



City of West Linn

# Fees & Charges

*Updated: January 14, 2008*

*Attachment A*

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## **Section 1: General Information**

### **a. Overview**

The City of West Linn provides a full range of municipal services to the community, which includes police protection, traffic control and improvement, street maintenance and improvement, water, sewer, and surface water management services, planning and zoning regulation, building inspection and regulation, parks and recreational activities, and community library service. This Master Fees Schedule consolidates all City fees and charges, adopted by City Council resolution, for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year. For easy reference, the current Master Fees Schedule booklet is available online at: [www.ci.west-linn.or.us](http://www.ci.west-linn.or.us).

### **b. Fee Variance & Waiver Statement**

Based upon an unusual circumstance or event, past practices, demonstrated hardship, or public benefit, the City Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter or establish a fee not yet authorized in this resolution. When a new fee is established by the City Manager it shall be incorporated into this resolution, and it shall be included and specified during the next update to this document. It shall be communicated to Council in writing to allow opportunity for comment. The request for a waiver or reduction may be in writing. If the City Manager or his designee agrees to said waiver or reduction, he/she may inform the City Council, in writing, of the request and his/her decision, except in minor matters (defined as waivers or reductions valued at \$500 or less).

### **c. Statement of Hourly Rates**

Unless otherwise specified, the City employee hourly rate shall be calculated as three times the employee's hourly pay rate, to the nearest \$5 increment. This calculation shall be used to recover costs for those services billed on an hourly basis, including but not limited to professional services such as planning, engineering, public works, utility, financial, legal, and police services. The use of a multiplier of three is intended to recover all overhead, training, benefits, and other costs associated with a City employee's time. Any work performed during overtime hours shall be billed the calculated hourly rate multiplied by 25 percent. A schedule of hourly billing rates will be maintained. The City Manager or Department Directors are authorized to adjust calculated billings to reflect the impact of unusual circumstances or situations.

## Section 2: Utility Rates

### a. Water Rates

<b>Monthly Water Rates – Residential</b>	<b>First 700 Cubic Feet</b>	<b>Over 700 Cubic Feet; Per 100 Cubic Feet</b>
5/8"x3/4" meter	<del>\$13.49</del> \$13.85	<del>\$1.54</del> \$1.59
3/4" meter	<del>\$13.49</del> \$13.85	<del>\$1.54</del> \$1.59
1" meter	<del>\$15.64</del> \$16.42	<del>\$1.54</del> \$1.59
Multi-family rate per dwelling unit	<del>\$13.49</del> \$13.85	<del>\$1.54</del> \$1.59
1-1/4" to 1-1/2" meter	<del>\$17.89</del> \$18.78	<del>\$1.54</del> \$1.59
2" meter	<del>\$22.94</del> \$24.06	<del>\$1.54</del> \$1.59

- Please contact the West Linn Utility Billing Department at 503-656-4261 for billing information for 3" – 10" meters.

### b. Bulk Water Rates

<b>Bulk Water Rates – All Users</b>	<b>Rate Per 1,000 Gallons</b>
5/8"x3/4" meter	<del>\$2.54</del> \$2.64

- A special bulk water charge shall be charged to bulk users, such as commercial cleaning services, commercial spraying businesses, contractors and other commercial bulk users of water recognized by the city.
- Bulk water users shall pay at the rate of \$2.64 per one thousand gallons.
- Each bulk user shall obtain a permit from the public works department, which shall be free of charge, and the user may be required to pay a refundable cash deposit of one hundred dollars or more before the permit is granted.

### c. Reduced Water Rates for Low-Income Households

<b>Monthly Water Rates – Low Income Households</b>	<b>First 700 Cubic Feet</b>	<b>Over 700 Cubic Feet; Per 100 Cubic Feet</b>
5/8"x3/4" meter	<del>\$6.60</del> \$6.92	<del>\$1.54</del> \$1.59
3/4" meter	<del>\$6.60</del> \$6.92	<del>\$1.54</del> \$1.59

- Monthly water service charges for water service to the principal residence of low income citizens as defined in this section shall be as follows: for 5/8-inch or 3/4-inch water meter; the customer service and capacity charges shall be charged at one-half the regular rate, the first 700 cubic feet of water use shall be charged at one-half the regular consumption rate; water used in excess of the first seven hundred cubic feet of water used shall be charged at the regular consumption rate. There shall be no reduced water service charge for meters in excess of those described above.
- Premises to be eligible for the low income citizens water service charge include the home to which water service is requested is the principal residence of a person(s) having an annual income(s) that does not exceed the federal poverty low income guidelines (as established for both single and multiple person households, by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), and as adopted by administrative policy for setting the city's low income dollar amounts in effect for one-year as of July 1 of each year.

