BEFORE THE BOARD OF PACIFIC COUNTY COMMISSIONERS

RESOLUTION NO.2016 - 039

A RESOLUTION REGARDING FEES FOR SERVICES PERFORMED BY PACIFIC COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT AND PUBLIC WORKS IN SUPPORT OF BUILDING, ENVIRONMENTAL HEALTH, AND LAND USE REVIEW, ADOPTION OF A SCHEDULE OF FEES, AND RECISION OF PRE-EXISTING FEE RESOLUTIONS.

WHEREAS, in the matter of providing services to the public and other municipal entities, the Board of Pacific County Commissioners and the Board of Health have reviewed state statutes and county ordinances, resolutions, rules, regulations, policies and procedures and find the following facts:

1. Pacific County has enacted certain ordinances and resolutions that provide fees for the reimbursement of costs of services provided by Pacific County; and

2. Those ordinances and resolutions and certain facts regarding the same were enumerated in Resolution 2015-058, passed in open session on December 22, 2015;

3. The revisions and/or amendments stipulated in the resolutions listed herein have been accomplished in accordance with state statute and county rules, regulations, policies and procedures; and

4. The Board of Pacific County Commissioners desires to coalesce and adjust existing fees administered by the Department of Community Development into one uniform fee schedule for the benefit of the general public; now, therefore,

BE IT HEREBY RESOLVED, that the following schedule of fees be adopted, and that any and all portions of the above listed resolutions that conflict with this schedule are hereby rescinded:

Section 1: Application Processing

A.	Application Processing Fee (Charged on all applications, licenses, etc)[1]	65.00
B.	Technology Fee (Charged on all applications, licenses, renewals, etc)	$10.00
C.	NSF fee	$25.00

Section 2: Shoreline Substantial Development

A.	Exemption-Substantial Development Permit Application	$130.00
B.	Exemption- Forest Practice Review[2]	$65.00
C.	Type II Shorelines Substantial Development Permit Application	$650.00
D.	Type III Shorelines Substantial Development Permit Application	$780.00
E.	Sand Removal-Substantial Development Permit Application	$130.00
F.	Dune Modification and Exemption	$390.00
G.	Shorelines Permit Revision	$325.00
H.	Public Notice Fee (Shorelines)	$195.00

Section 3: Planning/Zoning

A.	Setback/Zoning Review	$40.00
B.	Zoning Variance (Type IV Review Process)	$650.00
C.	Zoning Variance (Type III Review Process)	$650.00

1 Not applicable to temporary food permits

2 Review for timber harvest/forest practices only for compliance with the Shoreline Master Program

E.	Special Use Permit (Type II Review Process)	$520.00
F.	Change of Zone (Site Specific Rezone) Application	$975.00
G.	Comprehensive Plan Amendment/Amendment Ordinance	$975.00
H.	Forest Land Conversion Review (Conversion review, conversion option harvest plans, moratorium waivers)	$425.00
I.	WCF Application Review Type I Process[3]	$130.00
J.	WCF Application Review Type II Process[4]	$520.00
K.	WCF Application Review Type III Process[5]	$650.00
L.	Floodplain Development Permit	$130.00
M.	Oysterville Design Review[6]	$300.00
N.	Public Notice Fee	$195.00
O.	Vacation Rental License	$90.00
P.	Type I Administrative Variance[7]	$195.00
Q.	Type II Administrative Variance[8]	$260.00

Section 4: Critical Areas and Resource Lands (CARL)/Land Alteration and Drainage Ordinance (LADO)

A.	CARL and LADO Checklist Review/Site Evaluation	$130.00
B.	CARL Assessment, Delineation, and Mitigation Plan Review	$325.00
C.	CARL Administrative Variance/Viable Use Review	$390.00
D.	Public Notice Fee (CARL/LADO)	$195.00

Section 5: State Environmental Policy Act (SEPA)

A.	Environmental (SEPA) Checklist Filing Fee	$160.00
B.	Threshold Determinations Review Fee[9]	
	Commercial Industrial Rezones (additional fee)	$195.00
	Subdivision or Short Platting not exempted under WAC 197-11-800(6) (c) (additional fee)	$325.00
C.	DNS – Determination of Non-Significance (no additional fee)[10]	
D.	Mitigated Determination of Non-significance (additional fee)[11]	$195.00
E.	Environmental Impact Statement (EIS)[12]	
F.	Public Notice Fee (SEPA) (minimum fee)[13]	$195.00
G.	SEPA Exemption Fee[14]	$130.00

3 Cell Tower Review Type I (Attaching antenna to existing tower)
4 Cell Tower Review Type II (New tower co-located)
5 Cell Tower Review Type III (New tower, variance)
6 Administrative Review
7 Heard by Administrator or their designee; applies to variance requests that are 0-10% of the numerical standards
8 Heard by the administrator or their designee; applies to variance requests that are 11-25% of the numerical standards
9 Additional fees will be required 1). Commercial Industrial Rezones 2). Subdivision or short plat that are not exempted under WAC 197-11-800(6)(a). Note: No threshold determination fee shall be charged for a proposal which could be categorically exempt by for the provisions of the County's Ordinances.
10 When a DNS is withdrawn by the County as a result of procurement by misrepresentation or lack of material disclosure and if such a DNS resulted from the actions of an applicant, any subsequent environmental checklist on the proposal shall be prepared directly by the lead agency or its consultant at the expense of the applicant.
11 Those threshold determinations resulting in a mitigated Determination of Non-Significance. In addition, the preparation and distribution costs as detailed in Resolution No. 90-156, or any amendments thereto.
12 EIS preparation and distribution costs shall be borne by the applicant or proponent as detailed in Resolution No. 90-156.
13 The County shall collect a reasonable fee from applicants to cover the cost of meeting any public notice requirement of the County's rules (Pacific County SEPA Ordinance)
14 Assessed when a letter of determination is required or requested

