

CITY OF SCAPPOOSE
Engineering & Planning Fee Checklist

| | | | |
|--------------------|--|----------------------------|---|
| Project Name: | | Total Const. Value; | |
| Planning File No: | | | |
| Grading Permit No: | | | Eng. Const. Value for Public Improvements: |
| ROW Permit No: | | | \$ |

Effective July 1st, 2021 (Resolution 21-14)

| ITEM | CATEGORY | DESCRIPTION | ENGINEERING | FEE | PLANNING | FEE | TOTAL DUE | DATE PAID | RCT. # | COMMENTS |
|--|---|---|--|-----|----------|---------------------------------|--------------|-----------|--------|----------|
| I. AMENDMENTS AND ZONE CHANGE | | | | | | | | | | |
| | PLAN TEXT & CODE TEXT AMENDMENT | | 25% of Planning Fee | | \$ | 2,000.00 | | | | |
| | COMPREHENSIVE PLAN MAP AMEND | | 25% of Planning Fee | | \$ | 2,000.00 | | | | |
| | ZONING CHANGE | <5 acres | 25% of Planning Fee | | \$ | 1,250.00 | | | | |
| | | >5 acres | 25% of Planning Fee | | \$ | 250 per acre (\$ 3k max.) | | | | |
| | SIGNIFICANT AMENDMENT TO AN EXISTING LAND USE APPLICATION OR MODIFICATION TO APPROVALS | Causing re-notice and revised staff report | 25% of Planning Fee | | | 50% of original application fee | | | | |
| II. ANNEXATION | | | | | | | | | | |
| | PLANNING COMMISSION APPROVAL LEVEL | Initial Application Deposit <5 acres | | | \$ | 1,250.00 | | | | |
| | | >5 acres (\$3000 max) | | | | \$ | 250 per acre | | | |
| | FINAL APPROVAL - (City Council approval level) | Primary or General Election costs/deposit: (\$1,500 dep.+\$500 admin) | | | \$ | 2,000.00 | | | | |
| | | Special election cost/deposit: (\$5,500 deposit +\$500 admin) | | | \$ | 5,500.00 | | | | |
| | ZONING CHANGE | <5 acres | 25% of Planning Fee | | \$ | 1,250.00 | | | | |
| | | >5 acres | 25% of Planning Fee | | \$ | 250 per acre (\$ 3k max.) | | | | |
| | ENGINEERING FEE FOR LAND USE APPROVAL | 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 (\$3,000 max): | | | | | | | |
| | 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 | \$1,500 due upon initial submittal | | | | | | | |
| | | | PLUS 3% of ECV (\$9,000 max) | | | | | | | |
| | Add'l Engineering Review | FOR 3RD AND SUBSEQUENT REVIEWS, AS NEEDED | \$950 EACH ADD'L | | | | | | | |
| III. PARTITION APPLICATION | | | | | | | | | | |
| | PLANNING FEE - PARTITION | MINOR - 3 or less lots w/o creation of a street/road within 1-year | | | \$ | 500.00 | | | | |
| | | MAJOR - division creates public/private street/road within 1-year | | | \$ | 1,000.00 | | | | |
