

CITY OF SCAPPOOSE
Engineering & Planning Fee Checklist

Project Name: _____
 Planning File No: _____
 Grading Permit No: _____
 ROW Permit No: _____

Effective July 1st, 2023 (Resolution 22-16)

ITEM	CATEGORY	DESCRIPTION	ENGINEERING	FEE	PLANNING	FEE	TOTAL DUE
I. AMENDMENTS AND ZONE CHANGE							
	PLAN TEXT & CODE TEXT AMENDMENT		25% of Planning Fee		\$	4,800.00	
	COMPREHENSIVE PLAN MAP AMEND		25% of Planning Fee		\$	4,800.00	
	ZONING CHANGE	<5 acres	25% of Planning Fee		\$	1,575.00	
		>5 acres	25% of Planning Fee		\$	315 per acre (\$4,500 max)	
	SIGNIFICANT AMENDMENT TO AN EXISTING LAND USE APPLICATION OR MODIFICATION TO APPROVAL	Causing re-notice and revised staff report	25% of Planning Fee			50% of original application fee	
II. ANNEXATION							
	PLANNING FEE - INITIAL APPLICATION - PLANNING COMMISSION APPROVAL LEVEL	Planning-Land Use fee is based on acres. And must include separate Zone Change application & fees.			\$	1,575 if < 5acres, \$315 per acre if >5acres (\$4,500 max.)	
	ENGINEERING FEE --- LAND USE APPLICATION	PRE-APPLICATION RESEARCH AND PREPARATION, APPLICATION COMPLETENESS REVIEW, PRELIMINARY PLAN REVIEW, UTILITY MASTER PLAN RESEARCH AND CAPACITY EVALUATION, REFERRAL COMMENTS, CONDITIONS OF APPROVAL	<5 acres \$1,500; >5 acres \$300 per acre (\$5,000 max):				
	ZONING CHANGE	Planning -Land Use fee based on acres.	25% of Planning Fee		\$	1,575 if < 5acres, \$315 per acre if >5acres (\$4,500 max.)	
	FINAL APPROVAL - (City Council approval)	Primary or General election fee-deposit: \$1,560 deposit + \$520 admin. Special election fee-deposit: (\$5,200 deposit +\$520 admin)			\$	2,080.00	
	1ST & 2ND ENGINEERING REVIEW OF PUBLIC IMPROVEMENTS CONSTRUCTION DOCUMENTS-DESIGN	PRE-DESIGN CONFERENCE, 1ST & 2ND DESIGN REVIEWS WITH COMMENTS, THEN PLAN APPROVAL ECV= Engineers Construction Value; K=\$1,000 M=\$1,000,000. Cost of Eng. Construction, admin, inspections & incidental expenses per SMC17.150.180B	\$1,500 due upon initial submittal, PLUS % below				
	Additional Engineering Reviews 3+	3RD AND SUBSEQUENT REVIEWS, AS NEEDED	\$1,200 EACH ADD'L				
III. PARTITION APPLICATION							
	PLANNING FEE - PARTITION	MINOR - 3 or less lots w/o creation of a street/road within 1-year MAJOR - division creates public/private street/road within 1-year			\$	1,025 Minor \$2,025 Major	
	ENGINEERING FEE --- LAND USE APPLICATION	PRE-APPLICATION RESEARCH AND PREPARATION, APPLICATION COMPLETENESS REVIEW, PRELIMINARY PLAN REVIEW, UTILITY MASTER PLAN RESEARCH AND CAPACITY EVALUATION, REFERRAL COMMENTS, CONDITIONS OF APPROVAL	\$1,125 Minor \$2,500 Major				