Section 6: Subdivision(s)

Short Subdivision/Large Lot Fees (1-4 lots)

A.	Short Plat or Large Lot Subdivision (1-4) Lots Pre-application	No charge
B.	Short Plat or Large Lot Subdivision Preliminary Application	$650.00+$30/lot
C.	Minor Revisions (no hearing/no re-advertisement)	$260.00
D.	Major Revisions (hearing and/or re-advertisement)	$520.00
E.	Amended Short Plat or Large Lot	$325.00
F.	Plat Feasibility Review Septic/Well (On-site Sewage Evaluation for short subdivisions, long subdivisions, large lots subdivision)[15]	$325.00+$65/additional lot
G.	Final Short Plat or Large Lot Review (includes public hearing with Hearings Examiner)	$65/lot+recording fee[16]
H.	Re-division or Alteration of Large Lot or Short Subdivision	$650+$30/lot
I.	Land Division Exemption Review[17]	$65+recording fee[13]
J.	Refundable Cash Payment in lieu of public improvements	150% of estimated cost
K.	Public Notice Fee (Subdivision)	$195.00
L.	Type I Administrative Variance[18]	$195.00
M.	Type II Administrative Variance[19]	$290.00

Long Subdivision (5 or more lots)

A.	Long Subdivision Pre-Application	No Charge
B.	Long Subdivision Preliminary Plat Application	$975.00 + $45.00/lot
C.	Minor Revision (no hearing, no re-advertisement)	$325.00
D.	Major Revision (hearing and/or re-advertisement)	$520.00
E.	Final Subdivision Review	$65.00/lot+ recording fee[13]
F.	Amend Subdivision or Redivision	$520.00
G.	Redivision or Alteration of Long Subdivision	$975.00+$45.00/lot
H.	Plat Feasibility Review Septic/Well (On-site Sewage Evaluation for short subdivisions, long subdivisions, large lots subdivision)[20]	$325.00+$65/additional lot
I.	Refundable cash payment in lieu of public improvements	150% of estimated cost
J.	Short Plat/Subdivision/Large Lot Exemption Review	$65/lot+recording fee[16]
K.	Public Notice Fee (Subdivision)	$195.00
L.	Type I Administrative Variance[21]	$195.00
M.	Type II Administrative Variance[22]	$290.00

Subdivision Variance

A.	Administrative Variance Review (Type II process)	$520.00
B.	Lot Size or other Variance from Subdivision Standard	$650.00
C.	Plat Vacation	$390.00
D.	Recording	As charged by Auditor
E.	Binding site plan review	$520.00
F.	Type I Administrative Variance[23]	$195.00
G.	Type II Administrative Variance[24]	$290.00

---

15 The work of a standard septic/well evaluation is performed as in any other lot/parcel. However, due to the volume of evaluations possible with a short/large plat, the standard rate isn't feasible for each lot and so an hourly rate will be charged per additional lot.

16 If DCD is tasked to record the documents with the Auditor's Office then recording fees will be assessed by DCD. If the applicant records the documents themselves then the fee is assessed at the time of recordation with the County Auditor.

17 Exemptions listed in Land Division Ordinance Section 3(B).

18 See Footnote 7

19 See Footnote 8

20 See Footnote 10.

21 See Footnote 7

22 See Footnote 8

23 See Footnote 7

24 See Footnote 8

Boundary Line Adjustment

A. Boundary Line Adjustment[25]	$95.00
B. Type I Administrative Variance[26]	$195.00
C. Type II Administrative Variance[27]	$290.00

Section 7: Appeal(s)

A. Appeal of Type I Decision	$260.00
B. Appeal of Type II or III Decision	$390.00
C. Appeal of Type IV Decision	$390.00
D. Appeal of Franchise Decision	$260.00

Section 8: Public Works Development Review[28]

A. Road Right-of-Way Fee (road access/approach)	$50.00
B. Drainage Fee	$300.00
C. Addressing	$25.00
D. Road Review Fee (Subdivision)	$65.00/hr
E. Franchise Application	$520.00
F. Sand Haul/Overweight Permit	$20.00

Section 9: Building Permit(s)[29] [30]

Total Valuation (plus 65% of Value for Plan Check Fees)[31]

$1.00 to $500.00 - $23.50	$23.50
$501.00 to $2,000.00 - $23.50 for the first $500.00 plus $3.05 for each additional $100.00 or fraction thereof, to and including $2,000.00.	$23.50+$3.05 per increment
$2,001.00 to $25,000.00 - $69.25 for the first $2,000.00 plus $14.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00	$69.25+$14.00 per increment
$25,001.00 to $50,000.00 - $391.25 for the first $25,000.00 plus $10.10 for each additional $1,000.00 or fraction thereof, to and including $50,000.00.	$391.25+$10.10 per increment
$50,001.00 to $100,000.00 - $643.75 for the first $50,000.00 plus $7.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00.	$643.75+$7.00 per increment
$100,001.00 to $500,000.00 - $993.75 for the first $100,000.00 plus $5.60 for each additional $1,000.00 or fraction thereof, to and including $500,000.00.	$993.75 +$5.60 per increment
$500,001.00 to $1,000,000.00 - $3233.75 for the first $500,000.00 plus $4.74 for each additional $1,000.00 or fraction thereof, to and including $1,000,000.00	$3233.75+$4.74 per increment
$1,000,001.00 and Up - $5603.75 for the first $1,000,000.00 plus $3.65 for each additional $1,000.00 or fraction thereof.	$5603.75+$3.65 per increment

25 Recording fees assessed at time of recording w/ County Auditor
26 See Footnote 7
27 See Footnote 8
28 Fees shall follow the most current fee schedule adopted by the Board of County Commissioners
29 The fees for each building permit, plumbing permit, and/or mechanical permit are based on finished value rather than true cost; therefore, volunteer labor and furnished materials must be included.
30 Not applicable to agriculture buildings; no plan review or inspections are performed so no building fees are applied
31 The following values were taken from the 1997 Uniform Building Code Table 1-A. The plan review fee shall be sixty-fix (65) percent of the building permit fee as established in the Table tilted "Total Valuation" in the this resolution.

