

**RESOLUTION NO. 491**

**A RESOLUTION OF THE CITY OF GIG HARBOR, WASHINGTON,  
WHICH ESTABLISHES FEES FOR LAND USE PLANNING AND BUILDING  
APPLICATIONS AND PERMITS AND AMENDING THE FEE SCHEDULE.**

**WHEREAS**, the City of Gig Harbor has established such fees by Resolution; and,

**WHEREAS**, the Gig Harbor City Council has requested that the Planning-Building Department evaluate fees on an annual basis and, as necessary, propose adjustments to the fee schedule; and,

**WHEREAS**, the last update occurred in March of 1996; and,

**WHEREAS**, during the last fee schedule update, the city adopted a fee schedule for projects outside of the city limits but within the urban growth area where city sewer and/or water was requested; and,

**WHEREAS**, the resolution was drafted in such a manner as to show the new addition as an underscore but did not clearly distinguish in the findings section between in-city rates and UGA rates; and,

**WHEREAS**, the Department of Planning and Building Services is proposing several adjustments to the Fee Schedule during this annual evaluation, said adjustments consisting of adding a fee for UGA boundary adjustment requests, adjusting site plan review fees, eliminating the site plan review fee for changes in occupancy permits and adding a fee for Design Review Manuals; and,

**WHEREAS**, it would be more timely and efficient to adopt the fee schedule as an exhibit to this resolution for any future amendments likely.

**NOW, THEREFORE, THE GIG HARBOR CITY COUNCIL HEREBY AMENDS THE PLANNING AND BUILDING SERVICES FEES FOR 1997 AND ESTABLISHES THE FEE SCHEDULE AS PER THE ATTACHED EXHIBIT "A".**

**APPROVED:**

---

Gretchen A. Wilbert, Mayor

**ATTEST:**

---

Mark E. Hoppen, City Administrator  
City Clerk

Filed with City Clerk: March 6, 1997  
Passed by City Council: March 10, 1997

Exhibit "A"

**CITY OF GIG HARBOR  
DEPARTMENT OF PLANNING AND BUILDING  
SERVICES  
FEE SCHEDULE**

**A. LAND USE DEVELOPMENT APPLICATION FEE**

**1) Amendment to Comprehensive Plan**

<u>Land Use Map Designation</u>	\$750
<u>Urban Growth Area Adjust</u>	\$750
Text	\$400
<u>Land Use Map change + text</u>	\$1,000

**2) Amendments to Zoning Code**

Zoning District Boundary	\$425
Text	\$275
Boundary change + text	\$650

**3) Conditional Use Permit** \$450  
Associated with Site Plan Review \$50  
if site plan fee is \$400 or greater

**4) Variance** \$450  
Associated with Site Plan Review \$50  
if site plan fee is \$400 or greater

Administrative Variance	No Charge
-------------------------	-----------

**5) Planned Residential District** \$75

**6) Site Plan/Binding Site Plan Review**

<u>Occupancy Change (no external structural changes)</u>	\$200
<u>Administrative Review</u>	\$75
<u>Base Fee</u>	\$325

0 - 10,000 sq. ft. commercial floor area (CFA)	\$75/each 1000 sq. ft.
--	------------------------

10,001-20,000 sq. ft. CFA	\$100/each 1000 sq. ft.
---------------------------	-------------------------

>20,000 sq. ft. CFA	\$125/each 1000 sq. ft.
Multifamily (3 or more attached dwelling units)	\$200 + \$25/dwelling unit

**7) Land Clearing/Erosion Control**

Permit	\$100
--------	-------

**8) Subdivisions**

Preliminary Plat	\$550 + \$25 per lot
Final Plat	\$25 per lot
Replots	\$225
Amendments	\$150

**9) Short Subdivisions**

Summary Action	\$375
Plat Amendment	\$75
Boundary Line Adjustment	\$30

**10) Shoreline Management Permits**

Substantial Development (based upon actual costs or fair market value, whichever is higher)

< \$10,000	\$100
> \$10,000 < \$100,000	\$350
> \$100,000 < \$500,000	\$700
> \$500,000 < \$1,000,000	\$1,200
> \$1,000,000	\$1,700

Variance (w/o SDP)	\$400
Variance with SDP	\$75
Conditional Use (w/o SDP)	\$400
Conditional Use with SDP	\$75
Revision	\$150
Request for Exemption	\$15

**11) Wetlands/Critical Areas Analysis**

Steep Slopes/Erosion Hazard	\$15
Critical Habitat	\$35

Wetlands Preliminary Site Investigation	\$35
Wetlands Report Review	\$75

**12) Appeals**

To the Hearing Examiner:	
Administrative Variance	\$225
Administrative Decision	\$120
Requests for Reconsideration	\$85
of Examiner's decision	
To the Building Code Advisory Board:	\$250

**13) Appeals to City Council**

Appeal of Hearing Examiner Decision:	\$100
---	-------

**14) Sign Permits**

All signs less than 25 sq. ft.	\$20
Change of Sign, all sizes	\$20
Request for Variance	\$150
Projecting	\$35
Wall Sign, nonelectric	
25-50 sq. ft.	\$35
51-99 sq. ft.	\$45
>100 sq. ft.	\$55
Wall Sign, electric	
25-50 sq. ft.	\$40
51-99 sq. ft.	\$50
>100 sq. ft.	\$60
Ground Sign, nonelectric	
25-50 sq. ft.	\$50
51-100 sq. ft.	\$60
Ground Sign, electric	
25-50 sq. ft.	\$60
51 -100 sq. ft.	\$70

