

**CITY OF FIRCREST  
RESOLUTION NO. 1513**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, ADDING A SHORT-TERM RENTAL  
PERMIT FEE TO THE PLANNING SERVICES FEE SCHEDULE.**

**WHEREAS**, on November 14, 2017 the City Council adopted regulations creating a short-term rental permit; and

**WHEREAS**, the planning fee schedule does not identify a short-term rental permit fee. 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:

	<b>Permit Application</b>	<b>Intake Fee</b>	<b>Deposit</b>	
Major Variance		\$270	\$810	
Minor Variance		\$180	\$540	
Conditional Use		\$315	\$945	
Administrative Use		\$360	\$1,080	
Major Site Plan Review – Small <sup>1</sup> Projects		\$450	\$1,350	
Major Site Plan Review – Medium <sup>2</sup> Projects		\$720	\$2,160	
Major Site Plan Review – Large <sup>3</sup> 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 <sup>1</sup>		\$450	\$1,350	
Planned Development Permit – Medium <sup>2</sup>		\$720	\$2,160	
Planned Development Permit – Large <sup>3</sup>		\$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	
	<b>Plats</b>			
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

1	<b>Development Regulations/Comprehensive Plan</b>		
2	Zoning Map	\$450	\$1,350
	Zoning Text	\$450	\$1,800
3	Comp Plan Text	\$450	\$1,800
4	Comp Plan Map	\$450	\$1,800
	<b>Appeals</b>		
5	Planning Commission Action	\$100	\$350
	Administrative Decision	\$100	\$350
6	SEPA Appeal	\$100	\$350
7	Reconsideration	\$100	\$350
	<b>Environmental Review</b>		
8	SEPA Checklist	\$200	\$340
9	EIS	\$540	\$4,320
	Critical Areas Study	\$100	\$350
10	Critical Areas Public Interest Determination	\$100	\$350
	<b>Miscellaneous Permits</b>		
12	Home Occupation Type 1	\$90	
	Home Occupation Type 2	\$270	+CUP fee
13	Sign Permit	\$90	
	Short-term Rental	\$90	
14	Time Extension	50% of Original Fee	
15	Continuation Request in Advance of a Public Hearing	\$100	
	<b>Engineering Services Review</b>		
17	Storm Drainage Review and Inspection SFR/Duplex		\$150 for first 2 hours; hourly rate thereafter
18	Erosion Control Review and Inspection SFR/Duplex		\$150 for first 2 hours; hourly rate thereafter
19	Site Development Permit (Engineering)		<b>Intake                      Deposit</b>
20		Small <sup>1</sup>	\$250                      \$700
21		Medium <sup>2</sup>	\$375                      \$1,250
22		Large <sup>3</sup>	\$500                      \$2,800

23 <sup>1</sup>Small: Less than 5 dwelling units or less than 10,000 square feet in area of new commercial construction  
24 <sup>2</sup>Medium: 5-20 dwelling units or 10,000 square feet to 30,000 square feet of new commercial construction  
25 <sup>3</sup>Large: More than 20 dwelling units or more than 30,000 square feet of new commercial construction

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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.

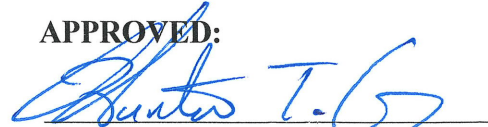
D. Cancellation, Withdrawal or Denial of Application or Request

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.

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**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, at a regular meeting thereof this 12<sup>th</sup> day of December  
2017.**

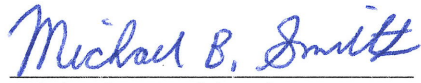
**APPROVED:**

  
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Hunter T. George, Mayor

**ATTEST:**

  
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Jessica Nappi, City Clerk

**APPROVED AS TO FORM:**

  
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Michael B. Smith, City Attorney