CITY OF FIRCREST
RESOLUTION NO. 1017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, UPDATING AND AMENDING THE PLANNING SERVICES FEE SCHEDULE FOR PLANNING PERMIT APPLICATIONS AND PLANNING SERVICES

WHEREAS, in 1993, the City of Fircrest conducted a review of Washington jurisdictions fees and fee structures for recovering costs associated with the review of planning applications and related planning services; and

WHEREAS, in 1993, the City determined that all fees that were then specified in the municipal code section pertaining to planning application and related planning services should be deleted from the code and that such fees, as revised, should be transferred to a planning services fee schedule; and

WHEREAS, in 1993, the City adopted a planning services fee schedule pursuant to Resolution 516; and

WHEREAS, in 1994, the City adopted revisions to the planning services fee schedule pursuant to Resolution No 554; and

WHEREAS, in 1997, the City adopted revisions to the planning services fee schedule pursuant to Resolution 599; and

WHEREAS, 1999, the City adopted revisions to the planning services fee schedule pursuant to Resolution 623, and

WHEREAS, it is the continuing desire of the City Council to charge sufficient fees to cover the actual costs to the city of processing such applications and related services; and

WHEREAS, the City has determined that the updated and amended fee schedule contained herein enables the City to recover all costs of processing planning permit applications and related services while ensuring that the fees are fair and equitable for the wide range of applications that are submitted to the city for processing;
Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:

Section 1. The Fircrest City Council hereby adopts the following fees and provisions pertaining to the processing of planning applications and related planning services

A. Payment of Application Fees

No application or request authorized by the Fircrest Municipal Code shall be examined or considered by the City until the applicable intake fee and deposit fees have been paid in full by an applicant:

Permit Application	Intake Fee	Deposit	
Major Variance	$270	$810	
Minor Variance	$180	$540	
Conditional Use	$315	$945	
Administrative Use	$360	$1,080	
Major Site Plan Review – Small[1] Projects	$450	$1,350	
Major Site Plan Review – Medium[2] Projects	$720	$2,160	
Major Site Plan Review – Large[3] Projects	$1,080	$3,240	
Major Site Plan Review – Small Projects Final	$225	$675	
Major Site Plan Review – Medium Projects Final	$360	$1,080	
Major Site Plan Review – Large Projects Final	$540	$1,620	
Minor Site Plan Review	$270	$810	
Planned Development Permit – Small[1]	$450	$1,350	
Planned Development Permit – Medium[2]	$720	$2,160	
Planned Development Permit – Large[3]	$1,080	$3,240	
Planned Development Permit – Small Final	$225	$675	
Planned Development Permit – Medium Final	$360	$1,080	
Planned Development Permit – Large Final	$540	$1,620	
Administrative Design Review	$45	$45	
Plats			
Preliminary Plat	$900	$2,700	+$50 per lot
Final Plat	$360	$1,080	+$25 per lot
Short Plat	$180	$540	+$50 per lot
BLA	$90	$270	
Plat Alteration	$180	$540	+$25 per lot
Plat Vacation	$180	$540	+$25 per lot
Development Regulations/Comprehensive Plan			
Zoning Map	$450	$1,350	
Zoning Text	$450	$1,800	
Comp Plan Text	$450	$1,800	
Comp Plan Map	$450	$1,800	
Appeals			
Planning Commission Action	$100	$350	
Administrative Decision	$100	$350	
SEPA Appeal	$100	$350	
Reconsideration	$100	$350	
Environmental Review			
SEPA Checklist	$200	$340	
EIS	$540	$4,320	

	Intake	Deposit
Critical Areas Study Public Interest Determination	$100	$350
Critical Areas Public Interest Determination	$100	$350

Miscellaneous Permits

Home Occupation Type 1	$90	
Home Occupation Type 2	$270	+CUP fee
Sign Permit	$90	
Time Extension	50% of Original Fee	
~~Revocation~~		
Continuation Request in Advance of a Public Hearing	$100	

Engineering Services Review

Storm Drainage Review and Inspection SFR/Duplex	$150 for first 2 hours; hourly rate thereafter
Erosion Control Review and Inspection SFR/Duplex	$150 for first 2 hours; hourly rate thereafter

Site Development Permit (Engineering)		**Intake**	**Deposit**
	Small[1]	$250	$700
	Medium[2]	$375	$1,250
	Large[3]	$500	$2,800

[1]Small: Less than 5 dwelling units or less than 10,000 square feet in area of new commercial construction
[2]Medium: 5-20 dwelling units or 10,000 square feet to 30,000 square feet of new commercial construction
[3]Large: More than 20 dwelling units or more than 30,000 square feet of new commercial construction

B. Calculation of Total Fees

1. The total fee for which the applicant shall be responsible for shall include the actual costs incurred by the City in processing the application or the request referred to in subsection A, as follows:
   a) All services provided by City staff shall be charged at a rate equal to currently hourly wages and benefits, plus 15% overhead
   b) All services as provided by the City Attorney shall be charged at the same standard hourly rate charged to the City for his services
   c) The actual costs of mailing, publishing and posting required legal notices
   d) The actual costs of reproducing maps or other graphics
   e) Recording fees paid by the City of Fircrest
   f) Consultant services as required in the review and or processing of the application

2. The total fee referred to in subsection B.1 shall be reduced by the amount of the deposit paid pursuant to subsection A. The applicant shall remit to the City the amount by which the City's actual costs exceed the deposit fee within 30 days of final city approval. Failure on the part of the applicant to remit this amount within the 30-day period may, at the City's discretion, cause the final approval to be revoked. If the deposit fee exceeds the City's actual costs, the balance shall be refunded within 30 days of final approval.

C. Consultant Costs and Guarantee of Payment
If the City contracts directly with a consultant to prepare required studies or documentation, the City shall advise the applicant of the projected costs of the study prior to actual preparation. The applicant shall post a cash deposit, bond or otherwise ensure payment of such costs and the City's anticipated actual costs associated with engagement of the consultant, prior to commencement of work on the studies or documentation.

D. Cancellation, Withdrawal or Denial of Application or Request
If any application or request is withdrawn or canceled, the applicant shall remain responsible for payment of the City's actual costs incurred prior to its receipt of a written cancellation or withdrawal notification. If City action on any such application or request is denied, the applicant shall remain responsible for payment of the City's actual costs incurred prior to the denial. If an application or request is withdrawn, canceled or denied, the actual costs incurred by the City for which the applicant is responsible shall be calculated pursuant to subsection B.

Section 2. APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 12th of February 2008.

APPROVED

Kathy McVay, Mayor

ATTEST:

Rick Rosenbladt, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney