



Oregon

Theodore R. Kulongoski, Governor

Department of Land Conservation and Development

635 Capitol Street, Suite 150

Salem, OR 97301-2540

(503) 373-0050

Fax (503) 378-5518

www.lcd.state.or.us



NOTICE OF ADOPTED AMENDMENT

09/09/2013

TO: Subscribers to Notice of Adopted Plan  
or Land Use Regulation Amendments

FROM: Plan Amendment Program Specialist

SUBJECT: City of Salem Plan Amendment  
DLCD File Number 007-13

The Department of Land Conservation and Development (DLCD) received the attached notice of adoption. A Copy of the adopted plan amendment is available for review at the DLCD office in Salem and the local government office.

Appeal Procedures\*

DLCD ACKNOWLEDGMENT or DEADLINE TO APPEAL: Thursday, September 26, 2013

This amendment was submitted to DLCD for review prior to adoption pursuant to ORS 197.830(2)(b) only persons who participated in the local government proceedings leading to adoption of the amendment are eligible to appeal this decision to the Land Use Board of Appeals (LUBA).

If you wish to appeal, you must file a notice of intent to appeal with the Land Use Board of Appeals (LUBA) no later than 21 days from the date the decision was mailed to you by the local government. If you have questions, check with the local government to determine the appeal deadline. Copies of the notice of intent to appeal must be served upon the local government and others who received written notice of the final decision from the local government. The notice of intent to appeal must be served and filed in the form and manner prescribed by LUBA, (OAR Chapter 661, Division 10). Please call LUBA at 503-373-1265, if you have questions about appeal procedures.

\*NOTE: The Acknowledgment or Appeal Deadline is based upon the date the decision was mailed by local government. A decision may have been mailed to you on a different date than it was mailed to DLCD. As a result, your appeal deadline may be earlier than the above date specified. NO LUBA Notification to the jurisdiction of an appeal by the deadline, this Plan Amendment is acknowledged.

Cc: Bryan Colbourne, City of Salem  
Gordon Howard, DLCD Urban Planning Specialist  
Angela Lazarean, DLCD Regional Representative

<paa> YA



FORM **2**

**DLCD**

# Notice of Adoption

In person  electronic  mailed

DATE RECEIVED

DEPT OF

SEP 05 2013

LAND CONSERVATION  
AND DEVELOPMENT  
For Office Use Only

This Form 2 must be mailed to DLCD within **5-Working Days after the Final Ordinance is signed** by the public Official Designated by the jurisdiction and all other requirements of ORS 197.615 and OAR 660-018-000

Jurisdiction: **City of Salem**

Local file number: **Reso's 2013-36 & 2013-57**

Date of Adoption: **7/22/2013**

Date Mailed: **9/03/2013**

Was a Notice of Proposed Amendment (Form 1) mailed to DLCD?  Yes  No Date: 5/20/2013

Comprehensive Plan Text Amendment

Comprehensive Plan Map Amendment

Land Use Regulation Amendment

Zoning Map Amendment

New Land Use Regulation

Other: **Annual Fee Resolution**

Summarize the adopted amendment. Do not use technical terms. Do not write "See Attached".

To set fees and charges for land use matters for the City of Salem Community Development Department and Public Works Department. Adoption of an annual fee resolution is necessary to adjust fess to address identified business needs and increasing costs. Also, Reso 2013-57corrects an inadvertent deletion in Resolution 2013-36.

Does the Adoption differ from proposal? Please select one

No

Plan Map Changed from: **NA**

to:

Zone Map Changed from: **NA**

to:

Location:

Acres Involved:

Specify Density: Previous:

New:

Applicable statewide planning goals:

**1**

Was an Exception Adopted?  YES  NO

Did DLCD receive a Notice of Proposed Amendment...

35-days prior to first evidentiary hearing?

Yes  No

If no, do the statewide planning goals apply?

Yes  No

If no, did Emergency Circumstances require immediate adoption?

Yes  No

DLCD File No. 007-13 (19854) [7596]

**DLCD file No.** \_\_\_\_\_

Please list all affected State or Federal Agencies, Local Governments or Special Districts:

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Local Contact: **Chris Neider, Mngmnt Analyst**

Phone: (503) 540-2361 Extension:

Address: **555 Liberty St SE, Rm 305**

Fax Number: **503-588-6005**

City: **Salem**

Zip: **97301-**

E-mail Address: **cneider@cityofsalem.net**

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## **ADOPTION SUBMITTAL REQUIREMENTS**

**This Form 2 must be received by DLCD no later than 5 working days after the ordinance has been signed by the public official designated by the jurisdiction to sign the approved ordinance(s) per ORS 197.615 and OAR Chapter 660, Division 18**

1. This Form 2 must be submitted by local jurisdictions only (not by applicant).
2. When submitting the adopted amendment, please print a completed copy of Form 2 on **light green paper if available**.
3. Send this Form 2 and one complete paper copy (documents and maps) of the adopted amendment to the address below.
4. Submittal of this Notice of Adoption must include the final signed ordinance(s), all supporting finding(s), exhibit(s) and any other supplementary information (ORS 197.615 ).
5. Deadline to appeals to LUBA is calculated **twenty-one (21) days** from the receipt (postmark date) by DLCD of the adoption (ORS 197.830 to 197.845 ).
6. In addition to sending the Form 2 - Notice of Adoption to DLCD, please also remember to notify persons who participated in the local hearing and requested notice of the final decision. (ORS 197.615 ).
7. Submit **one complete paper copy** via United States Postal Service, Common Carrier or Hand Carried to the DLCD Salem Office and stamped with the incoming date stamp.
8. Please mail the adopted amendment packet to:

**ATTENTION: PLAN AMENDMENT SPECIALIST  
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT  
635 CAPITOL STREET NE, SUITE 150  
SALEM, OREGON 97301-2540**

9. **Need More Copies?** Please print forms on **8½ -1/2x11 green paper only if available**. If you have any questions or would like assistance, please contact your DLCD regional representative or contact the DLCD Salem Office at (503) 373-0050 x238 or e-mail **plan.amendments@state.or.us**.



COMMUNITY DEVELOPMENT DEPARTMENT

555 Liberty St. SE / Room 305 • Salem, OR 97301-3503 • (503) 588-6173 • (503) TTY 588-6353 • (503) Fax 588-6005

July 25, 2013

***Si necesita ayuda para comprender esta informacion, por favor llame 503-588-6173.***

**NOTICE OF FINAL DECISION: Resolution No. 2013-36  
Establishing Fees and Charges for the Planning Division of the  
Community Development Department and certain Public Works  
Department Fees**

YOU ARE HEREBY NOTIFIED that the City Council of the City of Salem adopted Resolution No. 2013-36 at the July 22, 2013 session. Resolution No. 2013-36 establishes fees and charges for the Planning Division of the Community Development Department and certain Public Works Department fees. A copy of the resolution is attached.

Any person with standing may appeal the City Council's decision by filing a "Notice of Intent to Appeal" with the Land Use Board of Appeals, 775 Summer St NE, Suite 330, Salem OR 97301-1283, **not later than 21 days** after July 25, 2013. Anyone with questions regarding filing an appeal with the Oregon Land Use Board of Appeals should contact an attorney.

The complete case file, including findings, conclusions, modifications, and conditions of approval, if any is available for review at the Community Development Department, 555 Liberty St SE, Room 305, Salem OR 97301. If you have any further questions, you may contact the City of Salem Planning Division at 503-588-6173.

  
Jason Richling  
AIC Urban Planning Administrator

cc: See Attached List

<http://www.cityofsalem.net/planning>

**2013 Fee Resolution No. 2013-36  
for C.D./ Planning Div. and some  
Public Works Dept. Fees and  
Charges**

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Salem OR 97301

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Salem-Kelzer Transit District  
ATTN: Mona West  
925 Commercial St SE, Ste 100  
Salem OR 97302

Marion Co. Brd of Commissioners  
P.O. Box 14500  
Salem Oregon 97309-5036

Polk Co Brd of Commissioners  
Polk County Courthouse  
850 Main St  
Dallas OR 97338

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*Via EMAIL*  
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Community Dev., Room 305

*Via EMAIL*  
Corinne Fletcher  
Neighborhood Serv. Specialist  
Community Dev., Room 305

G:\CD\PLANNING\CASE APPLICATION FILES  
2011-On\CODE AMENDMENTS\Fee Resolution  
2013 (Cyndi & Bryan)\2013 Fee Reso MAILING  
MATRIX for SIGNED RESO.doc



RESOLUTION NO. 2013-36

A RESOLUTION SETTING FEES AND CHARGES FOR THE PLANNING DIVISION OF THE COMMUNITY DEVELOPMENT DEPARTMENT AND THE PUBLIC WORKS DEPARTMENT

Whereas, certain fees and charges for the Planning Division of the Community Development Department are set forth in Resolution No. 2012-41; and

Whereas, certain fees and charges for the Public Works Department are set forth in Resolutions 2012-38 and modified by 2012-52; and

Whereas, it is necessary to revise the fee schedules of the Planning Division and Public Works Department to increase most fees by the Consumer Price Index of 2.3%;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SALEM, OREGON, RESOLVES AS FOLLOWS:


**Section 1.** There are hereby established, and there shall be collected, fees and charges as set forth in "Exhibit 1," which is attached hereto and incorporated herein by this reference.

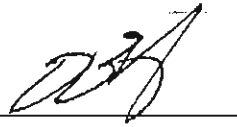
**Section 2.** This resolution rescinds Resolution Nos. 2012-38, 2012-41, and 2012-52 and supersedes any other resolution to the extent it enacts fees and charges of the type set forth herein.

**Section 3.** This resolution is effective August 1, 2013.

ADOPTED by the City Council this 22<sup>nd</sup> day of July, 2013.

ATTEST:

  
City Recorder

Approved by City Attorney: 

Checked by: G. Gross, P. Fernandez

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

Annexations and Comprehensive Plan/Zone Changes	Proposer	Processing	Automation	Owner	Archiving Fee	TOTAL FEE (Total Excludes)	Additional Comment
	Fee	Fee per Billing	Surcharge	Notification		Archiving Fee	
Annexations for less than 5 acres and voter exempt annexations	\$ 2,849	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 2,883.50	
Annexations for less than 5 acres and voter exempt annexations with Comp Plan/Zone Changes	\$ 3,898	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,932.50	\$1050 of this amount is a base fee for the CPC/ZC. Actual hourly rate and processing costs for the CPC/ZC will be charged in addition to this fee.
Voter Annexations of 5 acres or more	\$ 4,382	\$ 12.50	\$ 5.00	\$ 17.00		\$ 4,416.50	
Voter Annexations of 5 acres or more with Comp Plan/Zone Changes	\$ 5,431	\$ 12.50	\$ 5.00	\$ 17.00		\$ 5,465.50	\$1050 of this amount is a base fee for the CPC/ZC. Actual hourly rate and processing costs for the CPC/ZC will be charged in addition to this fee.
Annexation Publication Costs	\$ 2,660	Deposit in addition to other fees				\$ 2,660.00	For voter approved annexations, a minimum deposit is required to cover publications costs with full costs to be charged per SRC Chapter 54.
Annexation Deposit for a Special Election						Call 503-588-6213	A deposit to cover the costs of a special election is also required. The amount of the deposit will be allocated on a per ballot measure basis.
Modification of Application Requiring Renotice						Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Time Extension	\$ 131	\$ 12.50	\$ 5.00	N/A		\$ 148.50	
Appeals (All parties except Neighborhood Associations)	\$ 250	\$ 12.50	\$ 5.00	N/A		\$ 267.50	
Appeals by Neighborhood Associations					None	\$ -	

Design Review	Proposer	Processing	Automation	Owner	Archiving Fee	TOTAL FEE (Total Excludes)	Additional Comment
	Fee	Fee per Billing	Surcharge	Notification		Archiving Fee	
Class II Design Review	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 444.50	
Development Design Review (Standards)	\$ 232	\$ 12.50	\$ 5.00			\$ 249.50	
Development Design Review (Guidelines)	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Historic Residential Individual - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Residential Individual - Major	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Residential District - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Residential District - Major	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Commercial District - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Commercial District - Major	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Historic Commercial Individual - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Commercial Individual - Major	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Historic Public Individual - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Public Individual - Major	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Historic Public District - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Public District - Major	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Time Extension	\$ 131	\$ 12.50	\$ 5.00	N/A		\$ 148.50	
Modification of Application Requiring Renotice						Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Appeals (All parties except Neighborhood Associations)	\$ 250	\$ 12.50	\$ 5.00	N/A		\$ 267.50	
Appeals by Neighborhood Associations					None	\$ -	

EXHIBIT 1

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

Land Development	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Appeal of Expedited Land Division Decision	\$ 300	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 317.50	\$300 deposit with a maximum fee of \$500 to compensate for actual costs.
Appeals (All parties except Neighborhood Associations)	\$ 250	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 267.50	
Appeals by Neighborhood Associations	\$ -				None	\$ -	
Conversion of Existing Mobile Home Park to a Subdivision	\$ 333	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 367.50	
Legal Parcel Validation	\$ 3,221	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,255.50	
Mobile Home Park Partition (with or without variance)	\$ 6,463	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,497.50	Total Base Cost plus additional \$5.25 per dwelling in excess of 5
Expedited Partition	\$ 3,221	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,255.50	
Property Boundary Verification	\$ 6,113	\$ 12.50	\$ 5.00	\$ 17.00		\$ 8,147.50	
Property Line Adjustment	\$ 248	\$ 12.50	\$ 5.00			\$ 265.50	
Planned Unit Development (PUD) - Final Plan	\$ 328	\$ 12.50	\$ 5.00			\$ 345.50	
Planned Unit Development (PUD) - Tentative Plan	\$ 454	\$ 12.50	\$ 5.00	\$ 17.00		\$ 488.50	Total Base Cost plus additional \$3 per dwelling in excess of 5
Replat	\$ 5,442	\$ 12.50	\$ 5.00	\$ 17.00		\$ 5,446.50	Total Base Cost plus additional \$5.25 per dwelling in excess of 5
Review of Partition, Subdivision and PUD Final Plats	\$ 528	\$ 12.50	\$ 5.00	\$ 17.00		\$ 562.50	
Subdivision	\$ 291	\$ 12.50	\$ 5.00	\$ 17.00		\$ 325.50	Total Base Cost plus additional \$5.25 per lot in excess of 5
Expedited Subdivision	\$ 6,332	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,366.50	Total Base Cost plus additional \$5.25 per lot in excess of 5
Time Extension	\$ 6,332	\$ 12.50	\$ 5.00	N/A		\$ 6,366.50	
UGA Permit	\$ 131	\$ 12.50	\$ 5.00			\$ 148.50	Total Base Cost plus additional \$5 per acre in excess of 5
Urban Service Area Amendment	\$ 3,463	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,497.50	
Modification of Application Requiring Renotice	\$ 4,382	\$ 12.50	\$ 5.00	\$ 17.00		\$ 4,416.50	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Measure 49 Claim Review	\$ 1,023	\$ 12.50	\$ 5.00			\$ 1,040.50	\$1023 deposit. Final costs will be determined from the total hourly rate and costs incurred up to the reasonable and actual cost.

