

City of College Place

**RESOLUTION NO.17-024**  
**A RESOLUTION RELATING TO ADMINISTRATIVE FEES OF**  
**THE COLLEGE PLACE MUNICIPAL CODE**

WHEREAS, the City adopted Resolution 17-009 on April 11, 2017; and

WHEREAS, there is a need for fee adjustments to comply with the Public Records Act; and

WHEREAS, the City intends to re-affirm all previously adopted administrative fees;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of College Place that the following fees and charges shall henceforth be charged:

**SECTION 1: General Administrative Fees**

- A. Copy / Duplication (Charges may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.)
- |   |             |
|---|-------------|
| 1. General paper copies per page (b/w or color)                     | \$ 0.15     |
| 2. Scanned copies per page  | \$ 0.10     |
| 3. Electronic files per 4 files                                     | \$ 0.05     |
| 4. Large electronic documents per 1GB                               | \$ 0.10     |
| 5. Customized IT fee  | Actual cost |
| 6. Certification of copies per page                                 | \$ 3.00     |
| 7. USB thumb drive  | \$ 4.74     |
| 8. DVD/CD   | \$ 0.17     |
| 9. DVD/CD paper sleeve  | \$ 0.06     |
| 10. DVD/CD jewel case   | \$ 0.31     |
| 11. Envelope 6x9  | \$ 0.10     |
| 12. Envelope 9x12   | \$ 0.17     |
| 13. Envelope 10x13  | \$ 0.18     |
| 14. Envelope #10  | \$ 0.04     |
| 15. Address label   | \$ 0.07     |
| 16. Postage   | Actual cost |
| 17. Staff time to copy or send files – per minute, 2 minute minimum | \$ 0.41     |
- B. Other General Administrative Fees
- |  |        |
|--|--------|
| 1. Research – hourly charge based upon current salary ord. plus copy costs | \$ TBD |
| 2. Special reports – As determined by City Clerk or Administrator          | \$ TBD |

**SECTION 2: CPMC Chapter 6.04 Animal Control Regulations**

**A. Animal License Fees**

- |   |           |
|---|-----------|
| 1. For each dog requiring an annual certificate of registration (CPMC 6.04.040) | \$ 50.00  |
| 2. For each dog spayed or neutered with written proof                           | \$ 15.00  |
| 3. For each dog not spayed or neutered or without written proof                 | \$ 30.00  |
| 4. For each trained seeing-eye dog, there shall be no charge                    | No Charge |
| 5. For each replacement for lost tag  | \$ 1.00   |
| 6. Late registration fee (per animal, except seeing-eye dog)                    | \$ 10.00  |
| 7. Impounding fee (CPMC 6.04.170):  |           |
| a. For the 1st through 2nd impound in a year                                    | \$ 10.00  |
| b. For the 3rd impound in a year  | \$ 50.00  |

c. For more than 3 impounds a year, thereafter per impound \$ 100.00

**SECTION 3:** Title 15 Building, Grading and Construction Fees. (In the case of conflict between this Resolution and Title 15, this Resolution shall govern)

A. Building and Grading Permit Fees: As per 1997 Uniform Building Code (UBC), Uniform Mechanical Code (UMC) and Uniform Plumbing Code (UPC).

1. In addition to the fees established in the 1997 Codes, a surcharge of 5% will be added to the permit fee for all construction permits.
2. Building and Project Valuation shall be determined by using the Architect/Engineers Project Cost or the most recent Building Valuation Data Sheet which is taken from the Building Safety Journal published by the International Code Council. This Valuation Data Sheet is adjusted/updated annually or as deemed necessary by the International Code Council. Projects not identified in the Data Sheet will be valued by using the Contractor's or Owner's project cost as approved by the Building Official.
3. Fees for repair, alteration, or remodel are based on the total value of work to be performed as submitted by the applicant except that any improvements to be dedicated to the city shall not be included in the valuation.
4. Improvements including and within the building shall be assessed as a Building Permit Fee. Site and utility-related improvements outside of the building shall be assessed as a Grading Permit Fee.
5. A Washington State Code Council fee will be assessed on all building permits. The current fee is \$4.50 and will be adjusted as necessary.
6. Building and Grading Permit Fees shall be paid by the party applying for the permit.
7. Grading permit fees shall be paid in advance of release of plans to the contractor.

B. Plan Check Fees: 65% of the buildings permit fee assessed. (50% payable at application)

C. Re-inspection Fee \$ 47.00

D. Manufactured Home Placement \$ 250.00

E. Roofing Permits: Value based on the greater of project cost before taxes or on \$100/square for overlay and \$200/square for tear-off.