	1ST & 2ND ENGINEERING REVIEW OF PUBLIC IMPROVEMENTS CONSTRUCTION DOCUMENTS-DESIGN	PRE-DESIGN CONFERENCE, 1ST & 2ND DESIGN REVIEWS WITH COMMENTS, THEN PLAN APPROVAL ECV= Engineers Construction Value; K=\$1,000 M=\$1,000,000. Cost of Eng. Construction, admin, inspections & incidental expenses per SMC17.150.180B	\$1,500 due upon initial submittal, then (% below) PLUS 3% of ECV (\$12,000 max)				
	Additional Engineering Reviews 3+	3RD AND SUBSEQUENT REVIEWS, AS NEEDED	\$1,200 EACH ADD'L				
	INSPECTION FEES; PUBLIC IMPROVEMENTS	See Section VI. For Inspection of Public Improvements	See Section VI. For Inspection Fees				
	FINAL PLAT APPROVAL	Review for conformance with conditions of approval and PWDS with approved engineering documents.	\$500 (Minor) \$1,100 (Major)			\$300 (minor) / \$520 (major)	
IV. SITE DEVELOPMENT REVIEW and CONDITIONAL USE							
	PLANNING FEE - SITE DEVELOPMENT REVIEW or CONDITIONAL USE	Planning-Land Use fee is based on CV construction value, to include all engineering, construction, administration, inspection and incidental expenses. CV= Construction Value K=\$1,000 M=\$1,000,000			\$	1,500 for CV<\$500K, \$3,375 for CV=\$500K-<\$1M, \$4,500 for CV=\$1M+	
	ENGINEERING FEE --- LAND USE APPLICATION	PRE-APPLICATION RESEARCH AND PREPARATION, APPLICATION COMPLETENESS REVIEW, PRELIMINARY PLAN REVIEW, UTILITY MASTER PLAN RESEARCH AND CAPACITY EVALUATION, REFERRAL COMMENTS, CONDITIONS OF APPROVAL. ECV=Engineers Construction Value	\$1,500 for ECV<\$500K, \$2,250 for ECV=\$500K+				
	1ST & 2ND ENGINEERING REVIEW OF PUBLIC IMPROVEMENTS CONSTRUCTION DOCUMENTS-DESIGN; ECV= Engineers Construction Value K=\$1,000 M=\$1,000,000	PRE-DESIGN CONFERENCE, 1ST & 2ND DESIGN REVIEWS WITH COMMENTS, THEN PLAN APPROVAL ECV= Engineers Construction Value; K=\$1,000 M=\$1,000,000. Cost of Eng. Construction, admin, inspections & incidental expenses per SMC17.150.180B	\$1,500 due upon initial submittal, then (% below) PLUS 3% of ECV (\$12K max)				
	Additional Engineering Reviews 3+	3RD AND SUBSEQUENT REVIEWS, AS NEEDED	\$1,200 EACH ADD'L				
	INSPECTION FEES; PUBLIC IMPROVEMENTS	PRE-CONSTRUCTION CONFERENCE, CITY CONSTRUCTION INSPECTION, RESPONSE TO PLAN REVISIONS AND RFI'S, FINAL INSPECTION, FINAL AS-BUILT REVIEW, PROJECT CLOSE OUT ECV= Engineers Construction Value; K=\$1,000 M=\$1,000,000. Cost of Eng. Construction, admin, inspections & incidental expenses per SMC17.150.180B	\$1,500 +6% of ECV<\$100K, \$2,500 +5%ECV\$100K-500K, \$7,500 +4%ECV>\$500K-2.5M, \$32,500 +3%ECV>\$2.5M-5M, \$57,500 +2.5%ECV>\$5M-10M, \$107,500 +2%ECV>\$10M. plus _____% amt				
	CONCEPTUAL MASTER PLAN - AE Overlay	Planning Commission decision			\$	420.00	

