

**City of Port Townsend
Fee List ~ 2021 (Reso. 19-084)**

City of Port Townsend, Development Services Department
250 Madison Street, Suite 3, Port Townsend, WA 98368
Phone: 360.379.5095 www.cityofpt.us Fax: 360.344.4619

DEVELOPMENT SERVICES FEE SCHEDULE

Land Use Fees

Land Use Fees - Fees associated with land use and planning services shall be as specified in the table below. In general, fees are calculated as follows: Land Use Base Fee (as listed in Part A) + SEPA(State Environmental Policy Act) Fee, if applicable (Part B) + Noticing Fees (Part C) = Total. **Please note that each application is unique and thus, actual costs may vary. For example: 1)** The base permit fee in Part A and B is a minimum fee- if actual staff review time is exceeded, the City will notify the applicant and begin billing at \$83/hr. **2)** Review by City Engineering Department Staff of land use projects will be billed at \$84/hr to cover actual costs incurred. Estimates will be made available upon request. **3)** Any costs incurred from the need to use outside consultants shall be in addition to fees listed and are the responsibility of the applicant. **4)** The City charges \$500 upfront for applications requiring a hearing before the Hearings Examiner. If the actual cost is less or more the difference will be refunded or billed. **5)** Any recording fees incurred shall be the responsibility of the applicant. **6)** Minimum fees are paid at time of application; any additional fees must be paid within 30-days of billing unless the City pre-approves other arrangements. The City may place permits on hold and the application processing timeline may be held in abeyance pending payment of fees. **7)** See footnote 1 on page 18 for process if fees are disputed.

PART A – LAND USE PERMIT BASE FEE

| Ref # | Land Use Permit Name | Type | Base Permit Fee | Staff Time Allotted (Hours) | 2% Tech Fee - \$5 min. | 5% Record Fee \$3 - \$10 ² | Hearing Examiner | Total |
|-------|----------------------|------|-----------------|-----------------------------|------------------------|---------------------------------------|------------------|-------|
|-------|----------------------|------|-----------------|-----------------------------|------------------------|---------------------------------------|------------------|-------|

ADDITIONAL REVIEW FEES

| | | | | | | | | |
|---|--|--|--------------|--|--|--|--|------------|
| 2 | Additional Review Fees, the base permit fee is a minimum; if actual staff review time is exceeded, the city will notify the applicant and begin billing at \$84/hr.(1) | | \$84 per hr. | | | | | 84 per hr. |
|---|--|--|--------------|--|--|--|--|------------|

BINDING SITE PLAN

| | | | | | | | | |
|---|---|-----|------------|----|---------|---------|--|------------|
| 3 | Binding Site Plan, Mixed Use/ Commercial | I-A | \$1,680.00 | 20 | \$33.60 | \$10.00 | | \$1,723.60 |
| 4 | Binding Site Plan, modification or amendment | I | \$504.00 | 6 | \$10.08 | \$10.00 | | \$524.08 |
| 5 | Binding Site Plan, Residential (includes Cottage Housing) | I-A | \$504.00 | 6 | \$10.08 | \$10.00 | | \$524.08 |

COMPREHENSIVE PLAN

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|-------|----------------------|------|-----------------|-----------------------------|------------------------|---------------------------------------|------------------|-------|
|-------|----------------------|------|-----------------|-----------------------------|------------------------|---------------------------------------|------------------|-------|