F. Demolition Permits: Value based on project cost.

**SECTION 4:** Land Use Fee Schedule

A. Administrative Approval without Notice	\$ 100.00
B. Administrative Approval with Notice	\$ 250.00
C. Annexation	\$ 250.00
D. Appeals (Administrative)	\$ 750.00
1. Transcription preparation of record ordered certified by court or desired by appellant for appeal to be paid by appellant and as per CPMC. (CPMC 19.15.040C)	\$ 400.00 deposit
E. Binding Site Plan	\$ 750.00
F. Boundary Line Adjustment	\$ 100.00
G. Comprehensive Plan Amendment/Land use change	\$1,000.00
H. Comprehensive Plan Amendment/Urban Growth Area Amendment	\$2,000.00 plus County costs
I. Conditional Use Permit	\$ 500.00
J. Critical Areas Permit	\$ 400.00
K. Environmental Impact Statement (EIS)	Actual Cost
L. Preliminary Plat	\$ 900.00
M. PUD	\$2,700.00
N. Plats, Final	\$ 350.00
O. Plats, Short	\$ 400.00
P. Plat Amendments / Replat	\$ 250.00
Q. SEPA Checklist	\$ 250.00
R. Site Plan Application	\$ 900.00
S. Site Plan Review; Single family / Multiple family up to four (4) units	\$ 50.00
T. Variance / Non Conforming Use	\$ 500.00
U. Zoning Amendments	\$ 500.00

- V. Advertising/Publication Cost
- W. Third Party Professional Services

Actual Cost plus 10% admin fee  
 Actual Cost plus 10% admin fee

**SECTION 5: Engineering Site Plan /Development Support Review Fees**

- A. Short Plat Base Review Fee (allows 3 reviews) \$2,000.00
- B. Additional Short Plat Reviews (beyond initial 3 reviews) \$ 670.00 each
- C. Long Plats, PUDs and Commercial Base Review Fee (allows 5 reviews) \$4,150.00
- Note: PUD's are charged separately for the overall PUD and each individual phase thereafter)*
- D. Additional Long Plat Reviews (beyond initial 5 reviews) \$ 830.00 each
- E. Miscellaneous Base Review Fee \$ 520.00  
 (allows 2 reviews for parking lots, significant non-plat and misc. reviews)
- F. Additional Miscellaneous Review Fee (beyond initial 2 reviews) \$ 285.00
- G. Utility Drainage/Street Construction/Grading Special Support Fee: Projects that include utilities, drainage, streets, and/or grading requiring additional or special project support shall be assessed for city staff and/or independent testing, inspection, and evaluation service costs based on actual costs. The assessed fee shall be due prior to city approval of final project completion. An initial fee estimate based on project estimates will be provided prior to the City Engineer's final approval of construction plans. These funds will go toward reimbursing the City for related costs and the payment of independent inspectors hired for the construction project.

**SECTION 6: Fire Department Fees**

- A. Fire Detection Systems (New Installation) Plan Review / Inspection \$ 100.00
- B. Fire Hydrants (each) Determination of Placement / Inspection \$ 100.00
- C. Fire Sprinkler Systems (per riser on new installation) Plan Review \$ 200.00
- D. Fireworks Permits for Sales \$ 100.00
- E. Fireworks Use / Display Permit \$ 100.00
- F. Halon Hood & Systems (New installations) Plan Review \$ 100.00
- G. Hydrant Flow Tests (By Request) \$ 50.00
- H. Nuisance Abatement Notice Fee \$ 25.00
- I. Nuisance Abatement Arranged by the Fire Department Actual cost plus \$100
- J. Plan Review Fee – Initial Review \$ 45.00 per hour
- K. Plan Review Fee – For Revisions \$ 45.00 per hour
- L. Plan Review Fee by Outside Agency / Vendor Actual cost plus \$100
- M. Re-inspection Fee for Non Compliance \$ 100.00
- N. Requests for Code Alternate / Variance \$ 100.00
- O. Special Inspection / Review / Permit \$ 100.00
- P. Violation Fee: A fine in an amount not to exceed \$1,000 or imprisonment in jail for a period not exceeding 90 days, or by both such fine and imprisonment. Court costs will be assessed to the violator upon loss of any appeal of a violation.
- Q. False Alarm Fees:
  - 1. Alarm system malfunction (1st call) No Charge
  - 2. Alarm system malfunction five days after notification of need for servicing (1st call) \$ 25.00
  - 3. Alarm system malfunction five days after notification of need for servicing (2nd call) \$ 100.00
  - 4. Alarm system malfunction five days after notification of need for servicing (after 2<sup>nd</sup> call) \$ 250.00
  - 5. Accidental alarm activation (1<sup>st</sup> call) No Charge
  - 6. Accidental alarm activation five days after notification of need for protection of alarm activation device \$ 100.00
  - 7. Malicious alarm activation \$ 500.00
  - 8. Malicious discharge of extinguisher \$ 500.00
  - 9. Malicious damage to fire alarm system \$ 500.00
- R. Salvage Fees for Insurance Companies:
  - 1. Maximum charge for single-family dwelling salvage \$1,000.00