**B. ENVIRONMENTAL REVIEW (SEPA)**

1) Checklist	\$150
2) Environmental Impact Statement	

Prepared by Staff	\$1,000 + \$45/hour
Prepared by Private Party	\$250 + \$45/hour

**3) Appeals of Decisions**

Conditioning/Denying of Permit	\$200
-----------------------------------	-------

Administrators Final Determination (DNS or EIS)	\$150 + Hearing Examiners costs for review (Examiner costs waived for listed parties of record within 300 feet of project site).
---	---

**C. ANNEXATION PETITION**

Less than 10 acres	\$200
10 - 50 acres	\$300
50 - 100 acres	\$400
100 + acres	\$500

**D. UTILITY EXTENSION REQUEST**

**E. REQUESTS FOR INFORMATION**

1) Land-use information, verbal	No Charge
2) Land-use information, written response requested related to active permit	No Charge
3) Land-use information, written response requested, file search required	Cost of Copying Requested Documents
3) Preapplication Conference	No Charge
4) Preapplication Conference, written summary of meeting	\$75

**F. SPECIAL INSPECTIONS (AND PERMITS):**

1) **Fire Marshal Inspections.** There is hereby imposed a \$20.00 inspection fee for all inspections carried out pursuant to the provisions of Section 2.201 of the Uniform Fire Code as now

enacted or hereafter amended. The \$20.00 inspection fee shall include two reinspections for the purpose of ensuring the correction of any deficiencies noted in a prior inspection. If additional reinspections are necessary to ensure correction of any deficiency or defect, the Gig Harbor fire marshal shall charge a fee of \$30.00 per hour with a one-hour minimum and to be computed in one-quarter-hour increments, not to include travel time. All requested inspections which require a report will be processed under subsection Q4 of this section, Building Official Inspections.

**2) Article IV Permits.** The fire prevention bureau shall charge fees for processing permit applications required pursuant to Article IV of the Uniform Fire Code as now enacted or hereafter amended. The amount of the fee shall be set by resolution of the Gig Harbor City Council and fee schedules shall be made available to members of the public upon payment of photocopying charges. When any occupancy requires multiple permits, the Gig Harbor fire marshal shall charge the highest of the several fees plus one-half of all other required fees.

**3) After Hours Inspection.** For any inspections authorized or required pursuant to the Uniform Fire Code and for which it is necessary to have an inspection made after normal business hours, which are Monday through Friday, 8:30 a.m. until 5:00 p.m., or on recognized City of Gig Harbor holidays, the Gig Harbor City Fire Marshal shall charge an inspection fee of \$45.00 per hour with a minimum of one hour to be measured in quarter-hour increments including travel time.

**4) Building Official Inspections**

Non-classified request	\$50
Reinspection fee assessed under provisions of Section 305 G	\$30 each
Additional Plan Review required by changes, additions or revisions to previously approved plans	\$30/hour (minimum charge of 1/2 hour)

**5) Building/Plumbing/Mechanical Permit Fees.** Building/Plumbing/Mechanical permit fees shall be based upon the most recent fee schedule as adopted by the State Building Code Council in the respective Uniform Code.

**6) Energy Code Inspection.** Energy Code Inspection Fees shall be those as established in the Special Plans Examiner/Special Inspector Program, Policies and Procedure Handbook (April, 1994, Utility Code Group, Bellevue, WA).

**G. ADVERTISING FEES:**

For those applications which require a notice of public hearing to be published in a newspaper of general circulation, the applicant shall bear the costs of all advertising.

**H. COPY SERVICES**

1) Zoning Map/Comprehensive Plan Land Use Map (24" x 36")	\$ 3.50
--	---------

2)	Zoning Code	\$10.00
3)	Comprehensive Plan	\$16.00
4)	Shoreline Master Program	\$7.50
5)	Critical Areas Map (24"x 36")	\$3.50
6)	Visually Sensitive Area (24"x 36")	\$3.50
7)	<u>Design Review Manual</u>	<u>\$6.00</u>

## **I. FEES WAIVERS AND REQUIREMENTS**

Application fees may be waived upon approval of the City Administrator if any of the following conditions exist:

1. The application submitted is in direct response to a capital construction project by the City of Gig Harbor.
2. The City determines that the direct benefit accrued from the applicant's project is in the public's interest and welfare.
3. The proposal is a City of Gig Harbor project.

Application fees may be reimbursed at the following rate (percent of total fee):

Request to withdraw application prior to any public notice issued.....	100%
Request to withdraw application after public notice issued.....	85%
Request to withdraw application following a public hearing.....	35%
Request to withdraw application after final action on permit by Hearing Examiner or City Council.....	0%

## **J. REVIEW OF PROJECTS IN UGA OUTSIDE CITY LIMITS WHERE CITY SEWER AND/OR WATER IS REQUESTED**

The fee for city staff review of applications which have submitted a request to the City Council for utility extension services is 50% of the fee charged for comparable projects within the city.