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|------------------------|---|------|--|-----------------------------|------------------------|---------------------------------------|------------------|------------|
| 6 | Comprehensive Plan - Formal Amendments by Government/ jurisdiction (Rezoning or Subarea Plan Amendments or Shoreline Master Program Amendment). NOTE: Applications will require third party review. Contact city staff to determine applicable fees. | V | TBD | TBD | TBD | TBD | TBD | TBD |
| 7 | Comprehensive Plan - Formal Amendments by non-government/ jurisdiction (Rezoning or Subarea Plan Amendments or Shoreline Master Program Amendment). NOTE: Applicant must also pay for SEPA, see page 12. | V | \$840.00 | 10 | \$16.80 | \$10.00 | | \$866.80 |
| 8 | Comprehensive Plan Amendment, Suggested | V | No charge - may or may not get on the docket | | | | | |
| CONDITIONAL USE | | | | | | | | |
| 9 | Conditional Use, Major. See definition in PTMC 17.08.020. | III | \$2,100.00 | 25 | \$42.00 | \$10.00 | \$500.00 | \$2,652.00 |
| 10 | Conditional Use, Minor. See definition in PTMC 17.08.020. | II | \$588.00 | 7 | \$11.76 | \$10.00 | | \$609.76 |
| 11 | Conditional Use Modification | II | \$252.00 | 3 | \$5.04 | \$10.00 | | \$267.04 |
| COTTAGE HOUSING | | | | | | | | |
| 12 | Cottage Housing, R-I Zone | III | \$2,520.00 | 30 | \$50.40 | \$10.00 | \$500.00 | \$3,080.40 |
| 13 | Cottage Housing, R-II Zone - Administrative Review | II | \$2,520.00 | 30 | \$50.40 | \$10.00 | | \$2,580.40 |
| 14 | Cottage Housing, R-III Zone - Administrative Review | II | \$2,520.00 | 30 | \$50.40 | \$10.00 | | \$2,580.40 |
| CRITICAL AREAS | | | | | | | | |
| 15 | Critical Area - Major. See definition in PTMC 19.05.040. | II | \$840.00 | 10 | \$16.80 | \$10.00 | | \$866.80 |
| 16 | Critical Area Advance Determination | II | \$168.00 | 2 | \$5.00 | \$8.50 | | \$181.50 |

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|----------------------|--|------|-----------------|-----------------------------|------------------------|---------------------------------------|------------------|----------|
| 17 | Critical Area Reasonable Use Exception. <i>NOTE: The base fee is in addition to the Major Critical Area permit and shall not be halved.</i> | II | \$420.00 | 5 | \$8.40 | \$10.00 | | \$438.40 |
| 18 | Critical Area Waiver. Per PTMC 19.05.040.E.j;(footnote 4 page 18) | I | \$168.00 | 2 | \$5.00 | \$8.50 | | \$181.50 |
| | Critical Area, Minor. See definition in PTMC 19.05.040. | I | \$420.00 | 5 | \$8.40 | \$10.00 | | \$438.40 |
| | Flood Development Permit | I-A | \$252.00 | 3 | \$5.04 | \$10.00 | | \$267.04 |
| | Flood Development Permit Variance | II | \$588.00 | 7 | \$11.76 | \$10.00 | | \$609.76 |
| 19 | Habitat Assessment Required per PTMC 16.08.130(F) | | \$168.00 | 2 | \$5.00 | \$8.50 | | \$181.50 |
| DESIGN REVIEW | | | | | | | | |
| 20 | Design Review - Administrative only per PTMC 17.30.020(4) | I-A | \$42.00 | 0.5 | \$5.00 | \$3.00 | | \$50.00 |
| 21 | Historic Residential Departure Request: | | \$0.00 | | \$5.00 | \$3.00 | | \$8.00 |
| 22 | Design Review – Administrative Only Secondary Home | I-A | \$84.00 | 1 | \$5.00 | \$4.25 | | \$93.25 |
| 23 | Design Review – Administrative Only Primary Home | I-A | \$84.00 | 1 | \$5.00 | \$4.25 | | \$93.25 |
| 24 | Design Review – Administrative only Pivotal Home | I-A | \$84.00 | 1 | \$5.00 | \$4.25 | | \$93.25 |
| 25 | Secondary Home | II | \$168.00 | 2 | \$5.00 | \$8.50 | | \$181.50 |
| 26 | Primary Home | II | \$168.00 | 2 | \$5.00 | \$8.50 | | \$181.50 |
| 27 | Pivotal Home | II | \$168.00 | 2 | \$5.00 | \$8.50 | | \$181.50 |
| 28 | Design Review- Minor Requiring HPC Committee review per PTMC 17.30.020 | 1-A | \$84.00 | 1 | \$5.00 | \$4.25 | | \$93.25 |
| 29 | Design Review - Major Commercial and Major HPC Review - Note: all commercial projects in excess of 10,000 square feet are considered Major projects. | II | \$840.00 | 10 | \$16.80 | \$10.00 | | \$866.80 |
| 30 | Pivotal Home | II | \$168.00 | 2 | \$5.00 | \$8.50 | | \$181.50 |
| 31 | Multi-family Review - Track 1 per definition in PTMC 17.46.030 | I-A | \$252.00 | 3 | \$5.04 | \$10.00 | | \$267.04 |