Building Valuations[32] (all valuations per square foot unless otherwise noted)

A.	Single Family Dwelling	$84.86
B.	Residential Addition	$84.86
C.	Residential Interior Remodel (Non-structural)	$42.43
D.	Residential Interior Remodel (Structural)	$84.86
E.	Basement (Unfinished)	$21.22
F.	Garage	$30.64
G.	Carport/Shed	$20.93
H.	Deck (Covered)	$12.25
I.	Deck (Uncovered)	$10.40
J.	Pole Building	$24.51
K.	Foundation Under Existing House (per lineal foot)	$65.00
L.	Metal Carports (flat rate)[33]	$65.00
M.	Greenhouse[34]	$30.64
N.	Decommission of Cell Tower	$130.00

Mobile Homes/Manufactured Houses[35]

A.	Singlewide	$455.00
B.	Doublewide	$520.00
C.	Triplewide	$585.00
D.	Title Elimination Fee[36]	$65.00
E.	Modular Stick-Built[37]	50% of stick-built cost

Other Building Fees

A.	Mechanical/Plumbing Repiping (wood stove/heat pump/propane/repiping/etc)	$65.00
B.	Change in Occupancy	$65.00
C.	Renewal of Building Permit (per 6 month increment; max 2 years)	$50.00
D.	Re-issuance of a Permit Packet	$50.00
E.	State Building Inspection Fee (plus $2.00/each additional unit)	$4.50
F.	Fire & Life Safety Inspection	$150.00
G.	Greenhouse, partial building permit[38]	$50.00

Section 10: Fireworks

A.	Fireworks - Retail Sales Permit Application	$25.00

Section 11: On-site Septic

Permit(s)

A.	Evaluation (new/modification/expansion/abandoned system)	$400.00
B.	Installation	$240.00
C.	Design Review[39]	$240.00
D.	Repair Permit (6 month permit)	$200.00

---

32 Commercial – Based on Architects or Contractors Bid Information

33 Up to 520 sq ft. Over 520 sq ft, the Carport/Shed valuation will be used if no sides or the Garage valuation if there are two or more sides.

34 Applicable for greenhouses attached to a residence or garage connected to a residence and on a permanent foundation; does not include any structure used for the growing of marijuana

35 The permit fee for installation of a mobile/manufactured is for either a home on a privately owned individual lot or in a mobile home park.

36 Fee collected at time of application and valid for duration of the permit - failure to eliminate title prior to permit expiration requires payment of fee.

37 Structure is substantially built off-site. Building/Plan Check fees are calculated by determining the building/plan check fees for a stick-built house and multiplying by 0.50.

38 Applicable to any greenhouse, regardless of size, if attached to a residence or garage connected to a residence OR a greenhouse over 200 sq ft with siding, which can be attached to an ag/shop or detached garage; Siding means a rigid material used to enclose all or some sides of the building, such as plastic sheeting or corregated material; excludes any structure used for the growing of marijuana

39 Additional review by the request of the applicant or the County will be charged an hourly fee.

E.	Site Re-inspection	$115.00
F.	Operation and Maintenance Inspection Review	$50.00
G.	Annual Operation and Maintenance Permit	$115.00
H.	Septic System Variance Fee/Waiver Health Officer Hearing	$475.00
I.	Winter Water Table	$735.00
J.	Design Revision[40]	$240.00

Installers/Pumpers/O&M Inspectors

A.	License-New[41]	$275.00
B.	License-Annual Renewal	$160.00
C.	Septic Tank Design Review	$120.00
D.	Retest fee	$160.00
E.	Pump Truck Inspections	$160.00

Section 12: Water System

A.	Single-family Well Permit	$160.00
B.	Cistern Permit	$490.00

Section 13: Recreational Vehicle Parks

A.	0-20 spaces	$160.00
B.	21-50 spaces	$240.00
C.	51-100 spaces	$320.00
D.	101 or more spaces	$400.00
E.	Temporary RV Park (less than 7 days in duration)	$80.00

Section 14: Solid Waste

A.	Transfer Station Permit-Plus other solid waste plan implementation tipping fee as adopted by separate resolution	$650.00
B.	Land Application Permit	$250.00
C.	Other Solid Waste Sites and Facilities[42]	$130.00

Section 15: Water Recreation Facilities[43]

A.	Spa	$160.00
B.	Swimming Pool	$320.00

Section 16: Water Quality

Laboratory Testing

A.	Coliform Presence/Absence	$30.00
B.	Membrane Filtration	$30.00

Section 17: Food

Food Classes

A.	Food Handlers Permit	$10.00
B.	Copy of Food Handler Card	$1.00
C.	Food Handlers Booklets	$1.00

40 Applicable to any designs that have been altered after the original submittal and resubmitted for review, whether or not the EHS required corrections or if the alteration was voluntary by the applicant or agent

41 The test is $100 for a homeowner that does not require a license.

42 Includes exempt facilities.

43 Fees are for an annual permit. The same number of inspections is performed at each facility, regardless of the differences in operating times or schedules.

