

CITY OF KELSO
MASTER FEE SCHEDULE

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Schedule A – Administrative

Reproduction of Public Records

The City Council hereby finds that it would be an undue burden as provided for in RCW 42.56.120(2)(b) to calculate the actual costs for scanned pages, electronic documents except as provided for below, and standard black and white copies, because the City lacks sufficient staff to track and then bill for the actual costs of those records. The City Council hereby sets the following fees:

Public Records Inspection Request	There is no fee for inspecting public records
Photocopies, printed copies of electronic records when requested or for the use of agency equipment to make photocopies	\$.15 per page
Scanned records, or use of agency equipment for scanning.	\$.10 per page
Copies of documents, audio recordings, or video recordings on storage device	Cost of storage device.
Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery	\$.05 per four electronic files or attachment
Records transmitted in electronic format or for use of agency equipment to send records electronically.	\$.10 per gigabyte
Postage or delivery charges – Specific amount based upon postage/delivery charges for specific mailings or deliveries.	Actual cost.
Customized Service: Service to prepare data compilations or provide customized electronic access services Envelopes and/or packaging	Actual staff cost
*(Varies)	Records for which other costs are authorized pursuant to specific fee statutes.
<i>Copy Charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular to a particular request.</i>	

*If the City determines, in its sole discretion, that the materials need to be copied by an outside vendor due to volume, current workload of City staff, size or nature of the record, or any other reason, the requestor will be charged the actual amount invoiced to the City by the copying vendor.

Body Worn Camera Records Fees

As authorized by RCW 42.56.240(14)(f), unless the requester falls under one of the exemptions listed in RCW 42.56.240(14)(e), all requests for body-worn camera recordings may be charged a reasonable fee to cover the cost of redaction for each requested recording. Once adopted, the standard fee for body worn camera records video redaction costs shall be an hourly staff rate of \$40.16 (subject to change based on current salary schedule). A 10% deposit is required prior to the request (or installment of the request) is processed. Only redactions necessary to comply with relevant state and federal laws will be made.

Pursuant to RCW 42.56.240(14)(e), waiver of the Body Worn Camera records fee may occur when:

- The requester is a person directly involved in the recorded incident. The requester is required to provide photo ID with the request
- The requester is the attorney representing a person directly involved with the recorded incident
- The requester is the person, or his or her attorney, requesting the video relevant to his/her criminal case. The requester is required to provide Photo ID with the request.
- The requester is the executive director of the Washington State Commission on African-American Affairs, Asian Pacific American Affairs or Hispanic Affairs.
- The requester is the attorney representing a person regarding a potential or existing civil cause of action involving the denial of civil rights under the federal or state constitution, or violation of a United States Department of Justice settlement agreement and seek relief from redaction costs.

Fee for Returned Items or Payments Not Honored by a Financial Institution Payment shall be made by cash, cashier’s check, or money order payable to the City of Kelso.	\$35.00
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Schedule B – Other Fees

