

LAND USE AND ENVIRONMENTAL FEES

Effective January 1, 2019

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, unless a fixed fee is stated. Trust deposits, when applicable, are in addition to the application fee and payable at time of submission. Additional deposits may be required based on an estimated number of hours anticipated to complete processing the application and must be submitted upon request by the City

Fees – Nonrefundable - Exception

All fees are non-refundable, except those the Department Director allows a refund for withdrawn applications when the following circumstances occur:

- 1) A written request for a refund, stating reasons for withdrawing the application, has been made to the Planning Official;
- 2) No more than 28 business days have lapsed since the application was submitted;
- 3) The Department Director has determined that substantive staff review of the application has not begun; and
- 4) The refund is not more than 80% of the fee paid by the applicant.

Note: Any filing fee is nonrefundable in all cases.

2019 Hourly Rate: \$145

Land Use and Development Type	Application and Processing Fee (Minimum Fee, Billed Actual Hours at Hourly Rate, Unless Otherwise Stated)	Deposit (As a % of Application Fee)
Accessory Dwelling Unit	4 hours	N/A
Annexation Petition	10 hours	N/A
Appeal of Final Decision to Hearing Examiner	4 hours, plus actual cost for Hearing Examiner process	\$1,000
Appeal of Code Violation to Hearing Examiner	2 hours	\$1,000
Comprehensive Plan Amendment: Text or Map (Excluding SEPA Review)	60 hours	50%
Conditional Use - Accessory	10 hours	N/A
Conditional Use - Primary	60 hours, plus actual cost of Hearing Examiner process	50%

Land Use and Development Type	Application and Processing Fee (Minimum Fee, Billed Actual Hours at Hourly Rate, Unless Otherwise Stated)	Deposit (As a % of Application Fee)
Environmental Review (SEPA): Critical Area Checklist (Standard) Minor (Checklist, DNS Only) Major (MDNS, EIS or Critical Area Application Review) Planned Action Ordinance Confirmation: With Concurrent Site Plan Without Concurrent Site Plan Reasonable Use Exception SEPA Appeal	1 hour 10 hours 15 hours Included in site plan application 10 hours 30 hours, plus actual cost of Hearing Examiner process See appeal	N/A N/A 50% 100% 100%
Filing Fee (For Documents to be Recorded With Snohomish County Auditor Office)	1 hour, plus actual cost of recording	N/A
Home Occupation Administrative Conditional Use	1 hour 4 hours, plus actual cost of Hearing Examiner process	N/A 10 Hours
Hourly Rate	\$145	
Lot Line or Boundary Line Adjustment or Consolidation Level 1: Lot Consolidation by Same Owner in Single-Family Residential District, No Site Development Level 2: All Other	6 hours 15 hours	100% 50%
Mailing, Public Notice	Actual cost	
Planned Unit Development (PUD) Preliminary Final (Includes Rezone)	60 hours 30 hours	50% 50%
Pre-Application Conference	4 hours (half applied to actual application)	N/A
Shoreline Substantial Development Permit Major Minor	30 hours 10 hours	100% 100%
Signs Permanent, On-Site (Private Property) Wall, Freestanding or Monument Sign Permanent, Off-Premise Directional Sign On Private Property In Public Right-of-Way	Building fee schedule applies 10 hours 4-hours, plus any additional cost to City to purchase and install	100% 100%

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Temporary Signs (Grand Opening, New Business, or Special Event) Banners Over Right-of-Way	\$30 each per event, \$60 maximum Per Resolution No. 613	N/A
Site Development Plan Amendment, Major Amendment, Minor Larger Scale, Administrative Larger Scale, Hearing Examiner Smaller Scale	Same as for new application 30 hours 60 hours 60 hours, plus cost of Hearing Examiner process 60 hours	50% 50% 50% 50%
Special Event	See Special Event Fee Schedule	
Street Vacation	30 hours	100%
Subdivision Final (Binding Site Plan, Fee Simple, Preliminary Plat) Preliminary (Binding Site Plan, Fee Simple, Plat) Plat Alteration Short Plat	30 hours 60 hours 30 hours 30 hours	50% 50% 50% 50%
Telecommunications (Wireless Communication) Facilities Antenna Co-Location, Administrative Monopole, Pole Replacement, or not Administrative When a Franchise Agreement is Required	20 hours 30 hours, plus actual cost of Hearing Examiner process See Resolution No. 647, as amended; contact the Administrative Department	100% 100%
Temporary Use Accessory Special Events	2 hours See Special Event Fee Schedule	N/A
Time Extensions (To Approved Land Use Applications, When Applicable)	4 hours, per application or approval	N/A
Variance Single-Family Commercial and Multi-Family Reasonable Use Exception Other	20 hours 30 hours, plus actual cost of Hearing Examiner process See Environmental Review 5 hours	N/A 100%
Verification Requests (Written) Minor Research Required	2 hours 2 hours	N/A 100%

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Zoning Amendment Text Only	30 hours	100%
Map Amendment (Rezone) When Associated With a Concurrent Application	Not applicable	
When Not Associated With a Concurrent Application	30 hours, plus actual cost of Hearing Examiner process	100%

Costs – Outside Consultants

Costs for use of outside consultants are approved, adopted and established as herein set forth. For use of outside consultants for plan checking, inspections, or both, the cost shall be the actual cost to the City, in addition to the permit fees and any other fees required by this resolution.