

CITY OF NORTH PLAINS MASTER FEE SCHEDULE

FEE	FEE DESCRIPTION	REFERENCE	FEE TYPE	EFFECTIVE 7/1/15	EFFECTIVE 7/1/16
ADMINISTRATIVE					
Business Licenses					
	Annual fee				
1101	1. First year (waived)		Fee	-	-
1102	2. Renewal	6.15	Fee	50.00	50.00
1103	Delinquent payment if paid after February 1 or 30 days of operation			20% of license fee for every 30 day period	20% of license fee for every 30 day period
1105	Peddlers Permit/Solicitor Vendor Permit Door to Door	6.25	Fee	135.00	135.00
1106	Temporary Vendor Permit - Stationary	6.25	Fee	90.00	90.00
Code Enforcement					
1201	Notice of abatement - nuisance	4.10	Fee	400.00	Actual cost
1203	Notice of abatement - dangerous building	7.10	Fee	735.00	Actual cost
Copies and Faxes					
1130	Copies - B&W any size, per page		Fee	0.70	0.90
1133	Copies - Color any size, per page		Fee	0.80	1.00
1143	Faxes, up to 10 pages		Fee		2.00
	each additional page				0.50
	Fees for mailing other than public hearing to be negotiated at time work scope is developed, including staff time, postage, and copies.		Fee	Actual cost	Actual cost
Finance					
1170	Returned Check Charge		Fee	35.00	35.00
1171	Notary Fee		Fee	\$5.00/Signature	\$5.00/Signature
1175	Lien search		Fee	\$22/lot searched	\$22/lot searched
1535	Reimbursement District Formation	2.01	Fee	17,115.00	determined by application
Franchise/Privilege Tax/Host Fee					
	Application		Fee		35.00
	Electricity - 1.5% privilege 3.5% franchise	9.15	Fee	5%	5%
	Refuse & Recycling		Fee	3%	3%
	Natural Gas	9.05	Fee	3%	3%
	Sewage		Fee	5%	5%
	Compost		Fee	\$1/ton	\$1/ton
	Telecommunications	9.10	Fee	7%	7%
Liquor License Application					
1180	Change in ownership, location or privilege		Fee	85.00	102.00
1181	New outlet application		Fee	230.00	245.00
1182	Renewal		Fee	30.00	37.00
1183	Temporary Application		Fee	30.00	37.00
Newsletter Advertising					
1190	Full page advertisement in City newsletter		Fee	70.00	90.00
	Half page advertisement in City newsletter		Fee	40.00	50.00
	Quarter page advertisement in City newsletter		Fee	20.00	30.00
	Eighth page advertisement in City newsletter		Fee	10.00	20.00

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ADMINISTRATIVE Continued					
Permits					
1135	Amplified Music Permit		Fee	80.00	80.00
1160	Filming Permit (Commercial activity)		Fee	400.00	400.00
Public Records					
	Actual cost for staff time, materials, attorney and all other incurred costs		Fee	Actual cost	Actual cost
Transportation and Streets					
2107	Transportation Utility Fee (TUF)		Fee	1.33/trip	1.33/trip
1435	Change of Address (for reasons other than fire and life safety)		Fee	319.00	200.00
1540	Street Name Change, Dedication or Vacation		Fee		determined by application
1937	Street Obstruction Permit (lane closure)		Fee	160.00	160.00