Natural Resources	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Tree & Vegetation Removal Permit	\$ 252	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 279.50	
Tree Conservation Plan (discretionary or non-discretionary)	\$ 357	\$ 12.50	\$ 5.00			\$ 374.50	
Tree Conservation Plan Adjustment	\$ 172	\$ 12.50	\$ 5.00			\$ 189.50	
Variance From Tree Regulations	\$ 439	\$ 12.50	\$ 5.00			\$ 456.50	
Wetlands Permit	\$ 105	\$ 12.50	\$ 5.00	\$ 17.00		\$ 139.50	
Modification of Application Requiring Renotice						Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Appeal of Planning Administrator Decision	\$ 250	\$ 12.50	\$ 5.00			\$ 267.50	
Time Extension	\$ 131	\$ 12.50	\$ 5.00			\$ 148.50	

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

Pre-Applications	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (including excludes)	Additional Comments
Pre Application Conference	\$ 377	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 394.50	
Sign Applications and Permit Fees							
(1) Permanent Signs (except outdoor advertising signs)					See Archiving Fee for exact costs		
(a) Up to 32 sq. ft.	\$ 99	\$ 12.50	\$ 5.00			\$ 116.50	
(b) 32 sq. ft. or more but below 50 sq. ft.	\$ 183	\$ 12.50	\$ 5.00			\$ 200.50	
(c) 50 sq. ft. or more but below 100 sq. ft.	\$ 362	\$ 12.50	\$ 5.00			\$ 379.50	
(d) 100 sq. ft. or more but below 200 sq. ft.	\$ 520	\$ 12.50	\$ 5.00			\$ 537.50	
(e) 200 sq. ft. or more but below 300 sq. ft.	\$ 624	\$ 12.50	\$ 5.00			\$ 641.50	
(f) 300 sq. ft. or more	\$ 782	\$ 12.50	\$ 5.00			\$ 799.50	
(g) Structural Face Change	\$ 62	\$ 12.50	\$ 5.00			\$ 69.50	
(2) Outdoor Advertising Signs (Billboards)	\$ 782	\$ 12.50	\$ 5.00			\$ 799.50	
(a) Annual Maintenance Inspection Fee	\$ 105	\$ 12.50	\$ 5.00		None	\$ 122.50	
3) Temporary Sign Permit					See Archiving Fee for exact costs		
(a) Temporary Banner (good for 1 month)	\$ 47	\$ 12.50	\$ 2.50		None	\$ 62.00	
(b) Temporary Pennant (good for 6 months)	\$ 89	\$ 12.50	\$ 5.00		None	\$ 106.50	
(c) Temporary Balloon (good for 14 days)	\$ 47	\$ 12.50	\$ 2.50		None	\$ 62.00	
(d) Temporary Sign (good for 1 month) (Firework and Christmas tree sales)	\$ 47	\$ 12.50	\$ 2.50		None	\$ 62.00	
(4) Sign Removal for Repair and Return	\$ 52	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 69.50	
(5) Wall Façade for Signs							Building Permit Required
(a) Removal Agreement	\$ 419	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 436.50	
(6) Sign Appeal to Hearings Officer	\$ 2,356	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,390.50	
(7) Sign Variance to Hearings Officer	\$ 2,340	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,374.50	
(8) Sign Conditional Use to Hearings Officer	\$ 2,344	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,378.50	
(9) Sign Adjustment	\$ 121	\$ 12.50	\$ 5.00	\$ 17.00		\$ 155.50	
(10) Discretionary Sign		\$ 12.50	\$ 2.50	\$ 17.00		\$ 32.00	Base fee is included in Permanent Sign Fee
(11) Banner across Liberty Street or on Liberty Parkade	\$27/day (\$130 minimum)	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$147.50 minimum	
(12) Investigation (Penalty) Fees							
(a) For work conducted prior to obtaining permit or in violation of sign code provisions (including release of confiscated signs)	Double Permit Fee (\$100 minimum)	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	Double Permit Fee (\$117.50 Minimum)	
(13) Reinspection Fee - A reinspection fee may be assessed when work for which inspection is called is not complete or when corrections called for have not been made.	\$ 105	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 122.50	
Reinspection fees may also be assessed for deviating from the plans, requiring additional plan review.							
No additional inspection of the work will be performed until the reinspection fees have been paid.							
(14) Right-of-Way Sidewalk Sign	\$ -	\$ 12.50	\$ 2.50		None	\$ 15.00	No Inspection Requirement, plus a Public works Plan Review Fee

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

Zoning Plan Review	Propose Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total Excludes Archiving Fee)	Additional Comment
Plan Check - Single Family and Duplex	\$ 231				See Archiving Fee for exact costs	\$ 231.00	
Plan Check - Historic Properties/Districts - Single Family and Duplex	\$ 110					\$ 110.00	
Plan Check - Residential/Commercial and Industrial Alterations (Valuation)							
Up to \$10,000	\$ 136					\$ 136.00	
\$10,001 to \$35,000	\$ 173					\$ 173.00	
\$35,001 or more	\$ 231					\$ 231.00	
\$35,001 or more	\$ 231					\$ 231.00	
Landscape Planning Inspection - 1 Review and 1 Inspection per plan	\$ 94					\$ 94.00	
Landscape Planning Reinspection for Plans Review - 1 additional inspection per plan	\$ 36					\$ 36.00	
Site Plan Review	Propose Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total Excludes Archiving Fee)	Additional Comment
Site Plan Review Fee - New Multi-Family (Valuation) These fees are on a per building basis. ** NOTE: Property Owner Notification List fee of \$17 will be added for Class 3 Site Plan reviews.							
Up to \$500,000	\$ 456	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 473.50	
\$500,001-1,000,000	\$ 687	\$ 12.50	\$ 5.00			\$ 704.50	
\$1,000,001-2,000,000	\$ 913	\$ 12.50	\$ 5.00			\$ 930.50	
\$2,000,001-3,000,000	\$ 1,144	\$ 12.50	\$ 5.00			\$ 1,161.50	
\$3,000,001 or more	\$ 1,375	\$ 12.50	\$ 5.00			\$ 1,392.50	
basis. ** NOTE: Property Owner Notification List fee of \$17 will be added for Class 3 Site Plan reviews.							
Up to \$500,000	\$ 456	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 473.50	
\$500,001 to \$1,000,000	\$ 687	\$ 12.50	\$ 5.00			\$ 704.50	
\$1,000,001 to \$1,500,000	\$ 913	\$ 12.50	\$ 5.00			\$ 930.50	
\$1,500,001 to \$1,750,000	\$ 1,144	\$ 12.50	\$ 5.00			\$ 1,161.50	
\$1,750,001 to \$2,250,000	\$ 1,375	\$ 12.50	\$ 5.00			\$ 1,392.50	
\$2,250,001 to \$2,500,000	\$ 1,600	\$ 12.50	\$ 5.00			\$ 1,617.50	
\$2,500,001 to \$2,750,000	\$ 1,826	\$ 12.50	\$ 5.00			\$ 1,843.50	
\$2,750,001 to \$3,250,000	\$ 2,056	\$ 12.50	\$ 5.00			\$ 2,073.50	
\$3,250,001 or more	\$ 2,287	\$ 12.50	\$ 5.00			\$ 2,304.50	
Site Plan Review Fee - Class 1 ** NOTE: Property Owner Notification List fee of \$17 will be added for Class 3 Site Plan Reviews.							
	\$ 231	\$ 12.50	\$ 5.00			\$ 248.50	
Additional Planning Review Fee for Expedited Building Permits	\$176 per hour					\$176 per hour	
** On sites where more than one building permit is requested under one site plan review application, no plans check fee is charged for the first building permit, but regular plans check fees will be charged for all additional building permits on such sites.							

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
Questions call 503-588-6213

Zoning	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification Fee	Archiving Fee	TOTAL FEE (It includes Archiving Fee)	Additional Comments
Administrative Conditional Use	\$ 1,497	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 1,531.50	
Appeals (All parties except Neighborhood Associations)	\$ 250	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 267.50	
Appeals by Neighborhood Associations	\$ -				None	\$ -	
Code Interpretation, applicant initiated	\$ 464	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 498.50	
Conditional Use	\$ 2,344	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,378.50	
Comprehensive Plan Change (CPC)	\$ 1,050	\$ 12.50	\$ 5.00	\$ 17.00		\$ 1,084.50	Actual hourly rate and processing costs will be charged in addition to this base fee.
Comprehensive Plan Change/Zone Change (CPC/ZC)	\$ 1,050	\$ 12.50	\$ 5.00	\$ 17.00		\$ 1,084.50	Actual hourly rate and processing costs will be charged in addition to this base fee.
Exception to Dispersal Policy (applies to homeless shelters and room and board facilities)	\$ 231	\$ 12.50	\$ 5.00	\$ 17.00		\$ 265.50	
FMU: Fairview Plan, Refinement Plan, or Major Amendment	\$ 525	\$ 12.50	\$ 5.00	\$ 17.00		\$ 559.50	
FMU: Minor Amendment	\$ 400	\$ 12.50	\$ 5.00	\$ 17.00		\$ 434.50	
Greenway Development (Inside compatibility review boundary)	\$ 2,455	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,489.50	
Greenway Development (Outside compatibility review boundary)	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Land Use Verification - Government Agencies	\$ 23	\$ 12.50	\$ 2.50			\$ 38.00	
Land Use Verification - Non-Conforming Uses	\$ 657	\$ 12.50	\$ 5.00			\$ 674.50	
Land Use Verification - Other	\$ 82	\$ 12.50	\$ 5.00			\$ 99.50	
Special Setback/removal recordation agreement	\$ 98	\$ 12.50	\$ 5.00	\$ 17.00		\$ 132.50	
Specified Use Conference (applies to zone change applications)	\$ 231	\$ 12.50	\$ 5.00	\$ 17.00		\$ 265.50	
Street Name Application	\$ 821	\$ 12.50	\$ 5.00	\$ 17.00		\$ 855.50	
Time Extension	\$ 131	\$ 12.50	\$ 5.00			\$ 148.50	
Variance (residential or non-residential)	\$ 2,340	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,374.50	
Zone Change (residential or non-residential)	\$ 4,222	\$ 12.50	\$ 5.00	\$ 17.00		\$ 4,256.50	
Class I Zoning Adjustment	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Class II Zoning Adjustment	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Extension, Alteration, and Expansion or Substitution of a Non-Conforming Use	\$ 2,344	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,378.50	
Modification of Application Requiring Renotice						Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.

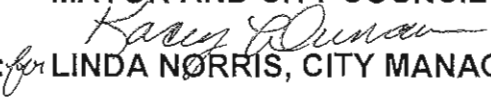
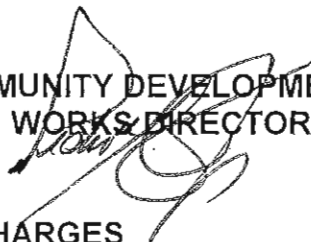

  

Public Works - Development Permit and Service Fees (Land Use related)	Processing Fee per Billing	Automation Surcharge	Property Owner Notification Fee	Archiving Fee	TOTAL FEE (It includes Archiving Fee)	Additional Comments
Condominium Plat Check/Master Plan	\$ 700	\$ 5.00			\$ 705.00	Minimum Per Floor Plus \$73.00 Per Unit. Full Cost Charged.
Post Monumentation Subdivision Plat Check/Master Plan	\$ 760	\$ 5.00			\$ 765.00	Minimum Per Site Plus \$54.00 Per Lot. Full Cost Charged.
Standard Subdivision and Replat Plat Check/Master Plan	\$ 700	\$ 5.00			\$ 705.00	Minimum Per Site Plus \$37.00 Per Lot. Full Cost Charged.
Traffic Impact/TPR Analysis (Comp Plan Change or Zone Change)	\$ 630	\$ 5.00			\$ 635.00	Each
Traffic Impact Analysis (Site Plan Review or Subdivision)	\$ 630	\$ 5.00			\$ 635.00	Each
Geotechnical Report/Assessment	\$ 319	\$ 5.00			\$ 324.00	Each
Floodplain Development Variance	\$ 2,340	\$ 5.00			\$ 2,345.00	Each
Petition for Vacation of Public Property:		\$ 5.00				
Filing Fee, Office of City Recorder	\$ 2,100	\$ 5.00			\$ 2,105.00	Deposit, Full Cost Charged.
Processing Fee, Public Works Department	\$ 1,520	\$ 5.00			\$ 1,525.00	Deposit, Full Cost Charged.

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
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Miscellaneous Fee	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification	Archiving Fee	TOTAL FEE (this total excludes Archiving Fee)	Additional Comments
Archiving Fee for paper size less than 11 x 17 inches	\$0.50 per page					\$0.50 per page	If information is submitted electronically, this fee is waived. This is only for information submitted to the City in paper format.
Archiving Fee for paper sizes 11 x 17 inches or greater	\$1.75 per page					\$1.75 per page	If information is submitted electronically, this fee is waived. This is only for information submitted to the City in paper format.
Public Hearing Sign Deposit	\$ 25					\$ 25.00	This is a deposit. If the Public Hearing Sign is returned in reusable condition, the deposit will be refunded.
Miscellaneous Research	\$101/hour				See Archiving Fee for exact costs	\$101/hour	
Septic Tank Recordation	\$ 82	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 99.50	
Design Review Handbook	\$ 20					\$ 20.00	
Hearings Officer Agenda by Subscription	\$ 25					\$ 25.00	
Planning Commission Agenda by Subscription	\$ 25					\$ 25.00	
Property Owner Notification list	\$ 17	\$ 12.50	\$ 2.50			\$ 32.00	If purchased stand-alone, add Processing fee of \$12.50 and Automation Fee of 2.50. However, this fee is usually included in the cost of other applicable fees.
Sign Code	\$ 13					\$ 12.60	
Subdivision, UGB, etc. Ordinance	\$ 3					\$ 2.50	
West Salem Neighborhood Plan	\$ 9					\$ 9.00	
Land Use Hearing Notice by Subscription (other than City Council)	\$15 annual for each Neighborhood Association \$125 annually for all City					\$15 annual for each Neighborhood Association \$125 annually for all City	
Land Use Hearing Notice by Subscription (City Council)	\$10 annual for each Neighborhood Association \$100 annually for all City					\$10 annual for each Neighborhood Association \$100 annually for all City	
Automation Surcharge							
\$2.50 per billing less than \$50.00							
\$5.00 per billing equal to, or greater than \$50.00							
During the refund process this Automation Surcharge will not be prorated to accommodate a lower billing amount as a result of the refund process and will remain at the initial charged amount.							
FOOTNOTE: The fees and charges levied by this resolution shall be nonrefundable. However, if an applicant withdraws an application, the Community Development Director has the authority to refund all or a portion of the application fee excluding the expenses incurred by the City. In addition, an appeal fee will be refunded if the appellant prevails on appeals of "permit" decisions (as defined in ORS 227.160) issued without a hearing, and appeals of tentative plan decisions.							
In situations where conditions or other requirements would cause the cost of permit administration and enforcement to vary significantly from established permit or service fee, or where the service is not listed herein, the Community Development Director shall make an estimate of the cost of service, including overhead, and collect a permit or service fee based upon the actual cost, including overhead, of the service at the close of the process. The estimate shall be used as the basis for a deposit.							
Deposits and/or bonds held by the City will not be released until all fees and charges are paid in full.							