Food Service Establishments[44]

A. Level 1[45]	$80.00
B. Level 2[46]	$160.00
C. Level 3[47]	
0-25 seats	$240.00
26-50 seats	$275.00
51-75 seats	$320.00
76-100 seats	$355.00
100+ seats	$400.00
D. School Cafeteria	$240.00
E. Bed & Breakfast	$160.00
F. Commissary Kitchen/Caterer	$160.00
G. Complex Facilities (includes multiple levels (1, 2, & 3) w/in one establishment)	
Fee based on highest level (1,2, or 3) plus a flat rate per facility/department[48]	$60.00

Temporary Events[49]

A. Non-potentially hazardous (per event) – submitted by application deadline	$40.00
B. Non-potentially hazardous (annual) – submitted by application deadline	$80.00
C. Potentially hazardous (per event) - submitted by application deadline	$80.00
D. Potentially hazardous (annual) – submitted by application deadline	$160.00
E. Temporary Food Establishment Permit Late Fee[50]	$80.00
F. Sampling of Non-potentially and Potentially Hazardous Food	$35.00

Section 18: Plan Review for Environmental Health

A. All environmental health permits/licenses (2 hour minimum)[51]	$65.00/hr
B. Change of ownership w/ no change in operations (2 hour minimum)	$65.00/hr
C. Site Plan Review[52]	$40.00

Section 19: Miscellaneous Review(s)

A. Open Space Applications Requiring Public Review and Public Hearing with Planning Commission (Tax conversions)	$425.00
B. Permit Revision/Site Plan Revision after Permit Issuance (2 hour minimum)	$65.00/hr
C. Permit Revision/Site Plan Revision prior to permit issuance (An additional review fee assessed if further review is requested by either the applicant or the County.)	$65.00/hr
D. Assembly Ordinance Permits	$200.00
E. Special Consultation Fee/Special Inspection Fee - Hourly Rate (2 hour minimum)	$65.00/hr
F. Hearings Examiner[53]	$600.00
G. Administrative Review[54]	$300.00

44 Change of ownership w/ no change in food preparation methods will only be charged the plan review fee. If food preparation methods change from previous owner then a plan review fee and food establishment service establishment fee will be assessed.
45 Level 1 (cold holding)
46 Level 2 (cold holding, hot holding)
47 Level 3 (cold holding, hot holding, reheating, cooling, variances, any type of food prep)
48 Example: A facility with three departments (grocery, deli w/14 seats, and meat market) would pay a Level 3 plus a flat rate of $50.00 for each additional department 195+50+50=$295
49 Non-profit organizations will be assessed at ½ the original fee; no application fee will be charged in addition of the permit fee listed
50 Applicable to all applications received after the application deadline; applications must be complete prior to the deadline to avoid the late fee
51 Excludes water recreation facilities, which are sent to the State for review.
52 When review is necessary but no permit is required, i.e. septic review for a garage building permit
53 If the total cost of the hearing examiner is above the flat fee of $600, the applicant will be charged for the balance of the invoice.
54 In the case that something needs to come before the Board of Health or the Health Officer.

Section 20: Penalty/Additional Fees

A.	All license renewal fees not received by January 1st	$80.00
B.	All license renewal fees not received by February 1st (in-addition to all previously assessed fees)[55]	$80.00
C.	Posting those facilities/establishments that did not pay their annual license fees[56]	$180.00
D.	Recording Fees (for all notices that are recorded by DCD)	As charged by the Auditor
E.	Work started prior to permit issuance or approval shall be assessed a penalty fee totaling 1 1/2 times the total of all permit fees[57]	
F.	A site needing to be re-inspected will be charged at the hourly rate. [58]	$65.00/hr

Section 21: Hourly Fee

A.	Hourly rate[59]	$65.00/hr

Section 22: Administrative[60]

A.	Copies (8 1/2 x 11 & 8 1/2 x 14 & 11x17)[61]	Per Pacific County Resolution
B.	Fax fee (Off public phone network)	Per Pacific County Resolution
C.	Tapes/CD Duplication Fee	Per Pacific County Resolution
D.	Recording Fee	As charged by Auditor
E.	Certified Letters	As charged by the USPS
F.	Mileage	Per Pacific County Policy

All fees are non-refundable, except when an individual withdraws or cancels a building project at which point the individual will receive a refund of 60% of their building fees. No application will be issued without receipt of payment in full of all applicable fees. Any application that remains on inactive status for a period of 180 days will be closed and fees may be forfeited.

PASSED by the following vote this _____ day of _____, 20_____ by the Board of Pacific County Commissioners meeting in regular session at South Bend, Washington, then signed by its membership and attested to by its Clerk in authorization of such passage: _____YEA; _____NAY; _____ABSTAIN; and _____ABSENT

BOARD OF COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

ATTEST:

_____
Frank Wolfe, Chair

_____
Marie Guernsey
Clerk of the Board

_____
Lisa Ayers, Commissioner

_____
Steve Rogers, Commissioner

55 Licenses not renewed by February 15th will be terminated and the establishment closed. Re-application and fees will be required to re-open.
56 Establishments that reopen within the same calendar year that they are closed will be required to pay all assessed penalty fees plus annual license fees unless a copy of the Washington State Business License is submitted showing a change of ownership.
57 The penalty fee is 1.5x the total permit cost and is added to the permit fee, i.e. a $200 permit + $300.00 penalty fee = $500.00 fee total
58 Every inspection will be allowed one re-inspection. Anything beyond two inspections will be charged.
59 The hourly rate includes anything that is not in the fee schedule that takes time and resources, such as special inspections, consultation fees, etc.
60 Determining the exact personnel, equipment, and supply costs associated with duplication is an unduly burdensome task; therefore, the County adopts the following rate structure.
61 Document Fee shall equal sum of duplicating costs and representative proportion of cost of personnel performing duplication of that document. NOTE: If the representative proportion of the cost of personnel performing duplication cannot easily be determined, the fee shall default to A). of this table.