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LAND USE AND PLANNING					
	I Type I, Administrative Permits by City Staff				
	II Type II, Land Use Permit by City				
	III Type II, Quasi-Judicial Permits by Planning Commission				
	IV Type II, Legislative and Other Decisions made by Planning Commission And City Council				
Type I Administrative Permits by City Staff:					
These permits are processed by City Staff and tend to be straightforward, therefore City is able to set a pre-determined fee.					
Building - Site Plan Review					
1415	Residential - New structure (Multi-Family charged per unit)	16.020-16.45	Fee	430.00	430.00
1415	Residential Remodel/Alteration; Detached accessory structure over 200 square feet (City does not review residential structures under 200 square feet)	16.020-16.45 16.105	Fee	430.00	100.00
1415	Commercial and Industrial - New structure Design Review is required prior to Land Use Approval	16.35-40 16.50-55	Fee	430.00	430.00
1415	Commercial and Industrial - Remodel/Alteration Design Review is required prior to Land Use Approval	16.35-40 16.50-55	Fee	430.00	100.00
1420	Demolition any structure over 200 square feet		Fee	101.00	100.00
Code Interpretation					
	Code interpretation (charged per hour)		Fee		35.00
Culvert/Driveway (Right-of-Way) Permits					
1905	Culvert/Driveway Permits	Res. No. 1063	Fee	215.00	230.00
	Deposit or performance bond required:				
	1. Rock driveway with 16" or under culvert not over 20' long		Deposit	250.00	250.00
	2. Asphalt concrete or concrete driveway 16" or under culvert not over 20' long		Deposit	600.00	600.00
	3. Driveway with curb cut and sidewalk approach not longer than 24' and 16" or under culvert		Deposit	500.00	500.00
Fence, Wall and Hedge Permits					
1470	Fence Permit (All Types and Zones)	16.105	Fee	78.00	81.00
Final Plat					
1546	Partition Final Plat	16.130	Fee		450.00
1547	Subdivision Final Plat - minor modifications only	16.135	Fee	2,900.00	600.00
Home Occupation Permit					
1104a	Home Occupation Permit - Admin	16.85	Fee	275.00	275.00
Lot Line Adjustment					
1505	Lot Line Adjustments	16.120	Fee	1,106.00	400.00
Lot of Record Determination					
1510	Lot of Record Determination		Fee		35.00
Sign Permits					
1560	Permanent sign, simple (based on application)	16.80	Fee	160.00	175.00
	Temporary sign (in right of way)		Fee	25.00	25.00
Temporary Structure Permits					
1585	Temporary sales office or model home	16.210	Fee		175.00

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LAND USE AND PLANNING Continued					
Type II, III, IV permits:					
These permits involve City Staff, the City Planner, the City Attorney and potentially the Planning Commission and City Council. Each application is different and costs incurred by the City may vary. To ensure a reasonable fee and also limit the City's exposure to varying costs, fees will be based on the application.					
The stated deposit amount is due with the application. After review of the application a more detailed cost estimate will be prepared and submitted to the applicant. Any additional amount due must be paid before the application process will begin.					
Pre-Application Conference					
	Conference with applicant, City Manager and City Planner.				
1550	Pre-Application Conference (Minor Applications)		Fee		270.00
1551	Pre-Application Conference (Major Applications) Attendees may include City Engineer, Attorney, representatives from City Boards and Commissions and local utilities.		Fee	740.00	740.00
Type II Land Use Permit by City:				Deposit due with application	900.00
Design Review					
Required for all new developments and modifications, except for single family, duplex or accessory structures.					
1462	Limited Land Use Design Review	16.175			
Land Partitions					
Required for land division that creates two or three parcels in a calendar year.					
1491	Land Partitions - No street dedication	16.130			
Sign Permits					
1561	Permanent sign, complex (based on application)	16.80			
Temporary Structure Permits					
1586	Seasonal and special events	16.210			
Modifications					
1549	Modification of Development plan - Minor				
1442	Modification of Conditional Use Permits - Minor	16.180			
Variance Permits					
1595	Minor variance - Administrative Type II	16.185			
Other application not specifically described in Municipal Code		16.170			
Type III Quasi-Judicial Permits by Planning Commission:				Deposit due with application	2,400.00
Conditional Use Permits					
For uses which possess unique and special characteristics making impractical their inclusion as outright permitted uses in the underlying zoning district.					
1440	All zones	16.180			
Design Review					
Required for all new developments and modifications, except for single family, duplex or accessory structures.					
1456	Residential: Multifamily 3 or more units	16.175			
1463	Commerical and Industrial, not eligible for Limited Design Review	16.175			