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| 32 | Multi-family Review - Track 2 per definition in PTMC 17.46.030 | I-A | \$840.00 | 10 | \$16.80 | \$10.00 | | \$866.80 |
| 36 | Special Valuation: | | | | | | | |
| 37 | Residential | I-A | \$84.00 | 1 | \$5.00 | \$4.25 | | \$93.25 |
| 38 | Commercial | I-A | \$336.00 | 4 | \$6.72 | \$10.00 | | \$352.72 |
| HOME OCCUPATION | | | | | | | | |
| 39 | Home Occupation | I | \$252.00 | 3 | \$5.04 | \$10.00 | | \$267.04 |
| LONG PLAT | | | | | | | | |
| 40 | Long Plat Amendment/ Alteration - Major - See definition PTMC 18.16.090 | III | \$2,100.00 | 25 | \$42.00 | \$10.00 | \$500.00 | \$2,152.00 |
| 41 | Long Plat Amendment/ Alteration - Minor- See definition PTMC 18.16.090 | I | \$420.00 | 5 | \$8.40 | \$10.00 | | \$438.40 |
| 42 | Long Plat Extension | III | \$420.00 | 5 | \$8.40 | \$10.00 | | \$438.40 |
| 43 | Long Plat, Final | IV | \$840.00 | 10 | \$16.80 | \$10.00 | | \$866.80 |
| 44 | Long Plat, Preliminary - Final plat fee will be paid later (see Long Plat, Final) | III | \$4,200.00 | 50 | \$84.00 | \$10.00 | \$500.00 | \$4,794.00 |
| LOT LINE ADJUSTMENT | | | | | | | | |
| 45 | Lot Line Adjustment Type I - no reorientation; move lot line in parallel | I | \$336.00 | 4 | \$6.72 | \$10.00 | | \$352.72 |
| 46 | Lot Line Adjustment Type II | II | \$504.00 | 6 | \$10.08 | \$10.00 | | \$524.08 |
| LOTS OF RECORD | | | | | | | | |
| 47 | Lots of Record (2 - 9 lots) | I-A | \$336.00 | 4 | \$6.72 | \$10.00 | | \$352.72 |
| 48 | Lots of Record (single lot) | I-A | \$168.00 | 2 | \$5.00 | \$8.50 | | \$181.50 |
| PLAT VACATION | | | | | | | | |
| 49 | Plat Vacation | III | \$2,184.00 | 26 | \$43.68 | \$10.00 | \$500.00 | \$2,737.68 |
| PLANNED UNIT DEVELOPMENT (PUD) | | | | | | | | |
| 50 | PUD (Planned Unit Development) - Preliminary. PUDs are not subject to associate subdivision fees (short plat, long plat, binding site plan). Fee for "PUD Final" to be paid later. | III | \$4,200.00 | 50 | \$84.00 | \$10.00 | \$500.00 | \$4,794.00 |
| 51 | PUD Amendment/ Alteration - Major (as defined in PTMC 17.32.130). | III | \$2,100.00 | 25 | \$42.00 | \$10.00 | \$500.00 | \$2,652.00 |
| 52 | PUD Amendment/ Alteration - Minor (as defined in PTMC 17.32.130). | I | \$420.00 | 5 | \$8.40 | \$10.00 | | \$438.40 |