BEFORE THE BOARD OF PACIFIC COUNTY COMMISSIONERS

RESOLUTION NO.2016 - _____

A RESOLUTION REGARDING FEES FOR SERVICES PERFORMED BY PACIFIC COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT AND PUBLIC WORKS IN SUPPORT OF BUILDING, ENVIRONMENTAL HEALTH, AND LAND USE REVIEW, ADOPTION OF A SCHEDULE OF FEES, AND RECISION OF PRE-EXISTING FEE RESOLUTIONS.

WHEREAS, in the matter of providing services to the public and other municipal entities, the Board of Pacific County Commissioners and the Board of Health have reviewed state statutes and county ordinances, resolutions, rules, regulations, policies and procedures and find the following facts:

1. Pacific County has enacted certain ordinances and resolutions that provide fees for the reimbursement of costs of services provided by Pacific County; and

2. Those ordinances and resolutions and certain facts regarding the same were enumerated in Resolution 2015-058, passed in open session on December 22, 2015;

3. The revisions and/or amendments stipulated in the resolutions listed herein have been accomplished in accordance with state statute and county rules, regulations, policies and procedures; and

4. The Board of Pacific County Commissioners desires to coalesce and adjust existing fees administered by the Department of Community Development into one uniform fee schedule for the benefit of the general public; now, therefore,

BE IT HEREBY RESOLVED, that the following schedule of fees be adopted, and that any and all portions of the above listed resolutions that conflict with this schedule are hereby rescinded:

Section 1: Application Processing

A.	Application Processing Fee (Charged on all applications, licenses, etc)[1]	65.00
B.	Technology Fee (Charged on all applications, licenses, renewals, etc)	$10.00
C.	NSF fee	$25.00

Section 2: Shoreline Substantial Development

A.	Exemption-Substantial Development Permit Application	$130.00
B.	Exemption- Forest Practice Review[2]	$65.00
C.	Type II Shorelines Substantial Development Permit Application	$650.00
D.	Type III Shorelines Substantial Development Permit Application	$780.00
E.	Sand Removal-Substantial Development Permit Application	$130.00
F.	Dune Modification and Exemption	$390.00
G.	Shorelines Permit Revision	$325.00
H.	Public Notice Fee (Shorelines)	$195.00

Section 3: Planning/Zoning

A.	Setback/Zoning Review	$40.00
B.	Zoning Variance (Type IV Review Process)	$650.00
C.	Zoning Variance (Type III Review Process)	$650.00

1 Not applicable to temporary food permits

2 Review for timber harvest/forest practices only for compliance with the Shoreline Master Program

D.	Conditional Use Permit (Type III Review Process)	$650.00
E.	Special Use Permit (Type II Review Process)	$520.00
F.	Change of Zone (Site Specific Rezone) Application	$975.00
G.	Comprehensive Plan Amendment/Amendment Ordinance	$975.00
H.	Forest Land Conversion Review (Conversion review, conversion option harvest plans, moratorium waivers)	$425.00
I.	WCF Application Review Type I Process[3]	$130.00
J.	WCF Application Review Type II Process[4]	$520.00
K.	WCF Application Review Type III Process[5]	$650.00
L.	Floodplain Development Permit	$130.00
M.	Oysterville Design Review[6]	$300.00
N.	Public Notice Fee	$195.00
O.	Vacation Rental License	$90.00
P.	Type I Administrative Variance[7]	$195.00
Q.	Type II Administrative Variance[8]	$260.00

Section 4: Critical Areas and Resource Lands (CARL)/Land Alteration and Drainage Ordinance (LADO)

A.	CARL and LADO Checklist Review/Site Evaluation	$130.00
B.	CARL Assessment, Delineation, and Mitigation Plan Review	$325.00
C.	CARL Administrative Variance/Viable Use Review	$390.00
D.	Public Notice Fee (CARL/LADO)	$195.00

Section 5: State Environmental Policy Act (SEPA)

A.	Environmental (SEPA) Checklist Filing Fee	$160.00
B.	Threshold Determinations Review Fee[9] Commercial Industrial Rezones (additional fee) Subdivision or Short Platting not exempted under WAC 197-11-800(6) (c) (additional fee)	 $195.00 $325.00
C.	DNS – Determination of Non-Significance (no additional fee)[10]	
D.	Mitigated Determination of Non-significance (additional fee)[11]	$195.00
E.	Environmental Impact Statement (EIS)[12]	
F.	Public Notice Fee (SEPA) (minimum fee)[13]	$195.00
G.	SEPA Exemption Fee[14]	$40.00

3 Cell Tower Review Type I (Attaching antenna to existing tower)
4 Cell Tower Review Type II (New tower co-located)
5 Cell Tower Review Type III (New tower, variance)
6 Administrative Review
7 Heard by Administrator or their designee; applies to variance requests that are 0-10% of the numerical standards
8 Heard by the administrator or their designee; applies to variance requests that are 11-25% of the numerical standards
9 Additional fees will be required 1). Commercial Industrial Rezones 2). Subdivision or short plat that are not exempted under WAC 197-11-800(6)(a). Note: No threshold determination fee shall be charged for a proposal which could be categorically exempt by for the provisions of the County's Ordinances.
10 When a DNS is withdrawn by the County as a result of procurement by misrepresentation or lack of material disclosure and if such a DNS resulted from the actions of an applicant, any subsequent environmental checklist on the proposal shall be prepared directly by the lead agency or its consultant at the expense of the applicant.
11 Those threshold determinations resulting in a mitigated Determination of Non-Significance. In addition, the preparation and distribution costs as detailed in Resolution No. 90-156, or any amendments thereto.
12 EIS preparation and distribution costs shall be borne by the applicant or proponent as detailed in Resolution No. 90-156.
13 The County shall collect a reasonable fee from applicants to cover the cost of meeting any public notice requirement of the County's rules (Pacific County SEPA Ordinance)
14 Assessed when a letter of determination is required or requested

