

RESOLUTION NO. 1029

**A RESOLUTION ESTABLISHING AND REVISING
SPECIFIC FEES AND CHARGES**

WHEREAS, the Troutdale City Council has reviewed City program expenditures and the revenues to support these programs; and

WHEREAS, an evaluation has been conducted as to the unit costs of providing services compared to revenues generated from supporting fees and charges; and

WHEREAS, certain current fees and charges are not adequate to recover the cost of providing the services; and

WHEREAS, the Troutdale City Council has found that adopting fees and charges by Resolution to be the most cost effective:

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL
OF THE CITY OF TROUTDALE THAT:**

SECTION 1 - GENERAL

- 1.a. Lien Check Fee shall be \$7.50 for each lien search. An additional charge of \$1.50 shall be assessed for faxed copies.
- 1.b. Photocopies shall be charged at \$.25 per page for standard letter or legal sized copies and \$.50 per page for 11"x17" standard size copies. These fees are to cover the photocopying and associated labor cost to the City. The fees for other non-standard copy requests shall be determined by the Finance Director, based on direct cost of materials and labor plus standard City overhead charges.
- 1.c. Document Copies shall be available at the following charges:

Budget	15.00
Annual Financial Report	15.00
Comprehensive Land Use Plan	10.00
Comprehensive Land Use Inventory	20.00
Development Code	20.00
Plan or Zoning District Maps	3.50

Parks Plan	10.00
Public Facilities Improvement Plan	10.00
Engineering Specifications	As determined by the consulting engineer
Construction Standard Drawings	10.00
City Maps (ODOT)	2.00

- 1.d. NSF Check Fee shall be \$15.00 for each check returned due to insufficient funds in the payor's account.
- 1.e. New Resident Lists shall be provided at a fee of \$5.00.
- 1.f. Water Service Connection Charge shall be \$20.00 for new or reconnected accounts.
- 1.g. Liquor License Application Fee shall be \$25.00 per application, either initial application or renewal of application.
- 1.h. Business License Listings shall be \$25.00 per request for any Troutdale business license listings.
- 1.i. Business License Application Fee shall be \$35.00 per year. New licenses applied for after July 1st of each year shall be assessed one-half the yearly rate (\$17.50). Applicants for new businesses or renewals received after December 1st shall be \$25.00 and will be issued for the next full year.
- 1.j. Home Occupation Supplemental Business License Fee shall be \$15.00 in addition to the basic business license fee for the initial application.
- 1.k. Peddlers License Application Fee shall be \$5.00 for each person employed as a canvasser/solicitor by the business in addition to the business license fee as specified in 1.i.
- 1.l. Temporary Streetside Sales Permit shall be \$15.00.

SECTION 2 - PUBLIC SAFETY

- 2.a. Police Reports Copy charges shall be \$10.00 per report.
- 2.b. Fingerprinting Charge for fingerprinting a non-resident at their request shall be \$10.00 per set of fingerprints. No charge is assessed for residents within the city limits.
- 2.c. Police Officer Cost shall be \$132.00 for the minimum four hours per officer and \$33.00 per hour for each additional hour per officer that police security services are required as a condition of the Community Building Park rental or as requested by organizations for their activities.

SECTION 3 - ENGINEERING

3.a. Plans Copying Charge:

11"x17" and smaller	.50 each
18"x24"	2.00 each
24"x36"	2.50 each
36"x48"	3.50 each

**3.b. CAD Quad and Orthophoto Section Map
Scale 1" = 100'**

3.00 each

3.c. Orthophoto City Map

With or without 2' contour intervals
Scale 1" = 400'

12.00 each

SECTION 4 - COMMUNITY DEVELOPMENT - PLANNING

4.a. Tentative Plat Fee shall be \$400.00 plus direct costs of \$15.00 for each lot. Any special engineering review costs will be charged separately in addition to the filing fee.

4.b. Final Plat Fee shall be one-half of the Tentative Plat Fee and shall be paid when the final plat is filed.