Business Licenses	
Certificate of Registration	\$50.00
Late Renewal	\$25.00

Additional/Misc.	
Pawn Broker/Secondhand Dealer - New	License \$120.00 + State Background and Fingerprints \$36.00
Pawn Broker/Secondhand Dealer - Renew	\$120.00
Solicitor	\$25.00
Merchant Patrols, Private Detectives and Private Security Operated by Single Individual	\$100.00/Year
Merchant Patrols, Private Detectives and Private Security Operators	\$25.00/year/Individual (Max Fee \$200.00)
Utility Contractor	\$25.00/Year
Sound Truck	\$25.00 for any calendar month or portion thereof.
Taxi Master - New	\$160.00 + \$10.00/Vehicle
Taxi Master– Renew	\$120.00 + \$10.00/Vehicle
Taxi Driver – New	\$50.00
Taxi Driver – Renew	\$35.00
Kennel License	\$100.00
Pet Shop License	\$100.00
Transfer kennel or pet shop license to new owner	\$15.00
Penalty fee if the license is not applied for within thirty days of commencement of operation or the license renewal date	50% of license fee
Public Market Master	\$120.00
Amusement Device – Between January 1 and Jun 30	\$56.00 per machine
Amusement Device - Between July 1 and December 31	\$30.00 per machine
Public Dance	\$25.00
Cabaret – Live Entertainment W/Alcohol	\$400.00/year (\$100.00 Qtrly)
Live Entertainment No Alcohol	\$250.00/year (\$62.50 Qtrly)
Mechanical Entertainment W/Alcohol	\$300.00/year (\$75.00 Qtrly)
Mechanical Entertainment No Alcohol	\$200.00/year (\$50.00 Qtrly)
Adult Cabaret	\$500.00/year
Adult Cabaret Manager and Entertainer Nonrefundable Processing Fee	\$25.00

Adult Cabaret Manager and Entertainer License	\$100.00/Year
Model and Escort Nonrefundable Processing Fee	\$25.00
Model and Escort License	\$100.00/Year
Other Sexually Oriented Business Nonrefundable Application Fee	\$100.00
Sexually Oriented Business License	\$125.00
Massage Business License	\$100.00/year
Massage Parlor Attendant – New	\$50.00
Massage Parlor Attendant – Renew	\$25.00

City Hall Meeting Rooms	
City Council Chambers	\$100.00/Use
Executive Session Room	\$50.00/Use
Large Conference Room Ste. #203	\$50.00/Use
Small Conference Room Ste. #219	\$25.00/Use
Small Conference Room Ste. #210	\$25.00/Use

Kelso Train Depot Meeting Rooms	
Lower Level Conference Room	\$50.00/Use

Special Event Permit	
Events held on City Property (Non-Park)	\$100.00
Events held in City Parks	\$25.00 (not including applicable park rental fees)

Fireworks Permit	
Nonrefundable Permit Fee	\$25.00
Refundable Deposit	\$100.00

Dog License Fees	
Spayed/Neutered Dogs	\$15.00/Year
Not Spayed/Neutered Dogs	\$35.00/Year
Dogs acquired, brought into the City, or becoming an adult after July 1st	Half the annual license fee

Potentially Dangerous Dog Registration	Before July 1 - \$100.00/Year
	After July 1 - \$50.00
Dangerous Dog Registration	Before July 1 - \$250.00
	After July 1 - \$150.00
Late Application/Renewal	\$15.00
Replacement License	\$3.00
Replacement Dangerous Dog Identification Collar	\$23.00

Guard Dog License Fees	
Guard Dog Trainer	\$50.00/Year
Guard Dog User - New	\$50.00/Year
Guard Dog User - Renew	\$25.00/Year
Guard Dog Purveyor	\$250.00/Year

Animal Redemption	
Impound Costs	
Impound Fee per Animal	\$300
Impound fee per litter of puppies or kittens	\$100.00
Impound fee per small animals (rabbits, birds, ets.)	\$85
Extended Daily Care Costs – Shelter costs assessed for each twenty-four hour period, or portion thereof, beyond the 72 hour mandatory hold	
Dog, Cat, or single litter of puppies or kittens	\$15.00
Any other animal	\$15.00
Veterinary Costs	
Actual costs incurred by the City for necessary medical	
Transportation	
If provided at owner or custodian request or for livestock impounded off the property, actual costs incurred; ten dollars plus twenty cents per mile traveled to locate and transport the animal, or actual costs, whichever amount is greater.	