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| 53 | PUD, Final | IV | \$840.00 | 10 | \$16.80 | \$10.00 | | \$866.80 |
| RECORDING FEES | | | | | | | | |
| 54 | Recording Fees - the applicant shall pay the cost of all recording fees. | | | | | | | Actual Cost |
| SHORELINES | | | | | | | | |
| 55 | Shoreline Exemption | I-A | \$252.00 | 3 | \$5.04 | \$10.00 | | \$267.04 |
| 56 | Shoreline Master Program Amendments. See Comprehensive Plan Amendment | V | | | | \$3.00 | | |
| 57 | Shoreline Substantial Development Permit - Conditional | III | \$1,008.00 | 12 | \$20.16 | \$10.00 | \$500.00 | \$1,538.16 |
| 58 | Shoreline Substantial Development Permit - Minor as defined in SMP Section 10.4.1 | II | \$672.00 | 8 | \$13.44 | \$10.00 | | \$695.44 |
| 59 | Shoreline Substantial Development Permit - Major as defined in SMP Section 10.4.1 | III | \$840.00 | 10 | \$16.80 | \$10.00 | \$500.00 | \$1,366.80 |
| 60 | Shoreline Variance, Minor. (See definition SMP 10.7.2) | II | \$672.00 | 8 | \$13.44 | \$10.00 | | \$695.44 |
| 61 | Shoreline Variance, Major. (See definition SMP 10.7.3) | III | \$672.00 | 8 | \$13.44 | \$10.00 | \$500.00 | \$1,195.44 |
| 62 | Shoreline Permit Revision | II | \$252.00 | 3 | \$5.04 | \$10.00 | | \$267.04 |
| SHORT PLAT | | | | | | | | |
| 63 | Short Plat Amendment | I | \$504.00 | 6 | \$10.08 | \$10.00 | | \$524.08 |
| 64 | Short Plat Approval, Final for 3-9 lots | I | \$840.00 | 10 | \$16.80 | \$10.00 | | \$866.80 |
| 65 | Short Plat Extension | II | \$252.00 | 3 | \$5.04 | \$10.00 | | \$267.04 |
| 66 | Short Plat Preliminary - 2 lots. Note: Final Plat fee included in these fees. | II | \$504.00 | 6 | \$10.08 | \$10.00 | | \$524.08 |
| 67 | Short Plat, Preliminary - 3 - 9 lots. Will also need to pay Short Plat Final fees. | II | \$3,024.00 | 36 | \$60.48 | \$10.00 | | \$3,094.48 |
| SIGN PERMIT | | | | | | | | |
| 68 | Sign Permits (Note: if in Historic District, Design Review is also required) | I | \$84.00 | 1 | \$5.00 | \$4.25 | | \$93.25 |
| 69 | Departure Permanent | IA | \$168.00 | 2 | \$5.00 | \$8.50 | | \$181.50 |
| 70 | Seasonal Temporary Sign Departure (up to 9 months) | I | \$84.00 | 1 | \$5.00 | \$4.25 | | \$93.25 |
| 71 | Temporary Sign Departure (15 days or less) | I | \$42.00 | 0.5 | \$5.00 | \$3.00 | | \$50.00 |