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LAND USE AND PLANNING Continued					
Type III Quasi-Judicial Permits by Planning Commission Continued:				Deposit due with application	2,400.00
Development Permits					
1548	Manufactured home parks and subdivisions	16.110			
1506	Master Plan Application (Neighborhood Community Code)	16.45			
1457	Planned Use Development (PUD) preliminary plan	16.140			
1553	Subdivision Preliminary Plat	16.135			
	City Engineer review of public improvement drawings and inspection of public improvements		Fee	5% of City Engineers cost estimate	5% of City Engineers cost estimate
	Performance Bond (deposit prior to start of public improvements)		Bond	125% City Engineers estimate	125% City Engineers estimate
	Security Maintenance Bond (guarantee improvements for one year from date of completion)		Bond	40% of actual cost or engineers estimate	40% of actual cost or engineers estimate
Final Plat					
1547	Subdivision Final Plat - major modifications	16.135			
Flood Plain Permits					
	Required for development within boundaries of 100-year Flood Plain.				
1473	Flood Plain Fill Permit. Includes CLOMAR Letter to remove property from a flood plain.	16.65			
Heritage Tree					
1450	Nomination of heritage tree(s) designation	16.95			
1451	Permit to remove heritage tree(s)	16.95			
Historic Overlay District					
	Historic Overlay District is the Pythias Building, Lower Tavern and 379 Kaybern.				
1475	Alteration - Certificate of Appropriateness	16.70 15.03			
1421	Demolition of historic building	16.70 15.03			
Home Occupation Permit					
1104b	Home Occupation Permit - Conditional Use	16.85			
Land Partitions					
	Required for land division that creates two or three parcels in a calendar year.				
1491	Land Partitions - With street dedication	16.130			
Modifications					
1549	Modification of Development plan - Major				
1442	Modification of Conditional Use Permits - Major	16.180			
Non Conforming Use Permit					
	Addresses alterations or expansions of uses or structures that were lawfully established prior to the City's current municipal code.				
1515	Non-Conforming Use or Structure (All Zones) Reinstatement, Enlargement or Alteration of Use	16.195			
Significant Natural Resource Permit					
	Required for development within Significant Natural Resources Map.				
1565	Significant Natural Resources Permit	16.75			

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LAND USE AND PLANNING Continued					
Type III Quasi-Judicial Permits by Planning Commission Continued:				Deposit due with application	2,400.00
Similar Use Determination					
	For uses not specifically listed in a particular zoning district but which are similar to permitted uses.				
1571	Similar Use Determination	16.190			
Temporary Structure Permits					
1587	Temporary building, trailer, kiosk or structure	16.210			
Variance Permits					
1596	Variance - Type III	16.185			
Type IV Legislative and Other Decisions made by both Planning Commission and City Council:				Deposit due with application	5,200.00
Comprehensive Plan Document/Map Amendments					
1445	Amendment to Comprehensive Plan Text or Map, or Zoning Map	16.200			
Annexation					
1401	Annexation Application	16.205			
Appeals and Extensions					
Appeal					
1405	Appeal of Administrative Decision, heard by Planning Commission	16.170		50% of total application fee	50% of total application fee
1406	Appeal of Planning Commission Decision, heard by Planning Commission and City Council	16.170		50% of total application fee	50% of total application fee
Extension					
	Permits are void after one year or such lesser time as the approval may specify unless substantial construction has taken place or the proposed use has occurred. Approval of a subdivision or PUD is void after two years or such lesser time as the approval may specify unless substantial construction has taken place or the proposed use has occurred.				
	Type I permit extension, processed administratively	16.00			15% of total application fee
	Type II or III permit extension, approved by Planning Commission	16.00			15% of total application fee
System Development Fees					
Joint Water Commission System Development Charge (Set by JWC, subject to change)					
	Standard 5/8 x 3/4" meter			3,233.00	3,233.00
	Other sizes			Varies	Varies
Park System Development Charge (each dwelling unit)				4,568.00	4,725.00
Transportation Development Tax (Set by Washington County, subject to change)					
	Single Family Residence			8,113.00	8,278.00
	Other developments			Varies	Varies
Transportation System Development Fee					
	Single family dwelling, 1.02 PM peak hour trip			638.00	638.00
	Other developments			\$625/PM peak hr trip	\$625/PM peak hr trip
Water System Development Fee - see Water Fees below					