| | ENGINEERING FEE FOR LAND USE APPROVAL | PRE-APPLICATION RESEARCH AND PREPARATION, APPLICATION COMPLETENESS REVIEW, PRELIMINARY PLAN REVIEW, UTILITY MASTER PLAN RESEARCH AND CAPACITY EVALUATION, REFERRAL COMMENTS, CONDITIONS OF APPROVAL | \$1,000 (Minor) / \$2,500 (Major) | | | | | | | |
| | 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 | \$1,500 due upon initial submittal | | | | | | | |
| | | | PLUS 3% of ECV (\$9,000 max) | | | | | | | |
| | Add'l Engineering Reviews | FOR 3RD AND SUBSEQUENT REVIEWS, AS NEEDED | \$950 EACH ADD'L | | | | | | | |
| | INSPECTION FEES; PUBLIC IMPROVEMENT CONSTRUCTION | 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) / \$1,000 (major) | | \$ | 250 (minor) / \$500 (major) | | | | |
| IV. SITE DEVELOPMENT REVIEW and CONDITIONAL USE | | | | | | | | | | |
| | SITE DEVELOPMENT REVIEW or CONDITIONAL USE (based on construction value; This amount must include all engineering, construction, administration, inspection and incidental expenses.) | \$0-50 k construction value | | | \$ | 1,250.00 | | | | |
| | | \$50-500 k c.v. | | | \$ | 1,500.00 | | | | |
| | | \$500 k - 1 million c.v. | | | \$ | 2,200.00 | | | | |
| | | \$1-5 million c.v. | | | \$ | 3,850.00 | | | | |
| | | >\$5 million c.v. | | | \$ | 6,600.00 | | | | |
| | ENGINEERING FEE FOR LAND USE APPROVAL | PRE-APPLICATION RESEARCH AND PREPARATION, APPLICATION COMPLETENESS REVIEW, PRELIMINARY PLAN REVIEW, UTILITY MASTER PLAN RESEARCH AND CAPACITY EVALUATION, REFERRAL COMMENTS, CONDITIONS OF APPROVAL | \$1,000.00 | | | | | | | |
| | 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 | \$1,500 due upon initial submittal | | | | | | | |
| | | | PLUS 3% of ECV (\$9,000 max) | | | | | | | |
| | Add'l Engineering Reviews | FOR 3RD AND SUBSEQUENT REVIEWS, AS NEEDED | \$950 EACH ADD'L | | | | | | | |
| | INSPECTION FEES; PUBLIC IMPROVEMENT CONSTRUCTION | PRE-CONSTRUCTION CONFERENCE, CITY CONSTRUCTION INSPECTION, RESPONSE TO PLAN REVISIONS AND RFIS, FINAL INSPECTION, FINAL ASBUILT REVIEW, PROJECT CLOSE OUT (ECV= Cost of Eng. Construction, admin, inspections & incidental expenses per SMC17.150.180B) | \$1,500 + 6% of ECV <\$100K, \$2,500 + 5% of ECV \$100K-\$500K, \$7,500 + 4% of ECV >\$500K-\$2.5M, \$32,500 + 3% of ECV >\$2.5M | | | | | | | |
| | CONCEPTUAL MASTER PLAN - AE Overlay | Planning Commission decision | | | \$ | 350.00 | | | | |