Schedule C – Police

Concealed Pistol License	
New Application	\$49.25
Renewal	\$32.00
Late Renewal	\$42.00
Replacement	\$10.00
<i>A portion of amounts are rates set by the State and are subject to change</i>	

Other Fees	
Photo Copies	\$0.40 each
Fingerprints	\$10.00 for up to two cards; \$10.00 for each add'l card thereafter

Repeated False Alarm Response	
Third occurrence of a false alarm within any 6 month period	\$50.00
Fourth and all subsequent false alarms within the same six month period	\$100.00 each

Schedule D – Building

Building Permit Fees. The fee for each International Building Code, International Residential Code, Washington State Energy Code or Washington State Ventilation and Indoor Air Quality Code building permit shall be as set forth in Table 1-A.

Plan Review Fees. Kelso Municipal Code 15.03.180. When submitted documents are required by the administrative chapter of each code, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee for International Residential Code permits shall be sixty-five percent of the building permit fee and for International Building Code permits shall be seventy percent of the building permit fee as established by resolution of the city council. The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.

Table 1-A Building Permit Fees

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$31.30
\$501.00 TO \$2,000.00	\$31.30 for the first \$500.00 plus \$4.25 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$98.45 for the first \$2,000.00 plus \$18.80 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$523.00 for the first \$25,000.00 plus \$13.25 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$848.75 for the first \$50,000.00 plus \$9.44 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,310.00 for the first \$100,000.00 plus \$7.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,263.24 for the first \$500,000.00 plus \$6.32 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 to \$5,000,000.00	\$7,394.00 for the first \$1,000,000.00 plus \$5.20 for each additional \$1,000.00, or fraction thereof
\$5,000,001.00 to \$10,000,000.00	\$28,194.00 for the first \$5,000,000.00 plus \$2.60 for each additional \$1,000.00, or fraction thereof
\$10,000,001.00 to \$15,000,000.00	\$41,194.00 for the first \$10,000,000.00 plus \$1.30 for each additional \$1,000.00, or fraction thereof
\$15,000,001.00 to \$20,000,000.00	\$47,694.00 for the first \$15,000,000.00 plus \$0.65 for each additional \$1,000.00, or fraction thereof
\$20,000,001.00 and up	\$50,944.00 for the first \$20,000,000.00 plus \$0.30 for each additional \$1,000.00, or fraction thereof
Other Inspections and Fees:	
1. Inspections outside of normal business hours	\$65.00 per hour ¹ (minimum charge – two hours)
2. Re-inspection fees assessed under provisions of Chapter 15.03.....	\$65.00 per hour ¹
3. Inspections for which no fee is specifically indicated	\$65.00 per hour ¹ (minimum charge – one hour)
4. Additional plan review required by changes, additions or revisions to plans	\$65.00 per hour ¹ (minimum charge – one hour)
5. For use of outside consultants for plan checking and inspections, or both	Actual Costs ²
6. Investigation fee for work commenced prior to obtaining a permit.....	Double permit fee
7. Building permit extension.....	50% of original permit fee
8. Manufactured housing installation inspection fee:	
a. Single-wide.....	\$132.00
b. Double-wide.....	\$165.00
c. Triple-wide.....	\$197.00
9. Wood stove (free standing) installation inspection fee.....	\$47.00

10. Demolition Permit: \$50 for residential, \$100 for commercial	
11. Re-roof, Siding and Window Permits	\$75.00
12. Same as plan review for identical house plans in the same subdivision or on a neighboring lot	\$65.00

¹ Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

² Actual costs include administrative and overhead costs.

Mechanical Permit Fees

The fee for each mechanical permit issued under provision of the International Mechanical Code, International Fuel Gas Code, NFPA 54 (National Fuel Gas Code), NFPA 58 (Liquefied Petroleum Gas Code), or the mechanical device provisions of the International Residential Code shall be as set forth in Table 2-A herein.

