

Public Works Fee-in-Lieu Application

(\$0 to apply)

Permit # _____

Name (Print):	Date:
	Phone:
Current Mailing Address:	Email:
	Tax ID/ Parcel #(s):
Associated SDP Permit #:	

Purpose: Developments required to provide sidewalk, ADA ramp, pedestrian path or street paving improvements per section 12.04 of the Port Townsend Municipal Code (PTMC) and Chapter 6 of the Engineering Design Standards, may request to pay a fee-in-lieu of constructing required improvements any time prior to final Public Works inspections and Certificate of Occupancy. The City will evaluate Fee-in-Lieu applications to see if they apply. If approved, the city will collect and track fees to construct priority transportation projects having nexus to where the fee is collected. The Fee-in-Lieu program is authorized in PTMC 12.140.

Goals: This program gives the applicant options. If the applicant does not wish to build required frontage improvements, and the city approves the application, fees will be collected to construct:

Sidewalk: complete higher priority sidewalk gaps.

ADA Sidewalk Ramps: Improve ADA accessibility within our community.

Paving: collect individual paving fees to construct a larger local paving project.

Review of Applications: Not all Fee-in-Lieu applications will be approved. Applicants are encouraged to discuss this option with staff ahead of applying. Staff will review Fee-in-Lieu applications to see if they meet the goals of the program as described in this form.

Directions: To determine the fee amount, applicants shall fill out the appropriate table.

Step 1: Read this form including the Conditions section.

Step 2: Select a fee option, see the Fee Option section in this form.

Step 3: Upload the free application to the online permit portal under the Fee-in-Lieu permit.

Step 4: Public Works staff will review the application.

Step 5: If accepted, the applicant shall pay the fee at the City Hall permit counter, cash or check only. If rejected, the applicant shall build the infrastructure as required by the Engineering Design Standards as directed by Public Works.

Step 6: Public Works will use fees to construct infrastructure, see Goals section.



Fee Options:

Option 1: For concrete sidewalk or sidewalk ramps only: applicants may determine the total fee using city pre-determined unit costs as determined from local contractor bids.

Option 2: For any transportation related work (sidewalk, ramps or street paving): Applicants may submit two qualified bids to construct infrastructure at the subject site and shall reflect specific site conditions. Qualified bids shall have competitive unit costs and reflect site conditions as determined by City staff. Only written bids from bonded and insured contractors with city business licenses will be accepted. Attach bids as Exhibit A.

Option 1: City Pre-Determined Fees

Concrete Sidewalk

Sidewalk Width	Length	\$ (per Frontage Ft)	Total
6' (Minimum Width)		\$100	\$
8' (Commercial Zones)		\$130	\$
Concrete Sidewalk Subtotal			\$

Concrete Sidewalk Ramp

Ramp Width	No. of Ramps	\$ (per Each)	Total
6' (Minimum Width)		\$4,000	\$
8' (Commercial Zones)		\$5,300	\$
Concrete Sidewalk Ramp Subtotal			\$

Option 1 Total Fee Amount

Item	Total
Concrete Sidewalk Subtotal	\$
Concrete Sidewalk Ramp Subtotal	\$
Option 1 Fee Total	\$

Option 2: Contractor Bids

Transportation Bid Items (Must attach two bids in Exhibit A)

Description of Work	Bid 1 Total Cost	Bid 2 Total Cost
	\$	\$
Option 2 Fee Total (Use the low bid)	\$	



Conditions:

A. **Timing:** Developments required to provide sidewalk, ADA ramp, pedestrian path or street paving improvements per section 12.04 of the PTMC and Chapter 6 of the Engineering Design Standards, may request to pay a fee-in-lieu of constructing required improvements any time prior to final Public Works inspections and Certificate of Occupancy.

B. **Criteria for Decision:** The Director or designee may accept a fee-in-lieu for required improvements, provided the public improvements cannot or should not be constructed concurrently with the subject development and the following requirements are met:

- Sufficient information is provided by the applicant per the procedure below to determine project feasibility;
- Staff assessment determines building sidewalks and associated ADA sidewalk ramps along the subject development frontage provide minimal benefit to the applicant and community at that location.
- Staff assessment based on accident history and planning and engineering evaluation concludes that no significant adverse impacts on the traveling public will result from a delay in constructing the required improvements;
- Staff assessment based on engineering evaluation concludes that no significant adverse impacts on the traveling public will result from a delay in street paving;
- Subject frontage improvements' use of fee-in-lieu is consistent with the land use decision and associated conditions (if applicable) and RCW82.02.020 and RCW58.17.130; and
- The City is able to utilize the fee-in-lieu within the next five (5) years on an appropriate capital improvement project or small works project located within the city limits.

I hereby certify that the information provided is correct, that I am either the owner or authorized to act on behalf of the owner and that all activities associated with this permit will be in accordance with State Laws and the Port Townsend Municipal Code.

Signed: _____

Date: _____



Exhibit A
Bid 1 of 2 (required if Fee Option 2 is Selected)



Exhibit A
Bid 2 of 2 (required if Fee Option 2 is Selected)