TO: MAYOR AND CITY COUNCIL  
THROUGH:  LINDA NORRIS, CITY MANAGER  
FROM: GLENN W. GROSS, INTERIM COMMUNITY DEVELOPMENT DIRECTOR  
PETER FERNANDEZ, P.E., PUBLIC WORKS DIRECTOR    
SUBJECT: SETTING LAND USE FEES AND CHARGES

**ISSUE:**

Should the City Council adopt Resolution No. 2013-36 setting the land use fees and charges for the Community Development Department's Planning Division and Public Works Department.

**RECOMMENDATION:**

Staff recommends the City Council adopt Resolution No. 2013-36 setting the fees and charges for the Community Development Department's Planning Division and Public Works Department effective August 1, 2013.

**BACKGROUND:**

It is necessary to adjust fees on a regular basis to address identified business needs and increasing costs. The FY 2013-14 land use fee schedule for the Planning Division and Public Works Department includes a general 2.3% increase based on the Consumer Price Index.

**FACTS AND FINDINGS:**

*Consumer Price Index (CPI) Increase*

Using data from the Bureau of Labor Statistics, the Consumer Price Index for FY 2013-14 was calculated at 2.3%. Staff recommends that most of the land use fees increase by 2.3%. Those not receiving this increase are fees in which the CPI increase would result in less than \$1.00 or those fees that are otherwise limited under statute.

*Statutory Limits on Application Fees*

The amount that a city may charge for land use application fees is regulated under several different state statutes. Oregon Revised Statute (ORS) 227.175(1) states that "permit" fees



must be no more than the "actual or average cost of processing the application." The term "permit" is defined in ORS 227.160 as a discretionary approval of a proposed development of land or city legislation or regulation. "Permits" do not include zone change applications or approvals of land use matters where only limited discretion is used by the decision maker. Examples of "permit" decisions routinely made by the City of Salem include conditional use permits and zoning variances.

In addition, ORS 92.044(3) & (4), & 92.046(4) require that the fee for review of land division tentative plans be no more than the amount "sufficient to defray the costs incurred in the review and investigation of and action upon" the proposed subdivision or partition.

Salem's current land use application fees and those proposed in the attached fee schedule are generally well below the actual costs incurred by the City to process the applications, thereby satisfying the abovementioned requirements of ORS Chapters 227 and 92.

### *Statutory Limits on Appeal Fees*

The amount a city may charge for appeal fees is also regulated under statute. ORS 227.175(10) limits the fee charged to file an appeal of a permit decision made without a hearing to no more than the cost for preparing for and conducting the appeal, or \$250, whichever is less. Fees charged to file an appeal of a decision made with a hearing shall be reasonable, and no more than the average cost or the actual cost of the appeal.

The current filing fee for an appeal of a land use application is \$246. Applying the 2.3% CPI increase would result in an appeal fee of \$252. The cost incurred by the City for preparing for and conducting an appeal hearing for land use matters routinely exceeds \$250. Therefore, a fee of \$250 is proposed for all appeals of land use decision in the new fee schedule, pursuant to the statutory maximum.

To avoid confusion, appeal filing fees for appeals of all land use decisions made with and without a hearing is proposed to be \$250, except for Sign Appeal to Hearings Officer, which is an appeal of a compliance action and is therefore not limited to \$250 under statute.

In addition, ORS 227.175(10)(b) and SRC 63.041(d) require that appeal fees be refunded if the appellant prevails on appeals of permit decisions issued without a hearing, and appeals of tentative plan decisions. Therefore, a note was added on page 6 of the fee schedule stating that fees for these types of appeals will be refunded to the appellant if they prevail in their appeal.

### *Public Hearing Required to Adopt Fees*

The adoption of land use application and appeal fees is itself a "land use decision", thereby requiring notice and public hearing, consistent with state land use laws and Statewide Planning Goal 1 - Citizen Involvement.

ORS 92.044 and 92.048 also requires public notice and a hearing for the adoption of land division tentative plan fees. The City Council's public hearing on the proposed fee schedule also satisfies this statutory requirement.

### *Other Proposed Changes to Fee Schedule*

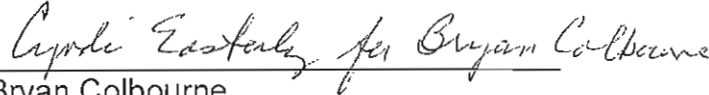
The Sign Variance fee was not increased by the full 2.3% in order for the proposed fee to match the zoning variance fee. Sign variances and zoning variances follow the same process before the Hearings Officer. Therefore, the fees were brought into alignment to avoid confusion and for ease of processing.

A Sign Conditional Use fee was added under the Sign Application and Permit Fees section, to recognize and differentiate this separate type of conditional use permit in the fee schedule. The Sign Conditional Use was assigned the same fee amount as the zoning Conditional Use fee, consistent with current practice.

Class II Design Review, Class I Zoning Adjustments, Class II Zoning Adjustment, and "Extension, Alteration, and Expansion or Substitution of a Non-Conforming Use" were also added under the Design Review and Zoning sections. These four application types result from the new terminology of the recently adopted first phase of the Unified Development Code. The fees that were assigned to these case types are based on the fees currently charged for equivalent case types. Therefore, Class II Design Review and Class I and Class II Zoning Adjustments were assigned the previous Zoning Adjustment fee because these three case types follow the same process as the existing Zoning Adjustment. Likewise, the "Extension, Alteration, and Expansion or Substitution of a Non-Conforming Use" was assigned the same fee as a Conditional Use Permit because this case type follows the same process as a conditional use permit.

Also as a result of the new terminology of the Unified Development Code, the following application types have been renamed in the Site Plan Review section: Type I Limited Site Plan Review has been renamed Class 1 Site Plan Review, Type I Site Plan Review has been renamed Class 2 Site Plan Review, and Type II Site Plan Review has been renamed Class 3 Site Plan Review.

Finally, several outdated and unused fee types were removed from the fee schedule. For example, the Zoning Plan Review section contains fees for plan checks that were necessary prior to the adoption of the Site Plan Review Ordinance in 2009. Fees for plan review are now collected with Site Plan Review applications, however, so the old plan review fees were removed from the Zoning Plan Review section.

  
Bryan Colbourne,  
Planner III

Prepared by: Cyndi Easterly and Bryan Colbourne

- Attachments:
1. Community Development Department's Planning Division  
Fee Schedule Effective August 1, 2013 – Final Copy
  2. Community Development Department's Planning Division  
Fee Schedule Effective August 1, 2013 – Showing Changes

G:\CD\PLANNING\CASE APPLICATION FILES 2011-On\CODE AMENDMENTS\Fee Resolution 2013 (Cyndi & Bryan)\CC Stf rpt 7-22-13, Setting Fees and Charges for the Planning.doc

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

<u>Annexations and Comprehensive Plan/Zone Changes</u>	<u>Proposed Fee</u>	<u>Processing Fee per Billing</u>	<u>Automation Surcharge</u>	<u>Property Owner Notification List</u>	<u>Archiving Fee</u>	<u>TOTAL FEE (This total excludes Archiving Fee)</u>	<u>Additional Comments</u>
Annexations for less than 5 acres and voter exempt annexations	\$ 2,849	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 2,883.50	
Annexations for less than 5 acres and voter exempt annexations with Comp Plan/Zone Changes	\$ 3,898	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,932.50	\$1050 of this amount is a base fee for the CPC/ZC. Actual hourly rate and processing costs for the CPC/ZC will be charged in addition to this fee.
Voter Annexations of 5 acres or more	\$ 4,382	\$ 12.50	\$ 5.00	\$ 17.00		\$ 4,416.50	
Voter Annexations of 5 acres or more with Comp Plan/Zone Changes	\$ 5,431	\$ 12.50	\$ 5.00	\$ 17.00		\$ 5,465.50	\$1050 of this amount is a base fee for the CPC/ZC. Actual hourly rate and processing costs for the CPC/ZC will be charged in addition to this fee.
Annexation Publication Costs	\$ 2,660	Deposit in addition to other fees				\$ 2,660.00	For voter approved annexations, a minimum deposit is required to cover publications costs with full costs to be charged per SRC Chapter 54.
Annexation Deposit for a Special Election						Call 503-588-6213	A deposit to cover the costs of a special election is also required. The amount of the deposit will be allocated on a per ballot measure basis.
Modification of Application Requiring Renotice						Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Time Extension	\$ 131	\$ 12.50	\$ 5.00	N/A		\$ 148.50	
Appeals (All parties except Neighborhood Associations)	\$ 250	\$ 12.50	\$ 5.00	N/A		\$ 267.50	
Appeals by Neighborhood Associations					None	\$ -	

<u>Design Review</u>	<u>Proposed Fee</u>	<u>Processing Fee per Billing</u>	<u>Automation Surcharge</u>	<u>Property Owner Notification List</u>	<u>Archiving Fee</u>	<u>TOTAL FEE (This total excludes Archiving Fee)</u>	<u>Additional Comments</u>
Class I Design Review	\$ 232	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 249.50	
Class II Design Review	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Class III Design Review	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Historic Residential Individual - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Residential Individual - Major	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Residential District - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Residential District - Major	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Commercial District - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Commercial District - Major	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Historic Commercial Individual - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Commercial Individual - Major	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Historic Public Individual - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Public Individual - Major	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Historic Public District - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Public District - Major	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Time Extension	\$ 131	\$ 12.50	\$ 5.00	N/A		\$ 148.50	
Modification of Application Requiring Renotice						Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Appeals (All parties except Neighborhood Associations)	\$ 250	\$ 12.50	\$ 5.00	N/A		\$ 267.50	
Appeals by Neighborhood Associations					None	\$ -	

ATTACHMENT 1

**LAND USE APPLICATION FEE SCHEDULE**

Effective August 1, 2013  
Questions call 503-588-6213

Land Development	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes	Additional Comments
						Archiving Fee)	
Appeal of Expedited Land Division Decision	\$ 300	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 317.50	\$300 deposit with a maximum fee of \$500 to compensate for actual costs.
Appeals (All parties except Neighborhood Associations)	\$ 250	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 267.50	
Appeals by Neighborhood Associations	\$ -				None	\$ -	
Conversion of Existing Mobile Home Park to a Subdivision	\$ 333	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 367.50	
Legal Parcel Validation	\$ 3,221	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,255.50	
Mobile Home Park	\$ 6,463	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,497.50	Total Base Cost plus additional \$5.25 per dwelling in excess of 5
Partition (with or without variance)	\$ 3,221	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,255.50	
Expedited Partition	\$ 6,113	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,147.50	
Property Boundary Verification	\$ 248	\$ 12.50	\$ 5.00			\$ 265.50	
Property Line Adjustment	\$ 328	\$ 12.50	\$ 5.00			\$ 345.50	
Planned Unit Development (PUD) - Final Plan	\$ 454	\$ 12.50	\$ 5.00	\$ 17.00		\$ 488.50	Total Base Cost plus additional \$3 per dwelling in excess of 5
Planned Unit Development (PUD) - Tentative Plan	\$ 5,412	\$ 12.50	\$ 5.00	\$ 17.00		\$ 5,446.50	Total Base Cost plus additional \$5.25 per dwelling in excess of 5
Replat	\$ 528	\$ 12.50	\$ 5.00	\$ 17.00		\$ 562.50	
Review of Partition, Subdivision and PUD Final Plats	\$ 291	\$ 12.50	\$ 5.00	\$ 17.00		\$ 325.50	
Subdivision	\$ 6,332	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,366.50	Total Base Cost plus additional \$5.25 per lot in excess of 5
Expedited Subdivision	\$ 6,332	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,366.50	Total Base Cost plus additional \$5.25 per lot in excess of 5
Time Extension	\$ 131	\$ 12.50	\$ 5.00	N/A		\$ 148.50	
UGA Permit	\$ 3,463	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,497.50	Total Base Cost plus additional \$5 per acre in excess of 5
Urban Service Area Amendment	\$ 4,382	\$ 12.50	\$ 5.00	\$ 17.00		\$ 4,416.50	
Modification of Application Requiring Renotice						Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Measure 49 Claim Review	\$ 1,023	\$ 12.50	\$ 5.00			\$ 1,040.50	\$1023 deposit. Final costs will be determined from the total hourly rate and costs incurred up to the reasonable and actual cost.
Natural Resources	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes	Additional Comments
Tree & Vegetation Removal Permit	\$ 262	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 279.50	
Tree Conservation Plan (discretionary or non-discretionary)	\$ 357	\$ 12.50	\$ 5.00			\$ 374.50	
Tree Conservation Plan Adjustment	\$ 172	\$ 12.50	\$ 5.00			\$ 189.50	
Variance From Tree Regulations	\$ 439	\$ 12.50	\$ 5.00			\$ 456.50	
Wetlands Permit	\$ 105	\$ 12.50	\$ 5.00	\$ 17.00		\$ 139.50	
Modification of Application Requiring Renotice						Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Appeal of Planning Administrator Decision	\$ 250	\$ 12.50	\$ 5.00			\$ 267.50	
Time Extension	\$ 131	\$ 12.50	\$ 5.00			\$ 148.50	

