

POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2022-18

SUBJECT: Amending Fee Schedule for Engineering Application Fees

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. 2022-18

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.

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- 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:

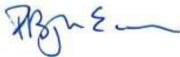
Section 1. Amend. That the Engineering Department Application Fee Sheet and Grading Permit Application Fees are hereby amended and replaced with the schedules dated November 2, 2022 attached as Exhibit A and B hereto and incorporated by this reference as if set forth in full.

Section 2. Effective Date. This resolution shall take effect and be in full force on January 1, 2023. All applications filed on or after the effective date of this resolution shall be charged fees based on the Engineering Application Fee Schedule and Grading Permit Fee Sheet attached as Exhibits A and B.

Passed by the City Council of the City of Poulsbo, Washington and signed this 2nd 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
PASSED BY THE CITY COUNCIL: 11/09/2022
RESOLUTION NO. 2022-18



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 2022-18

TYPE OF PERMIT	FEE
Pre-Application Services	
Pre-Application Conference/Type A (Minor)	\$255 <u>\$275</u>
Pre-Application Conference/Type B (Major)	\$395 <u>\$425</u>
Land Use Review	
ADU (Accessory Dwelling Unit)	\$225 <u>\$240</u>
Conditional Use Permit	\$225 <u>\$240</u>
Master Plan	\$370 <u>\$400</u>
Master Plan Amendment	\$225 <u>\$240</u>
Drainage Analysis (Required for all SPR/Subdivision Applications or as applicable)	\$495 <u>\$530</u> /Basin
Site Plan Review	\$805 <u>\$865</u>
Minor Site Plan Review	\$225 <u>\$240</u>
Boundary Line Adjustment	\$225 <u>\$240</u>
Annexation	\$225 <u>\$240</u>
Land Division	
PMUD/Binding Site Plan	\$1,955 <u>\$2,095</u> + \$17 <u>\$18</u> /Lot or Unit
Land Division/Plat Alteration	\$225 <u>\$240</u>
Preliminary Short Subdivision/ Plat	\$1,335 <u>\$1,430</u>
Preliminary Subdivision Plat/Planned Residential Development (PRD)	
5-20 Lots	\$2,080 <u>\$2,230</u>
21-50 Lots	\$2,345 <u>\$2,510</u>
51-100 Lots	\$2,605 <u>\$2,790</u>
>100 Lots	\$2,605 <u>\$2,790</u> + \$29 <u>\$31</u> /Lot
Final Subdivision Plat/(PRD)	\$3,065 <u>\$3,280</u> + \$95 <u>\$105</u> /Lot
Final Short Subdivision Plat	\$675 <u>\$725</u>
Policy Review	
Comprehensive Plan Amendment	\$300 <u>\$320</u>
Concomitant Agreement Release/Revision	\$225 <u>\$240</u>
Shoreline Permits	
Shoreline Substantial Development Permit (SSDP)	\$225 <u>\$240</u>
Miscellaneous	
Post Decision Review	\$225 <u>\$240</u>
Telecommunication Master Permit	\$820 <u>\$880</u>
Telecommunication License	\$495 <u>\$530</u>
Floodplain Development Permit	\$225 <u>\$240</u>
Right-of-Way Vacation	975 <u>\$1,045</u>
Latecomer Agreement (Street, Water, Storm, Sewer)	\$1,955 <u>\$2,095</u> 1 st Utility + \$980 <u>\$1,045</u> /Additional Utility

Public Property Construction Permit (PPCP)	
w/ Pavement or Sidewalk disturbance	\$525 <u>\$565</u>
w/o Pavement or Sidewalk disturbance	\$170 <u>\$185</u>
Stop Work Order	
Site Plans and Plats	\$500 <u>\$535</u>
All Others	\$120 <u>\$130</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 <u>\$5,500</u> + \$400 <u>\$430</u> /Lot
*Unused escrow deposits shall be refunded at the conclusion for the project	
Engineering Department Hourly Rate	
Hourly Rate**	\$75 <u>\$80</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: <insert link to 2023 planning fee sheet>	
BUILDING FEES	
For Building Permit Fees: <insert link to 2023 building fee sheet>	

REV. 11/09/2022

PROJECT NAME:

FILE #:

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 15.40

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.

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".

PLAN REVIEW - FEES

Itemized plan review fees apply to the original submittal and one re-submittal. Fees are non-refundable.

SANITARY SEWER	_____	LF PIPE @	\$0.60	\$0.64	per LF	\$	_____	0.00	
	_____	MANHOLES @	\$25.00	\$27.00	each	\$	_____	0.00	
	_____	LIFT STATION @	\$330.00	\$355.00	each	\$	_____	0.00	
WATER SYSTEM	_____	LF PIPE @	\$0.90	\$0.96	per LF	\$	_____	0.00	
	_____	BOOSTER STATION @	\$330.00	\$355.00	each	\$	_____	0.00	
STORM SEWER	_____	LF PIPE @	\$1.00	\$1.07	per LF	\$	_____	0.00	
	_____	CATCH BASINS @	\$17.50	\$19.00	each	\$	_____	0.00	
	_____	DETENTION FACILITIES	\$330.00	\$355.00	each	\$	_____	0.00	
STREETS/SIDEWALKS	_____	LF @	\$0.32	\$0.34	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

HOURLY FEES	_____ HOURS	\$75.00	\$80.00	per HR	\$	0.00
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FEE TOTAL \$ 0.00

Plan Review Fees: Code 001.000.000.343.20.00.10