4.c. Project Development Review Fee shall be \$100.00 plus \$50.00 per lot up to a maximum of \$1000.00 payable at the time construction drawings are filed for review. The revenue shall be credited to the General Fund (50%), Sewage Treatment Plant Fund (25%), Water Fund (15%), and Street Fund (10%).

4.d. Zone Change Application Fee shall be \$400.00 for five acres or less; \$80.00 per acre up to a maximum of \$2,000.00 for over five (5) acres. The fee shall be per zone requested.

4.e. Comprehensive Land Use Plan Amendment. Applicants, unless the application is requested by a majority of the City Council, shall be charged a fee of \$500.00 and shall be governed by the amendment procedures of the Comprehensive Plan.

4.f. Annexation Fee shall be 1% of the assessed value of land used for other than single-family residences; \$15.00 per lot for single-family residences.

4.g. Boundary Review Fee. Fees associated with filing an amendment to the Urban Growth Boundary shall be those filing fees established by the Metropolitan Service District and/or Boundary Commission's current fee schedule and all direct expenses incurred by the City.

- 4.h. Vacation of Streets, Rights-of-Way and Plat Application Fee shall be \$300.00.
- 4.i. Minor Partition Fee shall be \$100.00 for a partition of parcel into two or three lots.
- 4.j. Major Partition Fee shall be \$300.00 for partition of parcel into two or three lots and creation of a street.
- 4.k. Lot Line Adjustment Fee shall be \$50.00.
- 4.l. Minor Variance Fee - Type I shall be \$75.00.
- 4.m. Minor Variance Fee - Type II shall be \$150.00
- 4.n. Major Variance Fee - Type III shall be \$300.00.
- 4.o. Development Permit Fee shall be \$10.00.
- 4.p. Temporary Use Permit Fee shall be \$100.00.
- 4.q. Special Event Permit Fee shall be \$100.00.
- 4.r. Non-Conforming Use Change Fee shall be \$300.00 to recover the costs of planning review and any public hearings. The fee shall be collected prior to the issuance of any permits required by the change.
- 4.s. Conditional Use Permit Fee shall be \$400.00.
- 4.t. Public Hearing Fee for all items requiring a public hearing not specifically listed above shall be \$300.00.
- 4.u. Site and Design Review Fees for commercial, industrial and multi-family projects shall be equal to 1/10th of 1% (.001) of the project value as determined by the Building Official. The minimum fee shall be \$50.00 and the maximum fee shall be \$2,000.00 maximum. The fee for duplex design review shall be \$50.00 per duplex.
- 4.v. Sign Site and Design Review Fee
 - 1. Copy change with no area increase for existing sign shall be \$10.00
 - 2. New Construction - All other signs - shall be \$25.00
- 4.w. Appeals Fee - Planning Commission shall be \$100.00 for appeals from staff decisions to the Planning Commission.

- 4.x. Appeals Fee - City Council shall be \$150.00 for appeals from Planning Commission decisions to the City Council.