### d. Water Meter Installation Services

<b>Water Meter Installation Services</b>	<b>Dig-In Service</b>	<b>Drop-In Service</b>
5/8" x 3/4"	<del>\$1,392</del> \$1,850	<del>\$156</del> \$225
3/4" x 3/4"	<del>\$1,415</del> \$1,900	<del>\$179</del> \$250
1"	<del>\$1,464</del> \$1,950	<del>\$228</del> \$300
1-1/2"	<del>\$2,483</del> \$3,300	<del>\$470</del> \$526
2"	<del>\$2,600</del> \$3,500	<del>\$629</del> \$850

- All other connection and installation charges for water meters in excess of two-inches shall be determined after the City has performed the work and the actual cost determined. Such cost shall include labor, materials and services, equipment and indirect overhead costs. An advance cash deposit shall be required at the time that a building permit is issued for water meters in excess of 2-inches –for each three-inch meter, \$10,000; four-inch meter, \$10,000; six-inch meter, \$15,000; and eight-inch meter \$15,000.
- When amount of the cash deposit exceeds the City's actual cost, the difference shall be refunded. When the City's actual cost exceeds the cash deposit, the difference shall be due immediately; if the difference is not paid within 30 days of the billing date, interest and finance charges shall accrue at the rate of 1.5% per month. The price structure has been calculated to recover costs associated with dig in service piping installations up to and including 40 linear feet.

- Any service installation requiring piping extensions ranging from 40 linear feet up to 125 linear feet will be charged an additional \$25.00 per linear foot, in addition to the charge listed above. Service installations requiring piping extensions longer than 125 linear feet shall be negotiated. The West Linn Public Works Department will provide a written estimate detailing the work to be performed, and the applicant shall agree and make a cash deposit prior to the commencement of work. Final billings for this work shall be consistent with this resolution.
- Service Definitions: Dig in Service: Condition where the City or its agent must physically tap into a main water line to extend water service to the property; Drop in Service: An existing condition where a developer of a residential subdivision or commercial complex has installed water services to each serviceable and buildable lot in accordance to City specifications.

### e. Sanitary Sewer Rates

<b>Sanitary Sewer Rates</b>	<b>Residential Flat Fee</b>	<b>Commercial</b>
Monthly	<del>\$41.55</del> \$12.13	<del>\$41.55</del> \$12.13 Base fee for the first 20 (CCF) hundred cubic feet, plus <del>\$4.40</del> \$1.16 per each CCF above the base rate.

- City of West Linn charges for Sanitary Sewer collection are shown below. The Tri-City Service District has additional charges (\$11.41 per month) for treatment.

### f. Surface Water Rates

<b>Surface Water Rates</b>	<b>Equivalent Service Units</b>
Monthly storm draining service charge per ESU	<del>\$3.94</del> \$4.14
Single family residential	1
Duplex	2
Triplex	3

- Total equivalent service units based on measured impervious area.
- The rate for "All Other Improved Premises" shall be computed by dividing the total measured impervious area by 2,914 square feet. The quotient is rounded to the nearest whole number and multiplied by the base equivalent service unit rate.
- The system and structure of rates for storm water can be controlled and or avoided through the service charge credit and the service charge waiver contained in the application procedures.
- The City Council determines that the fees imposed upon by this resolution are not taxes subject to the property tax limitations of Article XI, section 11(b) of the Oregon Constitution.

### g. Street Permit Fee

<b>Street Permit Fee</b>	<b>Permit Fee</b>
Permit per project or contract	<del>\$20</del> \$50

- Street fees are charged on a per project or per contract basis.

