

LAND USE AND DEVELOPMENT FEES

Effective January 1, 2022

Land Use and Development Application Fees and Deposits

All application fees are minimums, based on the hourly rate in effect at the time of service. The application fee is non-refundable, with limited exceptions described below.

Trust deposits, when applicable, are in addition to the application fee and payable at time of submission. Additional deposits may be required when the trust funds have been expended. Additional deposits are based on an estimate of the number of hours anticipated will be necessary to complete processing the application and must be submitted upon request by the City.

Fees – Nonrefundable – Exception

The minimum application fee is non-refundable, except when the Community and Economic Development Department Director approves a refund under the following circumstances:

- A written request is made to withdraw the application with a request for a refund. The request must state the reasons for withdrawing the application.
- No more than 28 days have elapsed since the application was submitted and no determination of complete application made.
- The Department Director has determined that substantive staff review of the application has not begun.
- The maximum refund is not more than 80% of the application fee.

Note: Any administration, credit card processing, and technology fees are nonrefundable in all cases.

2022 Hourly Rate: \$155
Technology Fee: 3% of Total Fees

Land Use and Development Type	Application Fee (Minimum)	Deposit	Total Due at Application
Accessory Dwelling Unit	4 hours	4 hours	8 hours
Annexation Petition	30 hours	N/A	30 hours
Appeal			
• A code interpretation	4 hours	100%	8 hours
• An Administrative Decision	8 hours, plus Hearing Examiner fees	100%	16 hours
• A Code Violation to Hearing Examiner	8 hours (SEPA), plus Hearing Examiner fees	100%	16 hours
• SEPA Determination	20 hours	100%	40 hours
Comprehensive Plan Amendment			
Text or Map Amendment (Excluding SEPA Review)	60 hours	50%	90 hours
Conditional Use			
• Accessory to primary use (no land use application)	10 hours	N/A	10 hours
• Primary (associated with a land use application)	60 hours, plus Hearing Examiner fees	50%	90 hours

Environmental Review (SEPA)			
<ul style="list-style-type: none"> Critical Area Checklist verification DNS MDNS EIS Critical Area Review Planned Action Ordinance: <ul style="list-style-type: none"> With Concurrent Site Plan Without Concurrent Site Plan Reasonable Use Exception (Critical Areas) SEPA Appeal (see Appeal) 	1 hour 10 hours 15 hours 20 hours 10 hours 10 hours (w/o land use) 30 hours, plus Hearing Examiner fees (w/o land use) 20 hours 20 hours	N/A N/A 50% 100% 100% 100% 50% 10 hours 100%	1 hour 10 hours 22.5 hours 40 hours 20 hours 20 hours 45 hours 30 hours 40 hours
Home Occupation			
<ul style="list-style-type: none"> Administrative Conditional Use 	2 hours 5 hours, plus actual cost of Hearing Examiner	100% 100%	4 hours 10 hours
Hourly Rate (for requests and application types not listed)	\$155	TBD	TBD
Lot Line or Boundary Line Adjustment, or Lot Consolidation			
<ul style="list-style-type: none"> Level 1: Lot Consolidation by Same Owner in Single-Family Residential District, without a land use application Level 2: All Other 	6 hours 15 hours	100% 50%	12 hours 22.5 hours
Planned Unit Development (PUD)			
<ul style="list-style-type: none"> Preliminary Final (Includes Rezone) 	60 hours 30 hours	50% 50%	90 hours 45 hours
Pre-Application Conference			
<ul style="list-style-type: none"> Informal Formal 	N/A 4 hours	N/A 50%	N/A 6 hours
Shoreline Substantial Development Permit			
<ul style="list-style-type: none"> Major Minor Letter of Exemption 	45 hours 15 hours 3 hours	100% 100% 100%	62.5 hours 30 hours 6 hours
Signs			
<ul style="list-style-type: none"> On-Site (Wall, Freestanding or Monument type) Off-Premise Directional Sign Memorial Sign Temporary Signs (Grand Opening, New Business, or Special Event) Comprehensive Sign Design Plan 	Building fee schedule applies 10 hours 4-hours, plus any additional cost to City to purchase and install \$30 each per event, \$60 maximum Per Resolution No. 613 30 hours	N/A 100% 100% N/A 50%	N/A 20 hours 8 hours TBD 45 hours

Site Development Plan <ul style="list-style-type: none"> • Administrative Decision • Hearing Examiner Decision • Major Amendment • Minor Amendment/Minor Site Plan Amendment 	60 hours 60 hours, plus Hearing Examiner fees Same as for new application 5 hours	100% 100% 100% Based on estimate of processing time	120 hours 120 hours 120 hours Minimum plus estimate
Special Event (Chapter 10.20 MTMC)	See Special Event Fee Schedule	N/A	N/A
Street Vacation	60 hours	100%	120 hours
Subdivision <ul style="list-style-type: none"> • Preliminary (Plat, Fee Simple, Binding Site Plan) • Final (Plat, Fee Simple, Binding Site Plan) • Minor Revision • Major Revision • Short Plat: <ul style="list-style-type: none"> ○ 4 lots or fewer ○ 5-9 lots 	60 hours 30 hours 30 hours 60 hours 30 hours 45 hours	50% 50% 50% 50% 50% 50%	90 hours 45 hours 45 hours 90 hours 45 hours 67.5 hours
Telecommunications (Wireless Communication) Facilities <ul style="list-style-type: none"> • Antenna Co-Location, Administrative • Monopole, Pole Replacement, or not Administrative • When a Franchise Agreement is Required 	20 hours 30 hours, plus Hearing Examiner fees See Resolution No. 647, as amended; contact the Administrative Department	100% 100% \$5,000	40 hours 60 hours TBD
Temporary Use, Accessory	1 hour (unless Special Event or otherwise exempt)	N/A	1 hour
Time Extensions (To an Approved Land Use)	4 hours, per application or approval	N/A	4 hours
Variance <ul style="list-style-type: none"> • Single-Family • Commercial and Multi-Family • Reasonable Use Exception • Other 	20 hours 30 hours, plus Hearing Examiner fees See Environmental Review 5 hours	N/A 100% N/A	20 hours 60 hours 5 hours
Verification Requests <ul style="list-style-type: none"> • Minor • Research Required 	2 hours 4 hours	N/A 50%	2 hours 6 hours
Zoning Amendment Text or Map (Rezone)	30 hours	100%	60 hours

Outside Consultants or Expedited Review

Fees for the use of outside consultants shall be the actual cost to the City in addition to the application fees and administration fee of 4 hours.