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LIBRARY					
Copies and Faxes					
	Black and White copies, per page		Fee	0.10	0.10
	Color copies, per page		Fee	0.40	0.40
	Fax through Staff, per page		Fee	1.00	1.00
	Fax through copier, per page		Fee	0.50	0.50
	Scan to email through copier, per page		Fee	0.10	0.10
Other					
1605	Earbuds/Headphones		Fee	2.00	2.00
1606	Flash drive		Fee	5.00	5.00
	Fines		Fee	Per WCCLS schedule	Per WCCLS schedule
	Space rental - see Jessie Mays rental fees				

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PARKS					
Community Garden					
1940	Rental 20x20 plot		Fee	20.00	20.00
1941	Rental 10x20 plot or 4x12 raised bed		Fee	15.00	15.00
Jessie Mays Community Hall Rental					
1701	First 2 hours, without food		Fee	120.00	135.00
	additional charge if event has food			55.00	65.00
	additional per hour rate			35.00	35.00
	Non-profit organizations and community fund raisers may request in-kind donation of hall rental, subject to City Manager or Council approval.		Fee		
1703	Recurring event per hour, without set up		Fee	15.00	15.00
1704	Recurring event per hour, with set up		Fee	70.00	75.00
1711	After hours access fee		Fee	85.00	95.00
	Insurance (proof required) to obtain a policy contact your insurance or www.theeventhelper.com			Varies	Varies
1710	Security Deposit	res 1706			
	1. Meeting or class (under 25 people) with no food or drink		Deposit	NA	NA
	2. Small event (between 26 and 75 persons) no food or drink		Deposit	150.00	150.00
	3. Large event with no food or drink		Deposit	300.00	300.00
	4. Meeting (under 25 people) with food or drink		Deposit	150.00	150.00
	5. Small event (between 26 and 75 persons) with food or drink		Deposit	300.00	300.00
	6. Large event with food or drink		Deposit	400.00	400.00
	7. Event with alcohol		Deposit	\$400 in addition to deposit above	\$400 in addition to deposit above
Public Assemblies					
	Under 150 persons		Fee	NA	NA
1721	150-500 persons		Fee	150.00	150.00
1722	501-1000		Fee	450.00	450.00
1723	Over 1,000		Fee	1,540.00	1,540.00
1935	Block Party Street Closure		Fee	-	-
1936	Special Event Street Closure		Fee	210.00	210.00
Public Assembly Bond/Deposit Fees					
	Under 150 persons		Deposit	NA	NA
1725	150-500 persons		Deposit	150.00	160.00
1726	501-1000		Deposit	500.00	500.00
1727	Over 1,000		Deposit	1,500.00	1,500.00

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POLICE						
Fingerprinting						
	1801	Fingerprinting		Fee	15.00	15.00
Police Report						
	1802	First five pages		Fee	25.00	25.00
	1803	Additional pages		Fee	0.25	0.90
Police discovery for municipal court						
	1804	First five pages		Fee	25.00	25.00
	1805	Additional pages, per page		Fee	0.25	0.90

