

**City of Port Townsend  
Fee List 2024 (Reso. 19-084)**

City of Port Townsend, Planning and Community Development  
250 Madison Street, Suite 3, Port Townsend, WA 98368  
Phone: 360.385.3000 www.cityofpt.us

**PLANNING & COMMUNITY 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 \$99/hr. 2) Review by City Engineering Department Staff of land use projects will be billed at \$99/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 <sup>2</sup>	Hearing Examiner	Total
<b>ADDITIONAL REVIEW FEES</b>								
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 \$99/hr.(1)		\$99.00	1				\$99.00
<b>BINDING SITE PLAN</b>								
3	Binding Site Plan, Mixed Use/ Commercial	I-A	\$1,980.00	20	\$39.60	\$10.00		\$2,029.60
4	Binding Site Plan, modification or amendment	I	\$594.00	6	\$11.88	\$10.00		\$615.88
5	Binding Site Plan, Residential	I-A	\$594.00	6	\$11.88	\$10.00		\$615.88
<b>COMPREHENSIVE PLAN</b>								

Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total
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). <b>NOTE: Applicant must also pay for SEPA, see page 12.</b>	V	\$990.00	10	\$19.80	\$10.00		\$1,019.80
8	Comprehensive Plan Amendment, Suggested	V	No charge - may or may not get on the docket					
<b>CONDITIONAL USE</b>								
9	Conditional Use, Major. See definition in PTMC 17.08.020.	III	\$2,475.00	25	\$49.50	\$10.00	\$500.00	\$3,034.50
10	Conditional Use, Minor. See definition in PTMC 17.08.020.	II	\$693.00	7	\$13.86	\$10.00		\$716.86
11	Conditional Use Modification	II	\$297.00	3	\$5.94	\$10.00		\$312.94
<b>COTTAGE HOUSING</b>								
12	Cottage Housing	IA	\$198.00	2	\$5.00	\$10.00		\$213.00

Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total
13	Cottage Housing, <i>Administrative Review with Advisory Committee, if requested by applicant</i>	II	\$2,970.00	30	\$59.40	\$10.00		\$3,039.40
<b>CRITICAL AREAS</b>								
15	Critical Area - Major. See definition in PTMC 19.05.040.	II	\$990.00	10	\$19.80	\$10.00		\$1,019.80
16	Critical Area Advance Determination	II	\$198.00	2	\$5.00	\$10.00		\$213.00
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	\$495.00	5	\$9.90	\$10.00		\$514.90
18	Critical Area Waiver. Per PTMC 19.05.040.E.j:(footnote 4 page 18)	I	\$198.00	2	\$5.00	\$10.00		\$213.00
	Critical Area, Minor. See definition in PTMC 19.05.040.	I	\$495.00	5	\$9.90	\$10.00		\$514.90
	Flood Development Permit	I-A	\$297.00	3	\$5.94	\$10.00		\$312.94
	Flood Development Permit Variance	II	\$693.00	7	\$13.86	\$10.00		\$716.86
19	Habitat Assessment Required per PTMC 16.08.130(F)		\$198.00	2	\$5.00	\$10.00		\$213.00
<b>DESIGN REVIEW</b>								
20	Design Review - Administrative only per PTMC 17.30.020(4)	I-A	\$49.50	0.5	\$5.00	\$3.00		\$57.50
21	<b>Historic Residential Departure Request:</b>		\$0.00		\$5.00	\$3.00		\$8.00
22	Design Review – Administrative Only Secondary Home	I-A	\$99.00	1	\$5.00	\$5.00		\$109.00
23	Design Review – Administrative Only Primary Home	I-A	\$99.00	1	\$5.00	\$5.00		\$109.00

Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total
24	Design Review – Administrative only Pivotal Home	I-A	\$99.00	1	\$5.00	\$5.00		\$109.00
25	Secondary Home	II	\$198.00	2	\$5.00	\$10.00		\$213.00
26	Primary Home	II	\$198.00	2	\$5.00	\$10.00		\$213.00
27	Pivotal Home	II	\$198.00	2	\$5.00	\$10.00		\$213.00
28	Design Review- Minor Requiring HPC Committee review per PTMC 17.30.020	1-A	\$99.00	1	\$5.00	\$5.00		\$109.00
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	\$990.00	10	\$19.80	\$10.00		\$1,019.80
30	Pivotal Home	II	\$198.00	2	\$5.00	\$10.00		\$213.00
31	Multi-family Review - Track 1 per definition in PTMC 17.46.030	I-A	\$297.00	3	\$5.94	\$10.00		\$312.94
32	Multi-family Review - Track 2 per definition in PTMC 17.46.030	I-A	\$990.00	10	\$19.80	\$10.00		\$1,019.80
36	Special Valuation:							
37	Residential	I-A	\$99.00	1	\$5.00	\$5.00		\$109.00
38	Commercial	I-A	\$396.00	4	\$7.92	\$10.00		\$413.92
<b>HOME OCCUPATION</b>								
39	Home Occupation	I	\$297.00	3	\$5.94	\$10.00		\$312.94
<b>LONG PLAT</b>								
40	Long Plat Amendment/ Alteration - Major - See definition PTMC 18.16.090	III	\$2,475.00	25	\$49.50	\$10.00	\$500.00	\$2,534.50
41	Long Plat Amendment/ Alteration - Minor- See definition PTMC 18.16.090	I	\$495.00	5	\$9.90	\$10.00		\$514.90
42	Long Plat or Extension	III	\$495.00	5	\$9.90	\$10.00		\$514.90
43	Long Plat, Final	IV	\$990.00	10	\$19.80	\$10.00		\$1,019.80

Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total
44	Long Plat, Preliminary, - Final plat fee will be paid later (see Long Plat, Final)	III	\$4,950.00	50	\$99.00	\$10.00	\$500.00	\$5,559.00
<b>LOT LINE ADJUSTMENT</b>								
45	Lot Line Adjustment Type I - no reorientation; move lot line in parallel	I	\$396.00	4	\$7.92	\$10.00		\$413.92
46	Lot Line Adjustment Type II	II	\$594.00	6	\$11.88	\$10.00		\$615.88
<b>LOTS OF RECORD</b>								
47	Lots of Record (2 - 9 lots)	I-A	\$396.00	4	\$7.92	\$10.00		\$413.92
48	Lots of Record (single lot)	I-A	\$198.00	2	\$5.00	\$10.00		\$213.00
<b>PLAT VACATION</b>								
49	Plat Vacation	III	\$2,574.00	26	\$51.48	\$10.00	\$500.00	\$3,135.48
<b>PLANNED UNIT DEVELOPMENT (PUD)</b>								
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	\$4,950.00	50	\$99.00	\$10.00	\$500.00	\$5,559.00
51	PUD Amendment/ Alteration - Major (as defined in PTMC 17.32.130).	III	\$2,475.00	25	\$49.50	\$10.00	\$500.00	\$3,034.50
52	PUD Amendment/ Alteration - Minor (as defined in PTMC 17.32.130).	I	\$495.00	5	\$9.90	\$10.00		\$514.90
53	PUD, Final	IV	\$990.00	10	\$19.80	\$10.00		\$1,019.80
<b>RECORDING FEES</b>								
54	Recording Fees - the applicant shall pay the cost of all recording fees.							Actual Cost
<b>SHORELINES</b>								
55	Shoreline Exemption	I-A	\$297.00	3	\$5.94	\$10.00		\$312.94

Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total
56	Shoreline Master Program Amendments. <i>See Comprehensive Plan Amendment</i>	V				\$3.00		
57	Shoreline Substantial Development Permit - Conditional	III	\$1,188.00	12	\$23.76	\$10.00	\$500.00	\$1,721.76
58	Shoreline Substantial Development Permit - Minor as defined in SMP Section 10.4.1	II	\$792.00	8	\$15.84	\$10.00		\$817.84
59	Shoreline Substantial Development Permit - Major as defined in SMP Section 10.4.1	III	\$990.00	10	\$19.80	\$10.00	\$500.00	\$1,519.80
60	Shoreline Variance, Minor. (See definition SMP 10.7.2)	II	\$792.00	8	\$15.84	\$10.00		\$817.84
61	Shoreline Variance, Major. (See definition SMP 10.7.3)	III	\$792.00	8	\$15.84	\$10.00	\$500.00	\$1,317.84
62	Shoreline Permit Revision	II	\$297.00	3	\$5.94	\$10.00		\$312.94
<b>SHORT PLAT</b>								
63	Short Plat Amendment	I	\$594.00	6	\$11.88	\$10.00		\$615.88
64	Short Plat Approval, Final for 3-9 lots	I	\$990.00	10	\$19.80	\$10.00		\$1,019.80
65	Short Plat Extension	II	\$297.00	3	\$5.94	\$10.00		\$312.94
66	Short Plat Preliminary - 2 lots. Note: Final Plat fee included in these fees.	II	\$594.00	6	\$11.88	\$10.00		\$615.88
67	Short Plat, Preliminary - 3 - 9 lots. Will also need to pay Short Plat Final fees.	II	\$3,564.00	36	\$71.28	\$10.00		\$3,645.28
<b>UNIT LOT SUBDIVISION</b>								
68	Unit Lot subdivisions less than one acre Note: Final Plat fee included in these fees. Alterations of previous ULS follow a short plat alteration fee	II	\$594.00	6	\$11.88	\$10.00		\$615.88

Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total
69	If a public hearing is requested under RCW 58.17.095(3).	III	\$4,356.00	44	\$87.12	\$10.00	\$500.00	\$4,953.12
70	Unit lot subdivisions one acre or greater. Note: Final Plat fee not included see Line 71. Alterations of previous ULS follow a subdivision plat alteration fee.	III	\$4,950.00	50	\$99.00	\$10.00	\$500.00	\$5,559.00
71	Final Unit Lot Subdivision	I	\$990.00	10	\$19.80	\$10.00		\$1,019.80
<b>TINY HOUSES ON WHEELS</b>								
	Tiny House on Wheel Community (requires Conditional Use Permit, see #9 Major CUP + Binding Site Plan or Unit Lot Subdivision)							
72	Tiny House on Wheel Placement Permit (as ADU or in a Community)	IA	\$297.00	3	\$19.80			\$319.80
<b>SIGN PERMIT</b>								
73	Sign Permits (Note: if in Historic District, Design Review is also required)	I	\$99.00	1	\$5.00	\$5.00		\$109.00
74	Departure Permanent	IA	\$198.00	2	\$5.00	\$10.00		\$213.00
75	Seasonal Temporary Sign Departure (up to 9 months)	I	\$99.00	1	\$5.00	\$5.00		\$109.00
76	Temporary Sign Departure (15 days or less)	I	\$49.50	0.5	\$5.00	\$3.00		\$57.50
77	Sims to Kearney LIS (Local Information Sign) Project and M.I.S. (Merchant Information systems) program - Annual fee	I	\$99.00	1	\$5.00	\$0.00		\$104.00
78	Sign Variance	II	\$297.00	3	\$5.94	\$10.00		\$312.94
<b>STREET VACATION</b>								

Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total
79	Street Vacation (Appraisal Deposit of <u>2,000</u> to be made by separate check and receipted in Finance w/cover memo. Proceeds to be used to pay for appraisal.).	V	\$594.00	6	\$11.88	\$10.00		\$615.88
<b>TEMPORARY USE</b>								
80	Temporary Use	I	\$148.50	1.5	\$5.00	\$7.50		\$161.00
81	Temporary Use re-established from prior year, no change	I	\$99.00	1	\$5.00	\$5.00		\$109.00
82	Street Vendor – **Plus annual permit fee of \$350.00		\$99.00	1	\$5.00	\$5.00		\$109.00
<b>TREE CONSERVATION</b>								
83	Tree Conservation Permit Approval:							
84	Affecting 40,000 square feet land area or less	II	\$198.00	2	\$5.00	\$10.00		\$213.00
85	Affecting in excess of 40,000 square feet land area but not exceeding five acres	II	\$495.00	5	\$9.90	\$10.00		\$514.90
86	Affecting land area of five acres or more	II	\$990.00	10	\$19.80	\$10.00		\$1,019.80
87	Tree Removal - Forest Practice (Combined with statement of intent not to convert commercial forest lands PTMC 19.06.060 E)	I-A	\$99.00	1	\$5.00	\$5.00		\$109.00
88	Tree Permit/Plan - Minor Modification to Approved	I-A	\$198.00	2	\$5.00	\$10.00		\$213.00
89	Tree Removal - Written Exemption	I-A	\$99.00	1	\$5.00	\$5.00		\$109.00
<b>VARIANCE</b>								



Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total
90	Variance, major - (new buildings). NOTE: this is not a Shoreline variance. See Variance definition in PTMC 17.08.070.	III	\$2,475.00	25	\$49.50	\$10.00	\$500.00	\$3,034.50
91	Variance, minor (existing buildings). See Minor Variance definition in PTMC 17.08.070.	II	\$693.00	7	\$13.86	\$10.00		\$716.86
<b>WIRELESS FACILITY</b>								
92	Wireless Facility	I	\$297.00	3	\$5.94	\$10.00		\$312.94
93	Wireless Facility	II	\$990.00	10	\$19.80	\$10.00		\$1,019.80
94	Wireless Facility	III	\$4,455.00	45	\$89.10	\$10.00	\$500.00	\$5,054.10
<b>ZONING / CODE REVISIONS</b>								
95	Zoning/Land Use Code Text Revisions - NOTE: applicant must also pay for SEPA	v	\$990.00	10	\$19.80	\$10.00		\$1,019.80
<b>PART B - SEPA</b>								
96	SEPA Addendum		\$396.00	4	\$7.92	\$10.00		\$413.92
97	SEPA Checklist review for short subdivisions and other exempt projects, if DSD Director believes may include non-SEPA exempt actions (\$ to be credited)		\$99.00	1	\$5.00	\$5.00		\$109.00
98	SEPA Environmental Checklist Threshold Determination, Major	Type III parent file	\$1,584.00	16	\$31.68	\$10.00		\$1,625.68
99	SEPA Environmental Checklist Threshold Determination, Minor	Type I or II parent file	\$792.00	8	\$15.84	\$10.00		\$817.84
100	SEPA Environmental Impact Statement (EIS); see PTMC 19.04 Article IV. (plus consultant costs.)		\$990.00	10	\$19.80	\$10.00		\$1,019.80
<b>PART C - LAND USE NOTCING FEES</b>								

Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total
	<b>Noticing is based upon the Highest permit type (in Part A) and whether or not SEPA is required (Part B).</b>	<b>Notice Board Deposit</b>	<b>Paper Notice - NOA</b>		<b>Mailing</b>	<b>Second Notice - SEPA Threshold Determination</b>	<b>Third Notice - Hearing</b>	<b>Total</b>
101	Type IA/ I typically no notice unless, see below	\$0	\$0.00		\$0.00		\$0.00	\$0.00
102	Type IA, I (involving multifamily design review 5-9 units, R-III Cottage Housing, or SEPA) <i>(If SEPA is not required or if Optional DNS process is used, Waive \$100 Second Notice)</i>	\$50	\$150.00		\$75.00	\$100.00		\$375.00
103	Type II	\$50			\$75.00			\$125.00
104	Type II (involving shoreline permits, cottage housing, short subdivision or SEPA) <i>(If SEPA is not required, or if the Optional DNS process is used, Waive \$100 Second Notice)</i>	\$50	\$150.00		\$75.00	\$100.00		\$375.00
105	Type III (includes NOA, SEPA Threshold, Hearing Notice) <i>(If SEPA is not required, or if the Optional DNS process is used, Waive \$100 Second Notice)</i>	\$50	\$150.00		\$75.00	\$100.00	\$100.00	\$475.00
	<b>Noticing is based upon the Highest permit type (in Part A) and whether or not SEPA is required (Part B).</b>	<b>Notice Board Deposit</b>	<b>Paper Notice- NOA</b>		<b>Mailing</b>	<b>2nd Notice - SEPA Threshold Determination</b>	<b>Third Notice- Hearing</b>	<b>Total</b>
106	Type IV	\$0	\$0.00		\$0.00		\$0.00	\$0.00
107	Type V - Site Specific	\$50	\$150.00		\$75.00	\$100.00	\$100.00	\$475.00
108	Type V – General	\$0	\$150.00		\$0.00	\$100.00	\$100.00	\$350.00

Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total
109	Type V- Street Vacation	\$50	\$150.00		\$25.00			\$225.00
110	SEPA Addendum requiring notice				\$75.00	\$100.00		\$175.00
111	Additional Notice and publication - required by changes initiated by applicant							\$0.00
<b>PUBLIC WORKS - ENGINEERING &amp; INSPECTION FEES</b>								
112	Project Review of Land Use Permit Applications		\$99.00	1				
<b>STREET / SITE DEVELOPMENT PERMIT (SDP)</b>								
113	Permit Fee		\$297.00	3	\$5.94	\$10.00		\$312.94
114	Plan Review (plus \$99/hr over four hrs.)		\$396.00	4				\$396.00
115	Inspection Fees (the engineer of record shall provide a cost estimate)		2% of estimated project costs					
<b>MINOR IMPROVEMENT PERMIT (MIP)</b>								
116	Permit Fee (includes inspection fee: \$99)		\$198.00	2	\$5.00	\$10.00		\$213.00
117	Re-Inspection for corrections							
118	Latecomers Agreement Processing Fee (plus \$99/hr. over four hrs)(County Recording fees are not included)		\$396.00	4	\$7.92	\$10.00		\$413.92
119	Inspection not specifically listed		\$99.00	1				
120	Plan review for changes to approved plans		\$99.00	1				
<b>ADMINISTRATIVE FEES</b>								
Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total



Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total
137	Legal Document preparation (minimum fee plus \$100 per hr for any City Attorney time)		\$99.00	1				\$99.00
138	Letter to Assessor , Zoning Compliance Letter, or Statement of Restrictions (Plus \$99/hr. for each additional hour of staff time.)		\$99.00	1	\$5.00	\$5.00		\$109.00
139	Pre-application, for projects that will require Type I or II permits (plus \$99/hr over three hrs)	I or II	\$297.00	3	\$5.94	\$10.00		\$312.94
140	Pre-application, for projects that will require Type III permits (plus \$99/hr over five hrs)	III	\$495.00	5	\$9.90	\$10.00		\$514.90
141	Waiver Request (per item; unless specified elsewhere)		\$297	3	\$5.94	\$10.00		\$312.94
<b>ENHANCED CAPACITY PERMIT REVIEW</b>								
	Shoreline Permit review							Actual cost + base permit fees
	Critical Area Review							Actual cost + base permit fees
	Special Study Third Party							At cost
	Public Works Site Plan Review							Actual cost + base permit fees
<b>STREET USE PERMIT FEES</b>								
	<b>Street Use Permit</b>	<b>Renewal Notes</b>	<b>Base Permit Fee</b>	<b>Annual Sq Ft Fee</b>	<b>Tech Fee 2%</b>	<b>Record Fee 5%</b>		<b>Total</b>

Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total
	Sidewalk cafes, or similar use where the use is restricted to the applicant or business		\$510.00	\$2.14	\$10.20	\$10.00		\$530.20
	Annual Renewal Fee for Sidewalk Cafes	If use is reestablished with no change	\$170.00	\$2.14	\$5.00	\$8.50		\$183.50
	Tables and chairs only on sidewalk - where the use is open to members of the public without restriction (need not be customer of applicant or business)		\$170.00		\$5.00	\$8.50		\$183.50
	Annual Renewal Fee for Tables & Chairs only	If use is reestablished with no change	\$85.00		\$5.00	\$4.25		\$94.25
	Planter boxes, short term, and other items	Not req. for permit renewal if use remains unchanged	\$170.00		\$5.00	\$8.50		\$183.50
	Streateries when use is restricted to applicant or business		\$2,550.00	\$8.57	\$51.00	\$10.00		\$2,611.00
	Annual Renewal Fee for Streateries	If use is reestablished with no change	\$170.00		\$5.00	\$8.50		\$183.50
	Parklets where use is open to the public without restriction (need not be customer of applicant or business)		\$1,700.00	\$8.57	\$34.00	\$10.00		\$1,744.00
	Annual Renewal Fee for Parklets	If use is reestablished with no change	\$170.00		\$5.00	\$8.50		\$183.50
SUP Notes								

Ref #	Land Use Permit Name	Type	Base Permit Fee	Staff Time Allotted (Hours)	2% Tech Fee - \$5 min.	5% Record Fee \$3 - \$10 <sup>2</sup>	Hearing Examiner	Total
		<p>A. All permits listed with a base fee shall include additional hourly charges when permits require staff review time resulting in a total a cost of review in excess of the base fee. The hourly charge shall be as established by resolution 21-065 and as amended consistent with the Development Services Fee table hourly rate.</p> <p>B. Permits are required, but no fees apply to the following:</p> <ol style="list-style-type: none"> <li>1. Temporary Street Closure – activities that require temporary closure of streets, lanes or sidewalks for commercial loading/unloading, construction storage or repair purposes.</li> <li>2. Private Mail/Parcel Boxes – commercial structures, other than individual US Postal Service boxes, that use the street, sidewalk, and/or public right of way for extended periods for newspaper sales or private collection of mail or parcels.</li> <li>3. Public or community services structure, including, public art.</li> <li>4. City sponsored uses of the right of way.</li> </ol> <p>C. In addition to base fees for permits, an annual per SF charge shall apply at the time of permit issuance and annually thereafter with a renewal date of January 1st.</p>						
<b>FOOTNOTES</b>								
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 <u>appealable to the Hearing Examiner pursuant to PTMC Chapter 20.01. In the event the</u></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>						