

## POULSBO DISTRIBUTION SCHEDULE

**RESOLUTION NO. 2025-07**

**SUBJECT: Engineering Fee Schedule Update**

### CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 07/01/2025
- ☒ Passed by the City Council: 07/16/2025
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☐ Publication: \_\_\_\_\_
- ☐ Effective: \_\_\_\_\_

### DISTRIBUTED COPIES AS FOLLOWS:

- ☐ Seattle Times: \_\_\_\_\_
- ☐ Code Publishing
- ☐ City Attorney
- ☒ Clerk's Department: Original
- ☐ City Council
- ☐ Finance:
- ☒ Posted to Library Drive and Website
- ☒ Posted to Laserfiche
- ☐ Scanned and Tossed: \_\_\_\_\_
- ☒ Electronically Created Document (No Hard Copy Exists)
- ☐ \_\_\_\_\_

*Kati Diehl*

Deputy City Clerk

07/17/2025

Date

**RESOLUTION NO. 2025-07**

**A RESOLUTION OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE FEE SCHEDULE FOR ENGINEERING AND BUILDING APPLICATION FEES PURSUANT TO SECTION 3.12.020 OF THE POULSBO MUNICIPAL CODE.**

---

**WHEREAS,** PMC 3.12.020 adopts a fee schedule for applications processed by the City; and

**WHEREAS,** PMC 3.12.020 provides that the Engineering application fee schedules may be amended by the passage of a resolution by the Poulsbo City Council; and

**WHEREAS,** the City's Engineering Department has determined that the fee for review of Permit Ready ADU Plan sets should be set at one hour to appropriately reflect the cost of review by Engineering department staff; and

**WHEREAS,** the Poulsbo City Council concurs with the Engineering Department's recommendation; now therefore

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

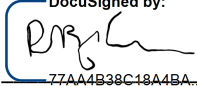
**Section 1. Amend.** That the Engineering Department Application Fee Sheet, Engineering Department Grading Permit Application Fees sheet is hereby amended and replaced with the schedule dated July 2, 2025 attached as Exhibit A hereto and incorporated by this reference as if set forth in full.

**Section 2. Effective Date.** This resolution shall take effect and be in full force upon passage by City Council. All applications filed on or after the passage of this

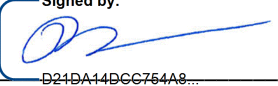
resolution shall be charged fees based on the Engineering Application Fee Schedule sheet attached as Exhibit A.

**RESOLVED** this 16<sup>th</sup> day of July, 2025.

APPROVED:

DocuSigned by:  
  
77AA4B38C18A4BA...  
MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

Signed by:  
  
D24DA14BCC754A8...  
CITY CLERK, RHIANNON FERNANDEZ

FILED WITH THE CITY CLERK: 07/01/2025  
PASSED BY THE CITY COUNCIL: 07/16/2025  
RESOLUTION NO. 2025-07



# 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 2025-07

TYPE OF PERMIT	FEE
<b>Pre-Application Services</b>	
Pre-Application Conference/Type A (Minor)	\$300
Pre-Application Conference/Type B (Major)	\$460
<b>Land Use Review</b>	
ADU (Accessory Dwelling Unit)	\$270
Permit Ready ADU plan set	\$90
Conditional Use Permit	\$270
Master Plan	\$450
Master Plan Amendment	\$270
Drainage Analysis (Required for all SPR/Subdivision Applications or as applicable)	\$575/Basin
Site Plan Review	\$935
Minor Site Plan Review	\$270
Boundary Line Adjustment	\$270
Annexation	\$270
<b>Land Division</b>	
PMUD/Binding Site Plan	\$2,260 + \$20/Lot or Unit
Land Division/Plat Alteration	\$270
Preliminary Short Subdivision/ Plat	\$1,540
Preliminary Subdivision Plat/Planned Residential Development (PRD)/unit lot subdivision	
5-20 Lots	\$2,400
21-50 Lots	\$2,700
51-100 Lots	\$3,010
>100 Lots	\$3,010 + \$34/Lot
Final Subdivision Plat/(PRD)	\$3,530+ \$115/Lot
Final Short Subdivision Plat	\$780
<b>Policy Review</b>	
Comprehensive Plan Amendment	\$348
Concomitant Agreement Release/Revision	\$270
<b>Shoreline Permits</b>	
Shoreline Substantial Development Permit (SSDP)	\$270
<b>Miscellaneous</b>	
Post Decision Review	\$270
Telecommunication Master Permit	\$950
Telecommunication License	\$575
Floodplain Development Permit	\$270
Right-of-Way Vacation	\$1,125

Latecomer Agreement (Street, Water, Storm, Sewer)	\$2,260 1 <sup>st</sup> Utility + \$1,125/Additional Utility
Public Property Construction Permit (PPCP)	
w/ Pavement or Sidewalk disturbance	\$610
w/o Pavement or Sidewalk disturbance	\$200
Stop Work Order	
Site Plans and Plats	\$575
All Others	\$140
Grading Permit	See Grading Permit Fee Sheet
<b>Escrow Deposits</b>	
Erosion Control (Site Plan and Plat Development)	\$5,000 Minimum or \$3,000/Acre
3 <sup>rd</sup> Party review	Determined with 1 <sup>st</sup> review of Site Plan/Plat Submittal
Inspection Deposit for Plats	\$9,000 + \$540/Lot
Unused escrow deposits shall be refunded at the conclusion for the project	
<b>Engineering Department Hourly Rate</b>	
Hourly Rate	\$90/Hour
<ul style="list-style-type: none"> <li>• Application fees apply to the original submittal and two re-submittals. Subsequent re-submittals may require payment of hourly charges.</li> <li>• 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.</li> <li>• Fees are non-refundable.</li> <li>• A 3.5% technology fee will be added to all permits. <ul style="list-style-type: none"> <li>• not applied to escrow</li> </ul> </li> </ul>	
<b>PLANNING FEES</b>	
For Planning Fees: <a href="https://cityofpoulsbo.com/planning-economic-development/">https://cityofpoulsbo.com/planning-economic-development/</a>	
<b>BUILDING FEES</b>	
For Building Permit Fees: <a href="https://cityofpoulsbo.com/building-department/">https://cityofpoulsbo.com/building-department/</a>	

EFFECTIVE: ~~July 2, 2025~~ July 16, 2025