference/Major	\$365 + Engineering, Building, and Fire Fees \$345
Pre-Application Conference/Minor	\$185 + Engineering, Building, and Fire Fees \$175
Neighborhood Meeting Attendance	\$175 \$165
Land Use Review	
Accessory Dwelling Unit (ADU)	
ADU (detached or expansion of existing)	\$620 \$585 + ACUP cost
ADU (w/in existing structure, no ACUP)	\$345 \$325
Conditional Use Permit	\$1830 \$1,730
Administrative Conditional Use Permit	\$915 \$865
Development Agreement	\$1225 \$1,155
Home Occupation	\$300 \$240 + hourly after 4 hours**
Master Plan	\$620 \$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	
(without/ preliminary subdivision plat)	\$6125 \$5,780 + HE costs
(with/ preliminary subdivision plat)	\$860 \$810 + preliminary subdivision plat fee + HE costs
Planned Mixed Use Development (PMUD)	\$3680 \$3,470 + \$75/unit or lot and \$.25 sq ft of nonresidential + HE costs
Viking Avenue PMUD	\$2455 \$2,315 + \$75/unit or lot and \$.25 sq ft of nonresidential + HE costs
Site Plan Review	\$2455 \$2,315 + \$.25 sq ft of gross floor area
Minor Site Plan Review	\$615 \$580 + \$.25 sq ft of gross floor area
Zoning Ordinance Variance	\$915 \$865
Shoreline Permits	
Shoreline Substantial Development Permit (SSDP)	\$1225 \$1,155 + \$75/unit and/or \$.25/sq ft + HE costs
Minor SSDP	\$915 \$865 + \$75/unit and/or \$.25/sq ft
Shoreline Conditional Use Permit (SCUP)	\$1225 \$865 + \$75/unit and/or \$.25 sq ft of gross floor area + HE costs
Minor SCUP	\$915 \$585 + \$75/unit and/or \$.25/sq ft
Shoreline Variance	\$1225 + \$75/unit and/or \$.25/sq ft + HE costs
Shoreline Permit Exemption	\$185 \$175
Land Division Subdivisions	
Binding Site Plan	\$1835 \$1,730 + \$75/lot/unit + \$.25/sq ft (if nonresidential)
Binding Site Plan Modification	\$965
Binding Site Plan Final	\$1145
Boundary Line Adjustment	\$315 \$295
Preliminary Subdivision/Plat	\$4900 \$4,625 + \$75/lot + HE costs
Preliminary Subdivision Modification - Major	\$2450 + HE costs
Preliminary Subdivision Modification - Minor	\$1225
Final Subdivision/Plat	\$1145 \$1,080
Preliminary Short Subdivision/Plat	\$2070 \$1,950 + \$75/lot
Short Subdivision Modification	\$1035
Final Short Subdivision	\$225
Land Division/Plat Alteration	\$860 \$810
Land Division/Plat Vacation	\$600 + hourly after 8 hours**
Land Division/Plat Time Extension	\$150
Policy Planning Review	
Annexation – Notice of Intent	\$365 \$345
Annexation – Petition/Council Action and BRB	\$1420 \$1,340 + BRB fee
Comprehensive Plan Amendment – Map Only	\$1165 \$1,100
Comprehensive Plan Amendment – Text Only	\$860 \$800
Comprehensive Plan Amendment – Internal	TBD
Concomitant Agreement Release/Revision	\$600 \$465 + hourly rate after 8 hours**
Zoning Map Amendment (no comp plan amendment)	\$900 \$850
Appeals	
Type I and II Appeal to Hearing Examiner (HE)	\$550 \$165 + HE costs
Type III Appeal to City Council	\$1050 \$165
Appeal of Adequacy of EIS	\$550 \$165 + HE costs

Environmental Review	
Critical Areas Permit	\$615 \$580
Critical Areas Exemption	\$150
Reasonable Use Exception	\$1145 \$1,080 + HE costs
Public Agency Utility Exception	\$1145 + HE costs
SEPA Review/Determination	\$365 \$345
SEPA DEIS/FEIS	Cost to prepare EIS
Review of EIS	\$975 \$865 + hourly rate after 13 hours** + consultant review
Miscellaneous	
Administrative Determination/written letter	\$365 \$345
Impact Fee Deferral	\$285 \$270
Misc Permit (e.g. grading, clearing , construction drawing review, building design review)	\$300 \$295 + hourly rate after 4 hours**
Permit Extension Request	\$285 \$270
Post Decision Modification	\$540 + hourly rate after 8 hours**
Type I and II Modification	\$600 + hourly rate after 8 hours**
Type III Modification	\$600 + hourly rate after 8 hours** + HE costs (if applicable)
Administrative Modification	\$600 + hourly rate after 8 hours**
Re-Inspections after initial inspection (each)	\$140 \$130
Temporary Use	\$375 \$295 + hourly rate after 5 hours**
Tree Cutting and Clearing	\$315
Zoning Verification Letter	\$115 \$110
Deposits ^{* 1}	
Third Party Review of Application/Expedited Review²	\$5000 deposit + application fees
Consultant - Critical Areas (wetland, fish and wildlife)	\$4000 \$3,000
Consultant –Tree Retention	\$750
Consultant - Geotechnical	\$4000 \$3,000
Consultant - Other	TBD with project
Hearing Examiner (HE)	\$4000 \$3000
Noticing	\$300 \$150
Hourly Rate ^{** 3}	
\$75 \$70	
<p>¹ [*] 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 (per PMC 13.12.010).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>² The cost for third party/expedited review shall be in addition to all other permit and/or plan review fees. Unused deposit will be refunded after permit issuance.</p> <p>³ ^{**} 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 \$7570 (minimum of six hours) for the time the project planner spends reviewing each submittal thereafter. The applicant shall pay \$4520.00 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>	