SECTION 5 - COMMUNITY DEVELOPMENT - BUILDING

- 5.a. Commercial and Multifamily Building Permit Fees shall be computed from Table 3A of the current edition of the Uniform Building Code, as amended by the State of Oregon. Building valuation shall be determined by use of the current issue, current year, of the ICBO Building Standards publication (Building Valuation Data Table) or Building Valuation data published by the Oregon Building Codes Agency.
- 5.b. One and Two Family Building Permit Fees shall be computed from the Table on page 2e of the current edition of CABO One and Two Family Dwelling Specialty Code, as amended by the State of Oregon. Building valuation shall be determined by use of the current issue, current year, of the ICBO Building Standards publication (Building Valuation Data Table) or Building Valuation data published by the Oregon Building Codes Agency.
- 5.c. Single-Family Residential Plan Checking and Examination Fee shall be calculated at 65% of the building permit fee. A deposit of \$175.00 shall be paid at time of submission of application.
- 5.d. Commercial/Industrial Plan Checking and Examination Fee shall be paid in full when plans are submitted for review based upon Section 5.a. of this resolution and calculated at 65% of the building permit fee.
- 5.e. Demolition Permit Fee shall be as set forth in the attached exhibit 5.e.
- 5.f. Plumbing Permit Fee shall be as set forth in the attached exhibit 5.f.
- 5.g. Electrical Permit Fee shall be as set forth in the attached exhibit 5.g.
- 5.h. Sign Permit Fee shall be computed from Table 3A of the current edition of the Uniform Building Code, as amended by the State of Oregon. Signs are subject to plan checking and examination fees.
- 5.i. Grading Permit Fee and Plan Checking and Examination Fee shall be as set forth in the attached exhibit 5.i.

SECTION 6 - PUBLIC WORKS

- 6.a. Public Works Permit Fee shall be \$50.00 and is required for any alteration in the public way, including pavement cuts, curb cuts, and connections to a City water, sewer or storm line. Revenue is credited to the General Fund.

- 6.b. Project Inspection Fee shall be charged for the inspection of all privately constructed public works. The fee shall be the reimbursement to the City by the Developer for all costs actually incurred in providing the inspection and testing services, and payable within 30 days after the date of the invoice. Revenue is credited to the Public Works Management Fund.
- 6.c. NPDES General Storm Water Permit Fee shall be \$300.00 and credited to the Public Works Management Fund.
- 6.d. Other Special Services will be charged at cost (time and materials or cost billed to the City) plus standard administration and overhead. The revenue will be credited to the applicable Public Works division.
- 6.e. Yard Debris Exemption Application Fee shall be \$10.00.

SECTION 8 - COMMUNITY BUILDING RENTAL

	<u>Rental + Refundable Cleaning Deposit</u>
8.a. <u>Troutdale Public Service Groups</u> (without alcoholic beverages)	\$50.00 + \$100.00
8.b. <u>Troutdale Public Service Groups</u> (with alcoholic beverages)	\$100.00 + \$100.00
8.c. <u>Troutdale Resident</u> (without alcoholic beverages)	\$200.00 + \$100.00
8.d. <u>Troutdale Resident</u> (with alcoholic beverages)	\$300.00 + \$100.00
8.e. <u>Nonresident</u> (without alcoholic beverages)	\$350.00 + \$100.00
8.f. <u>Nonresident</u> (with alcoholic beverages)	\$400.00 + \$100.00
8.g. <u>Police Officer Requirement</u> - If alcoholic beverages are served, a Troutdale City Police Officer is required. The fee assessed is to offset related costs incurred by the use of the officer. Sponsorship and approval by the Mayor and City Council may waive this requirement.	
8.h. <u>One-Half Day Rates</u> shall be one-half of the regular listed rates if the total usage is less than four (4) hours.	
8.i. <u>Annual Cleaning Deposit</u> : An annual cleaning deposit by groups using the building on a regular monthly basis is permitted. All annual cleaning deposits must be \$100.00 minimum.	

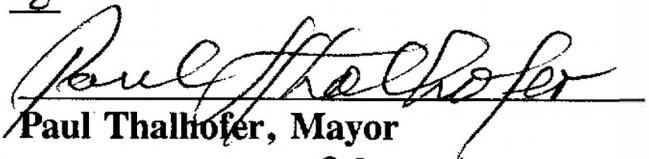
SECTION 9 - OTHER

Materials and services not specifically addressed in the City's ordinances and resolutions may be provided upon the City Administrator's approval. The charge shall be based upon direct cost of labor and materials plus appropriate, but not less than 30%, overhead charges. The City Administrator may waive the City overhead charges partially or in total upon determination of benefit to both parties.

BE IT FURTHER RESOLVED THAT, Fees and charges listed herein shall be effective July 1, 1993. Any building rental reservations made, for events taking place after July 1, 1993, shall be assessed at the new rate.