### h. Roadway Maintenance Fee

<b>Roadway Maintenance</b>	<b>Charge Per Month</b>
Residential customers:	\$4.40

- For the roadway maintenance fee, a residence is defined by the presence of any size water meter. The system and structure of fees for roadway maintenance can be controlled and or avoided through the vacancy of a residence and turning off water service to the vacant residence. The City Council determines that the roadway maintenance fees imposed upon residences are not taxes subject to the property tax limitations of Article XI, section 11(b) of the Oregon Constitution.
- A multi-family housing unit is defined as a residential structure with more than one dwelling unit in the same building with multiple dwelling units sharing one water meter. Because multi-family housing units cannot define vacancy based on the absence of water service, a multi-family rate can apply to eligible multi-family housing units. The multi-family housing rate is discounted based on the city-wide vacancy rate as determined by the City of West Linn Planning Department in effect for one-year as of July 1 of each year.
- Per trip calculation for non-residential customers with 51 or greater number of trips is calculating using trip generation rates for various types of development as provided in the Trip Generation Manual of the Institute of Traffic Engineers.
- Monthly roadway maintenance charges for roadway maintenance to the principal residence of low income citizens as defined in this section shall be as follows: low income citizens shall be charged at one-half the regular rate, for a total fee of \$2.20 per month. Any citizen currently receiving the reduced water service charge for low-income citizens shall automatically receive the reduced roadway maintenance charge. Premises to be eligible for the low income citizens

roadway maintenance charge include the principal residence of a person(s) having an annual income(s) that does not exceed the federal poverty low income guidelines (as established by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), and as adopted by administrative policy for setting the city's low income dollar amounts in effect for one-year as of July 1 of each year.

## Section 3: City Fees

### a. City Facilities Deposits

- Deposits for use of City facilities may be made in one of two ways:
  1. Local check in the amount of \$500.
  2. Credit card number may be submitted and kept on file by City staff until after the date of the facility use.
- If the City facility is left clean with no work required on behalf of City staff or contractor, the total amount of the deposit shall be refunded. If work is required by City staff or contractor, the actual costs as provided in section above will be ascertained and subtracted from the deposit. If the credit card method of deposit was used, then this amount will be charged to the credit card number on file. If the local check method of deposit is used, then any monies remaining shall be refunded; should costs exceed the deposit, the event organizer shall be billed for the difference. All refunds will be in compliance with Ordinance No. 1493, Section 7.870 and shall be made in no more than 30 days.

### b. Special Events

Special Events	Fee
Filing fee	\$45 \$50
Deposit	\$200- See section 3.a for deposit policy.
Personnel Charges	Police, parks and public works salary + benefits + 30 percent administrative overhead

- All special events must file for a special event permit.
- Barricade rental will be a pass through from the Public Works Department
- City personnel costs will be charged based on services required using the methodology described in section 1.c

### c. Business License

Business Licenses	Rate Per Year In City	Rate Per Year Outside of City
1-2 employees	\$30.00	\$45.00
3-5 employees	\$45.00	\$67.50
6-10 employees	\$60.00	\$96.00
Over 10 employees	\$60.00, plus \$1.00 for each employee over the first ten	\$90.00, plus \$1.50 for each additional employee over the first ten

- Persons having a fixed place of business within the City of West Linn and who are subject to being licensed under the provisions of sections 7.000 to 7.080 shall pay a business license fee.

#### ***Business license fee for persons operating an apartment house within the City***

- For an apartment house as defined in sections 7.000 to 7.080, with ten dwelling units or less, a business license fee of sixty dollars (\$60) per year shall be assessed, and an additional amount of one dollar (\$1.00) per dwelling unit shall be assessed for every dwelling unit in an apartment house in excess of ten (10).

#### ***Business license fee for persons having no fixed place of business within the City***

- The City Council finds that certain trades, shops, businesses or callings are carried on in the city by persons from regular places of business and by persons from vehicles who have not regular places of business within the city; that persons with regular places of business in the city pay city ad valorem property taxes upon real and personal property which is used in and belongs to their business and that the persons who do not have regular places of business in the city escape such ad valorem taxation.
- Both receive the benefit of police and fire protection, public utilities and sidewalks, streetlights, health services and other public facilities and services of the city. Therefore, in order that each shall pay as nearly as may be not a discriminatory share, but a share in proportion to benefits received of the burden supporting such facilities and services of the city, such businesses not operating from regular places of business in the city shall pay one and one-half times the license fee previously designated herein for businesses operating from a fixed place of business within the city.