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
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Pre Application	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Pre Application Conference	\$ 377	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 394.50	
<b>Sign Application and Permit Fees</b>							
(1) Permanent Signs (except outdoor advertising signs)					See Archiving Fee for exact costs		
(a) Up to 32 sq. ft.	\$ 99	\$ 12.50	\$ 5.00			\$ 116.50	
(b) 32 sq. ft. or more but below 50 sq. ft.	\$ 183	\$ 12.50	\$ 5.00			\$ 200.50	
(c) 50 sq. ft. or more but below 100 sq. ft.	\$ 362	\$ 12.50	\$ 5.00			\$ 379.50	
(d) 100 sq. ft. or more but below 200 sq. ft.	\$ 520	\$ 12.50	\$ 5.00			\$ 537.50	
(e) 200 sq. ft. or more but below 300 sq. ft.	\$ 624	\$ 12.50	\$ 5.00			\$ 641.50	
(f) 300 sq. ft. or more	\$ 782	\$ 12.50	\$ 5.00			\$ 799.50	
(g) Structural Face Change	\$ 52	\$ 12.50	\$ 5.00			\$ 69.50	
(2) Outdoor Advertising Signs (Billboards)	\$ 782	\$ 12.50	\$ 5.00			\$ 799.50	
(a) Annual Maintenance Inspection Fee	\$ 105	\$ 12.50	\$ 5.00		None	\$ 122.50	
3) Temporary Sign Permit					See Archiving Fee for exact costs		
(a) Temporary Banner (good for 1 month)	\$ 47	\$ 12.50	\$ 2.50		None	\$ 62.00	
(b) Temporary Pennant (good for 6 months)	\$ 89	\$ 12.50	\$ 5.00		None	\$ 106.50	
(c) Temporary Balloon (good for 14 days)	\$ 47	\$ 12.50	\$ 2.50		None	\$ 62.00	
(d) Temporary Sign (good for 1 month) (Firework and Christmas tree sales)	\$ 47	\$ 12.50	\$ 2.50		None	\$ 62.00	
(4) Sign Removal for Repair and Return	\$ 52	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 69.50	
(5) Wall Façade for Signs							Building Permit Required
(a) Removal Agreement	\$ 419	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 436.50	
(6) Sign Appeal to Hearings Officer	\$ 2,356	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,390.50	
(7) Sign Variance to Hearings Officer	\$ 2,340	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,374.50	
(8) Sign Conditional Use to Hearings Officer	\$ 2,344	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,378.50	
(9) Sign Adjustment	\$ 121	\$ 12.50	\$ 5.00	\$ 17.00		\$ 155.50	
(10) Discretionary Sign		\$ 12.50	\$ 2.50	\$ 17.00		\$ 32.00	Base fee is included in Permanent Sign Fee
(11) Banner across Liberty Street or on Liberty Parkade	\$27/day (\$130 minimum)	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$147.50 minimum	
(12) Investigation (Penalty) Fees							
(a) For work conducted prior to obtaining permit or in violation of sign code provisions (including release of confiscated signs)	Double Permit Fee (\$100 minimum)	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	Double Permit Fee (\$117.50 Minimum)	
(13) Reinspection Fee - A reinspection fee may be assessed when work for which inspection is called is not complete or when corrections called for have not been made.	\$ 105	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 122.50	
Reinspection fees may also be assessed for deviating from the plans, requiring additional plan review. No additional inspection of the work will be performed until the reinspection fees have been paid.							
(14) Right-of-Way Sidewalk Sign	\$ -	\$ 12.50	\$ 2.50		None	\$ 15.00	No Inspection Requirement, plus a Public works Plan Review Fee

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
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<u>Zoning Plan Review</u>	<u>Proposed Fee</u>	<u>Processing Fee per Billing</u>	<u>Automation Surcharge</u>	<u>Property Owner Notification List</u>	<u>Archiving Fee</u>	<u>TOTAL FEE (This total excludes Archiving Fee)</u>	<u>Additional Comments</u>
Plan Check - Single Family and Duplex	\$ 231				See Archiving Fee for exact costs	\$ 231.00	
Plan Check - Historic Properties/Districts - Single Family and Duplex	\$ 110					\$ 110.00	
Plan Check --Residential/Commercial and Industrial Alterations (Valuation)							
Up to \$10,000	\$ 136					\$ 136.00	
\$10,001 to 35,000	\$ 173					\$ 173.00	
\$35,001 or more	\$ 231					\$ 231.00	
\$35,001 or more	\$ 231					\$ 231.00	
Landscape Planning Inspection - 1 Review and 1 Inspection per plan	\$ 94					\$ 94.00	
Landscape Planning Reinspection for Plans Review - 1 additional inspection per plan	\$ 36					\$ 36.00	
<u>Site Plan Review</u>	<u>Proposed Fee</u>	<u>Processing Fee per Billing</u>	<u>Automation Surcharge</u>	<u>Property Owner Notification List</u>	<u>Archiving Fee</u>	<u>TOTAL FEE (This total excludes Archiving Fee)</u>	<u>Additional Comments</u>
Site Plan Review Fee - New Multi-Family (Valuation) These fees are on a per building basis.** NOTE: Property Owner Notification List fee of \$17 will be added for Class 3 Site Plan reviews.							
Up to \$500,000	\$ 456	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 473.50	
\$500,001-1,000,000	\$ 687	\$ 12.50	\$ 5.00			\$ 704.50	
\$1,000,001-2,000,000	\$ 913	\$ 12.50	\$ 5.00			\$ 930.50	
\$2,000,001-3,000,000	\$ 1,144	\$ 12.50	\$ 5.00			\$ 1,161.50	
\$3,000,001 or more	\$ 1,375	\$ 12.50	\$ 5.00			\$ 1,392.50	
Site Plan Review Fee -Class 2 and Class 3 Site Plan Review (Valuation) These fees are on a per building basis. ** NOTE: Property Owner Notification List fee of \$17 will be added for Class 3 Site Plan reviews.							
Up to \$500,000	\$ 456	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 473.50	
\$500,001 to \$1,000,000	\$ 687	\$ 12.50	\$ 5.00			\$ 704.50	
\$1,000,001 to \$1,500,000	\$ 913	\$ 12.50	\$ 5.00			\$ 930.50	
\$1,500,001 to \$1,750,000	\$ 1,144	\$ 12.50	\$ 5.00			\$ 1,161.50	
\$1,750,001 to \$2,250,000	\$ 1,375	\$ 12.50	\$ 5.00			\$ 1,392.50	
\$2,250,001 to \$2,500,000	\$ 1,600	\$ 12.50	\$ 5.00			\$ 1,617.50	
\$2,500,001 to \$2,750,000	\$ 1,826	\$ 12.50	\$ 5.00			\$ 1,843.50	
\$2,750,001 to \$3,250,000	\$ 2,056	\$ 12.50	\$ 5.00			\$ 2,073.50	
\$3,250,001 or more	\$ 2,287	\$ 12.50	\$ 5.00			\$ 2,304.50	
Site Plan Review Fee - Class I ** NOTE: Property Owner Notification List fee of \$17 will be added for-Class 3 Site Plan Reviews.							
Additional Planning Review Fee for Expedited Building Permits	\$231	\$ 12.50	\$ 5.00			\$ 248.50	
	\$176 per hour					\$176 per hour	
** On sites where more than one building permit is requested under one site plan review application, no plans check fee is charged for the first building permit, but regular plans check fees will be charged for all additional building permits on such sites.							

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
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Zoning	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Administrative Conditional Use	\$ 1,497	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 1,531.50	
Appeals (All parties except Neighborhood Associations)	\$ 250	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 267.50	
Appeals by Neighborhood Associations	\$ -				None	\$ -	
Code Interpretation, applicant initiated	\$ 464	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 498.50	
Conditional Use	\$ 2,344	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,378.50	
Comprehensive Plan Change (CPC)	\$ 1,050	\$ 12.50	\$ 5.00	\$ 17.00		\$ 1,084.50	Actual hourly rate and processing costs will be charged in addition to this base fee.
Comprehensive Plan Change/Zone Change (CPC/ZC)	\$ 1,050	\$ 12.50	\$ 5.00	\$ 17.00		\$ 1,084.50	Actual hourly rate and processing costs will be charged in addition to this base fee.
Exception to Dispersal Policy (applies to homeless shelters and room and board facilities)	\$ 231	\$ 12.50	\$ 5.00	\$ 17.00		\$ 265.50	
FMU: Fairview Plan, Refinement Plan, or Major Amendme	\$ 525	\$ 12.50	\$ 5.00	\$ 17.00		\$ 559.50	
FMU: Minor Amendment	\$ 400	\$ 12.50	\$ 5.00	\$ 17.00		\$ 434.50	
Greenway Development (Inside compatibility review bound	\$ 2,455	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,489.50	
Greenway Development (Outside compatibility review bou	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Land Use Verification - Government Agencies	\$ 23	\$ 12.50	\$ 2.50			\$ 38.00	
Land Use Verification - Non-Conforming Uses	\$ 657	\$ 12.50	\$ 5.00			\$ 674.50	
Land Use Verification - Other	\$ 82	\$ 12.50	\$ 5.00			\$ 99.50	
Special Setback/removal recordation agreement	\$ 98	\$ 12.50	\$ 5.00	\$ 17.00		\$ 132.50	
Specified Use Conference (applies to zone change applica	\$ 231	\$ 12.50	\$ 5.00	\$ 17.00		\$ 265.50	
Street Name Application	\$ 821	\$ 12.50	\$ 5.00	\$ 17.00		\$ 855.50	
Time Extension	\$ 131	\$ 12.50	\$ 5.00			\$ 148.50	
Variance (residential or non-residential)	\$ 2,340	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,374.50	
Zone Change (residential or non-residential)	\$ 4,222	\$ 12.50	\$ 5.00	\$ 17.00		\$ 4,256.50	
Class I Zoning Adjustment	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Class II Zoning Adjustment	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Extension, Alteration, and Expansion or Substitution of a Non-Conforming Use	\$ 2,344	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,378.50	
Modification of Application Requiring Renotice						Call 503-588-6213	Base fee of 10% of the Ong App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Public Works Development Permit and Service Fees (Land Use related)	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Condominium Plat Check/Master Plan	\$ 700		\$ 5.00			\$ 705.00	Minimum Per Floor Plus \$73.00 Per Unit. Full Cost Ch
Post Monumentation Subdivision Plat Check/Master Plan	\$ 760		\$ 5.00			\$ 765.00	Minimum Per Site Plus \$54.00 Per Lot. Full Cost Charged.
Standard Subdivision and Replat Plat Check/Master Plan	\$ 700		\$ 5.00			\$ 705.00	Minimum Per Site Plus \$37.00 Per Lot. Full Cost Charged.
Traffic Impact/TPR Analysis (Comp Plan Change or Zone	\$ 630		\$ 5.00			\$ 635.00	Each
Traffic Impact Analysis (Site Plan Review or Subdivision)	\$ 630		\$ 5.00			\$ 635.00	Each
Geotechnical Report/Assessment	\$ 319		\$ 5.00			\$ 324.00	Each
Floodplain Development Variance	\$ 2,340		\$ 5.00			\$ 2,345.00	Each
Petition for Vacation of Public Property:			\$ 5.00				
Filing Fee, Office of City Recorder	\$ 2,100		\$ 5.00			\$ 2,105.00	Deposit, Full Cost Charged.
Processing Fee, Public Works Department	\$ 1,520		\$ 5.00			\$ 1,525.00	Deposit, Full Cost Charged.

**LAND USE APPLICATION FEE SCHEDULE**

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<u>Miscellaneous Fees</u>	<u>Proposed Fee</u>	<u>Processing Fee per Billing</u>	<u>Automation Surcharge</u>	<u>Property Owner Notification List</u>	<u>Archiving Fee</u>	<u>TOTAL FEE (This total excludes Archiving Fee)</u>	<u>Additional Comments</u>
Archiving Fee for paper size less than 11 x 17 inches	\$0.50 per page					\$0.50 per page	If information is submitted electronically, this fee is waived. This is only for information submitted to the City in paper format.
Archiving Fee for paper sizes 11 x 17 inches or greater	\$1.75 per page					\$1.75 per page	If information is submitted electronically, this fee is waived. This is only for information submitted to the City in paper format.
Public Hearing Sign Deposit	\$ 25					\$ 25.00	This is a deposit. If the Public Hearing Sign is returned in reusable condition, the deposit will be refunded.
Miscellaneous Research	\$101/hour				See Archiving Fee for exact costs	\$101/hour	
Septic Tank Recordation	\$ 82	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 99.50	
Design Review Handbook	\$ 20					\$ 20.00	
Hearings Officer Agenda by Subscription	\$ 25					\$ 25.00	
Planning Commission Agenda by Subscription	\$ 25					\$ 25.00	
Property Owner Notification list	\$ 17	\$ 12.50	\$ 2.50			\$ 32.00	If purchased stand-alone, add Processing fee of \$12.50 and Automation Fee of 2.50. However, this fee is usually included in the cost of other applicable fees.
Sign Code	\$ 13					\$ 12.60	
Subdivision, UGB, etc. Ordinance	\$ 3					\$ 2.50	
West Salem Neighborhood Plan	\$ 9					\$ 9.00	
Land Use Hearing Notice by Subscription (other than City Council)	\$15 annual for each Neighborhood Association \$125 annually for all City					\$15 annual for each Neighborhood Association \$125 annually for all City	
Land Use Hearing Notice by Subscription (City Council)	\$10 annual for each Neighborhood Association \$100 annually for all City					\$10 annual for each Neighborhood Association \$100 annually for all City	
<b>Automation Surcharge</b>							
\$2.50 per billing less than \$50.00							
\$5.00 per billing equal to, or greater than \$50.00							
During the refund process this Automation Surcharge will not be prorated to accommodate a lower billing amount as a result of the refund process and will remain at the initial charged amount.							
FOOTNOTE: The fees and charges levied by this resolution shall be nonrefundable. However, if an applicant withdraws an application, the Community Development Director has the authority to refund all or a portion of the application fee excluding the expenses incurred by the City. In addition, an appeal fee will be refunded if the appellant prevails on appeals of "permit" decisions (as defined in ORS 227.160) issued without a hearing, and appeals of tentative plan decisions.							
In situations where conditions or other requirements would cause the cost of permit administration and enforcement to vary significantly from established permit or service fee, or where the service is not listed herein, the Community Development Director shall make an estimate of the cost of service, including overhead, and collect a permit or service fee based upon the actual cost, including overhead, of the service at the close of the process. The estimate shall be used as the basis for a deposit.							
Deposits and/or bonds held by the City will not be released until all fees and charges are paid in full.							



LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
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Annexations and Comprehensive Plan/Zone Changes	Current Fee	Proposed Fee	Processing		Property Owner		Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
			Fee per Billing	Automation Surcharge	Notification List				
Annexations for less than 5 acres and voter exempt annexations	\$ 2,785	\$ 2,849	\$ 12.50	\$ 5.00	\$ 17.00		See Archiving Fee for exact costs	\$ 2,883.50	
Annexations for less than 5 acres and voter exempt annexations with Comp Plan/Zone Changes	\$ 3,840	\$ 3,898	\$ 12.50	\$ 5.00	\$ 17.00			\$ 3,932.50	\$4026 of this amount is a base fee for the CPC/ZC. Actual hourly rate and processing costs for the CPC/ZC will be charged in addition to this fee. \$1050 of this amount is a base fee for the CPC/ZC. Actual hourly rate and processing costs for the CPC/ZC will be charged in addition to this fee.
Voter Annexations of 5 acres or more	\$ 4,283	\$ 4,382	\$ 12.50	\$ 5.00	\$ 17.00			\$ 4,416.50	\$4026 of this amount is a base fee for the CPC/ZC. Actual hourly rate and processing costs for the CPC/ZC will be charged in addition to this fee. \$1050 of this amount is a base fee for the CPC/ZC. Actual hourly rate and processing costs for the CPC/ZC will be charged in addition to this fee.
Voter Annexations of 5 acres or more with Comp Plan/Zone Changes	\$ 5,309	\$ 5,431	\$ 12.50	\$ 5.00	\$ 17.00			\$ 5,465.50	\$4026 of this amount is a base fee for the CPC/ZC. Actual hourly rate and processing costs for the CPC/ZC will be charged in addition to this fee. \$1050 of this amount is a base fee for the CPC/ZC. Actual hourly rate and processing costs for the CPC/ZC will be charged in addition to this fee. For voter approved annexations, a minimum deposit is required to cover publications costs with full costs to be charged per SRC Chapter 54.
Annexation Publication Costs	\$ 2,600	\$ 2,660	Deposit in addition to other fees					\$ 2,660.00	A deposit to cover the costs of a special election is also required. The amount of the deposit will be allocated on a per ballot measure basis. Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Annexation Deposit for a Special Election								Call 503-588-6213	
Modification of Application Requiring Renotice								Call 503-588-6213	
Time Extension	\$ 128	\$ 131	\$ 12.50	\$ 5.00	N/A			\$ 148.50	
Appeals (All parties except Neighborhood Associations)	\$ 246	\$ 250	\$ 12.50	\$ 5.00	N/A			\$ 267.50	
Appeals by Neighborhood Associations							None	\$ -	

Design Review	Current Fee	Proposed Fee	Processing		Property Owner		Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
			Fee per Billing	Automation Surcharge	Notification List				
Development Design Review (Standards) - Class I Design Review	\$ 227	\$ 232	\$ 12.50	\$ 5.00			See Archiving Fee for exact costs	\$ 249.50	
Class II Design Review	\$ 404	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00			\$ 444.50	
Development Design Review (Guidelines) - Class III Design Review	\$ 542	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00			\$ 588.50	
Historic Residential Individual - Minor	\$ 227	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00			\$ 266.50	
Historic Residential Individual - Major	\$ 227	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00			\$ 266.50	
Historic Residential District - Minor	\$ 227	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00			\$ 266.50	
Historic Residential District - Major	\$ 227	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00			\$ 266.50	
Historic Commercial District - Minor	\$ 227	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00			\$ 266.50	
Historic Commercial District - Major	\$ 542	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00			\$ 588.50	
Historic Commercial Individual - Minor	\$ 227	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00			\$ 266.50	
Historic Commercial Individual - Major	\$ 542	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00			\$ 588.50	
Historic Public Individual - Minor	\$ 227	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00			\$ 266.50	
Historic Public Individual - Major	\$ 542	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00			\$ 588.50	
Historic Public District - Minor	\$ 227	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00			\$ 266.50	
Historic Public District - Major	\$ 542	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00			\$ 588.50	
Time Extension	\$ 128	\$ 131	\$ 12.50	\$ 5.00	N/A			\$ 148.50	
Modification of Application Requiring Renotice								Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Appeals (All parties except Neighborhood Associations)	\$ 246	\$ 250	\$ 12.50	\$ 5.00	N/A			\$ 267.50	
Appeals by Neighborhood Associations							None	\$ -	

LAND USE APPLICATION FEE SCHEDULE

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Land Development	Current Fee	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Appeal of Expedited Land Division Decision	\$ 500	\$ 300	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 317.50	\$500 deposit with a maximum fee of \$500 to compensate for actual cost. \$300 deposit with a maximum fee of \$500 to compensate for actual costs.
Appeals (All parties except Neighborhood Associations)	\$ 246	\$ 250	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 267.50	
Appeals by Neighborhood Associations	\$ -	\$ -				None	\$ -	
Conversion of Existing Mobile Home Park to a Subdivision	\$ 326	\$ 333	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 367.50	
Legal Parcel Validation	\$ 3,149	\$ 3,221	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,255.50	
Mobile Home Park	\$ 6,318	\$ 6,463	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,497.50	Total Base Cost plus additional \$5.25 per dwelling in excess of 5
Partition (with or without variance)	\$ 3,149	\$ 3,221	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,255.50	
Expedited Partition	\$ 5,976	\$ 6,113	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,147.50	
Property Boundary Verification	\$ 242	\$ 248	\$ 12.50	\$ 5.00			\$ 265.50	
Property Line Adjustment	\$ 324	\$ 328	\$ 12.50	\$ 5.00			\$ 345.50	
Planned Unit Development (PUD) - Final Plan	\$ 444	\$ 454	\$ 12.50	\$ 5.00	\$ 17.00		\$ 488.50	Total Base Cost plus additional \$3 per dwelling in excess of 5
Planned Unit Development (PUD) - Tentative Plan	\$ 5,290	\$ 5,412	\$ 12.50	\$ 5.00	\$ 17.00		\$ 5,446.50	Total Base Cost plus additional \$5.25 per dwelling in excess of 5
Replat	\$ 516	\$ 528	\$ 12.50	\$ 5.00	\$ 17.00		\$ 562.50	
Review of Partition, Subdivision and PUD Final Plats	\$ 284	\$ 291	\$ 12.50	\$ 5.00	\$ 17.00		\$ 325.50	
Subdivision	\$ 6,190	\$ 6,332	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,366.50	Total Base Cost plus additional \$5.25 per lot in excess of 5
Expedited Subdivision	\$ 6,190	\$ 6,332	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,366.50	Total Base Cost plus additional \$5.25 per lot in excess of 5
Time Extension	\$ 128	\$ 131	\$ 12.50	\$ 5.00	N/A		\$ 148.50	
UGA Permit	\$ 3,365	\$ 3,463	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,497.50	Total Base Cost plus additional \$5 per acre in excess of 5
Urban Service Area Amendment	\$ 4,283	\$ 4,382	\$ 12.50	\$ 5.00	\$ 17.00		\$ 4,416.50	
Modification of Application Requiring Renote							Call 503-588-6213	Base fee of 10% of the Ong App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Measure 49 Claim Review	\$ 1,000	\$ 1,023	\$ 12.50	\$ 5.00			\$ 1,040.50	\$1000 deposit. Final costs will be determined from the total hourly rate and costs incurred up to the reasonable and actual cost. \$1023 deposit. Final costs will be determined from the total hourly rate and costs incurred up to the reasonable and actual cost.

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

Natural Resources	Current Fee	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee See Archiving Fee for exact costs	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Tree & Vegetation Removal Permit	\$ 256	\$ 262	\$ 12.50	\$ 5.00			\$ 279.50	
Tree Conservation Plan (discretionary or non-discretionary)	\$ 349	\$ 357	\$ 12.50	\$ 5.00			\$ 374.50	
Tree Conservation Plan Adjustment	\$ 168	\$ 172	\$ 12.50	\$ 5.00			\$ 189.50	
Variance From Tree Regulations	\$ 429	\$ 439	\$ 12.50	\$ 5.00			\$ 456.50	
Wetlands Permit	\$ 103	\$ 105	\$ 12.50	\$ 5.00	\$ 17.00		\$ 139.50	
Modification of Application Requiring Renotice							Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Appeal of Planning Administrator Decision	\$ 263	\$ 250	\$ 12.50	\$ 5.00			\$ 267.50	
Time Extension	\$ 128	\$ 131	\$ 12.50	\$ 5.00			\$ 148.50	

Pre Application	Current Fee	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee See Archiving Fee for exact costs	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Pre Application Conference	\$ 369	\$ 377	\$ 12.50	\$ 5.00			\$ 394.50	

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 533-588-6213

Sign Application and Permit Fees	Current Fee	Proposed Fee	Processing		Property Owner Notification List	Archiving Fee See Archiving Fee for exact costs	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
			Fee per Billing	Automation Surcharge				
<b>(1) Permanent Signs (except outdoor advertising signs)</b>								
(a) Up to 32 sq. ft.	\$ 97	\$ 99	\$ 12.50	\$ 5.00			\$ 116.50	
(b) 32 sq. ft. or more but below 50 sq. ft.	\$ 179	\$ 183	\$ 12.50	\$ 5.00			\$ 200.50	
(c) 50 sq. ft. or more but below 100 sq. ft.	\$ 354	\$ 362	\$ 12.50	\$ 5.00			\$ 379.50	
(d) 100 sq. ft. or more but below 200 sq. ft.	\$ 508	\$ 520	\$ 12.50	\$ 5.00			\$ 537.50	
(e) 200 sq. ft. or more but below 300 sq. ft.	\$ 640	\$ 624	\$ 12.50	\$ 5.00			\$ 641.50	
(f) 300 sq. ft. or more	\$ 764	\$ 782	\$ 12.50	\$ 5.00			\$ 799.50	
(g) Structural Face Change	\$ 54	\$ 52	\$ 12.50	\$ 5.00			\$ 69.50	
<b>(2) Outdoor Advertising Signs (Billboards)</b>								
(a) Annual Maintenance Inspection Fee	\$ 103	\$ 105	\$ 12.50	\$ 5.00		None	\$ 122.50	
<b>3) Temporary Sign Permit</b>								
(a) Temporary Banner (good for 1 month)	\$ 46	\$ 47	\$ 12.50	\$ 2.50		None	\$ 62.00	
(b) Temporary Pennant (good for 6 months)	\$ 87	\$ 89	\$ 12.50	\$ 5.00		None	\$ 106.50	
(c) Temporary Balloon (good for 14 days)	\$ 46	\$ 47	\$ 12.50	\$ 2.50		None	\$ 62.00	
(d) Temporary Sign (good for 1 month) (Firework and Christmas tree sales)	\$ 46	\$ 47	\$ 12.50	\$ 2.50		None	\$ 62.00	
<b>(4) Sign Removal for Repair and Return</b>								
	\$ 54	\$ 52	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 69.50	
<b>(5) Wall Façade for Signs</b>								
	\$ -							Building Permit Required
<b>(6) Sign Appeal to Hearings Officer</b>								
(a) Removal Agreement	\$ 440	\$ 419	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 436.50	
(7) Sign Appeal to Hearings Officer	\$ 2,303	\$ 2,356	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,390.50	
(8) Sign Variance to Hearings Officer	\$ 2,303	\$ 2,340	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,374.50	
(9) Sign Conditional Use to Hearings Officer	\$ 2,204	\$ 2,344	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,378.50	
(10) Sign Adjustment	\$ 148	\$ 121	\$ 12.50	\$ 5.00	\$ 17.00		\$ 155.50	
(11) Discretionary Sign	\$ 0		\$ 12.50	\$ 2.50	\$ 17.00		\$ 32.00	Base fee is included in Permanent Sign Fee
(12) Banner across Liberty Street or on Liberty Parkade	\$26/day (\$125 minimum)	\$27/day (\$130 minimum)	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$147.50 minimum	
<b>(12) Investigation (Penalty) Fees</b>								
(a) For work conducted prior to obtaining permit or in violation of sign code provisions (including release of confiscated signs)	Double Permit Fee (\$100 minimum)	Double Permit Fee (\$100 minimum)	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	Double Permit Fee (\$117.50 Minimum)	
<b>(13) Reinspection Fee - A reinspection fee may be assessed when work for which inspection is called is not complete or when corrections called for have not been made.</b>								
	\$ 103	\$ 105	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 122.50	
Reinspection fees may also be assessed for deviating from the plans, requiring additional plan review.								
No additional inspection of the work will be performed until the reinspection fees have been paid.								
(14) Right-of-Way Sidewalk Sign	\$ -	\$ -	\$ 12.50	\$ 2.50		None	\$ 15.00	No Inspection Requirement, plus a Public works Plan Review Fee

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

Zoning Plan Review	Current Fee	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee See Archiving Fee for exact costs	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Plan Check - Single Family and Duplex	\$ 226	\$ 231					\$ 231.00	
Plan Check - Historic Properties/Districts - Single Family and Duplex	\$ 108	\$ 110					\$ 110.00	
<b>Plan Check - New Multi-Family (Valuation) **</b>								
Up to \$500,000	\$ 446						\$ 446	
\$500,001 to 1,000,000	\$ 672						\$ 672	
\$1,000,001 to 2,000,000	\$ 892						\$ 892	
\$2,000,001 to 3,000,000	\$ 1,118						\$ 1,118	
\$3,000,001 or more	\$ 1,344						\$ 1,344	
<b>Plan Check - New Commercial/Industrial (Valuation) **</b>								
Up to \$500,000	\$ 446						\$ 446	
\$500,001 to \$1,000,000	\$ 672						\$ 672	
\$1,000,001 to \$1,500,000	\$ 892						\$ 892	
\$1,500,001 to \$1,750,000	\$ 1,118						\$ 1,118	
\$1,750,001 to \$2,250,000	\$ 1,344						\$ 1,344	
\$2,250,001 to \$2,500,000	\$ 1,785						\$ 1,785	
\$2,500,001 to \$2,750,000	\$ 2,010						\$ 2,010	
\$2,750,001 or more	\$ 2,236						\$ 2,236	
Plan Check - New Commercial/Industrial - Phased-Permit	\$ 226						\$ 226.00	COMMERCIAL/INDUSTRIAL PLAN-CHECK RATE PLUS \$295 PER PHASE
Plan Check - Commercial/Industrial Alteration	\$ 226						\$ 226.00	NEW COMMERCIAL/INDUSTRIAL PLAN-CHECK RATE PLUS \$295 PER PHASE
Plan Check - Commercial/Industrial Alteration - Phased-Permit	\$ 226 PLUS \$140 PER PHASE						\$ 226 PLUS \$140 PER PHASE	
Plan Check - Deck and Accessory Structures for 1 & 2 Family Dwellings	\$ 67	\$ 69					\$ 69.00	
<b>Plan Check - All others including 1 &amp; 2 Family Dwelling Alterations and Multi-Family Alterations Residential/Commercial and Industrial Alterations (Valuation)</b>								
Up to \$10,000	\$ 132	\$ 136					\$ 136.00	
\$10,001 to 35,000	\$ 169	\$ 173					\$ 173.00	
\$35,001 or more	\$ 226	\$ 231					\$ 231.00	
\$35,001 or more	\$ 226	\$ 231					\$ 231.00	
Landscape Planning Inspection - 1 Review and 1 Inspection per plan	\$ 92	\$ 94					\$ 94.00	
Landscape Planning Reinspection for Plans Review - 1 additional inspection per plan	\$ 36	\$ 36					\$ 36.00	