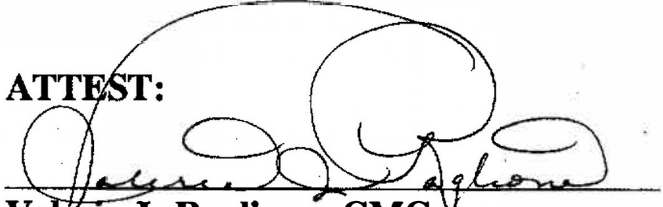
ADOPTED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE THIS 25 DAY OF MAY, 1993.

YEA: 6
NAYS: 0
ABSTAINED: 0



Paul Thalhoffer, Mayor

Dated: May 25, 1993

ATTEST:


Valerie J. Raglione, CMC

City Recorder
D:\CDMAR93\FEES

CITY OF TROUTDALE
104 SE KIBLING STREET
TROUTDALE OR 97060
665-5175

PERMIT NO. _____

DATE ISSUED _____

DEMOLITION PERMIT ISSUED BY _____

EXHIBIT 5.E

ADDRESS _____

LEGAL DESC: Lot _____ Block _____

SUBDIVISION/SECTION _____

OWNER _____

ADDRESS _____

PHONE _____

CONTRACTOR _____

CONTR. ADDRESS _____

STATE REG# _____ CITY LICENSE # _____

PHONE _____ VALUATION \$ _____

Permits are nontransferable and expire if work is not started within 180 days of issuance or if work is suspended for a period in excess of 180 days. Contractor must notify the Building Department a minimum of 48 hours in advance of demolition or removal for scheduling of inspections. Adequate traffic control and signage is required during demolition and must be coordinated with the City of Troutdale.

A request to remove structures through a fire training exercise will require approval from the Fire Department and the City.

I have examined the completed application for a permit and do certify that all information herein is true and correct and I further certify that any and all work performed shall be in accordance with the ordinances of the City of Troutdale and the laws of the State of Oregon pertaining to the work described herein.

Signature _____

Check One [] Owner [] Contractor

Date Signed: _____

PERMIT FEES

DEMOLITION	\$ 35.00
WATER DISCONNECT *	\$ _____
SEWER DISCONNECT * (city only)	\$ _____
STATE SURCHARGE	\$ _____
TOTAL PERMIT FEE	\$ _____

* 20.00 each

RULES AND REGULATIONS
GOVERNING DEMOLITION

The owner of record is responsible for the removal and disconnection of the sewer and water supply and/or private sewage system. All such work must be accomplished within five (5) days of the removal of the structure.

Private sewage disposal systems must be abandoned in accordance with the requirements of DEQ and Multnomah County Dept. of Environmental Services. A separate permit is required and may be obtained at Troutdale City Hall.

All private well systems must be completely disconnected, well marked and made safe from any potential hazardous condition.

Water meters must be removed by the Water Division. Sewer disconnections must be inspected by the Wastewater Treatment Division.

All debris resulting from demolition must be disposed of at appropriate disposal sites. Debris must be removed within five days following demolition and not be left on the property.

CITY OF TROUTDALE
104 SE KIBLING STREET
TROUTDALE OR 97060
665-5175

PERMIT NO. _____

DATE ISSUED _____

PLUMBING PERMIT ISSUED BY _____

RECEIPT NO. _____

EXHIBIT 5.F

ADDRESS _____

LEGAL DESC: Lot _____ Block _____

SUBDIVISION/SECTION _____

OWNER _____

ADDRESS _____

PHONE _____

CONTRACTOR _____

ADDRESS _____

CITY/STATE _____

PHONE _____ VALUATION _____

STATE REG# _____ CITY / METRO # _____

Permits are nontransferable and expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

I have examined the completed application for a permit and do certify that all information herein is true and correct and I further certify that any and all work performed shall be in accordance with the ordinances of the City of Troutdale and the laws of the State of Oregon pertaining to the work described herein.