| ITEM | CATEGORY | DESCRIPTION | ENGINEERING | FEE | PLANNING | FEE | TOTAL DUE | DATE PAID | RCT. # | COMMENTS |
|---|---|---|--|-----|----------------------|-----|-----------|-----------|--------|--|
| V. SUBDIVISION APPLICATION | | | | | | | | | | |
| | PLANNING FEE - Preliminary Plat | \$800 +\$150 PER LOT | | | \$ 800 + _____ | | | | | |
| | ENGINEERING FEE FOR LAND USE APPROVAL | 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 (\$3,000 max): | | | | | | | |
| | 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 | \$1,500 due upon initial submittal PLUS 3% of ECV (\$9,000 max) | | | | | | | |
| | Add'l Engineering Reviews | FOR 3RD AND SUBSEQUENT REVIEWS, AS NEEDED | \$950 EACH ADD'L | | | | | | | |
| | INSPECTION FEES; PUBLIC IMPROVEMENT CONSTRUCTION | PRE-CONSTRUCTION CONFERENCE, CITY CONSTRUCTION INSPECTION, RESPONSE TO PLAN REVISIONS AND RFIS, FINAL INSPECTION, FINAL ASBUILT REVIEW, PROJECT CLOSE OUT (ECV= Cost of Eng. Construction, admin, inspections & incidental expenses per SMC17.150.180B) | \$1,500 + 6% of ECV <\$100K, \$2,500 + 5% of ECV \$100K-\$500K, \$7,500 + 4% of ECV >\$500K-\$2.5M, \$32,500 + 3% of ECV >\$2.5M | | | | | | | |
| | FINAL PLAT APPROVAL | Review for conformance with conditions of approval and PWDS including HOA and CC&R's with approved engineering documents. | \$1,000 + \$25 Per lot | | \$400 + \$25 per lot | | | | | |
| VI. PUBLIC IMPROVEMENT CONSTRUCTION | | | | | | | | | | |
| | 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 | \$1,500 due upon initial submittal PLUS 3% of ECV (\$9,000 max) | | | | | | | |
| | Add'l Engineering Reviews | FOR 3RD AND SUBSEQUENT REVIEWS, AS NEEDED | \$950 EACH ADD'L | | | | | | | |
| | INSPECTION FEES; PUBLIC IMPROVEMENT CONSTRUCTION | PRE-CONSTRUCTION CONFERENCE, CITY CONSTRUCTION INSPECTION, RESPONSE TO PLAN REVISIONS AND RFIS, FINAL INSPECTION, FINAL ASBUILT REVIEW, PROJECT CLOSE OUT (ECV= Cost of Eng. Construction, admin, inspections & incidental expenses per SMC17.150.180B) | \$1,500 + 6% of ECV <\$100K, \$2,500 + 5% of ECV \$100K-\$500K, \$7,500 + 4% of ECV >\$500K-\$2.5M, \$32,500 + 3% of ECV >\$2.5M | | | | | | | |
| 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 | 25% of Planning Fee 25% of Planning Fee | | \$400.00 \$125.00 | | | | | |
| | Food Cart Pods - Type II (3 or more 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. | \$ 950.00 | | \$1,250.00 | | | | | |
| VIII. WATER & SEWER CONNECTIONS | | | | | | | | | | |
| | CONSTRUCTION SITE WATER | Water usage fee for new construction sites | \$ 100.00 | | | | | | | |
| | WATER CONNECTION | EXISTING CONNECTION, based on meter size NO EXISTING CONNECTION (invoiced for T&M) ANY METER > 1" w/ or w/o connection (invoiced for T&M) | \$350 for 3/4" or \$450 for 1" Deposit Required Deposit Required | | | | | | | These fees are typically charged/assessed on the Building Permit (as needed) |
| | SEWER CONNECTION FEE | EXISTING "T" NO EXISTING "T" (invoiced for T&M) | \$ 100.00 Deposit Required | | | | | | | |
| | HYDRANT METER | Rental; This amt. will be deposited, and water usage will be deducted. Any difference will be credited or billed. Usage: \$20 for administration fee then (current rate) for every 100 gallons thereafter | \$ 750.00 \$ 50 + \$ _____ | | | | | | | |
| | WATER METER ACCURACY CHECK | | \$ 100.00 | | | | | | | |
| IX. ENGINEERING DEPT.; MISC. FEES | | | | | | | | | | |
| | ENGINEERING FEE FOR LAND USE APPROVAL, NOT ALREADY LISTED | 25% OF PLANNING APPLICATION FEE (if Eng. Review is required but no engineering fee is listed, ie; Comp Plan Amend., PLA, Modifications/Amendments, Sensitive Lands, Variances, Zone Changes, etc.) | 25% of Planning Fee | | | | | | | |
| | BUILDING PERMIT REVIEW | BUILDING PERMIT REVIEW FOR PUBLIC IMPROVEMENTS | \$ 85.00 | | | | | | | |
| | ENGINEERING DOCUMENT REVIEW | \$125 PER HOUR | \$125/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 AND ABOVE (\$650 base fee for first 11k cy + \$40 for each additional 1,000.) | \$ 100 + \$ _____ \$ 650 + \$ _____ | | | | | | | |
| | PUBLIC WORKS DESIGN STANDARDS | Paper Copy CD Both Paper copy & CD | \$ 35.00 \$ 40.00 \$ 50.00 | | | | | | | |
| | RIGHT-OF-WAY / UTILITY / PUBLIC IMPROVEMENT PERMIT | All types of Public Improvements including ROW & Utility | \$200 minimum | | | | | | | |
| | THIRD PARTY ENGINEERING REVIEW | \$1,500 DEPOSIT, ACTUAL COST | \$ 1,500 + \$ _____ | | | | | | | |