Table 2-A Mechanical Permit Fees	
Permit Issuance	
1. For the issuance of each mechanical permit	\$28.00
2. For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$14.00
Unit Fee Schedule <i>(Note: The following do not include permit-issuing fee.)</i>	
Equipment	
1. For the installation or relocation of each of the following piece of equipment:	\$20.00
<ul style="list-style-type: none"> • Furnace –forced air or gravity, (includes ducts and vents) • Boiler • Compressor and or Absorption System (includes heat pumps) • Evaporative Coolers • Air Handler (Not part of an HVAC system) • Ventilation system (Not part of an HVAC system) • Ventilation hood (includes associated ductwork) • Fireplace Insert, Gas fireplace • Incinerator • Fire damper, smoke damper or combination fire/smoke damper • Equipment regulated by the mechanical code but not specifically listed 	
2. Repairs or addition to each piece of equipment or system	\$18.00
Vents	
1. For the installation of the following:	\$10.00
<ul style="list-style-type: none"> • Appliance vent (for a piece of equipment not requiring mechanical permit) • Ventilation fan connected to single vent 	
Piping Systems	
1. For the installation of each of the following piping systems up to four outlets:	\$7.00
<ul style="list-style-type: none"> • Gas piping • Hazardous Process Piping • Non-Hazardous Process Piping 	
2. For the installation of each outlet exceeding four	\$3.00
Other Inspections and Fees	
1. For any of the following services:	\$65.00*
<ul style="list-style-type: none"> • Inspections outside of normal business hours, per hour • Re-inspection fees assessed under provisions of Chapter 15.03, per inspection • Inspections for which no fee is specifically indicated, per hour • Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge – one hour) 	
2. Investigation fee for work commenced prior to obtaining a permit	Double permit fee
3. Mechanical permit extension	50% of original permit fee
*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	

Plumbing Permit Fees

The fee for each plumbing permit issued under the provisions of the Uniform Plumbing Code shall be as set forth in Table 3-A herein.

Table 3-A Plumbing Permit Fees	
Permit Issuance	
1. For issuing each permit	\$28.00
2. For issuing each supplemental permit	\$14.00
Unit Fee Schedule (in addition to items 1 and 2 above)	
Fixtures, devices and equipment	
1. For the installation or relocation of each of the following:	\$9.00
• Each fixture requiring a trap (includes piping and backflow protection for that fixture)	
• Water heater (includes vent)	
• Industrial waste interceptor	
• Grease trap	
• Water treatment equipment	
• Lawn sprinkler system (includes backflow protection)	
• Backflow Preventer	
Equipment regulated by the plumbing code but not specifically listed piping and backflow protection therefor)	
2. Repairs or addition to each fixture, piece of equipment or system	\$9.00
Building Sewer	
1. For the installation of each building sewer or trailer park sewer	\$20.00
Gas Piping System	
1. For the installation of each gas piping systems up to four outlets	\$7.00
2. For the installation of each outlet exceeding four	\$3.00
Other Systems	
1. Rainwater systems – Per drain (inside building)	\$9.00
2. Private sewage disposal system	\$32.00
3. Graywater system	\$32.00
4. Installation and testing of a reclaimed water system	\$38.00*
5. Annual testing of reclaimed water system	\$38.00*
6. For each medical gas piping system for a specific gas – up to five outlets or inlets	\$61.00
7. For each additional medical gas outlet over five outlets	\$7.00
Other Inspection and Fees	
1. For any of the following services:	\$65.00*
• Inspections outside of normal business hours, per hour	
• Re-inspection fees assessed under provisions of Chapter 15.03, per inspection	
• Inspections for which no fee is specifically indicated, per hour	
• Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge – one hour)	
2. Investigation fee for work commenced prior to obtaining a permit	Double permit fee
3. Plumbing permit extension	50% of original permit fee
*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	