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WATER					
New/Reactivated Accounts					
5101	Application Fee - Utility Account		Fee	15.00	15.00
5160	Reactivation Fee - Dormant account		Fee	63.00	63.00
5210	3/4 inch meter - connection fee		Fee	2,000.00	2,000.00
5215	3/4 inch meter - drop fee		Fee	485.00	485.00
Deposit for Utility Account					
5102	Residential or Apartment per unit		Deposit	75.00	75.00
5103	Manufactured Home (per lot or pad)		Deposit	75.00	75.00
5104	Commercial/Industrial/Schools		Deposit		
	3/4"-1" meter		Deposit	75.00	75.00
	1.5"-2" meter		Deposit	150.00	150.00
	3"-4" meter		Deposit	300.00	300.00
5105	Hydrant with City meter		Deposit	1,000.00	1,000.00
5106	Hydrant without City meter		Deposit	300.00	300.00
5107	Hydrant wrench		Deposit	25.00	25.00
Monthly Water Base Fee					
5140	3/4" meter		Fee	48.93	48.93
5141	1" meter		Fee	81.57	81.57
5142	1.5" meter		Fee	163.05	163.05
5143	2" meter		Fee	260.83	260.83
5144	3" meter		Fee	570.31	570.31
5145	4" meter		Fee	978.31	978.31
5146	6" meter fire protection surcharge		Fee	24.65	24.65
5147	8" meter fire protection surcharge		Fee	33.84	33.84
5155	Outside City Water Rates (extraterritorial) applies to meters, hydrants, and unit rates	3.05.050(2)	Fee	1.5 x regular rates	1.5 x regular rates
Monthly Water Consumption Rates					
5201	00-25 cf, per unit		Fee	4.11	4.11
5202	26-50 cf, per unit		Fee	4.46	4.46
5203	51 cf and up, per unit		Fee	5.03	5.03
Late Charges					
5220	72 hour notice Service Charge		Fee	25.00	25.00
5150	Notice of shut off / turn on	3.05.210	Fee	50.00	50.00
5130	Late payment fee (accounts not paid by 20th of month)		Fee	10% of bill	10% of bill

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WATER Continued					
Water System Development Charge					
5175	3/4" Displacement and low velocity turbine meters		Fee	4,936.00	4,936.00
5176	1" Displacement and low velocity turbine meters		Fee	12,338.00	12,338.00
5177	1.5" Displacement and low velocity turbine meters		Fee	24,675.00	24,675.00
5178	2" Displacement and low velocity turbine meters		Fee	39,480.00	39,480.00
5179	3" Displacement and low velocity turbine meters		Fee	78,960.00	78,960.00
5180	4" Displacement and low velocity turbine meters		Fee	123,374.00	123,374.00
5181	6" Displacement and low velocity turbine meters		Fee	246,746.00	246,746.00
5182	8" Displacement and low velocity turbine meters		Fee	394,794.00	394,794.00
5183	3" Large diameter compound meters		Fee	83,643.00	83,643.00
5184	4" Large diameter compound meters		Fee	143,387.00	143,387.00
5185	6" Large diameter compound meters		Fee	298,722.00	298,722.00
5186	8" Large diameter compound meters		Fee	430,160.00	430,160.00
5187	3" High velocity meters		Fee	83,643.00	83,643.00
5188	4" High velocity meters		Fee	150,557.00	150,557.00
5189	6" High velocity meters		Fee	334,568.00	334,568.00
5190	8" High velocity meters		Fee	573,547.00	573,547.00
5195	Water meter relocation		Fee	Actual Cost	Actual Cost

The user fees are established to lessen the amount of property taxes by charging the cost of providing a service directly to the person utilizing the service. Fees are minimum payments for services, and cannot be discounted. In some cases, additional fees may be required to be negotiated for complex projects.

Deposits are used when the City seeks to recover its actual costs for a service, but due to the uniqueness of each application setting a fixed fee is not practical. These costs include, but are not limited to: services rendered by the City Planning Consultant, City Engineer, City Attorney, administrative costs covering staff reports, correspondence, financial accounting, public works review, supplies, postage, copying and clerical time. If the actual costs exceed the deposit, the City reserves the right to request an additional deposit and/or the applicant will receive an invoice for any other additional charges.

An application shall not be deemed complete until all the fees are paid.