Check One Owner Contractor

PLAN REVIEW REQUIRED AS FOLLOWS:

1. A residential structure which has 40 fixtures or more
2. All nonresidential structures w/more than 30 fixture units
3. Nonresidential structures with more than 200 feet of developed length of water or sewer pipe
4. When specifically requested by the Building Department

PLAN CHECK DEPOSIT \$	_____
RECEIPT NO.	_____
DATE RECEIVED:	_____
NEW DWELLINGS	
Each unit - 1 bath	155.00 _____
Each unit - 2 baths	205.00 _____
Each unit - 2+ baths	250.00 _____
EXISTING DWELLINGS	
Each fixture - repair or replace	
First 3	35.00 _____
Each fixture over 3	
No. of Fixtures _____ x 8.00	_____
Each manhole, drywell, sewer cap, vacuum breaker or catch basin	
No. of Items _____ x 25.00	_____
Water, Storm or Sanitary Sewer	
First 100 feet of line	35.00 _____
Each add'l. foot of line	
No. of Feet _____ x .20	_____
MANUFACTURED DWELLINGS	
Manufactured Home Park	
Sewer collection and water distribution per space	
No. of Spaces _____ x 30.00	_____
Manufactured Home Service Connection	
No. of Spaces _____ x 25.00	_____
COMMERCIAL / MULTI-FAMILY	
Each fixture - repair or replace	
First 3	50.00 _____
Each fixture over 3	
No. of Fixtures _____ x 10.00	_____
Each manhole, drywell, sewer cap, vacuum breaker or catch basin	
No. of Items _____ x 25.00	_____
Water, Storm or Sanitary Sewer	
First 100 feet of line	35.00 _____
Each add'l. foot of line	
No. of Feet _____ x .20	_____
PERMIT FEE	\$ _____
SURCHARGE	_____
PLAN REVIEW	_____
TOTAL FEES	_____

**CITY OF TROUTDALE
104 SE KIBLING STREET
TROUTDALE OR 97060
665-5175**

PERMIT NO. _____

DATE ISSUED _____

ELECTRICAL PERMIT ISSUED BY _____

RECEIPT NO. _____

EXHIBIT 5.G

ADDRESS _____

LEGAL DESC: Lot _____ Block _____

SUBDIVISION/SECTION _____

OWNER _____

ADDRESS _____

PHONE _____

CONTRACTOR _____

ADDRESS _____

CITY/STATE _____

PHONE _____ CONTR. BOARD # _____

STATE REG# _____ CITY / METRO # _____

Permits are nontransferable and expire if work is not started within 180 days of issuance or if work is suspended for 180 days. All permits issued after 4/1/92 must conform to the NEC 1990 Code.

I have examined the completed application for a permit and do certify that all information herein is true and correct and I certify that all work performed shall be in accordance with the ordinances of the City of Troutdale and the laws of the State of Oregon pertaining to the work described herein.

Supervising Electrician _____ License No. _____

OWNER INSTALLATION. This installation is being made on property I own which is not intended for sale, lease or rent.

Owner's Signature _____

PLAN REVIEW (if required)

PLAN CHECK DEPOSIT \$ _____
RECEIPT NO. _____
DATE RECEIVED _____

RESIDENTIAL (per unit)

1000 sq.ft. or less	_____ 85.00 _____ 4
Each add'l. 500 sq.ft. or portion thereof	_____ 15.00 _____
Limited Energy	_____ 20.00 _____ 1
Manu. Dwelling or Modular Service or Feeder	_____ 40.00 _____ 1

SERVICE OR FEEDERS

200 amps or less	_____ 50.00 _____ 2
201 to 400 amps	_____ 60.00 _____ 2
401 amps to 600 amps	_____ 100.00 _____ 2
601 amps to 1000 amps	_____ 130.00 _____ 2
Over 1000 amps or volts	_____ 300.00 _____ 2
Reconnect Only	_____ 40.00 _____ 2