Section 6: Subdivision(s)

Short Subdivision/Large Lot Fees (1-4 lots)

A.	Short Plat or Large Lot Subdivision (1-4) Lots Pre-application	No charge
B.	Short Plat or Large Lot Subdivision Preliminary Application	$650.00+$30/lot
C.	Minor Revisions (no hearing/no re-advertisement)	$260.00
D.	Major Revisions (hearing and/or re-advertisement)	$520.00
E.	Amended Short Plat or Large Lot	$325.00
F.	Plat Feasibility Review Septic/Well (On-site Sewage Evaluation for short subdivisions, long subdivisions, large lots subdivision)[15]	$325.00+$65/additional lot
G.	Final Short Plat or Large Lot Review (includes public hearing with Hearings Examiner)	$65/lot+recording fee[16]
H.	Re-division or Alteration of Large Lot or Short Subdivision	$650+$30/lot
I.	Land Division Exemption Review[17]	$65+recording fee[13]
J.	Refundable Cash Payment in lieu of public improvements	150% of estimated cost
K.	Public Notice Fee (Subdivision)	$195.00
L.	Type I Administrative Variance[18]	$195.00
M.	Type II Administrative Variance[19]	$290.00

Long Subdivision (5 or more lots)

A.	Long Subdivision Pre-Application	No Charge
B.	Long Subdivision Preliminary Plat Application	$975.00 + $45.00/lot
C.	Minor Revision (no hearing, no re-advertisement)	$325.00
D.	Major Revision (hearing and/or re-advertisement)	$520.00
E.	Final Subdivision Review	$65.00/lot+ recording fee[13]
F.	Amend Subdivision or Redivision	$520.00
G.	Redivision or Alteration of Long Subdivision	$975.00+$45.00/lot
H.	Plat Feasibility Review Septic/Well (On-site Sewage Evaluation for short subdivisions, long subdivisions, large lots subdivision)[20]	$325.00+$65/additional lot
I.	Refundable cash payment in lieu of public improvements	150% of estimated cost
J.	Short Plat/Subdivision/Large Lot Exemption Review	$65/lot+recording fee[16]
K.	Public Notice Fee (Subdivision)	$195.00
L.	Type I Administrative Variance[21]	$195.00
M.	Type II Administrative Variance[22]	$290.00

Subdivision Variance

A.	Administrative Variance Review (Type II process)	$520.00
B.	Lot Size or other Variance from Subdivision Standard	$650.00
C.	Plat Vacation	$390.00
D.	Recording	As charged by Auditor
E.	Binding site plan review	$520.00
F.	Type I Administrative Variance[23]	$195.00
G.	Type II Administrative Variance[24]	$290.00

---

15 The work of a standard septic/well evaluation is performed as in any other lot/parcel. However, due to the volume of evaluations possible with a short/large plat, the standard rate isn't feasible for each lot and so an hourly rate will be charged per additional lot.

16 If DCD is tasked to record the documents with the Auditor's Office then recording fees will be assessed by DCD. If the applicant records the documents themselves then the fee is assessed at the time of recordation with the County Auditor.

17 Exemptions listed in Land Division Ordinance Section 3(B).

18 See Footnote 7

19 See Footnote 8

20 See Footnote 10.

21 See Footnote 7

22 See Footnote 8

23 See Footnote 7

24 See Footnote 8

Boundary Line Adjustment

A.	Boundary Line Adjustment[25]	$95.00
B.	Type I Administrative Variance[26]	$195.00
C.	Type II Administrative Variance[27]	$290.00

Section 7: Appeal(s)

A.	Appeal of Type I Decision	$260.00
B.	Appeal of Type II or III Decision	$390.00
C.	Appeal of Type IV Decision	$390.00
D.	Appeal of Franchise Decision	$260.00

Section 8: Public Works Development Review[28]

A.	Road Right-of-Way Fee (road access/approach)	$50.00
B.	Drainage Fee	$300.00
C.	Addressing	$25.00
D.	Road Review Fee (Subdivision)	$65.00/hr
E.	Franchise Application	$520.00
F.	Sand Haul/Overweight Permit	$20.00

Section 9: Building Permit(s)[29] [30]

Total Valuation (plus 65% of Value for Plan Check Fees)[31]

$1.00 to $500.00 - $23.50	$23.50
$501.00 to $2,000.00 - $23.50 for the first $500.00 plus $3.05 for each additional $100.00 or fraction thereof, to and including $2,000.00.	$23.50+$3.05 per increment
$2,001.00 to $25,000.00 - $69.25 for the first $2,000.00 plus $14.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00	$69.25+$14.00 per increment
$25,001.00 to $50,000.00 - $391.25 for the first $25,000.00 plus $10.10 for each additional $1,000.00 or fraction thereof, to and including $50,000.00.	$391.25+$10.10 per increment
$50,001.00 to $100,000.00 - $643.75 for the first $50,000.00 plus $7.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00.	$643.75+$7.00 per increment
$100,001.00 to $500,000.00 - $993.75 for the first $100,000.00 plus $5.60 for each additional $1,000.00 or fraction thereof, to and including $500,000.00.	$993.75 +$5.60 per increment
$500,001.00 to $1,000,000.00 - $3233.75 for the first $500,000.00 plus $4.74 for each additional $1,000.00 or fraction thereof, to and including $1,000,000.00	$3233.75+$4.74 per increment
$1,000,001.00 and Up - $5603.75 for the first $1,000,000.00 plus $3.65 for each additional $1,000.00 or fraction thereof.	$5603.75+$3.65 per increment