Residential Valuation Prices Per Square Foot*

Single Family – New House/Duplex	\$94 Per Square Foot
Tri-Plex/Multi-Family (4 units or less)	\$86 Per Square Foot
Addition	\$75 Per Square Foot
Garage	\$36 Per Square Foot
Carport/Patio Cover	\$15 Per Square Foot
Pole Building	\$24 Per Square Foot
Pole Building – Roof Only	\$19 per Square Foot
Flatwork - 4" Concrete Slab or Asphalt	\$2.50 Per Sq.ft./\$200 Per cy
Wood Deck	\$15 Per Square Foot
Wood Deck with Roof Cover	\$25 Per Square Foot
Fences (height over 7 ft.)	\$500 Minimum Value
Small Storage Sheds (Up to 200 sq.ft.)	\$10 Per Square Foot
Re-Roofs Residential (includes re-sheeting)	\$75 Per Square (100 sq.ft. of roof area=1 sq.)
Re-Roofs - > living units and commercial (includes re-sheeting)	Bid Price (pre-tax)
Demolition -Residential	\$500 Minimum Value

*Based on International Code Council's (ICC) most recent Building Safety Journal publication dated August 2007.

Washington State Building Code Surcharge.

For Each Building Permit: \$6.50

For Residential Multi-Unit Structures: \$6.50 for each permit issued PLUS \$2.00 per Dwelling Unit after the first.

Projects permitted under the IBC or IEBC: \$25.00.

Rates set by the State are subject to change

Fire/Life Safety Permit Fees

The fee for each activity requiring a permit issued under the provisions of the International Fire Code shall be set forth in Table 1-A.

Plan Review Fees. Kelso Municipal Code 15.03.180. When submitted documents are required by the administrative chapter of each code, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee for International Residential Code permits shall be sixty-five percent of the building permit fee and for International Building Code permits shall be **seventy-percent** of the building permit fee as established by resolution of the city council. The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.

Table 1-A

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$30.70
\$501.00 TO \$2,000.00	\$30.70 for the first \$500.00 plus \$4.15 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$96.50 for the first \$2,000.00 plus \$18.45 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$512.80 for the first \$25,000.00 plus \$13.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$832.10 for the first \$50,000.00 plus \$9.25 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,284.40 for the first \$100,000.00 plus \$7.45 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,179.65 for the first \$500,000.00 plus \$6.20 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$7,249.00 for the first \$1,000,000.00 plus \$5.10 for each additional \$1,000.00, or fraction thereof
Other Inspections and Fees:	
1. Fire Sprinklers, 10 heads or less (Fire Sprinkler Affidavit).....	\$156.00
2. Inspections outside of normal business hours	\$60.00 per hour ¹ (minimum charge – two hours)
3. Re-inspection fees assessed under provisions of Chapter 15.03	\$60.00 per hour ¹
4. Inspections for which no fee is specifically indicated	\$60.00 per hour ¹ (minimum charge – one hour)
5. Additional plan review required by changes, additions or revisions to plans	\$60.00 per hour ¹ (minimum charge – one hour)
6. For use of outside consultants for plan checking and inspections, or both	Actual Costs ²
7. Investigation fee for work commenced prior to obtaining a permit.....	Double permit fee
8. Permit extension.....	50% of original permit fee

¹ Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

² Actual costs include administrative and overhead costs.

Schedule E – Water and Sewer

Meter Installation Charge*	
Meter set $\frac{3}{4}$ x $\frac{5}{8}$	\$250
Meter set 1"	\$400
Meter set 1.5"	\$400 + meter cost
Meter set 2"	\$400 + meter cost

*Meters over 2" will be purchased by the City and the cost reimbursed by the applicant. Contractor will install the meter according to the Standard Plans and Specifications.