2. Maximum charge for commercial salvage		\$2,000.00
3. Debris removal (per cubic yard)		\$ 30.00
4. Boarding of windows and doors (per window or door)		\$ 30.00
5. Furniture salvage (per room)		\$ 40.00
6. Water removal (per sq. ft.)		\$ 2.50
7. Sump pump (flat fee plus \$15.00 per hour)		\$ 120.00
8. Smoke odor removal (per room)		\$ 30.00
S. CPR & First Aid Classes:		Actual Cost
T. Extinguisher Classes:		Actual Cost
U. Reports:		
1. Copy of EMS Report	See Section 1	
2. Copy of Fire Report	See Section 1	
V. Other Reports	See Section 1	
W. Haz Mat Fee: In accordance with the Washington State Association of Fire Chiefs		

**SECTION 7: Public Works Fees**

A. Brush & Debris Collection Fee – 3 yards and under		\$ 10.00 per yard
B. Brush & Debris Collection Fee – Over 3 yds: employee, equipment time and disposal costs.		
C. Equipment Rental Fees: As determined by the PW Director for each piece of equipment used.		
D. Labor; Hourly Charge – During Business Hours		\$ 45.00 per hour
E. Labor; Hourly Charge – After Business Hours		\$ 60.00 per hour
F. Leaf Collection Fee (After December 31)		\$ 10.00
G. Commercial Cross Connection Site Inspection Fee		\$ 25.00
H. Fire Hydrant Meter & Backflow Fees:		
1. Deposit		\$ 500.00
2. Rental Fee		\$ 7.00 per day
3. Install Fee		\$ 30.00
4. Removal Fee		\$ 30.00
5. Actual cost of water used (per 1,000 gallons)		\$ 1.00
I. Parts, Materials, Supplies provided by Public Works		Actual Cost plus 20%
J. Sewer Lateral Locate – customer request		\$ 50.00
K. Dye Test – requested by customer, representative, etc.		\$ 25.00
L. Right-of-way Permit		\$ 75.00
M. Right-of-way Permit with street cut		\$ 150.00
N. Street Repair:		\$75.00 for 1 <sup>st</sup> sq. ft. and \$1.50 per sq. ft. thereafter

**SECTION 8: Police Department Fees**

A. Media Fee (per incident)		\$ 10.00
B. Bike License Fees:		
1. Lifetime license for registering owner		\$ 5.00
2. Replacement license		\$ 1.00
C. Concealed Pistol License:		
1. Original / Initial		\$ 36.00
2. Original / Initial FBI Fee (subject to change by FBI)		\$ 12.00
3. Renewal		\$ 32.00
4. Late Renewal		\$ 42.00
5. Replacement Fee		\$ 10.00
D. Driving While Suspended (DWS) Hearing Fee		\$ 41.00
E. Fingerprinting (per card)		\$ 10.00
F. Impound Hearing Administrative Fee (CPMC 10.24.050(B))		\$ 41.00
G. Notarizing of Document		\$ 5.00
H. Peddler / Solicitor License (Nonrefundable) (per applicant)		\$ 50.00
I. Special Events Application Fee		\$ 50.00
J. Public Record Request for Police Reports (per page):	See Section 1	

*Note: Requests for collision reports should be made through Washington State Patrol*

K. Verification of Police Reports /Documents (each)	\$ 3.00
L. VISA Clearance Letter	\$ 10.00
M. Crime Prevention Sign	\$ 10.00
N. Civil Service Testing (both Fire & Police)	Estimated Actual Cost

**SECTION 9: Municipal Court Remuneration**

A. Witness	Reimbursement per RCW 43.03.060 and RCW 2.36.150
B. Potential Juror	Reimbursement per RCW 43.03.060 and RCW 2.36.150
C. Selected Juror	Reimbursement per RCW 43.03.060 and RCW 2.36.150