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|--------------------------|---|------|-----------------|-----------------------------|------------------------|---------------------------------------|------------------|------------|
| 72 | Sims to Kearney LIS (Local Information Sign) Project and M.I.S. (Merchant Information systems) program - Annual fee | I | \$84.00 | 1 | \$0.00 | \$0.00 | | \$84.00 |
| 73 | Sign Variance | II | \$252.00 | 3 | \$5.00 | \$10.00 | | \$267.00 |
| STREET VACATION | | | | | | | | |
| 74 | Street Vacation (Appraisal Deposit of \$750 to be made by separate check and receipted in Finance w/cover memo. Proceeds to be used to pay for appraisal.). | V | \$504.00 | 6 | \$10.08 | \$10.00 | | \$524.08 |
| TEMPORARY USE | | | | | | | | |
| 75 | Temporary Use | I | \$126.00 | 1.5 | \$5.00 | \$6.25 | | \$137.25 |
| 75 A | Temporary Use re-established from prior year, no change | I | \$84.00 | 1 | \$5.00 | \$4.25 | | \$93.25 |
| 76 | Street Vendor – **Plus annual permit fee of \$350.00 | | \$84.00 | 1 | \$5.00 | \$4.25 | | \$93.25 |
| TREE CONSERVATION | | | | | | | | |
| 77 | Tree Conservation Permit Approval: | | | | | | | |
| 78 | Affecting 40,000 square feet land area or less | II | \$168.00 | 2 | \$5.00 | \$8.50 | | \$181.50 |
| 79 | Affecting in excess of 40,000 square feet land area but not exceeding five acres | II | \$420.00 | 5 | \$8.40 | \$10.00 | | \$438.40 |
| 80 | Affecting land area of five acres or more | II | \$840.00 | 10 | \$16.80 | \$10.00 | | \$866.80 |
| 81 | Tree Removal - Forest Practice (Combined with statement of intent not to convert commercial forest lands PTMC 19.06.060 E) | I-A | \$84.00 | 1 | \$5.00 | \$4.25 | | \$93.25 |
| 82 | Tree Permit/Plan - Minor Modification to Approved | I-A | \$168.00 | 2 | \$5.00 | \$8.50 | | \$181.50 |
| 83 | Tree Removal - Written Exemption | I-A | \$84.00 | 1 | \$5.00 | \$4.25 | | \$93.25 |
| VARIANCE | | | | | | | | |
| 84 | Variance, major - (new buildings). NOTE: this is not a Shoreline variance. See Variance definition in PTMC 17.08.070. | III | \$2,100.00 | 25 | \$42.00 | \$10.00 | \$500.00 | \$2,652.00 |

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|--|--|-----------------------------|---------------------------|-----------------------------|------------------------|---|-------------------------------|--------------|
| 85 | Variance, minor (existing buildings). See Minor Variance definition in PTMC 17.08.070. | II | \$588.00 | 7 | \$11.76 | \$10.00 | | \$609.76 |
| WIRELESS FACILITY | | | | | | | | |
| 86 | Wireless Facility | I | \$252.00 | 3 | \$5.04 | \$10.00 | | \$267.04 |
| 87 | Wireless Facility | II | \$840.00 | 10 | \$16.80 | \$10.00 | | \$866.80 |
| 88 | Wireless Facility | III | \$3,780.00 | 45 | \$75.60 | \$10.00 | \$500.00 | \$4,365.60 |
| ZONING / CODE REVISIONS | | | | | | | | |
| 89 | Zoning/Land Use Code Text Revisions - NOTE: applicant must also pay for SEPA | v | \$840.00 | 10 | \$16.80 | \$10.00 | | \$866.80 |
| PART B - SEPA | | | | | | | | |
| 89 | SEPA Addendum | | \$336.00 | 4 | \$6.72 | \$10.00 | | \$352.72 |
| 90 | SEPA Checklist review for short subdivisions and other exempt projects, if DSD Director believes may include non-SEPA exempt actions (\$ to be credited) | | \$84.00 | 1 | \$5.00 | \$4.25 | | \$93.25 |
| 91 | SEPA Environmental Checklist Threshold Determination, Major | Type III parent file | \$1,344.00 | 16 | \$26.88 | \$10.00 | | \$1,380.88 |
| 92 | SEPA Environmental Checklist Threshold Determination, Minor | Type I or II parent file | \$672.00 | 8 | \$13.44 | \$10.00 | | \$695.44 |
| 93 | SEPA Environmental Impact Statement (EIS); see PTMC 19.04 Article IV. (plus consultant costs.) | | \$840.00 | 10 | \$16.80 | \$10.00 | | \$866.80 |
| PART C - LAND USE NOTICING FEES | | | | | | | | |
| | Noticing is based upon the Highest permit type (in Part A) and whether or not SEPA is required (Part B). | Notice Board Deposit | Paper Notice - NOA | | Mailing | Second Notice - SEPA Threshold Determination | Third Notice - Hearing | Total |
| 94 | Type IA/ I typically no notice unless, see below | \$0 | \$0.00 | | \$0.00 | | \$0.00 | \$0.00 |
| 95 | Type IA, I (involving multifamily design review 5-9 units, R-III Cottage Housing, or SEPA) (If SEPA is not required or if Optional DNS process is used, Waive \$100 Second Notice) | \$30 | \$150.00 | | \$75.00 | \$100.00 | | \$355.00 |
| 96 | Type II | \$30 | | | \$75.00 | | | \$105.00 |

