

Land Use Fee Schedule

3.64.010 Fees imposed.

The fees and charges set forth in the fee schedule contained in this chapter are imposed for payment by applicants who apply for any type of action itemized in said land use fee schedule. Fees may be increased annually administratively through cost of living provisions as authorized in Chapter 3.59 IMC. Unless otherwise noted, fees are intended to cover City-incurred costs for all permit review, issuance and inspections.

- A. The following applies to all applications identified in this table:
1. A technology surcharge will be added to all fees per IMC 3.66.020, unless otherwise noted by footnote in the table.
 2. Consultant Reviews. In addition to the fees imposed pursuant to the fee schedule contained in this chapter, the applicant for the permits set forth in the City's land use fee schedule shall reimburse the City for the costs of professional consultants hired by the City to process and/or review and inspect the applicant's proposal, when the City is unable to do so with existing in-house staff. These professional services may include, but shall not be limited to, engineering, traffic engineering, legal, financial and accounting, soils, landscaping, and critical areas. The City may require the applicant to deposit an amount with the City to cover anticipated costs of retaining professional consultants; provided, that the Mayor has approved retaining the professional consultants.
 3. Consultant Administration Fee. Where an application requires a consultant review, as provided in subsection (A)(2) of this section, the City shall charge an administrative fee, equal to the consultant fee but not to exceed \$2,205 per permit, to cover City staff oversight, review and administration of the consultant's work.
 4. Additional Review. The fees identified in this schedule are based on expected staff costs to cover 3 plan reviews and the required inspections. For permit reviews where applicants require more than 3 reviews, the City shall charge an additional 30 percent of the initial permit fee for each review beyond the third review. This added fee is intended to cover the additional time required for staff to review resubmittals.
- B. Exemptions. For permit submittals for projects meeting the definitions of affordable housing, pursuant to IMC 18.102.050, fees shall be waived pursuant to Resolution 2008-13.
- C. Schedule of Land Use and Site Work Permit Fees.

Fee Type	Fee
1. Pre-Application Services	
Pre-Application Conferences <i>(Covers up to 2 preappl. meetings)</i>	\$2,756.25
Pre-Application Meeting Re: Accessory Dwelling Units (optional) or Single-Family New Construction (covers 1 meeting)	\$283.50
2. Pre-Application Community Meeting	\$5,512.50
3. Land Use Review	
Home Business Review - Level 2	\$1,653.75
Deviation of Standards	\$3,858.75

Fee Type	Fee
Site Development Permits	
Level 1 – Exterior work only - IMC 18.208.030(B)(3)	\$2,205.00
Level 1 – Minor expansions or small new structures (IMC 18.208.030(B)(1 and 2). <i>New or additions with total square footage under 4,000 square feet.</i>	\$6,615.00
Level 2 – IMC 18.208.030(C)	\$33,075.00
Level 4 – IMC 18.208.030(D)	\$55,125.00
Site Development Permit Amendments or previously approved Master Site Plans – IMC 18.208.030(E)	
Minor Amendments	\$33,075.00
Major Amendment	\$55,125.00
4. Landscape	
Landscape Permit	\$3,528.00
Landscape Inspections	IMC 3.64.010(A)(1) and (2) ²
5. Variances	
Sign	\$8,820.00
Critical Area	\$33,075.00
Other (noncritical area)	\$27,562.00
6. Signage	
Permanent Sign Permit, Type 1 (review, issuance, inspection of primary, secondary, and all other permanent signs except Permanent Sign Permit Type 2 and additional signs)	\$551.25
Permanent Sign Permit, Type 2 (review, issuance, inspection of freestanding and monument signs)	\$826.87
Permanent Additional Sign (review, issuance, inspection)	\$192.94
Front Street Temporary Banner (application, installation, and removal)	\$496.12
Business District Kiosk: Master Application (sign permit is separate and as shown above)	\$1,653.75
Landmark Sign Designation Permit	\$2,756.25
7. Subdivisions	
Preliminary Plat (10 lots or greater)	\$38,587.50
Final Plat	\$22,050.00
Plat Alteration	\$11,025.00
Short Plat (up to 9 lots)	\$11,025.00
Final Short Plat	\$2,205.00
Binding Site Plan	\$44,100.00
Lot Line Adjustment	\$4,630.50
8. Transportation	