**SECTION 10: Water System Charges: CPMC Title 13.04**

- A. 13.04.050(A) Water System Connection Charges: Per unit charge
  - 1) Single family dwelling - \$3,500 per unit
  - 2) Multiple family dwelling, business/commercial, or public entities will be charged as per the following schedule:
    - a) For one inch or smaller service - \$3,500
    - b) For a one and one half inch service - \$11,700
    - c) For a two inch service - \$18,700
    - d) For a three inch service - \$37,400
    - e) For a four inch service - \$58,400
    - f) For a six inch service - \$116,700
    - g) Service connections larger than six inches in size will be negotiated with the city, considering the demand on the existing system and a determination of any necessary system improvements.
  - 3) Mobile, manufactured and modular homes - \$3,500 per unit
  - 4) Gardens, lawn and agricultural use - \$3,500 per connection
  - 5) Fire service connections will be charged by size in accordance with Section 10(A)(2)(a-g).
- B. 13.04.050(C) Front Footage Charge: When applicable
  - 1) \$60.00 per assessed front foot of the lot.
- C. 13.04.200(A) Account Names – New Account / Transfer Fee
  - 1) New account establishment fee: \$8.00
  - 2) Request for transfer of service: \$8.00
- D. 13.04.210 Payment of Bills – Delinquency Charges:
  - 1) Delinquent charges shall be: 8% per annum or a \$6.00 late fee, whichever is greater, for accounts with a balance due of greater than \$10.00.
  - 2) The charge for hanging a red tag shut-off warning notice will be \$20.
- E. 13.04.250 Discontinuance of Service – Customer’s Request – Fee
  - 1) \$15.00 per request to turn the service back on.
- F. 13.04.260 Discontinuance – Nonpayment of Bill.
  - 1) When water service has been shut off for failure to pay water charges, the reconnection charges shall be as follows:
    - a) If reconnection is requested to be made during normal business: \$20.00
    - b) If reconnection is requested to be made outside normal business hours: \$50.00
- G. 13.04.290 Unauthorized Turn On
  - 1) \$50.00 charge per incident.
- H. 13.04.400(A) Water Charges:
  - 1) Monthly residential base charge per unit - \$30.42
  - 2) Monthly business base charge per unit - \$41.46
  - 3) Consumption charge per 1,000 gallons - \$1.15

**SECTION 11: Wastewater System Charges: CPMC Title 13.08**

- A. 13.08.525(A) Connection and Modification Fees: Per Unit Charge
  - 1) \$3,500 per dwelling and/or rental unit
- B. 13.08.525(B) Front Footage Charge: When applicable
  - 1) \$40.00 per assessed front foot of the lot.

- 2) 13.08.525(C) Wastewater Inspection Fee: Per Inspection - \$30.00
- C. 13.08.485(B, E) Wastewater Base Charges: Per Unit Charge
  - 1) Monthly residential base charge per unit - \$41.99
  - 2) Monthly small flow nonresidential base charge - \$41.99
  - 3) Monthly unmetered account base charge per unit - \$41.99
- D. 13.08.485(B, E) Wastewater Consumption Charge: Per 1,000 gallons of consumption over 3,000 gallons consumed per month. (Large flow nonresidential customers are not given an unpaid consumption allowance.)
  - 1) Monthly residential consumption charge per 1,000 gallons - \$3.75
  - 2) Monthly small flow nonresidential consumption charge per 1,000 gallons - \$3.75
  - 3) Monthly large flow nonresidential consumption charge per 1,000 gallons - \$6.75
  - 4) Monthly unmetered account consumption charge - \$3.75 for each calculated average of 1,000 gallons of consumption in accordance with 13.08.485(E).
- E. 13.08.490(A) Account Transfer Charge:
  - 1) New account establishment fee: \$8.00
  - 2) Request for transfer of service: \$8.00
- F. 13.08.490(C) Billing Cycle and Due Date:
  - 1) Delinquent charges shall be: 8% per annum or a \$6.00 late fee, whichever is greater, for accounts with a balance due of greater than \$10.00.
- G. 13.08.495(B) Special Considerations: Vacancy Allowance
  - 1) Base charge per dwelling and/or rental unit - \$40.75
- H. 13.08.500(5) Rate Reduction: Condemned/Unlivable Premises
  - 1) Debt service charge per dwelling and/or rental unit for maximum of one year - \$16.00

**SECTION 12: Stormwater Utility Fees**—to be established upon formation of stormwater utility.

**SECTION 13: Transportation Impact Fees**—pending study to establish fee structure.

**SECTION 14: Pedestrian Facility In-lieu of Improvements Fee**—pending study to establish fee structures for payment in lieu of constructing pedestrian facilities.

**SECTION 15: Miscellaneous Fees & Charges**

A. Web Check Electronic Services Fee	As per agreement
B. NSF Fee	\$ 20.00
C. Stop Payment Fee	\$ 25.00


**Payment of Fees:** All fees are required to be paid prior to services being rendered, as applicable.

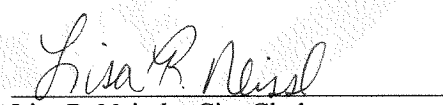
**Effective Date:** Rates, fees and other charges shall be effective August 1, 2017; after passage and approval as provided by law.

PASSED by the City Council of the City of College Place, Washington, on the 25th day of July, 2017.

APPROVED:

ATTEST:

  
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 Harvey R. Crowder – Mayor

  
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 Lisa R. Neissl – City Clerk