ITEM	CATEGORY	DESCRIPTION	ENGINEERING	FEE	PLANNING	FEE	TOTAL DUE
V. SUBDIVISION APPLICATION							
	PLANNING FEE - Preliminary Plat	\$2,250 +\$150 PER LOT					
	ENGINEERING FEE --- LAND USE APPLICATION	PRE-APPLICATION RESEARCH AND PREPARATION, APPLICATION COMPLETENESS REVIEW, PRELIMINARY PLAN REVIEW, UTILITY MASTER PLAN RESEARCH AND CAPACITY EVALUATION, REFERRAL COMMENTS, CONDITIONS OF APPROVAL	<5 acres \$2,250; >5 acres \$450 per acre (\$5,000 max)		\$2,250 + _____		
	1ST & 2ND ENGINEERING REVIEW OF PUBLIC IMPROVEMENTS CONSTRUCTION DOCUMENTS-DESIGN	PRE-DESIGN CONFERENCE, 1ST & 2ND DESIGN REVIEWS WITH COMMENTS, THEN PLAN APPROVAL ECV= Engineers Construction Value; K=\$1,000 M=\$1,000,000. Cost of Eng. Construction, admin, inspections & incidental expenses per SMC17.150.180B	\$1,500 due upon initial submittal PLUS 3% of ECV (\$12,000 max)				
	Additional Engineering Reviews 3+	3RD AND SUBSEQUENT REVIEWS, AS NEEDED	\$1,200 EACH ADD'L				
	INSPECTION FEES; PUBLIC IMPROVEMENTS	PRE-CONSTRUCTION CONFERENCE, CITY CONSTRUCTION INSPECTION, RESPONSE TO PLAN REVISIONS AND RFI'S, FINAL INSPECTION, FINAL AS-BUILT REVIEW, PROJECT CLOSE OUT ECV= Engineers Construction Value; K=\$1,000 M=\$1,000,000. Cost of Eng. Construction, admin, inspections & incidental expenses per SMC17.150.180B	\$1,500 +6% of ECV<\$100K, \$2,500 +5%ECV\$100K-500K, \$7,500 +4%ECV>\$500K-2.5M, \$32,500 +3%ECV>\$2.5M-5M, \$57,500 +2.5%ECV>\$5M-10M, \$107,500 +2%ECV>\$10M.				
	FINAL PLAT APPROVAL	Review for conformance with conditions of approval and PWDS including HOA and CC&R's with approved engineering documents.	plus _____ % amt \$1,200 + \$35 Per lot		\$600 + \$15 per lot		
VI. PUBLIC IMPROVEMENT CONSTRUCTION							
	1ST & 2ND ENGINEERING REVIEW OF PUBLIC IMPROVEMENTS CONSTRUCTION DOCUMENTS-DESIGN	PRE-DESIGN CONFERENCE, 1ST & 2ND DESIGN REVIEWS WITH COMMENTS, THEN PLAN APPROVAL. (ECV= Engineers Construction Value; K=\$1,000 M=\$1,000,000. Cost of Eng. Construction, admin, inspections & incidental expenses per SMC17.150.180B)	\$1,500 due upon initial submittal PLUS 3% of ECV (\$12,000 max)				
	Additional Engineering Reviews 3+	FOR 3RD AND SUBSEQUENT REVIEWS, AS NEEDED	\$1,200 EACH ADD'L				
	INSPECTION FEES; PUBLIC IMPROVEMENTS	PRE-CONSTRUCTION CONFERENCE, CITY CONSTRUCTION INSPECTION, RESPONSE TO PLAN REVISIONS AND RFI'S, FINAL INSPECTION, FINAL AS-BUILT REVIEW, PROJECT CLOSE OUT (ECV= Engineers Construction Value; K=\$1,000 M=\$1,000,000. Cost of Eng. Construction, admin, inspections & incidental expenses per SMC17.150.180B)	\$1,500 +6% of ECV<\$100K, \$2,500 +5%ECV>\$100K-500K, \$7,500 +4%ECV>\$500K-2.5M, \$32,500 +3%ECV>\$2.5M-5M, \$57,500 +2.5%ECV>\$5M-10M, \$107,500 +2%ECV>\$10M.				
			plus _____ % amt				
VII. FOOD CARTS-Type I OR FOOD CART PODS-Type II							
	Food Cart - Type I (up to 2 carts on one site, no accessory structures)	Application fee 2-Year renewal fee	\$ 550.00		\$ 1,300.00		
	Food Cart Pods - Type II (3+ carts on one site and/or accessory structures)	Application Fee; Includes completeness review, preliminary plan review, referral comments, conditions of approval and Planning Commission approval process.	\$ 1,575.00		\$ 2,500.00		
VIII. WATER & SEWER CONNECTIONS							
	WATER CONNECTION	EXISTING LATERAL CONNECTION; based on meter size NO EXISTING LATERAL CONNECTION (invoiced for T&M for tap)	\$525 for 3/4" or \$600 for 1" Deposit Required				
	SEWER CONNECTION FEE	ANY METER > 1" with or without existing service (invoiced for T&M) EXISTING "T" NO EXISTING "T" (invoiced for T&M)	Deposit Required \$ 200.00 Deposit Required				
	HYDRANT METER	Rental; This amt. will be deposited, and water usage will be deducted. Any difference will be credited or billed. Monthly Usage fee: \$58.15 fee and .75 cents for every 100 gallons (billed monthly)	\$ 850.00				
	WATER METER ACCURACY CHECK		\$ 150.00				
IX. ENGINEERING DEPT.; MISC. FEES							
	ANY ENGINEERING FEE FOR LAND USE APPLICATION- APPROVAL, NOT LISTED	25% OF PLANNING APPLICATION FEE (if Engineer Review is required but fee not listed)	25% of Planning Fee				
	BUILDING PERMIT REVIEW-SIGN OFF	BUILDING PERMIT REVIEW FOR PUBLIC IMPROVEMENTS	\$ 100.00				
	EASEMENT VACATION OR STREET VACATION	Vacation of easements and/or streets, fee for each	\$ 1,350.00		\$ 900.00		
	ENGINEERING DOCUMENT REVIEW	\$150 PER HOUR	\$150/hour				
	ELEVATION CERTIFICATES	PLAN REVIEW	\$ 150.00				
	EROSION CONTROL	PLAN REVIEW	\$ 200.00				
	GIS DATA	CD	\$ 100.00				
	GRADING PERMIT FEES (Columbia County application could also be required)	First 50 CY 51-10,000 CY (\$100 base fee for the first 50cy, then \$50 for each 1,000 cy) >=10,001 CY (\$650 base fee for first 11k cy + \$40 for each additional 1,000)	\$100.00 \$ 100 + \$ _____ \$ 650 + \$ _____				
	RIGHT-OF-WAY - UTILITY - PUBLIC IMPROVEMENT PERMIT	All types of Public Improvements including ROW & Utility	\$250 minimum				
	THIRD PARTY ENGINEERING REVIEW	\$1,500 DEPOSIT, ACTUAL COST	\$ 1,500 + \$ _____				