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| 97 | Type II (involving shoreline permits, cottage housing, short subdivision or SEPA) (If SEPA is not required, or if the Optional DNS process is used, Waive \$100 Second Notice) | \$30 | \$150.00 | | \$75.00 | \$100.00 | | \$355.00 |
| 98 | Type III (includes NOA, SEPA Threshold, Hearing Notice) (If SEPA is not required, or if the Optional DNS process is used, Waive \$100 Second Notice) | \$30 | \$150.00 | | \$75.00 | \$100.00 | \$100.00 | \$455.00 |
| | Noticing is based upon the Highest permit type (in Part A) and whether or not SEPA is required (Part B). | Notice Board Deposit | Paper Notice-NOA | | Mailing | 2nd Notice -SEPA Threshold Determination | Third Notice-Hearing | Total |
| 99 | Type IV | \$0 | \$0.00 | | \$0.00 | | \$0.00 | \$0.00 |
| 100 | Type V - Site Specific | \$30 | \$150.00 | | \$75.00 | \$100.00 | \$100.00 | \$455.00 |
| 101 | Type V – General | \$0 | \$150.00 | | \$0.00 | \$100.00 | \$100.00 | \$350.00 |
| 102 | Type V- Street Vacation | \$30 | \$150.00 | | \$25.00 | | | \$205.00 |
| 103 | SEPA Addendum requiring notice | | | | \$75.00 | \$100.00 | | \$175.00 |
| 104 | Additional Notice and publication - required by changes initiated by applicant | | | | | | | \$0.00 |
| PUBLIC WORKS - ENGINEERING & INSPECTION FEES | | | | | | | | |
| 105 | Project Review of Land Use Permit Applications | | \$84 /hr | | | | | |
| STREET / SITE DEVELOPMENT PERMIT (SDP) | | | | | | | | |
| 106 | Permit Fee | | \$252.00 | 3 | \$5.04 | \$10.00 | | \$267.04 |
| 107 | Plan Review (plus \$84/hr over four hrs.) | | \$336.00 | 4 | | | | \$336.00 |
| 108 | Inspection Fees (the engineer of record shall provide a cost estimate) | | 2% of estimated project costs | | | | | |
| MINOR IMPROVEMENT PERMIT (MIP) | | | | | | | | |
| 109 | Permit Fee | | \$168.00 | 2 | \$5.00 | \$8.50 | | \$181.50 |
| 110 | Re-Inspection for corrections | | | | | | | |
| 111 | Latecomers Agreement Processing Fee (plus \$84/hr. over four hrs)(County Recording fees are not included) | | \$336.00 | 4 | | | | \$336.00 |
| 112 | Inspection not specifically listed | | \$84/hr. | | | | | |