**LAND USE APPLICATION FEE SCHEDULE**

Effective August 1, 2013  
Questions call 503-588-6213

Site Plan Review	Current Fee	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Site Plan Review Fee - New Multi-Family (Valuation) These fees are on a per building basis. ** NOTE: Property Owner Notification List fee of \$17 will be added for Type-II Class 3 Site Plan reviews.								
Up to \$500,000	\$ 446	\$ 456	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 473.50	
\$500,001-1,000,000	\$ 672	\$ 687	\$ 12.50	\$ 5.00			\$ 704.50	
\$1,000,001-2,000,000	\$ 892	\$ 913	\$ 12.50	\$ 5.00			\$ 930.50	
\$2,000,001-3,000,000	\$ 1,148	\$ 1,144	\$ 12.50	\$ 5.00			\$ 1,161.50	
\$3,000,001 or more	\$ 1,344	\$ 1,375	\$ 12.50	\$ 5.00			\$ 1,392.50	
Site Plan Review Fee - New Commercial/Industrial—Class 2 and Class 3 Site Plan Review (Valuation) These fees are on a per building basis. ** NOTE: Property Owner Notification List fee of \$17 will be added for Type-II Class 3								
Up to \$500,000	\$ 446	\$ 456	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 473.50	
\$500,001 to \$1,000,000	\$ 672	\$ 687	\$ 12.50	\$ 5.00			\$ 704.50	
\$1,000,001 to \$1,500,000	\$ 892	\$ 913	\$ 12.50	\$ 5.00			\$ 930.50	
\$1,500,001 to \$1,750,000	\$ 1,148	\$ 1,144	\$ 12.50	\$ 5.00			\$ 1,161.50	
\$1,750,001 to \$2,250,000	\$ 1,344	\$ 1,375	\$ 12.50	\$ 5.00			\$ 1,392.50	
\$2,250,001 to \$2,500,000	\$ 1,564	\$ 1,600	\$ 12.50	\$ 5.00			\$ 1,617.50	
\$2,500,001 to \$2,750,000	\$ 1,785	\$ 1,826	\$ 12.50	\$ 5.00			\$ 1,843.50	
\$2,750,001 to \$3,250,000	\$ 2,040	\$ 2,056	\$ 12.50	\$ 5.00			\$ 2,073.50	
\$3,250,001 or more	\$ 2,236	\$ 2,287	\$ 12.50	\$ 5.00			\$ 2,304.50	
Site Plan Review Fee - Commercial/Industrial Alteration—Class I ** NOTE: Property Owner Notification List fee of \$17 will be added for Type-II Class 3 Site Plan Reviews.								
Additional Planning Review Fee for Expedited Building Permits	\$172 per hour	\$176 per hour	\$ 12.50	\$ 5.00			\$ 248.50	
							\$176 per hour	
** On sites where more than one building permit is requested under one site plan review application, no plans check fee is charged for the first building permit, but regular plans check fees will be charged for all additional building permits on such sites.								

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

Zoning	Current Fee	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Administrative Conditional Use	<del>\$ 1,463</del>	\$ 1,497	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 1,531.50	
Appeals (All parties except Neighborhood Associations)	<del>\$ 246</del>	\$ 250	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 267.50	
Appeals by Neighborhood Associations		\$ -				None	\$ -	
Code Interpretation, applicant initiated	<del>\$ 454</del>	\$ 464	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 498.50	
Conditional Use	<del>\$ 2,294</del>	\$ 2,344	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,378.50	
Comprehensive Plan Change (CPC)	<del>\$ 1,026</del>	\$ 1,050	\$ 12.50	\$ 5.00	\$ 17.00		\$ 1,084.50	Actual hourly rate and processing costs will be charged in addition to this base fee.
Comprehensive Plan Change/Zone Change (CPC/ZC)	<del>\$ 1,026</del>	\$ 1,050	\$ 12.50	\$ 5.00	\$ 17.00		\$ 1,084.50	Actual hourly rate and processing costs will be charged in addition to this base fee.
Exception to Dispersal Policy (applies to homeless shelters and room and board facilities)	<del>\$ 226</del>	\$ 231	\$ 12.50	\$ 5.00	\$ 17.00		\$ 265.50	
FMU: Fairview Plan, Refinement Plan, or Major Amendment	<del>\$ 543</del>	\$ 525	\$ 12.50	\$ 5.00	\$ 17.00		\$ 559.50	
FMU: Minor Amendment	<del>\$ 394</del>	\$ 400	\$ 12.50	\$ 5.00	\$ 17.00		\$ 434.50	
Greenway Development (Inside compatibility review bounds)	<del>\$ 2,400</del>	\$ 2,455	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,489.50	
Greenway Development (Outside compatibility review bounds)	<del>\$ 404</del>	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Land Use Verification - Government Agencies	<del>\$ 23</del>	\$ 23	\$ 12.50	\$ 2.50			\$ 38.00	
Land Use Verification - Non-Conforming Uses	<del>\$ 642</del>	\$ 657	\$ 12.50	\$ 5.00			\$ 674.50	
Land Use Verification - Other	<del>\$ 80</del>	\$ 82	\$ 12.50	\$ 5.00			\$ 99.50	
Special Setback/removal recordation agreement	<del>\$ 96</del>	\$ 98	\$ 12.50	\$ 5.00	\$ 17.00		\$ 132.50	
Specified Use Conference (applies to zone change applications)	<del>\$ 226</del>	\$ 231	\$ 12.50	\$ 5.00	\$ 17.00		\$ 265.50	
Street Name Application	<del>\$ 893</del>	\$ 821	\$ 12.50	\$ 5.00	\$ 17.00		\$ 855.50	
Time Extension	<del>\$ 128</del>	\$ 131	\$ 12.50	\$ 5.00			\$ 148.50	
Variance (residential or non-residential)	<del>\$ 2,287</del>	\$ 2,340	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,374.50	
Zone Change (residential or non-residential)	<del>\$ 4,127</del>	\$ 4,222	\$ 12.50	\$ 5.00	\$ 17.00		\$ 4,256.50	
Zoning Adjustment	<del>\$ 404</del>	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 435.50	
Class I Zoning Adjustment	<del>\$ 404</del>	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Class II Zoning Adjustment	<del>\$ 404</del>	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Extension, Alteration, and Expansion or Substitution of a Non-Conforming Use	<del>\$ 2,294</del>	\$ 2,344	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,378.50	
Modification of Application Requiring Renotice							Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
<b>Public Works Development Permit and Service Fees (Land Use related)</b>								
Condominium Plat Check/Master Plan	<del>\$ 680</del>	\$ 700		\$ 5			\$ 705.00	Minimum Per Floor Plus \$73.00 Per Unit. Full Cost Charged.
Post Monumentation Subdivision Plat Check/Master Plan	<del>\$ 740</del>	\$ 760		\$ 5			\$ 765.00	Minimum Per Site Plus \$54.00 Per Lot. Full Cost Charged.
Standard Subdivision and Replat Plat Check/Master Plan	<del>\$ 680</del>	\$ 700		\$ 5			\$ 705.00	Minimum Per Site Plus \$37.00 Per Lot. Full Cost Charged.
Traffic Impact/TPR Analysis (Comp Plan Change or Zone Change)	<del>\$ 355</del>	\$ 630		\$ 5			\$ 635.00	Each
Traffic Impact Analysis (Site Plan Review or Subdivision)	<del>\$ 355</del>	\$ 630		\$ 5			\$ 635.00	Each
Geotechnical Report/Assessment	<del>\$ 342</del>	\$ 319		\$ 5			\$ 324.00	Each
Floodplain Development Variance	<del>\$ 2,290</del>	\$ 2,340		\$ 5			\$ 2,345.00	Each
Petition for Vacation of Public Property:				\$ 5				
Filing Fee, Office of City Recorder	\$ 2,100	\$ 2,100		\$ 5			\$ 2,105.00	Deposit, Full Cost Charged.
Processing Fee, Public Works Department	\$ 1,520	\$ 1,520		\$ 5			\$ 1,525.00	Deposit, Full Cost Charged.

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

Miscellaneous Fees	Current Fee	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Archiving Fee for paper size less than 11 x 17 inches	\$0.50 per page	\$0.50 per page					\$0.50 per page	If information is submitted electronically, this fee is waived. This is only for information submitted to the City in paper format.
Archiving Fee for paper sizes 11 x 17 inches or greater	\$1.75 per page	\$1.75 per page					\$1.75 per page	If information is submitted electronically, this fee is waived. This is only for information submitted to the City in paper format.
Public Hearing Sign Deposit	\$ 25	\$ 25					\$ 25.00	This is a deposit. If the Public Hearing Sign is returned in reusable condition, the deposit will be refunded.
Miscellaneous Research	<del>\$80/hour</del>	\$101/hour				See Archiving Fee for exact costs	\$101/hour	
Septic Tank Recordation	<del>\$ 80</del>	\$ 82	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 99.50	
Design Review Handbook	\$ 20	\$ 20					\$ 20.00	
Hearings Officer Agenda by Subscription	\$ 25	\$ 25					\$ 25.00	
Planning Commission Agenda by Subscription	\$ 25	\$ 25					\$ 25.00	
Property Owner Notification list	\$ 17	\$ 17	\$ 12.50	\$ 2.50			\$ 32.00	If purchased stand-alone, add Processing fee of \$12.50 and Automation Fee of 2.50. However, this fee is usually included in the cost of other applicable fees.
Sign Code	\$ 13	\$ 13					\$ 12.60	
Subdivision, UGB, etc. Ordinance	\$ 3	\$ 3					\$ 2.50	
West Salem Neighborhood Plan	\$ 9	\$ 9					\$ 9.00	
Land Use Hearing Notice by Subscription (other than City Council)	\$15 annual for each Neighborhood Association \$125 annually for all City	\$15 annual for each Neighborhood Association \$125 annually for all City					\$15 annual for each Neighborhood Association \$125 annually for all City	
Land Use Hearing Notice by Subscription (City Council)	\$10 annual for each Neighborhood Association \$100 annually for all City	\$10 annual for each Neighborhood Association \$100 annually for all City					\$10 annual for each Neighborhood Association \$100 annually for all City	
<b>Automation Surcharge</b>								
\$2.50 per billing less than \$50.00								
\$5.00 per billing equal to, or greater than \$50.00								
During the refund process this Automation Surcharge will not be prorated to accommodate a lower billing amount as a result of the refund process and will remain at the initial charged amount.								
<p>FOOTNOTE: The fees and charges levied by this resolution shall be nonrefundable, except, when a person withdraws an application or an appeal, the Community Development Director has the authority to refund all or a portion of the application fee excluding the expenses incurred by the City. FOOTNOTE: The fees and charges levied by this resolution shall be nonrefundable. However, if an applicant withdraws an application, the Community Development Director has the authority to refund all or a portion of the application fee excluding the expenses incurred by the City. In addition, an appeal fee will be refunded if the appellant prevails on appeals of "permit" decisions (as defined in ORS 227.160) issued without a hearing, and appeals of tentative plan decisions.</p>								
In situations where conditions or other requirements would cause the cost of permit administration and enforcement to vary significantly from established permit or service fee, or where the service is not listed herein, the Community Development Director shall make an estimate of the cost of service, including overhead, and collect a permit or service fee based upon the actual cost, including overhead, of the service at the close of the process. The estimate shall be used as the basis for a deposit.								
Deposits and/or bonds held by the City will not be released until all fees and charges are paid in full.								



RESOLUTION NO. 2013-36

A RESOLUTION SETTING FEES AND CHARGES FOR THE PLANNING DIVISION OF THE COMMUNITY DEVELOPMENT DEPARTMENT AND THE PUBLIC WORKS DEPARTMENT

**Whereas**, certain fees and charges for the Planning Division of the Community Development Department are set forth in Resolution No. 2012-41; and

**Whereas**, certain fees and charges for the Public Works Department are set forth in Resolutions 2012-38 and modified by 2012-52; and

**Whereas**, it is necessary to revise the fee schedules of the Planning Division and Public Works Department to increase most fees by the Consumer Price Index of 2.3%;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SALEM, OREGON, RESOLVES AS FOLLOWS:

**Section 1.** There are hereby established, and there shall be collected, fees and charges as set forth in "Exhibit 1," which is attached hereto and incorporated herein by this reference.

**Section 2.** This resolution rescinds Resolution Nos. 2012-38, 2012-41, and 2012-52 and supersedes any other resolution to the extent it enacts fees and charges of the type set forth herein.

**Section 3.** This resolution is effective August 1, 2013.

ADOPTED by the City Council this 22<sup>nd</sup> day of July, 2013.

ATTEST:

City Recorder

Approved by City Attorney:

  
\_\_\_\_\_

Checked by: G. Gross, P. Fernandez

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
<b>Annexations and Comprehensive Plan/Zone Changes</b>							
Annexations for less than 5 acres and voter exempt annexations	\$ 2,849	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 2,883.50	
Annexations for less than 5 acres and voter exempt annexations with Comp Plan/Zone Changes	\$ 3,898	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,932.50	\$1050 of this amount is a base fee for the CPC/ZC. Actual hourly rate and processing costs for the CPC/ZC will be charged in addition to this fee.
Voter Annexations of 5 acres or more	\$ 4,382	\$ 12.50	\$ 5.00	\$ 17.00		\$ 4,416.50	
Voter Annexations of 5 acres or more with Comp Plan/Zone Changes	\$ 5,431	\$ 12.50	\$ 5.00	\$ 17.00		\$ 5,465.50	\$1050 of this amount is a base fee for the CPC/ZC. Actual hourly rate and processing costs for the CPC/ZC will be charged in addition to this fee.
Annexation Publication Costs	\$ 2,660	Deposit in addition to other fees				\$ 2,660.00	For voter approved annexations, a minimum deposit is required to cover publications costs with full costs to be charged per SRC Chapter 54.
Annexation Deposit for a Special Election						Call 503-588-6213	A deposit to cover the costs of a special election is also required. The amount of the deposit will be allocated on a per ballot measure basis.
Modification of Application Requiring Renotice						Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Time Extension	\$ 131	\$ 12.50	\$ 5.00	N/A		\$ 148.50	
Appeals (All parties except Neighborhood Associations)	\$ 250	\$ 12.50	\$ 5.00	N/A		\$ 267.50	
Appeals by Neighborhood Associations					None	\$ -	
<b>Design Review</b>							
	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Class II Design Review	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Development Design Review (Standards)	\$ 232	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 249.50	
Development Design Review (Guidelines)	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Historic Residential Individual - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Residential Individual - Major	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Residential District - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Residential District - Major	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Commercial District - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Commercial District - Major	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Historic Commercial Individual - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Commercial Individual - Major	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Historic Public Individual - Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Public Individual - Major	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Historic Public District- Minor	\$ 232	\$ 12.50	\$ 5.00	\$ 17.00		\$ 266.50	
Historic Public District- Major	\$ 554	\$ 12.50	\$ 5.00	\$ 17.00		\$ 588.50	
Time Extension	\$ 131	\$ 12.50	\$ 5.00	N/A		\$ 148.50	
Modification of Application Requiring Renotice						Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Appeals (All parties except Neighborhood Associations)	\$ 250	\$ 12.50	\$ 5.00	N/A		\$ 267.50	
Appeals by Neighborhood Associations					None	\$ -	

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

Land Development	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Appeal of Expedited Land Division Decision	\$ 300	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 317.50	\$300 deposit with a maximum fee of \$500 to compensate for actual costs.
Appeals (All parties except Neighborhood Associations)	\$ 250	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 267.50	
Appeals by Neighborhood Associations	\$ -				None	\$ -	
Conversion of Existing Mobile Home Park to a Subdivision	\$ 333	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 367.50	
Legal Parcel Validation	\$ 3,221	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,255.50	
Mobile Home Park	\$ 6,463	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,497.50	Total Base Cost plus additional \$5.25 per dwelling in excess of 5
Partition (with or without variance)	\$ 3,221	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,255.50	
Expedited Partition	\$ 6,113	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,147.50	
Property Boundary Verification	\$ 248	\$ 12.50	\$ 5.00			\$ 265.50	
Property Line Adjustment	\$ 328	\$ 12.50	\$ 5.00			\$ 345.50	
Planned Unit Development (PUD) - Final Plan	\$ 454	\$ 12.50	\$ 5.00	\$ 17.00		\$ 488.50	Total Base Cost plus additional \$3 per dwelling in excess of 5
Planned Unit Development (PUD) - Tentative Plan	\$ 5,412	\$ 12.50	\$ 5.00	\$ 17.00		\$ 5,446.50	Total Base Cost plus additional \$5.25 per dwelling in excess of 5
Replat	\$ 528	\$ 12.50	\$ 5.00	\$ 17.00		\$ 562.50	
Review of Partition, Subdivision and PUD Final Plats	\$ 291	\$ 12.50	\$ 5.00	\$ 17.00		\$ 325.50	
Subdivision	\$ 6,332	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,366.50	Total Base Cost plus additional \$5.25 per lot in excess of 5
Expedited Subdivision	\$ 6,332	\$ 12.50	\$ 5.00	\$ 17.00		\$ 6,366.50	Total Base Cost plus additional \$5.25 per lot in excess of 5
Time Extension	\$ 131	\$ 12.50	\$ 5.00	N/A		\$ 148.50	
UGA Permit	\$ 3,463	\$ 12.50	\$ 5.00	\$ 17.00		\$ 3,497.50	Total Base Cost plus additional \$5 per acre in excess of 5
Urban Service Area Amendment	\$ 4,382	\$ 12.50	\$ 5.00	\$ 17.00		\$ 4,416.50	
Modification of Application Requiring Renote						Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Measure 49 Claim Review	\$ 1,023	\$ 12.50	\$ 5.00			\$ 1,040.50	\$1023 deposit. Final costs will be determined from the total hourly rate and costs incurred up to the reasonable and actual cost.
Natural Resources	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Tree & Vegetation Removal Permit	\$ 262	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 279.50	
Tree Conservation Plan (discretionary or non-discretionary)	\$ 357	\$ 12.50	\$ 5.00			\$ 374.50	
Tree Conservation Plan Adjustment	\$ 172	\$ 12.50	\$ 5.00			\$ 189.50	
Variance From Tree Regulations	\$ 439	\$ 12.50	\$ 5.00			\$ 456.50	
Wetlands Permit	\$ 105	\$ 12.50	\$ 5.00	\$ 17.00		\$ 139.50	
Modification of Application Requiring Renote						Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
Appeal of Planning Administrator Decision	\$ 250	\$ 12.50	\$ 5.00			\$ 267.50	
Time Extension	\$ 131	\$ 12.50	\$ 5.00			\$ 148.50	

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

Pre Application	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Pre Application Conference	\$ 377	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 394.50	
<b>Sign Application and Permit Fees</b>							
(1) Permanent Signs (except outdoor advertising signs)					See Archiving Fee for exact costs		
(a) Up to 32 sq. ft.	\$ 99	\$ 12.50	\$ 5.00			\$ 116.50	
(b) 32 sq. ft. or more but below 50 sq. ft.	\$ 183	\$ 12.50	\$ 5.00			\$ 200.50	
(c) 50 sq. ft. or more but below 100 sq. ft.	\$ 362	\$ 12.50	\$ 5.00			\$ 379.50	
(d) 100 sq. ft. or more but below 200 sq. ft.	\$ 520	\$ 12.50	\$ 5.00			\$ 537.50	
(e) 200 sq. ft. or more but below 300 sq. ft.	\$ 624	\$ 12.50	\$ 5.00			\$ 641.50	
(f) 300 sq. ft. or more	\$ 782	\$ 12.50	\$ 5.00			\$ 799.50	
(g) Structural Face Change	\$ 52	\$ 12.50	\$ 5.00			\$ 69.50	
(2) Outdoor Advertising Signs (Billboards)	\$ 782	\$ 12.50	\$ 5.00		↓	\$ 799.50	
(a) Annual Maintenance Inspection Fee	\$ 105	\$ 12.50	\$ 5.00		None	\$ 122.50	
3) Temporary Sign Permit					See Archiving Fee for exact costs		
(a) Temporary Banner (good for 1 month)	\$ 47	\$ 12.50	\$ 2.50		None	\$ 62.00	
(b) Temporary Pennant (good for 6 months)	\$ 89	\$ 12.50	\$ 5.00		None	\$ 106.50	
(c) Temporary Balloon (good for 14 days)	\$ 47	\$ 12.50	\$ 2.50		None	\$ 62.00	
(d) Temporary Sign (good for 1 month) (Firework and Christmas tree sales)	\$ 47	\$ 12.50	\$ 2.50		None	\$ 62.00	
(4) Sign Removal for Repair and Return	\$ 52	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 69.50	
(5) Wall Façade for Signs							Building Permit Required
(a) Removal Agreement	\$ 419	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 436.50	
(6) Sign Appeal to Hearings Officer	\$ 2,356	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,390.50	
(7) Sign Variance to Hearings Officer	\$ 2,340	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,374.50	
(8) Sign Conditional Use to Hearings Officer	\$ 2,344	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,378.50	
(9) Sign Adjustment	\$ 121	\$ 12.50	\$ 5.00	\$ 17.00		\$ 155.50	
(10) Discretionary Sign		\$ 12.50	\$ 2.50	\$ 17.00	↓	\$ 32.00	Base fee is included in Permanent Sign Fee
(11) Banner across Liberty Street or on Liberty Parkade	\$27/day (\$130 minimum)	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$147.50 minimum	
(12) Investigation (Penalty) Fees							
(a) For work conducted prior to obtaining permit or in violation of sign code provisions (including release of confiscated signs)	Double Permit Fee (\$100 minimum)	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	Double Permit Fee (\$117.50 Minimum)	
(13) Reinspection Fee - A reinspection fee may be assessed when work for which inspection is called is not complete or when corrections called for have not been made.	\$ 105	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 122.50	
Reinspection fees may also be assessed for deviating from the plans, requiring additional plan review.							
No additional inspection of the work will be performed until the reinspection fees have been paid.							
(14) Right-of-Way Sidewalk Sign	\$ -	\$ 12.50	\$ 2.50		None	\$ 15.00	No Inspection Requirement, plus a Public works Plan Review Fee

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

Zoning Plan Review	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Plan Check - Single Family and Duplex	\$ 231				See Archiving Fee for exact costs	\$ 231.00	
Plan Check - Historic Properties/Oistricts - Single Family and Duplex	\$ 110					\$ 110.00	
Plan Check - Residential/Commercial and Industrial Alterations (Valuation)							
Up to \$10,000	\$ 136					\$ 136.00	
\$10,001 to 35,000	\$ 173					\$ 173.00	
\$35,001 or more	\$ 231					\$ 231.00	
\$35,001 or more	\$ 231					\$ 231.00	
Landscape Planning Inspection - 1 Review and 1 Inspection per plan	\$ 94					\$ 94.00	
Landscape Planning Reinspection for Plans Review - 1 additional inspection per plan	\$ 36					\$ 36.00	
Site Plan Review	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Site Plan Review Fee - New Multi-Family (Valuation) These fees are on a per building basis. ** NOTE: Property Owner Notification List fee of \$17 will be added for Class 3 Site Plan reviews.							
Up to \$500,000	\$ 456	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 473.50	
\$500,001-1,000,0000	\$ 687	\$ 12.50	\$ 5.00			\$ 704.50	
\$1,000,001-2,000,000	\$ 913	\$ 12.50	\$ 5.00			\$ 930.50	
\$2,000,001-3,000,000	\$ 1,144	\$ 12.50	\$ 5.00			\$ 1,161.50	
\$3,000,001 or more	\$ 1,375	\$ 12.50	\$ 5.00			\$ 1,392.50	
basis. ** NOTE: Property Owner Notification List fee of \$17 will be added for Class 3 Site Plan reviews.							
Up to \$500,000	\$ 456	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 473.50	
\$500,001 to \$1,000,000	\$ 687	\$ 12.50	\$ 5.00			\$ 704.50	
\$1,000,001 to \$1,500,000	\$ 913	\$ 12.50	\$ 5.00			\$ 930.50	
\$1,500,001 to \$1,750,000	\$ 1,144	\$ 12.50	\$ 5.00			\$ 1,161.50	
\$1,750,001 to \$2,250,000	\$ 1,375	\$ 12.50	\$ 5.00			\$ 1,392.50	
\$2,250,001 to \$2,500,000	\$ 1,600	\$ 12.50	\$ 5.00			\$ 1,617.50	
\$2,500,001 to \$2,750,000	\$ 1,826	\$ 12.50	\$ 5.00			\$ 1,843.50	
\$2,750,001 to \$3,250,000	\$ 2,056	\$ 12.50	\$ 5.00			\$ 2,073.50	
\$3,250,001 or more	\$ 2,287	\$ 12.50	\$ 5.00			\$ 2,304.50	
Site Plan Review Fee - Class I ** NOTE: Property Owner Notification List fee of \$17 will be added for Class 3 Site Plan Reviews.							
	\$ 231	\$ 12.50	\$ 5.00			\$ 248.50	
Additional Planning Review Fee for Expedited Building Permits							
	\$176 per hour					\$176 per hour	
** On sites where more than one building permit is requested under one site plan review application, no plans check fee is charged for the first building permit, but regular plans check fees will be charged for all additional building permits on such sites.							

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

Zoning	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL-FEE (This total excludes Archiving Fee)	Additional Comments
Administrative Conditional Use	\$ 1,497	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 1,531.50	
Appeals (All parties except Neighborhood Associations)	\$ 250	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 267.50	
Appeals by Neighborhood Associations	\$ -				None	\$ -	
Code Interpretation, applicant initiated	\$ 464	\$ 12.50	\$ 5.00	\$ 17.00	See Archiving Fee for exact costs	\$ 498.50	
Conditional Use	\$ 2,344	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,378.50	
Comprehensive Plan Change (CPC)	\$ 1,050	\$ 12.50	\$ 5.00	\$ 17.00		\$ 1,084.50	Actual hourly rate and processing costs will be charged in addition to this base fee.
Comprehensive Plan Change/Zone Change (CPC/ZC)	\$ 1,050	\$ 12.50	\$ 5.00	\$ 17.00		\$ 1,084.50	Actual hourly rate and processing costs will be charged in addition to this base fee.
Exception to Dispersal Policy (applies to homeless shelters and room and board facilities)	\$ 231	\$ 12.50	\$ 5.00	\$ 17.00		\$ 265.50	
FMU: Fairview Plan, Refinement Plan, or Major Amendme	\$ 525	\$ 12.50	\$ 5.00	\$ 17.00		\$ 559.50	
FMU: Minor Amendment	\$ 400	\$ 12.50	\$ 5.00	\$ 17.00		\$ 434.50	
Greenway Development (Inside compatibility review bound	\$ 2,455	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,489.50	
Greenway Development (Outside compatibility review bound	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Land Use Verification - Government Agencies	\$ 23	\$ 12.50	\$ 2.50			\$ 38.00	
Land Use Verification - Non-Conforming Uses	\$ 657	\$ 12.50	\$ 5.00			\$ 674.50	
Land Use Verification - Other	\$ 82	\$ 12.50	\$ 5.00			\$ 99.50	
Special Setback/removal recordation agreement	\$ 98	\$ 12.50	\$ 5.00	\$ 17.00		\$ 132.50	
Specified Use Conference (applies to zone change applica	\$ 231	\$ 12.50	\$ 5.00	\$ 17.00		\$ 265.50	
Street Name Application	\$ 821	\$ 12.50	\$ 5.00	\$ 17.00		\$ 855.50	
Time Extension	\$ 131	\$ 12.50	\$ 5.00			\$ 148.50	
Variance (residential or non-residential)	\$ 2,340	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,374.50	
Zone Change (residential or non-residential)	\$ 4,222	\$ 12.50	\$ 5.00	\$ 17.00		\$ 4,256.50	
Class I Zoning Adjustment	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Class II Zoning Adjustment	\$ 410	\$ 12.50	\$ 5.00	\$ 17.00		\$ 444.50	
Extension, Alteration, and Expansion or Substitution of a Non-Conforming Use	\$ 2,344	\$ 12.50	\$ 5.00	\$ 17.00		\$ 2,378.50	
Modification of Application Requiring Renotice						Call 503-588-6213	Base fee of 10% of the Orig App. Actual Hourly rate and processing costs will be charged in addition to the Base Fee.
<b>Public Works Development Permit and Service Fees (Land Use related)</b>	<b>Proposed Fee:</b>	<b>Processing Fee per Billing</b>	<b>Automation Surcharge</b>	<b>Property Owner Notification List</b>	<b>Archiving Fee</b>	<b>TOTAL-FEE (This total excludes Archiving Fee)</b>	<b>Additional Comments</b>
Condominium Plat Check/Master Plan	\$ 700		\$ 5.00			\$ 705.00	Minimum Per Floor Plus \$73.00 Per Unit. Full Cost Charged.
Post Monumentation Subdivision Plat Check/Master Plan	\$ 760		\$ 5.00			\$ 765.00	Minimum Per Site Plus \$54.00 Per Lot. Full Cost Charged.
Standard Subdivision and Replat Plat Check/Master Plan	\$ 700		\$ 5.00			\$ 705.00	Minimum Per Site Plus \$37.00 Per Lot. Full Cost Charged.
Traffic Impact/TPR Analysis (Comp Plan Change or Zone	\$ 630		\$ 5.00			\$ 635.00	Each
Traffic Impact Analysis (Site Plan Review or Subdivision)	\$ 630		\$ 5.00			\$ 635.00	Each
Geotechnical Report/Assessment	\$ 319		\$ 5.00			\$ 324.00	Each
Floodplain Development Variance	\$ 2,340		\$ 5.00			\$ 2,345.00	Each
Petition for Vacation of Public Property:			\$ 5.00				
Filing Fee, Office of City Recorder	\$ 2,100		\$ 5.00			\$ 2,105.00	Deposit, Full Cost Charged.
Processing Fee, Public Works Department	\$ 1,520		\$ 5.00			\$ 1,525.00	Deposit, Full Cost Charged.

