

POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2022-17

SUBJECT: Amending Fee Schedule for Land Use Applications

CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 11/03/2022
- ☒ Passed by the City Council: 11/09/2022
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☐ Publication: _____
- ☐ Effective: _____

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Rhiannon Fernandez
City Clerk

11/09/2022
Date

RESOLUTION NO. 2022-17

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 per the two-year negotiated salary increase 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

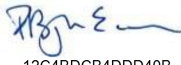
THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Amend. That the Planning and Economic Development Department Application Fee Worksheet is hereby amended and replaced with the schedule dated November 2, 2022 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 on January 1, 2023. 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 9th day of November 2022.

APPROVED:

DocuSigned by:

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MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

DocuSigned by:

D21DA14DCC754A8...
CITY CLERK, RHIANNON FERNANDEZ

FILED WITH THE CITY CLERK: 11/03/2022
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| TYPE OF PERMIT | FEE |
|---|---|
| Pre-Application Services | |
| Pre-Application Conference/Major | \$390 + Engineering, Building, and Fire Fees |
| Pre-Application Conference/Minor | \$200 + Engineering, Building, and Fire Fees |
| Consultation | \$80 |
| Neighborhood Meeting Attendance | \$185 |
| Land Use Review | |
| Accessory Dwelling Unit (ADU) | |
| ADU (detached or expansion of existing) | \$665 + ACUP cost |
| ADU (w/in existing structure, no ACUP) | \$370 |
| Conditional Use Permit | \$1960 |
| Administrative Conditional Use Permit | \$980 |
| Development Agreement | \$1310 |
| Home Occupation | \$320 + hourly after 4 hours |
| Master Plan | \$665 + \$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 | \$6560 + HE costs |
| with preliminary subdivision | \$920 + preliminary subdivision fee + HE costs |
| Planned Mixed Use Development (PMUD) | \$3940 + \$75/unit or lot and \$.25 sq ft of nonresidential + HE costs |
| Viking Avenue PMUD | \$2630 + \$75/unit or lot and \$.25 sq ft of nonresidential + HE costs |
| Site Plan Review | \$2630 + \$.25 sq ft of gross floor area |
| Minor Site Plan Review | \$660 + \$.25 sq ft of gross floor area |
| Zoning Ordinance Variance | \$980 |
| Shoreline Permits | |
| Shoreline Substantial Development Permit (SSDP) | \$1310 + \$75/unit and/or \$.25/sq ft + HE costs |
| Minor SSDP | \$980 + \$75/unit and/or \$.25/sq ft |
| Shoreline Conditional Use Permit (SCUP) | \$1310 + \$75/unit and/or \$.25 sq ft of gross floor area + HE costs |
| Minor SCUP | \$980 + \$75/unit and/or \$.25/sq ft |
| Shoreline Variance | \$1310 + \$75/unit and/or \$.25/sq ft + HE costs |
| Shoreline Permit Exemption | \$200 |
| Land Division | |
| Binding Site Plan | \$1965 + \$75/lot/unit + \$.25/sq ft (if nonresidential) |
| Binding Site Plan Modification | \$1035 |
| Binding Site Plan Final | \$1225 |
| Boundary Line Adjustment | \$340 |
| Preliminary Subdivision/Plat | \$5250 + \$75/lot + HE costs |
| Preliminary Subdivision Modification - Major | \$2625 + HE costs |
| Preliminary Subdivision Modification - Minor | \$1310 |
| Final Subdivision/Plat | \$1225 |
| Preliminary Short Subdivision/Plat | \$2215 + \$75/lot |
| Short Subdivision Modification | \$1110 |
| Final Short Subdivision | \$240 |
| Land Division/Plat Alteration | \$920 |
| Land Division/Plat Vacation | \$640 + hourly after 8 hours |
| Land Division/Plat Time Extension | \$160 |
| Policy Planning Review | |
| Annexation – Notice of Intent | \$390 |
| Annexation – Petition/Council Action and BRB | \$1520 + BRB fee |
| Comprehensive Plan Amendment – Map Only | \$1250 |
| Comprehensive Plan Amendment – Text Only | \$920 |
| Comprehensive Plan Amendment – Internal | TBD |
| Concomitant Agreement Release/Revision | \$640 + hourly rate after 8 hours |
| Zoning Map Amendment (no comp plan amendment) | \$965 |
| Appeals | |
| Type I and II Appeal to Hearing Examiner (HE) | \$590 + HE costs |
| Type III Appeal to City Council | \$1125 |

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| Appeal of Adequacy of EIS | \$590 + HE costs |
| Environmental Review | |
| Critical Areas Permit | \$660 |
| Critical Areas Exemption | \$160 |
| Reasonable Use Exception | \$1225 + HE costs |
| Public Agency Utility Exception | \$1225 + HE costs |
| Independent Confirmation of Critical Areas Report | \$240 + consultant costs |
| SEPA Review/Determination | \$390 |
| SEPA DEIS/FEIS | Cost to prepare EIS |
| Review of EIS | \$1045 + hourly rate after 13 hours ³ + consultant review |
| Miscellaneous | |
| Administrative Determination/written letter | \$390 |
| Impact Fee Deferral | \$305 |
| Misc Permit (e.g., grading, construction drawing review, building design review) | \$315 + hourly rate after 4 hours |
| Permit Extension Request | \$305 |
| Post Decision Modification | |
| Type I and II Modification | \$640 + hourly rate after 8 hours |
| Type III Modification | \$640 + hourly rate after 8 hours** + HE costs (if applicable) |
| Administrative Modification | \$640 + hourly rate after 8 hours |
| Re-Inspections after initial inspection (each) | \$150 |
| Temporary Use | \$400 + hourly rate after 5 hours |
| Tree Cutting and Clearing | \$340 |
| Zoning Verification Letter | \$125 |
| Deposits ¹ | |
| Third Party Review of Application/Expedited Review ² | \$5000 deposit + application fees |
| Consultant - Critical Areas (wetland, fish and wildlife) | \$4500 |
| Consultant –Arborist Review | \$1500 |
| Consultant - Geotechnical | \$4500 |
| Consultant - Other | TBD with project |
| Hearing Examiner (HE) | \$4000 |
| Noticing | \$300 |
| Hourly Rate | \$80 |

¹ 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 (per PMC 3.12.010).
- 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.

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.

Notes:

- 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 \$80 (minimum of six hours) for the time the project planner spends reviewing each submittal thereafter. The applicant shall pay \$480.00 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.