Building Valuations[32] (all valuations per square foot unless otherwise noted)

A.	Single Family Dwelling	$84.86
B.	Residential Addition	$84.86
C.	Residential Interior Remodel (Non-structural)	$42.43
D.	Residential Interior Remodel (Structural)	$84.86

25 Recording fees assessed at time of recording w/ County Auditor
26 See Footnote 7
27 See Footnote 8
28 Fees shall follow the most current fee schedule adopted by the Board of County Commissioners
29 The fees for each building permit, plumbing permit, and/or mechanical permit are based on finished value rather than true cost; therefore, volunteer labor and furnished materials must be included.
30 Not applicable to agriculture buildings; no plan review or inspections are performed so no building fees are applied
31 The following values were taken from the 1997 Uniform Building Code Table 1-A. The plan review fee shall be sixty-fix (65) percent of the building permit fee as established in the Table tilted "Total Valuation" in this resolution.
32 Commercial – Based on Architects or Contractors Bid Information

E. Basement (Unfinished)	$21.22
F. Garage	$30.64
G. Carport/Shed	$20.93
H. Deck (Covered)	$12.25
I. Deck (Uncovered)	$10.40
J. Pole Building	$24.51
K. Foundation Under Existing House (per lineal foot)	$65.00
L. Metal Carports (flat rate)[33]	$65.00
M. Greenhouse[34]	$30.64
N. Decommission of Cell Tower	$130.00

Mobile Homes/Manufactured Houses[35]

A. Singlewide	$455.00
B. Doublewide	$520.00
C. Triplewide	$585.00
D. Title Elimination Fee[36]	$65.00
E. Modular Stick-Built[37]	50% of stick-built cost

Other Building Fees

A. Mechanical/Plumbing Repiping (wood stove/heat pump/propane/repiping/etc)	$65.00
B. Change in Occupancy	$65.00
C. Renewal of Building Permit (per 6 month increment; max 2 years)	$50.00
D. Re-issuance of a Permit Packet	$50.00
E. State Building Inspection Fee (plus $2.00/each additional unit)	$4.50
F. Fire & Life Safety Inspection	$150.00
G. Greenhouse, partial building permit[38]	$50.00

Section 10: Fireworks

A. Fireworks - Retail Sales Permit Application	$35.00

Section 11: On-site Septic

Permit(s)

A. Evaluation (new/modification/expansion/abandoned system)	$400.00
B. Installation	$240.00
C. Design Review[39]	$240.00
D. Repair Permit (6 month permit)	$200.00
E. Site Re-inspection	$115.00
F. Operation and Maintenance Inspection Review	$50.00
G. Annual Operation and Maintenance Permit	$115.00
H. Septic System Variance Fee/Waiver Health Officer Hearing	$475.00

33 Up to 520 sq ft. Over 520 sq ft, the Carport/Shed valuation will be used if no sides or the Garage valuation if there are two or more sides.
34 Applicable for greenhouses attached to a residence or garage connected to a residence and on a permanent foundation; does not include any structure used for the growing of marijuana
35 The permit fee for installation of a mobile/manufactured is for either a home on a privately owned individual lot or in a mobile home park.
36 Fee collected at time of application and valid for duration of the permit - failure to eliminate title prior to permit expiration requires payment of fee.
37 Structure is substantially built off-site. Building/Plan Check fees are calculated by determining the building/plan check fees for a stick-built house and multiplying by 0.50.
38 Applicable to any greenhouse, regardless of size, if attached to a residence or garage connected to a residence OR a greenhouse over 200 sq ft with siding, which can be attached to an ag/shop or detached garage; Siding means a rigid material used to enclose all or some sides of the building, such as plastic sheeting or corregated material; excludes any structure used for the growing of marijuana
39 Additional review by the request of the applicant or the County will be charged an hourly fee.

I. Winter Water Table	$735.00
J. Design Revision[40]	$240.00

Installers/Pumpers/O&M Inspectors

A. License-New[41]	$275.00
B. License-Annual Renewal	$160.00
C. Septic Tank Design Review	$120.00
D. Retest fee	$160.00
E. Pump Truck Inspections	$160.00

Section 12: Water System

A. Single-family Well Permit	$160.00
B. Cistern Permit	$490.00

Section 13: Recreational Vehicle Parks

A. 0-20 spaces	$160.00
B. 21-50 spaces	$240.00
C. 51-100 spaces	$320.00
D. 101 or more spaces	$400.00
E. Temporary RV Park (less than 7 days in duration)	$80.00

Section 14: Solid Waste

A. Transfer Station Permit-Plus other solid waste plan implementation tipping fee as adopted by separate resolution	$650.00
B. Land Application Permit	$250.00
C. Other Solid Waste Sites and Facilities[42]	$130.00

Section 15: Water Recreation Facilities[43]

A. Spa	$160.00
B. Swimming Pool	$320.00

Section 16: Water Quality

Laboratory Testing

A. Coliform Presence/Absence	$30.00
B. Membrane Filtration	$30.00

Section 17: Food

Food Classes

A. Food Handlers Permit	$10.00
B. Copy of Food Handler Card	$1.00
C. Food Handlers Booklets	$1.00

40 Applicable to any designs that have been altered after the original submittal and resubmitted for review, whether or not the EHS required corrections or if the alteration was voluntary by the applicant or agent

41 The test is $100 for a homeowner that does not require a license.

42 Includes exempt facilities.

43 Fees are for an annual permit. The same number of inspections is performed at each facility, regardless of the differences in operating times or schedules.