ITEM	CATEGORY	DESCRIPTION	ENGINEERING	FEE	PLANNING	FEE	TOTAL DUE
X. PLANNING DEPT.; MISC. FEES							
	ANY REVIEW, NOT ALREADY LISTED	I.E.; LUC'S Review and Signature, Planner Document signature			\$ 88.00		
	APPEALS	Administrative Decision			\$ 675.00		
		Planning Commission decision			\$ 1,015.00		
		Public Street Tree Removal - Appeal			\$ 100.00		
	BUILDING PERMITS & RE-INSPECTIONS	Building Permit plot plan review and land use requirements			\$ 88.00		
	CODE INTERPRETATION	Similar use determination/Code interpretation			\$ 375.00		
	COMMERCIAL SIGN PERMIT	Must also apply for Building Permit			\$ 200.00		
	CONCEPTUAL MASTER PLAN - AE Overlay	Planning Commission decision	25% of Planning Fee		\$ 420.00		
	EXPEDITED PLANNING REVIEW	based on staff/consultant availability			60% of original app. fee		
	FENCE-BERM GREATER THAN 8' TALL	Must also apply for Building Permit	25% of Planning Fee		\$ 675.00		
	HISTORICAL LANDMARK	Alteration, Addition or Removal			\$ 1,650.00		
	HOME OCCUPATION	Type I. (also requires an annual City of Scappoose Business License)			\$ 75 + business license fee		
		Type II (also requires an annual City of Scappoose Business License)	25% of Planning Fee		\$ 900 + business license fee		
	MEETING; INQUIRY	Pre-development meeting with Planner & Engineer. *The \$260 deposit will be applied towards any resulting land use application, specific to the project you are inquiring about, if an application is received within 6 months of the inquiry meeting.			\$ 260.00 * (deposit)		
	MEETING; PRE APPLICATION	Required for certain applications, includes City Planner, City Engineer, City Building Official, Public Works Director, Fire Marshal, CRPUD and possibly County Road Master if applicable.			\$ 750.00		
	MODIFICATIONS TO APPROVAL	Causing re-notice and revised staff report	25% of Planning Fee		50% of original application fee		
	PLANNING MANAGER RESEARCH FEE				\$ 99/hr.		
	PROPERTY LINE ADJUSTMENTS		25% of Planning Fee		\$ 975.00		
	PUBLIC LAND TREE REMOVAL or APPEAL OF PUBLIC LAND TREE REMOVAL	Application fee for removal or appeal of removal			\$ 100.00		
	SIMILAR USE DETERMINATION	Similar use determination/Code interpretation			\$ 375.00		
	SENSITIVE LANDS DEVELOPMENT PERMIT	Flooding	25% of Planning Fee		\$ 1,575.00		
		Riparian	25% of Planning Fee		\$ 1,575.00		
		Wetlands	25% of Planning Fee		\$ 1,575.00		
		Steep Slope	25% of Planning Fee		\$ 1,575.00		
	STREET RE-NAMING	Planning Fee only (see Public Works for application (\$285 fee) plus re-signage fee (T&M actual cost)	25% of Planning Fee		\$ 2,491.00		
	TEMPORARY USE PERMIT	Temp. 90-day use			\$ 150.00		
	THIRD PARTY REVIEW	\$1500 DEPOSIT, ACTUAL COST			\$ 1500 + _____		
	VACATION (STREETS & EASEMENTS)	EASEMENT and-or STREET VACATIONS	\$ 1,350.00		\$ 900.00		
	VARIANCE	Minor	25% of Planning Fee		\$ 825.00		
		Major	25% of Planning Fee		\$ 1,500.00		
			SUBTOTAL ENG.	\$ -	SUBTOTAL PLNG.	\$ -	

City Of Scappoose
503-543-7184

Community Development Center

\$ -

Amounts Paid Below

(pay date)		application paid & re
(pay date)		application paid & re
(pay date)		application paid & re
	\$ -	BALANCE DUE