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
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Miscellaneous Fees	Proposed Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Archiving Fee for paper size less than 11 x 17 inches	\$0.50 per page					\$0.50 per page	If information is submitted electronically, this fee is waived. This is only for information submitted to the City in paper format.
Archiving Fee for paper sizes 11 x 17 inches or greater	\$1.75 per page					\$1.75 per page	If information is submitted electronically, this fee is waived. This is only for information submitted to the City in paper format.
Public Hearing Sign Deposit	\$ 25					\$ 25.00	This is a deposit. If the Public Hearing Sign is returned in reusable condition, the deposit will be refunded.
Miscellaneous Research	\$101/hour				See Archiving Fee for exact costs	\$101/hour	
Septic Tank Recordation	\$ 82	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 99.50	
Design Review Handbook	\$ 20					\$ 20.00	
Hearings Officer Agenda by Subscription	\$ 25					\$ 25.00	
Planning Commission Agenda by Subscription	\$ 25					\$ 25.00	
Property Owner Notification list	\$ 17	\$ 12.50	\$ 2.50			\$ 32.00	If purchased stand-alone, add Processing fee of \$12.50 and Automation Fee of 2.50. However, this fee is usually included in the cost of other applicable fees.
Sign Code	\$ 13					\$ 12.60	
Subdivision, UGB, etc. Ordinance	\$ 3					\$ 2.50	
West Salem Neighborhood Plan	\$ 9					\$ 9.00	
Land Use Hearing Notice by Subscription (other than City Council)	\$15 annual for each Neighborhood Association \$125 annually for all City					\$15 annual for each Neighborhood Association \$125 annually for all City	
Land Use Hearing Notice by Subscription (City Council)	\$10 annual for each Neighborhood Association \$100 annually for all City					\$10 annual for each Neighborhood Association \$100 annually for all City	
Automation Surcharge							
\$2.50 per billing less than \$50.00							
\$5.00 per billing equal to, or greater than \$50.00							
During the refund process this Automation Surcharge will not be prorated to accommodate a lower billing amount as a result of the refund process and will remain at the initial charged amount.							
FOOTNOTE: The fees and charges levied by this resolution shall be nonrefundable. However, if an applicant withdraws an application, the Community Development Director has the authority to refund all or a portion of the application fee excluding the expenses incurred by the City. In addition, an appeal fee will be refunded if the appellant prevails on appeals of "permit" decisions (as defined in ORS 227.160) issued without a hearing, and appeals of tentative plan decisions.							
In situations where conditions or other requirements would cause the cost of permit administration and enforcement to vary significantly from established permit or service fee, or where the service is not listed herein, the Community Development Director shall make an estimate of the cost of service, including overhead, and collect a permit or service fee based upon the actual cost, including overhead, of the service at the close of the process. The estimate shall be used as the basis for a deposit.							
Deposits and/or bonds held by the City will not be released until all fees and charges are paid in full.							



COMMUNITY DEVELOPMENT DEPARTMENT

555 Liberty St. SE / Room 305 • Salem, OR 97301-3503 • (503) 588-6173 • (503) TTY 588-6353 • (503) Fax 588-6005

September 3, 2013

*Si necesita ayuda para comprender esta informacion, por favor llame 503-588-6173.*

**NOTICE OF FINAL DECISION: Resolution No. 2013-57  
Correcting an Error in Fee Resolution No. 2013-36 for  
FY 2013-14 Land Use Fees and Charges for the Planning Division  
of the Community Development Department and certain Public Works  
Department Fees**

YOU ARE HEREBY NOTIFIED that the City Council of the City of Salem adopted Resolution No. 2013-57 at the August 26, 2013 session. Resolution No. 2013-57 establishes fees and charges for the Planning Division of the Community Development Department and certain Public Works Department fees. A copy of the resolution is attached.

Any person with standing may appeal the City Council's decision by filing a "Notice of Intent to Appeal" with the Land Use Board of Appeals, 775 Summer St NE, Suite 330, Salem OR 97301-1283, **not later than 21 days** after September 3, 2013. Anyone with questions regarding filing an appeal with the Oregon Land Use Board of Appeals should contact an attorney.

The complete case file, including findings, conclusions, modifications, and conditions of approval, if any is available for review at the Community Development Department, 555 Liberty St SE, Room 305, Salem OR 97301. If you have any further questions, you may contact the City of Salem Planning Division at 503-588-6173.



Jason Richling  
AIC Urban Planning Administrator

cc: See Attached List

<http://www.cityofsalem.net/planning>



**Resolution No. 2013-57**  
**Correction to 2013-14 Fee**  
**Resolution No. 2013-36 for**  
**C.D./ Planning & certain Public**  
**Works Fees & Charges**

Rebekah Engle  
Chair, CAN-DO  
610 Commercial St NE, No. 1  
Salem OR 97301

Susann Kaltwasser, ELNA  
Chair / Land Use / Watershed  
2797 Islander Ave NW  
Salem OR 97304

Linda Haglund, Co-Chair  
SWAN Land Use Comm.  
3570 Deerfield Dr S  
Salem OR 97302

Layla Pett, Chair  
Faye Wright Neigh. Assoc.  
4265 Pauline Ave SE , Chair  
Salem OR 97302

Eric Bradfield, Co-Chair  
Grant Neigh. Land Use Comm.  
934 Cottage St NE  
Salem OR 97301

Sam Skillern, Co-Chair  
Grant Neigh. Land Use Comm.  
1255 Cottage St NE  
Salem OR 97301

Robert Hornaday, Co-Chair  
Highland NA. Land Use Comm.  
1240 Columbia St NE  
Salem OR 97301

Donna Dickson, Chair  
Lansing N.A. Land Use Comm.  
1861 31<sup>st</sup> Ave NE  
Salem OR 97301

Geoffrey James, Chair  
Morningside Land Use Comm.  
4676 Commercial St SE, No. 8  
Salem OR 97302

Janet Bubl  
Morningside Land Use Chair  
1115 Morningside Dr SE  
Salem OR 97302

Nancy McDaniel, Chair  
NEN Land Use Comm.  
265 21<sup>st</sup> St NE  
Salem OR 97301

Thomas Smith  
NESCA Chair & Land Use  
1105-C Savage Rd NE  
Salem OR 97301

Doug Rodgers, NOLA  
Chair, Land Use Committee  
2250 Brown Rd NE  
Salem OR 97305

Dwan Muller, Chair  
Northgate NA Land Use Comm.  
4305 Claxter Ct NE, No. 7  
Salem OR 97305

Curt Fisher, Chair  
SCAN Land Use Committee  
680 Leffelle St SE  
Salem OR 97302

Steve Liudahl  
SCAN Land Use Committee  
645 Wildwind Dr SE  
Salem OR 97302

Cory Poole, Chair  
SEMCA, Land Use, Watershed  
3100 Turner Rd SE - Office  
Salem OR 97302

Jeff Leach, Chair  
SESNA Land Use Committee  
P.O. Box 13521  
Salem OR 97309

Steve Withers, Chair  
S Gateway NA Land Use  
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Salem OR 97302

Evan White  
Sunnyslope NA Land Use Comm.  
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Salem OR 97302

Josh Pollock, Chair  
W Salem NA Land Use Comm.  
3161 Elliot St NW  
Salem OR 97304

Salem-Keizer Transit District  
ATTN: Mona West  
925 Commercial St SE, Ste 100  
Salem OR 97302

Marion Co. Brd of Commissioners  
P.O. Box 14500  
Salem Oregon 97309-5036

Polk Co Brd of Commissioners  
Polk County Courthouse  
850 Main St  
Dallas OR 97338

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*Via EMAIL*  
Annie Batteé  
Neighborhood Serv. Specialist  
Community Dev., Room 305

*Via EMAIL*  
Corinne Fletcher  
Neighborhood Serv. Specialist  
Community Dev., Room 305

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2011-On\CODE AMENDMENTS\Fee Resolution  
2013 (Cyndi & Bryan)\ Reso 2013-57 MAILING  
MATRIX.doc

**RESOLUTION NO. 2013-57**

A RESOLUTION CORRECTING AN ERROR IN RESOLUTION NO. 2013-36, SETTING FEES AND CHARGES FOR THE PLANNING DIVISION OF THE COMMUNITY DEVELOPMENT DEPARTMENT AND THE PUBLIC WORKS DEPARTMENT

**Whereas**, certain fees and charges for the Planning Division of the Community Development Department are set forth in Resolution No. 2013-36; and

**Whereas**, an error exists in Resolution No. 2013-36 relating to the omission of certain fees established by Resolution No. 2013-36; and

**Whereas**, the City wishes to correct the error;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SALEM RESOLVES AS FOLLOWS:

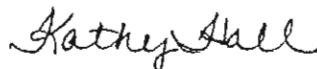
**Section 1.** Exhibit 1, page 4 of Resolution No. 2013-36, is hereby amended as set forth in "Exhibit 1," which is attached hereto and incorporated herein by this reference.

**Section 2.** Except to the extent modified by this amendment, Resolution No. 2013-36 remains in full force and effect.

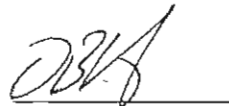
**Section 3.** This resolution is effective upon adoption.

ADOPTED by the City Council this 26<sup>th</sup> day of August, 2013

ATTEST:



City Recorder

Approved by City Attorney: 

Checked by: C. Neider

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

Zoning Plan Review	Base Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Plan Check - Single Family and Duplex	\$ 231				See Archiving Fee for exact costs	\$ 231.00	
Plan Check - Historic Properties/Districts - Single Family and Duplex	\$ 110					\$ 110.00	
Plan Check - Deck and Accessory Structures for 1 & 2 Family Dwellings	\$ 69					\$ 69.00	
Plan Check - Residential/Commercial and Industrial Alterations (Valuation)							
Up to \$10,000	\$ 136					\$ 136.00	
\$10,001 to 35,000	\$ 173					\$ 173.00	
\$35,001 or more	\$ 231					\$ 231.00	
\$35,001 or more	\$ 231					\$ 231.00	
Landscape Planning Inspection - 1 Review and 1 Inspection per plan	\$ 94					\$ 94.00	
Landscape Planning Reinspection for Plans Review - 1 additional inspection per plan	\$ 36					\$ 36.00	

Site Plan Review	Base Fee	Processing Fee per Billing	Automation Surcharge	Property Owner Notification List	Archiving Fee	TOTAL FEE (This total excludes Archiving Fee)	Additional Comments
Site Plan Review Fee - New Multi-Family (Valuation) These fees are on a per building basis. **NOTE: Property Owner Notification List fee of \$17 will be added for Class 3 Site Plan reviews.							
Up to \$500,000	\$ 456	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 473.50	
\$500,001-1,000,000	\$ 687	\$ 12.50	\$ 5.00			\$ 704.50	
\$1,000,001-2,000,000	\$ 913	\$ 12.50	\$ 5.00			\$ 930.50	
\$2,000,001-3,000,000	\$ 1,144	\$ 12.50	\$ 5.00			\$ 1,161.50	
\$3,000,001 or more	\$ 1,375	\$ 12.50	\$ 5.00			\$ 1,392.50	
Site Plan Review Fee - Class 2 and Class 3 Site Plan Review (Valuation) These fees are on a per building basis. **NOTE: Property Owner Notification List fee of \$17 will be added for Class 3 Site Plan reviews.							
Up to \$500,000	\$ 456	\$ 12.50	\$ 5.00		See Archiving Fee for exact costs	\$ 473.50	
\$500,001 to \$1,000,000	\$ 687	\$ 12.50	\$ 5.00			\$ 704.50	
\$1,000,001 to \$1,500,000	\$ 913	\$ 12.50	\$ 5.00			\$ 930.50	
\$1,500,001 to \$1,750,000	\$ 1,144	\$ 12.50	\$ 5.00			\$ 1,161.50	
\$1,750,001 to \$2,250,000	\$ 1,375	\$ 12.50	\$ 5.00			\$ 1,392.50	
\$2,250,001 to \$2,500,000	\$ 1,600	\$ 12.50	\$ 5.00			\$ 1,617.50	
\$2,500,001 to \$2,750,000	\$ 1,826	\$ 12.50	\$ 5.00			\$ 1,843.50	
\$2,750,001 to \$3,250,000	\$ 2,056	\$ 12.50	\$ 5.00			\$ 2,073.50	
\$3,250,001 or more	\$ 2,287	\$ 12.50	\$ 5.00			\$ 2,304.50	
Site Plan Review Fee - Class 1** NOTE: Property Owner Notification List fee of \$17 will be added for Class 3 Site Plan Reviews.	\$ 231	\$ 12.50	\$ 5.00			\$ 248.50	
Additional Planning Review Fee for Expedited Building Permits	\$176 per hour					\$176 per hour	
** On sites where more than one building permit is requested under one site plan review application, no plans check fee is charged for the first building permit, but regular plans check fees will be charged for all additional building permits on such sites.							

TO: **MAYOR AND CITY COUNCIL**

THROUGH:   
**LINDA NORRIS, CITY MANAGER**

FROM: **GLENN W. GROSS, INTERIM DIRECTOR**   
**COMMUNITY DEVELOPMENT DEPARTMENT**

SUBJECT: **CORRECTION OF AN ERROR IN FY 2013-14 LAND USE FEES AND CHARGES**

**ISSUE:**

Shall the City Council adopt Resolution No. 2013-57 correcting an error in the fee schedule for land use fees and charges originally adopted under Resolution No. 2013-36?

**RECOMMENDATION:**

Staff recommends the City Council adopt Resolution No. 2013-57 correcting an error in the fee schedule for land use fees and charges originally adopted under Resolution No. 2013-36.

**BACKGROUND:**

Following the City Council's adoption of the latest land use fees and charges schedule, staff identified a fee for plan checks on decks and accessory structures was inadvertently omitted in the adopted fee schedule. The proposed resolution will correct that error.

**FACTS AND FINDINGS:**

Under the Zoning Plan Review section on page 4 of the Land Use Application Fee Schedule, several outdated and unused fee types were removed from the fee schedule including one inadvertently. The fee for plan checks on decks and accessory structures was not meant to be eliminated. Resolution No. 2013-57 replaces page 4 of the exhibit from Resolution 2013-36 and shows the inclusion of fees for plan checks on decks and accessory structures for 1 & 2 family dwellings. The corrected page will be posted to the Community Development's internet web page.

Attachments: 1. Corrected Community Development Department's Planning Division Fee Schedule – Page 4

LAND USE APPLICATION FEE SCHEDULE

Effective August 1, 2013  
 Questions call 503-588-6213

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Plan Check - Residential/Commercial and Industrial Alterations (Valuation)							
Up to \$10,000	\$ 136					\$ 136.00	
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**RESOLUTION NO. 2013-57**

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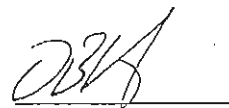
**Section 3.** This resolution is effective upon adoption.

ADOPTED by the City Council this 26<sup>th</sup> day of August, 2013

ATTEST:

City Recorder

Approved by City Attorney:



Checked by: C. Neider

LAND USE APPLICATION FEE SCHEDULE

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