Other Fees	
Service call for water reconnection after water is turned off for non-payment	\$100.00/ call
Service call for new customers or temporary water turn on/off	\$25.00
Water/sewer account deposit	\$100.00 minimum; additional \$100.00 deposit required when applicant cannot establish "good credit history" as defined in KMC 13.04.050(c)
Penalty for meter tampering	\$200.00 /occurrence
Meter removal fee*	\$100.00/occurrence
Water meter test deposit	\$25.00/test
Cleaning usage fee**	\$50.00 up to 300 cubic feet + \$3.26 for every 100 cubic over 300
Pumping charge for leak adjustment	\$0.75/ 100 cubic feet
Penalty for irrigating during water shortage	\$100.00/occurrence
Service call for after hours services	\$250.00/call
Sewer service calls resulting from private side responsibility at cost of labor, material, and equipment	\$50.00 minimum
Latecomers agreement application fee	\$250.00 + \$25.00/lot in benefited area
Latecomers agreement appeal fee	\$500.00
Capital recovery appeal fee	\$500.00
Fire Hydrant Use Permit with Meter Rental	\$1000.00 deposit***/\$5.00 daily meter rental charge/\$150 meter assembly installation and removal fee/water consumption charged on wholesale or bulk rates with a minimum \$20.00 charge

The City does not tap the sewer main for side sewers. This work must be completed by the customer's licensed contractor.

*Meters are removed where, in the City's judgment, such is necessary to insure that water will not be used without authorization.

**For a period of 5 days only. If the owner or property manager wishes the water to remain on after 5 days, then they must make a \$60.00 deposit in addition to the \$50.00 fee.

***Should damage or theft occur, renter will forfeit deposit and reimburse the City the current replacement cost difference.

Schedule F – Planning

Planning Fees	
	Fee Amount
<u>ENVIRONMENTAL REVIEW</u>	
STATE ENVIRONMENTAL POLICY ACT (SEPA)	
Environmental Review	\$500 ⁽¹⁾
Environmental Review Appeal	\$1,000 ⁽¹⁾
Environmental Review EIS	\$1,500 ⁽¹⁾
Environmental Review Exemption	\$100
SHORELINE	
Substantial Development Permit (SDP)	\$1,000 ⁽¹⁾
Substantial Development Permit + Conditional Use or Variance	\$1,000 ⁽¹⁾
Conditional Use or Variance without SDP	\$1,000 plus actual cost for Hearing Examiner ⁽¹⁾
Shoreline Exemption	\$115
CRITICAL AREAS	
Critical Areas - Land Exchange, Conservation Easement, Bonus Density or Density Credits	\$250
Critical Areas Permit	\$250 per critical area location
Critical Areas Permit Extensions	50% of the original fee
Flood Plain Development Permit	\$250 ⁽¹⁾
<u>LAND USE ACTIONS</u>	
Binding Site Plan - Final	\$750
Binding Site Plan - Preliminary	\$1000 plus \$100 per lot
Boundary Line Adjustment	\$250
Manufactured Home Park/Subdivision	\$1,500 plus \$50 per space
Recreational Vehicle Park	\$750 plus \$50 per space
Planned Unit Residential Development (PURD)	\$2,000 plus \$70 per lot
Planned Unit Residential Development (PURD) - Final	\$750
Plat Amendment	\$500
Plat Amendment, Administrative	\$250
Short Plat	\$1,000 plus \$50 per lot
– Short Plat-Final	No Fee
Subdivision - Final Plat	\$750
Subdivision - Preliminary Plat	\$1,500 plus \$150 per lot plus actual cost for Hearing Examiner
Extension of Time Limit for Final Plat Submittal	50% of the original fee
<u>PLANNING</u>	
Administrative Review	\$750
Annexation Request	\$1000
Appeal of Administrative Decision	\$1,000 plus actual cost for Hearing Examiner ⁽¹⁾
Comprehensive Plan Amendment (Text & Map)	\$1,000 ⁽¹⁾
Comprehensive Plan Amendment (Text or Map)	\$1,000 ⁽¹⁾