| ITEM | CATEGORY | DESCRIPTION | ENGINEERING | FEE | PLANNING | FEE | TOTAL DUE | DATE PAID | RCT. # | COMMENTS |
|-----------|--|---|---------------------|-------------|---------------------------------|-------------|-------------|---------------------------------------|--------|--|
| X. | PLANNING DEPT.; MISC. FEES | | | | | | | | | |
| | ANY REVIEW, NOT ALREADY LISTED | I.E.; LUCS Review and Signature, Planner Document signature | | | \$ 85.00 | | | | | |
| | APPEALS | Planning Commission decision | | | \$ 500.00 | | | | | |
| | | Administrative Decision | | | \$ 250.00 | | | | | |
| | BUILDING PERMIT REVIEW FEE & RE-INSPECTIONS | Building Permit plot plan review and land use requirements | | | \$ 85.00 | | | | | |
| | CODE INTERPRETATION | | | | \$ 250.00 | | | | | |
| | COMMERCIAL SIGN PERMIT | Must also apply for Building Permit | | | \$ 125.00 | | | | | |
| | CONCEPTUAL MASTER PLAN - AE Overlay | Planning Commission decision | 25% of Planning Fee | | \$ 350.00 | | | | | |
| | EXPEDITED PLANNING REVIEW | based on staff/consultant availability | | | 60% of original application fee | | | | | |
| | FENCE-BERM GREATER THAN 8' TALL | Must also apply for Building Permit | 25% of Planning Fee | | \$ 250.00 | | | | | |
| | HISTORICAL LANDMARK | Addition or Removal | | | \$ 1,000.00 | | | | | |
| | | Alteration | | | \$ 500.00 | | | | | |
| | HOME OCCUPATION | Type I (only requires Scappoose Business License) | | | business license | | | | | |
| | | Type II (\$250 fee, must also apply for City of Scappoose Business License) | | | \$ 250 + business license | | | | | |
| | MEETING; INQUIRY | Pre-development meeting with Planner & Engineer. *The \$250 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. | | | \$ 250.00 * (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. | | | \$ 450.00 | | | | | |
| | MODIFICATIONS TO APPROVAL | | 25% of Planning Fee | | 50% of original application fee | | | | | |
| | NON-CONFORMING USE EXPANSION | | | | \$ 250.00 | | | | | |
| | PLANNING MANAGER RESEARCH FEE | \$95/hour | | | \$ 95/hr. | | | | | |
| | PROPERTY LINE ADJUSTMENTS | | 25% of Planning Fee | | \$ 500.00 | | | | | |
| | PUBLIC LAND TREE REMOVAL or APPEAL OF PUBLIC LAND TREE REMOVAL | | | | \$ 50.00 | | | | | |
| | SIMILAR USE DETERMINATION | | | | \$ 250.00 | | | | | |
| | SENSITIVE LANDS DEVELOPMENT PERMIT | Flooding | 25% of Planning Fee | | \$ 850.00 | | | | | |
| | | Riparian | 25% of Planning Fee | | \$ 850.00 | | | | | |
| | | Wetlands | 25% of Planning Fee | | \$ 850.00 | | | | | |
| | | Steep Slope | 25% of Planning Fee | | \$ 850.00 | | | | | |
| | 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 | | \$ 2,395.00 | | | | | See Public Works for application & PW fees |
| | TEMPORARY USE PERMIT | Temp. 90-day use | | | \$ 125.00 | | | | | |
| | THIRD PARTY REVIEW | \$1500 DEPOSIT, ACTUAL COST | | | \$ 1500 + ____ | | | | | |
| | VACATION | EASEMENT | 25% of Planning Fee | | \$ 250.00 | | | | | |
| | | STREET | 25% of Planning Fee | | | \$ 500.00 | | | | |
| | VARIANCE | Minor | 25% of Planning Fee | | \$ 350.00 | | | | | |
| | | Major | 25% of Planning Fee | | | \$ 850.00 | | | | |
| | | | SUBTOTAL ENG | \$ - | SUBTOTAL PLAN | \$ - | | | | |
| | | | | | | | \$ - | TOTAL Fees for Eng. & Plg. | | |

Amounts Paid Below

| | | |
|------------|-------------|---------------------------|
| (pay date) | | application paid & rect.# |
| (pay date) | | application paid & rect.# |
| (pay date) | | application paid & rect.# |
| (pay date) | | application paid & rect.# |
| | \$ - | BALANCE DUE |

City Of Scappoose

Community Development Center

503-543-7184

Rvs. 7-09-2021 eh