Food Service Establishments[44]

A. Level 1[45]	$80.00
B. Level 2[46]	$160.00
C. Level 3[47]	
0-25 seats	$240.00
26-50 seats	$275.00
51-75 seats	$320.00
76-100 seats	$355.00
100+ seats	$400.00
D. School Cafeteria	$240.00
E. Bed & Breakfast	$160.00
F. Commissary Kitchen/Caterer	$160.00
G. Complex Facilities (includes multiple levels (1, 2, & 3) w/in one establishment)	
Fee based on highest level (1,2, or 3) plus a flat rate per facility/department[48]	$60.00

Temporary Events[49]

A. Non-potentially hazardous (per event) – submitted by application deadline	$40.00
B. Non-potentially hazardous (annual) – submitted by application deadline	$80.00
C. Potentially hazardous (per event) - submitted by application deadline	$80.00
D. Potentially hazardous (annual) – submitted by application deadline	$160.00
E. Temporary Food Establishment Permit Late Fee[50]	$80.00
F. Sampling of Non-potentially and Potentially Hazardous Food	$35.00

Section 18: Plan Review for Environmental Health

A. All environmental health permits/licenses (2 hour minimum)[51]	$65.00/hr
B. Change of ownership w/ no change in operations (2 hour minimum)	$65.00/hr
C. Site Plan Review[52]	$40.00

Section 19: Miscellaneous Review(s)

A. Open Space Applications Requiring Public Review and Public Hearing with Planning Commission (Tax conversions)	$425.00
B. Permit Revision/Site Plan Revision after Permit Issuance (2 hour minimum)	$65.00/hr
C. Permit Revision/Site Plan Revision prior to permit issuance (An additional review fee assessed if further review is requested by either the applicant or the County.)	$65.00/hr
D. Assembly Ordinance Permits	$200.00
E. Special Consultation Fee/Special Inspection Fee - Hourly Rate (2 hour minimum)	$65.00/hr
F. Hearings Examiner[53]	$600.00
G. Administrative Review[54]	$300.00

44 Change of ownership w/ no change in food preparation methods will only be charged the plan review fee. If food preparation methods change from previous owner then a plan review fee and food establishment service establishment fee will be assessed.
45 Level 1 (cold holding)
46 Level 2 (cold holding, hot holding)
47 Level 3 (cold holding, hot holding, reheating, cooling, variances, any type of food prep)
48 Example: A facility with three departments (grocery, deli w/14 seats, and meat market) would pay a Level 3 plus a flat rate of $50.00 for each additional department 195+50+50=$295
49 Non-profit organizations will be assessed at ½ the original fee; no application fee will be charged in addition of the permit fee listed
50 Applicable to all applications received after the application deadline; applications must be complete prior to the deadline to avoid the late fee
51 Excludes water recreation facilities, which are sent to the State for review.
52 When review is necessary but no permit is required, i.e. septic review for a garage building permit
53 If the total cost of the hearing examiner is above the flat fee of $600, the applicant will be charged for the balance of the invoice.
54 In the case that something needs to come before the Board of Health or the Health Officer.

Section 20: Penalty/Additional Fees

A.	All license renewal fees not received by January 1st	$80.00
B.	All license renewal fees not received by February 1st (in-addition to all previously assessed fees)[55]	$80.00
C.	Posting those facilities/establishments that did not pay their annual license fees[56]	$180.00
D.	Recording Fees (for all notices that are recorded by DCD)	As charged by the Auditor
E.	Work started prior to permit issuance or approval shall be assessed a penalty fee totaling 1 1/2 times the total of all permit fees[57]	
F.	A site needing to be re-inspected will be charged at the hourly rate. [58]	$65.00/hr

Section 21: Hourly Fee

A.	Hourly rate[59]	$65.00/hr

Section 22: Administrative[60]

A.	Copies (8 1/2 x 11 & 8 1/2 x 14 & 11x17)[61]	Per Pacific County Resolution
B.	Fax fee (Off public phone network)	Per Pacific County Resolution
C.	Tapes/CD Duplication Fee	Per Pacific County Resolution
D.	Recording Fee	As charged by Auditor
E.	Certified Letters	As charged by the USPS
F.	Mileage	Per Pacific County Policy

All fees are non-refundable, except when an individual withdraws or cancels a building project at which point the individual will receive a refund of 60% of their building fees. No application will be issued without receipt of payment in full of all applicable fees. Any application that remains on inactive status for a period of 180 days will be closed and fees may be forfeited.

PASSED by the following vote this 8th day of November, 2016 by the Board of Pacific County Commissioners meeting in regular session at South Bend, Washington, then signed by its membership and attested to by its Clerk in authorization of such passage: 3 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT

BOARD OF COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Frank Wolfe, Chair

Lisa Ayers, Commissioner

Steve Rogers, Commissioner

ATTEST:

Marie Guernsey, Clerk of the Board

55 Licenses not renewed by February 15th will be terminated and the establishment closed. Re-application and fees will be required to re-open.
56 Establishments that reopen within the same calendar year that they are closed will be required to pay all assessed penalty fees plus annual license fees unless a copy of the Washington State Business License is submitted showing a change of ownership.
57 The penalty fee is 1.5x the total permit cost and is added to the permit fee, i.e. a $200 permit + $300.00 penalty fee = $500.00 fee total
58 Every inspection will be allowed one re-inspection. Anything beyond two inspections will be charged.
59 The hourly rate includes anything that is not in the fee schedule that takes time and resources, such as special inspections, consultation fees, etc.
60 Determining the exact personnel, equipment, and supply costs associated with duplication is an unduly burdensome task; therefore, the County adopts the following rate structure.
61 Document Fee shall equal sum of duplicating costs and representative proportion of cost of personnel performing duplication of that document. NOTE: If the representative proportion of the cost of personnel performing duplication cannot easily be determined, the fee shall default to A). of this table.