Comprehensive Plan Amendment Map & Rezone Combined	\$1,000 ⁽¹⁾
Conditional Use Permit	\$1,000 plus actual cost for Hearing Examiner
Downtown Design Review	No Fee
Pre-application Conference	No Fee
Private Road Application Review - Final	\$500
Private Road Name (petition)	\$50 plus the cost of the signs
Private Road Name (quick pick)	Cost of Signs
Public Hearing - Postponement/Re-noticing	\$50 plus \$1.00 per notice address
Site Plan Review (Commercial, Industrial and Multifamily requiring SEPA)	\$750
Site Plan Review (Commercial, Industrial and Multifamily not requiring SEPA)	\$200
Site Plan Review (Residential)	\$65
Temporary Use Permit	\$50
Variance, Administrative	\$400 ⁽¹⁾
Variance, Hearing Examiner	\$1,000 plus actual cost for Hearing Examiner ⁽¹⁾
<u>SIGNS</u>	
Sign Permit - Face change only	\$35
Sign Permit - Temporary	\$50
Sign Permit - Special Service Sign	\$250 plus \$100 annually
<u>ZONING</u>	
Rezone	\$1,000 ⁽¹⁾
Written Zoning Interpretation	No Fee
Zoning Confirmation Letter	\$50
Zoning Text Amendment	\$1,000

NOTES: (1) Minimum charge. If outside review is required. Actual cost plus 10%.

Schedule G – Park Facilities

Group Category	Rotary Covered Area	Tam O'Shanter Covered Area	Other Park Reservation
I. Parks and recreation programs, park co-sponsored programs, other City sponsored events, park department and/or other city department benefit programs	Fee Waived	Fee Waived	Fee Waived
II. Non-profit organizations who charge membership fees, request donations and/or schedule fundraisers, including church organizations	\$40.00* for (4) hours of use or part thereof.	\$75.00* for (4) hours of use or part thereof.	\$25.00* for (4) hours of use or part thereof.
III. Private parties*	\$60.00* for (4) hours of use or part thereof.	\$100.00* for (4) hours of use or part thereof.	\$35.00* for (4) hours use or part thereof.

Non-Resident Fee: \$25.00 in addition to standard reservation fee.

Entire Tam O'Shanter Park closed for private use: \$1,200.00

**If gathering is of a commercial nature and/or is a gathering in excess of 100 people a Special Event Permit and Fee will also be required.*

*** If maintenance or security people are required, a charge for actual costs incurred will be paid by user.*

IV. League Field Use	Ball Park(s)
Annual fees charged for Cal Ripkin/Little League	\$1,100.00 (4 fields)
Annual fees charged for girls softball	\$1,100.00 (3 fields)
Annual fees charged for Babe Ruth	\$1,100.00 (Rister)
Annual fees charged for Kelso Soccer Club	\$400.00 (2 fields)
Annual fees charged for Boxing Club	\$300.00

Schedule H– Library

Nonresident Library Cards	
Household Cards: Good for all members of a household living at the same address.	
Annual Fee - Issued for one year from date of purchase.	\$70.00
Semi Annual Fee: Issued for six (6) months from date of purchase.	\$40.00
Quarterly Fee: Issued for three (3) months from date of purchase.	\$20.00
Senior Card: Good for up to a two-member senior citizen household.	
Annual Fee - Issued for one year from date of purchase.	\$35.00
Semi Annual Fee: Issued for six (6) months from date of purchase.	\$20.00
Quarterly Fee: Issued for three (3) months from date of purchase.	\$10.00

Nonresident Library Card Exceptions
Nonresident Kelso School District Students and Homeschooled students eligible to attend Kelso School District schools can obtain a one-year library card without fees.
Nonresident Kelso School District Educators can obtain a one-year library card without fees for the purpose of checking out materials for their classrooms.

Lost Cards will be replaced for a \$2.00 processing and handling fee.

*Lost or Unreturned Items
Books, videos and other library materials (excluding equipment) will be charged at the original price of the item in addition to accumulated overdue charges for the item(s).
Audiovisual equipment will be charged the cost of replacement in addition to accumulated charges for the item(s)
The Library Director may authorize charging the cost of replacement or replacement fees on books or sets that are particularly valuable or difficult to replace.