TEMPORARY SERVICE OR FEEDERS

INSTALLATION/ALTERATION/RELOCATION

200 amps or less	_____ 40.00 _____ 2
201 to 400 amps	_____ 55.00 _____ 2
401 amps to 600 amps	_____ 80.00 _____ 2
Over 600 amps or 1000 volts see "B"	_____ _____ _____

BRANCH CIRCUITS

NEW/ALTERATION/EXTENSION PER PANEL

Branch circuits with purchase of service or feeder fee one) _____ 2.00 _____

Branch circuit w/o purchase of service or feeder

First branch circuit	_____ 35.00 _____
Each add'l. branch circuit	_____ 2.00 _____

MISCELLANEOUS (Service or feeder not included)

Each pump or irrig. circle	_____ 40.00 _____ 2
Each sign or outline lighting	_____ 40.00 _____ 2
Signal circuit or limited energy panel, alteration or extension	_____ 40.00 _____ 2

ADDITIONAL OR SPECIAL INSPECTION

Over the allowable in any of the above inspections (per inspection) _____ 35.00 _____ 1

PERMIT FEE \$ _____

SURCHARGE 5% _____

PLAN REVIEW _____

LESS BULK LABEL FEE < _____ >

TOTAL PERMIT FEE \$ _____

**CITY OF TROUTDALE
104 SE KIBLING STREET
TROUTDALE OR 97060
665-5175**

PERMIT NO. _____

DATE ISSUED _____

GRADING PERMIT

ISSUED BY _____

RECEIPT NO. _____

EXHIBIT 5.I

ADDRESS _____

LEGAL DESC: Lot _____ Block _____

SUBDIVISION/SECTION _____

OWNER _____

ADDRESS _____

PHONE _____

CONTRACTOR _____

CONTR. ADDRESS _____

STATE REG# _____ CITY LICENSE # _____

PHONE _____ VALUATION \$ _____

Permits are nontransferable and expire if work is not started within 180 days of issuance or if work is suspended for a period in excess of 180 days.

DESCRIBE SCOPE OF WORK ACTIVITY:

I have examined the completed application for a permit and do certify that all information herein is true and correct and I further certify that any and all work performed shall be in accordance with the ordinances of the City of Troutdale and the laws of the State of Oregon pertaining to the work described herein.

Signature _____

Check One Owner Contractor

Date Signed: _____

GRADING PLAN REVIEW FEE (if applicable)	
--50 c/y or less	No Fee
--51 to 100 c/y	\$15.00
--101 to 1000 c/y	\$22.50
--1001 to 10,000 c/y	\$30.00
--10,001 to 100,000 c/y - 1st 10,000 c/y \$30.00 + \$15.00 for each add'l. 10,000 c/y or fraction thereof	_____
--100,001 to 200,000 c/y - 1st 100,000 c/y \$165.00 + \$9.00 for each add'l. 10,000 c/y or fraction thereof	_____
--200,001 c/y or more - 1st 200,000 c/y \$255.00 + \$4.00 for each add'l. 10,000 c/y or fraction thereof	_____

GRADING PERMIT FEE	
--50 cubic yards or less	\$15.00
--51 to 100 cubic yards	\$22.50
--101 to 1000 cubic yard - \$22.50 for the 1st 100 c/y plus \$10.50 for each add'l. 100 c/y or fraction thereof	_____
--10,001 to 100,000 c/y - \$198.00 for the 1st 10,000 c/y plus \$40.50 for each add'l. 10,000 c/y or fraction thereof	_____
--100,001 c/y or more - \$562.50 for the 1st 100,000 c/y plus \$22.50 for each add'l. 10,000 c/y or fraction thereof	_____
GRADING FEE	\$ _____
PLAN REVIEW FEE	\$ _____
5% SURCHARGE	\$ _____
TOTAL PERMIT FEE	\$ _____