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| 113 | Plan review for changes to approved plans | | \$84/hr. | | | | | |
| ADMINISTRATIVE FEES | | | | | | | | |
| 114 | Appeal fee for administrative decision (plus \$84/hr over four hrs). (Hearing Examiner fee may also apply - see below) | I, I-A, IISEPA | \$336.00 | 4 | \$6.72 | \$10.00 | | \$352.72 |
| 115 | Appeal to Hearings Examiner (if the actual cost is less or more the difference will be refunded or billed. (Appeal fee also applies - see above) | I, I-A, II | \$0.00 | | | | \$500.00 | Actual Cost |
| 116 | Technical Conference – Public works – If actual staff review time exceeds 5 hrs., additional staff time will be billed at \$84/hr. | | \$420.00 | 5 | | | | \$420.00 |
| 117 | Technical conference – one year extension | | \$84.00 | 1 | | | | \$84.00 |
| 118 | Variance under PTMC Titles 12 and 13 | | \$336.00 | 4 | | | | \$336.00 |
| 119 | Waiver request under PTMC Title 12 and 13 | | \$168.00 | 2 | | | | \$168.00 |
| 120 | Water Reservation – County | | \$420.00 | 5 | | | | \$420.00 |
| OTHER FEES | | | | | | | | |
| 122 | Additional Inspection Fees (per site visit) | | \$84.00 | 1 | | | | \$84.00 |
| 123 | Addressing (per address assigned) | | \$42.00 | 0.5 | | | | \$42.00 |
| 124 | Accessory Dwelling Unit: | | \$0.00 | | | | | |
| 125 | Address | | \$42.00 | 0.5 | | | | \$42.00 |
| 126 | Inspection | | \$84.00 | 1 | | | | \$84.00 |
| 127 | Notice to Title | | \$84.00 | 1 | | | | \$84.00 |
| 128 | Customer Assistance Meetings (CAM) (plus \$84/hr over two hrs) ⁽⁵⁾ | | \$168.00 | 2 | | | | \$168.00 |
| 129 | Director's Interpretation | | \$150.00 | | | | | \$150.00 |
| 130 | Recording Fees | | | | | | | Actual Cost |
| 31 | Legal Document preparation (minimum fee plus \$100 per hr for any City Attorney time) | | \$84.00 | 1 | | | | \$84.00 |

**City of Port Townsend
Fee List ~ 2021 (Reso. 19-084)**

City of Port Townsend, Development Services Department
250 Madison Street, Suite 3, Port Townsend, WA 98368
Phone: 360.379.5095 www.cityofpt.us Fax: 360.344.4619

| Ref # | Land Use Permit Name | Type | Base Permit Fee | Staff Time Allotted (Hours) | 2% Tech Fee - \$5 min. | 5% Record Fee \$3 - \$10 ² | Hearing Examiner | Total |
|-------|---|---------|-----------------|-----------------------------|------------------------|---------------------------------------|------------------|----------|
| 132 | Letter to Assessor , Zoning Compliance Letter, or Statement of Restrictions (Plus \$84/hr. for each additional hour of staff time.) | | \$84.00 | 1 | | | | \$84.00 |
| 133 | Pre-application, for projects that will require Type I or II permits (plus \$84/hr over three hrs) | I or II | \$252.00 | 3 | | | | \$252.00 |
| 134 | Pre-application, for projects that will require Type III permits (plus \$84/hr over five hrs) | III | \$420.00 | 5 | | | | \$420.00 |
| 135 | Waiver Request (per item; unless specified elsewhere) | | \$252 | 3 | | | | \$252.00 |

FOOTNOTES

| | |
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| 136 | <p>(1) Should fees or hourly charges be contested by an applicant, the first recourse is with the Department Head. Should the Department Head find that the City acted appropriately and that the allegation has no merit, s/he shall respond in writing to the applicant stating the basis for denial of the claim. This written response constitutes an administrative decision appealable to the Hearing Examiner pursuant to PTMC Chapter 20.01. In the event the Hearing Examiner finds substantially in favor of the applicant, the cost of the Hearing Examiner and appeal fee is paid by the City (and Hearing Examiner and appeal fee paid by the applicant would be refunded).</p> <p>(2) Record Retention fee is 5% of the fee rounded to the nearest 25¢ pursuant to PTMC 2.76.031</p> <p>(3) The City charges \$500.00 upfront for applications requiring a hearing before the Hearings Examiner. If the actual cost is less or more the difference will be refunded or billed.</p> <p>(4) For critical areas, development proposals which contain only aquifer recharge areas, frequently flooded areas or seismic hazard areas, the director may waive compliance with the application requirements and delineations requirements of this section and compliance with the performance standards for development contained in PTMC 19.05.060. The director must be satisfied that the performance standards provided for in the individual critical area regulations for a specific environmental category are met and no purpose established under this chapter would be furthered by requiring compliance with application requirements or the performance standards for development.</p> <p>(5) One-half of the base fee may be credited to a subsequent, associated pre-application/land use application if submitted within 12 months of the CAM.</p> |
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