Fee Type	Fee
Transportation Concurrency (# net new PM peak hour trips)	\$55.13/trip
Concurrency Modeling	\$441.00 + modeling fee
Traffic Impact Analysis (TIA)	IMC 3.64.010(A)(1) and (2)
9. Wireless Communication Facilities	
Level 1	Time and materials
Level 2	Time and materials
Technical Review	\$5,512.50
10. Environmental	
State Environmental Policy Act (SEPA) Review	\$5,512.50
NPDES Review	\$3,307.50
Public Agency and Utility Exemption (Level 2)	\$3,858.75
Technical Document Review	
Independent Review without permit	\$3,858.75 plus IMC 3.64.010(A)(1) and (2) fees.
Reviewed concurrently with Land Use Permit	IMC 3.64.010(A)(1) and (2) fees.
Shoreline Substantial Development Permit, Shoreline Conditional Use Permit, Shoreline Variance	\$7,715.50
Shoreline Exemption	\$1,102.50
11. Policy Planning Review	
Annexation: Initial Request to City Council ¹	Time and materials
Annexations to Boundary Review Board ¹	Time and materials
Pre-Annexation Agreement	Time and materials
Comprehensive Plan Amendment ¹	\$2,756.25
Land Use Code Amendment ¹	\$1,102.50
Rezone ¹	\$2,756.25
Interpretation (Level 1)	\$1,102.50
12. Transfer of Development Rights	
Receiving Site Project Review	\$1,378.13
TDR Certification Review	\$1,102.50
Request for New Sending or Receiving Site	\$4,410.00
13. Other	
Appeals ^{1,3}	\$1,653.75
Development Agreement	\$2,756.25/ac
Permit Extension Request ^{1,3}	\$275.63
Extended Service Fee	Time and materials
Expanded Work Hours ¹	

Fee Type	Fee
Class 0	\$0.00
Class 1	\$165.38
Class 2	\$551.25
Impact Fee Deferral Administrative Fee	\$496.13 per single-family unit
Periodic Review	Time and materials
Tree Removal	
Tree Removal Permit	\$330.75 (\$661.50 if critical area)
Tree Removal Permit: Retroactive	\$661.50
Tree Removal Permit: Hazardous Trees	No fee
Zoning Verification Letter ¹	\$330.75
Special Use or Event Permit ¹	\$330.75
Sidewalk Use Permit	\$330.75
Lighting Permit	
Independent Lighting Permit Review	\$1,102.50 plus IMC 3.64.010(A)(1) and (2) fees.
Review concurrent with Land Use Permit	IMC 3.64.010(A)(1) and (2) fees.
Trail Modification (Level 2)	\$3,858.75
Mineral Resource Site Periodic Review (Level 2)	\$3,858.75
Mobile Food Vendor Permit	\$330.75
Mobile Food Vendor Annual Renewal	\$168.53
Minor Utility Facility (Level 1)	\$5,512.50
Major Utility Facility (Level 4)	\$55,125.00
13. Public Projects	
Consolidated Capital Improvement Project Permit	See IMC 3.64.025
14. Site Work	Fee
Grading (Area to be graded)	
Less than 1 acre	\$1,102.50
1 acre – 2.5 acres	\$2,205.00
2.5 acres – 5 acres	\$3,858.75
5+ acres	\$6,615.00
Street and Utility Plan Review (Value of Proposed Improvements)	
Less than \$150,000	\$6,615.00

Fee Type	Fee
\$150,000 – \$300,000	\$12,127.50
\$300,000+	\$27,562.50
Remodels/Site Alterations/Early Grade	\$3,307.50
Wet or Dry Utilities in ROW – Upgrading services for more than one customer (in addition to street use permit fee)	\$5.51/lf
Oil/Water Separators	\$1,653.75
Street Use Permit	\$2,756.25
Traffic Control Plan (single day)	\$330.75
Traffic Control Plan (multiple days)	\$2,205.00
Pavement Cut Costs	
1 – 50 square feet	\$110.25 (2x fee if PCI > 85)
51 – 100 square feet	\$165.38 (2x fee if PCI > 85)
101+ square feet	\$165.38 (+ \$165.38 for each 100 square feet above 101) (2x fee if PCI > 85)
Signal Review	\$8,268.75/leg
Roundabout Review	\$27,562.50
Field Revision	\$1,102.50
Permit Revision/Amendment	30% of permit fee
Planning Review of Site Work Permits Tied to an Associated Level 2 or Greater Land Use Permit	\$2,205.00
Sidewalk Use Permit	\$330.75
Landscape Permit	\$3,528.00
Landscape Inspections	IMC 3.64.010(A)(1) and (2) fees

Footnotes:

- 1 Fee not subject to technology surcharge.
- 2 Based on the complexity of the inspection required, the City will either employ a consultant to perform the inspections or will utilize City staff. Where City staff are utilized, the inspection fee shall be \$1,102.50.
- 3 Fee is assessed per permit or application.