*Collection agency fees, legal fees, and other administrative costs incurred while attempting to secure the return of library materials will be passed on to the delinquent borrower.

Damaged Materials and Equipment*	
Library materials such as books	Cost to repair or rebind the item with a minimum charge of \$1.00
Irreparable damage	Original cost of the item or replacement as specified above
Equipment	Cost to repair
Irreparable damage	Replacement cost of the item

* Once the cost of the item or replacement charge has been paid, the patron, upon request, may have the item.

***Other Fees**

Copies and Printouts	\$.10 each
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* The first ten Copy and/or Printout pages are free.

Schedule I – Engineering

Civil Engineering Permit Fees	
Base Application Fee	\$50
Site	
ADA Ramp	\$150 (includes 10' of sidewalk)
Driveway Approach – Commercial	\$250 (includes 25' of sidewalk)
Driveway Approach – Residential	\$150 (includes 25' of sidewalk)
Sidewalk New/Repair/Replacement	\$25 for first 25', \$25 per 50' thereafter
Fill and Grade	(See separate worksheet)
Water	
Water Service Installation from main to within 5ft of structure (2" or smaller)	\$150
Construction of the City Water Main	\$500 for first 100', \$0.50 per foot thereafter
Water System Vaults, Fire Suppression, Metering, Pressure Regulating, Backflow Prevention (3" or larger)	\$500
Abandonment, Service Repair, or Additional Backflow Device (2" or smaller)	\$50
Sewer	
Sewer Service Installation	\$300
Construction of the City Water Main	\$500 for first 100', \$0.50 per foot thereafter
Abandonment or Lateral Repair	\$125
Stormwater	
Construction of the City Stormwater Main	\$500 for first 100', \$0.50 per foot thereafter
Submittal of Minimum Technical Requirement #2 is required	\$200
Submittal of Minimum Technical Requirements #1-5 is required	\$300
Submittal of Minimum Technical Requirements #1-9 is required	\$700
Stormwater conveyance pipe	\$2 per lineal foot
Grading Permit Fees	
Residentially-zoned parcel having less than 100 cubic yards of combined cut and fill and a slope of less than 2%	\$100

Over 50 cubic yards of combined cut and fill and Submittal of Minimum Technical Requirement #2 is required	\$200
Over 50 cubic yards of combined cut and fill and submittal of Minimum Technical Requirements #1 – 5 is required	\$300
Over 50 cubic yards of combined cut and fill and Submittal of Minimum Technical Requirements #1 – 9 is required	\$700
Notes: 1) A grading permit is not required for projects under 50 cubic yards. 2) Projects of 500 or more cubic yards requires a SEPA checklist and separate fees. 3) Minimum Technical Requirements based on Appendix 1 of the 2013 Western Washington Phase II Municipal Stormwater Permit.	
Other	
ROW Obstruction/Traffic Control Plan	\$25
One-time 6 Month Renewal of Permit*	\$25
Penalty for 4 th Submittal of Plans for a Single Application	25% of original permit fees
Engineering Review and Inspection Hourly Rate	\$55.00/hour
Special Technical Review	Cost Recovery
Hourly Rate for Reviews not Specified	\$65/hour
Working Without a Permit	Fees doubled
Street or Alley Vacation	\$250
Private Utility (Gas, Power, Telephone, Cable, etc...)	
Overhead ROW Work – Franchise	\$25 per each 1000'
Overhead ROW Work	\$50 per each 1000'
Open Cut ROW Ground Work – Franchise	\$50 per each 100'
Open Cut ROW Ground Work	\$75 per each 100'
Trenchless ROW Ground Work – Franchise	\$25 for 1 st 25', \$25 per 100' thereafter
Trenchless ROW Ground Work	\$50 for 1 st 25', \$50 per 100' thereafter

*Permit renewals after 1 year must repay initial fees for an additional 6 months.