

POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2021-07

SUBJECT: Engineering 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. 2021-07

A RESOLUTION OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE FEE SCHEDULE FOR ENGINEERING APPLICATION FEES 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 Engineering Department has determined that fees should be adjusted per the two-year negotiated salary increase and more appropriately reflect the cost of review by the Engineering 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 Sheet and Grading Permit Application Fees are 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 Engineering Application Fee Schedule and Grading Permit Fee Sheet attached as Exhibit A.

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

APPROVED:

DocuSigned by:



77AA4B38C18A4BA

MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

DocuSigned by:



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CITY CLERK, RHIANNON FERNANDEZ

FILED WITH THE CITY CLERK: 04/29/2021

PASSED BY THE CITY COUNCIL: 05/05/2021

RESOLUTION NO. 2021-07



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 2021-XX

TYPE OF PERMIT	FEE
Pre-Application Services	
Pre-Application Conference/Type A (Minor)	\$ 240 <u>255</u>
Pre-Application Conference/Type B (Major)	\$ 370 <u>395</u>
Land Use Review	
ADU (Accessory Dwelling Unit)	\$ 210 <u>225</u>
Conditional Use Permit	\$ 210 <u>225</u>
Master Plan	\$ 350 <u>370</u>
Master Plan Amendment	\$ 210 <u>225</u>
Drainage Analysis (Required for all SPR/Subdivision Applications or as applicable)	\$ 465 <u>495</u> /Basin
Site Plan Review	\$ 770 <u>805</u>
Minor Site Plan Review	\$ 210 <u>225</u>
Boundary Line Adjustment	\$ 210 <u>225</u>
Annexation	\$225
SubdivisionsLand Division	
PMUD/Binding Site Plan	\$ 1,845-1955 + \$ 1617 /Lot or Unit
Land Division /Plat Alteration	\$ 210 <u>225</u>
Preliminary Short Subdivision /Plat	\$ 1,260 <u>1,335</u>
Preliminary Subdivision Plat/Planned Residential Development (PRD)	
5-20 Lots	\$ 1,960 <u>2,080</u>
21-50 Lots	\$ 2,210 <u>2,345</u>
51-100 Lots	\$ 2,455 <u>2,605</u>
>100 Lots	\$ 2,455-605 + \$ 2729 /Lot
Final Subdivision Plat/(PRD)	\$ 2,890 <u>3,065</u> + \$ 8795 /Lot
Final Short Subdivision Plat	\$675
Policy Review	
Comprehensive Plan Amendment	\$ 280 <u>300</u>
Concomitant Agreement Release/Revision	\$ 210 <u>225</u>
Shoreline Permits	
Shoreline Substantial Development Permit (SSDP)	\$ 210 <u>225</u>
Miscellaneous	
Post Decision Review	\$ 210 <u>225</u>
Telecommunication Master Permit	\$ 770 <u>820</u>
Telecommunication License	\$ 465 <u>495</u>
Floodplain Development Permit	\$225
Right-of-Way Vacation	\$ 920 <u>975</u>
Latecomer Agreement (Street, Water, Storm, Sewer)	\$ 1,955 <u>1,845</u> 1 st Utility + \$ 925 <u>980</u> /Additional Utility

Public Property Construction Permit (PPCP)	
w/ Pavement or Sidewalk disturbance	\$ 495 <u>525</u>
w/o Pavement or Sidewalk disturbance	\$ 160 <u>170</u>
Stop Work Order	
Site Plans and Plats	\$ 500 <u>500</u>
All Others	\$ 115 <u>120</u>
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 <u>75</u> /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~~03/25/2021

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								
<p>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.</p> <p>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".</p>								
FEES	PLAN REVIEW - FEES							
	Itemized plan review fees apply to the original submittal and one re-submittal. Fees are non-refundable.							
	SANITARY SEWER	_____ LF PIPE @	\$0.55	\$0.60	per LF	\$ _____	0.00	
		_____ MANHOLES @	\$23.50	\$25.00	each	\$ _____	0.00	
		_____ LIFT STATION @	\$310.00	\$330.00	each	\$ _____	0.00	
	WATER SYSTEM	_____ LF PIPE @	\$0.85	\$0.90	per LF	\$ _____	0.00	
		_____ BOOSTER STATION @	\$310.00	\$33.00	each	\$ _____	0.00	
	STORM SEWER	_____ LF PIPE @	\$0.95	\$1.00	per LF	\$ _____	0.00	
		_____ CATCH BASINS @	\$16.50	\$17.50	each	\$ _____	0.00	
		_____ DETENTION FACILITIES	\$310.00	\$330.00	each	\$ _____	0.00	
	STREETS/SIDEWALKS	_____ LF @	\$0.30	\$0.32	per LF	\$ _____	0.00	
	Minimum charge for review = \$500.00						\$ _____	0.00
	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	_____ HOURS	\$70.00	\$75.00	per HR	\$ _____	0.00		
FEE TOTAL \$						0.00		
Plan Review Fees: Code 001.000.000.343.20.00.10								
DEPOSITS	<p>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.</p>							
	PLAN REVIEW DEPOSITS							
	CITY	_____ HOURS (estimated) @	\$70.00	\$75.00	per hour	\$ _____	0.00	
	CONSULTANT						\$ _____	
	PROJECT ADMINISTRATION DEPOSITS							
	CITY	_____ HOURS (estimated) @	\$70.00	\$75.00	per hour	\$ _____	0.00	
	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	_____ HOURS (estimated) @	\$70.00	\$75.00	per hour	\$ _____	0.00	
	<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						_____ acres \$ _____		
Erosion Control Deposit: Code 001.000.000.237.00.06.23								
ADMIN. & INSPECTION DEPOSIT TOTAL \$						0.00		
GRAND TOTAL \$						0.00		
Resolution 2021-XX								