#### ***Maximum annual business license fee***

- Based on the criteria set forth in Section 6(d) of Resolution No. 94-42, no business shall be charged an annual business license fee greater than two hundred dollars (\$200). Application fee for a permit to own, maintain, operate or conduct an adult business, section 7.115(1) of the West Linn Municipal Code, shall be five hundred dollars (\$500) and non-refundable. Application fee for a permit to entertain in or be employed by any adult business, section 7.115 (2) of the West Linn Municipal Code, shall be fifty (\$50) and non-refundable.

**Home occupation business license**

- Please see planning fees section.

**d. Liquor License**

<b>Liquor Licenses</b>	<b>Application Fee</b>
Original application	\$100
Change in ownership or management	\$75
Renewal or temporary application	\$35

- Application fee for a liquor license, section 7.715 of the West Linn Municipal Code.

**e. Dog License**

<b>Dog Licenses</b>	<b>One Year</b>	<b>Two Years</b>	<b>Three Years</b>
Fertile dogs	\$35	\$70	\$105
Sterile dogs	\$18	\$36	\$54
Senior citizens	\$10	\$20	\$30
30 days late fee	\$15 plus license fee	\$15 plus license fee	\$15 plus license fee
60 days late fee	\$30 plus license fee	\$30 plus license fee	\$30 plus license fee

- Citizens can license for up to three years if rabies certificate is valid.

**f. Public Records Requests**

*Reports and other public documents*

- Members of the public may request personal copies of city plans, maps, photos, videotapes, computer printouts, plans, blueprints, and other publications and public documents. For those documents and publications not produced and stockpiled for mass distribution at no charge, each department shall establish a list of prices to be charged for such documents, based on the cost of reproduction, staff and/or computer time and materials. The price list shall be updated from time to time relative to increases in the cost of production.

*Requests for original research/creation of new records*

- Occasionally a city department may be asked by a member of the public to provide information that is not immediately available, but which may be retrievable from one or more through a computer-generated inquiry. The department is not obligated to create new records from information already in existence.

**g. Photocopying Fees**

<b>Photocopying Charges</b>	<b>Black &amp; White</b>		<b>Color</b>
8 1/2" x 11"	<del>\$0.15</del> \$0.10		\$0.25
8 1/2" x 14"	<del>\$0.20</del> \$0.15		\$0.30
11" x 17"	<del>\$0.25</del> \$0.20		\$0.35

- Photocopy charges are applied Citywide. All City departments charge the same fee for photocopy services.
- Upon request by a member of the public, city departments may provide up to five photocopy pages of a public document(s) at no charge.

**h. Non-Sufficient Funds Charge**

- The fee for check returned for non-sufficient funds described in municipal code section 4.015(4) and 4.235(4) is hereby set at twenty-five dollars (\$25).

## Section 4: GIS/Map Fees

### a. Map Printouts

<b>Maps</b>	<b>Per Copy Rate</b>
First five laser copies - 8.5" x 11", full color (A Size Letter)	Free
Each laser copy thereafter - 8.5" x 11", full color (A Size Letter)	\$5.00
Up to 11"x17", full color or black and white (B Size Tabloid)	\$8.00
Over 11"x17", up to 24"x36", full color or black and white (C & D Sizes)	\$15.00
Over 24"x36" up to 36"x48", full color or black and white (E Size)	\$20.00
Over 36"x48" up to 50"x60" (two map sheets), full color or black and white (Oversized)	\$30.00

### b. City Atlas

<b>City Atlas</b>	<b>Black &amp; White</b>	<b>Color</b>
47 double-sided pages, 8.5"x11"	\$15.00	\$50.00

### c. Road Map

<b>Road Map</b>	<b>First copy</b>	<b>Additional Copies</b>
11x17 black & white	Free	\$0.20
11x17 color	\$8.00	\$8.00

### d. Custom Request Maps

- Approved hourly billing rate plus map printout price, limited to staff availability.

### e. Large Format Copies

<b>Large Format Copies</b>	<b>Black &amp; White</b>	<b>Color</b>
Wide Format Scan and print (36" maximum width)	\$15.00	\$25.00

### f. Digital Data

<b>Digital Data</b>	<b>Per Section</b>	<b>Full City (15 sections)</b>
1999 Ortho-rectified Aerial Photography, Color or Black and White, 1-foot pixels	\$50.00	\$500.00

- Digital data may not be redistributed or resold
- Other years of photography are not available for public distribution. Contact Metro DRC to purchase.
- Available in ESRI Shapefile format.
- DXF conversion or non-standard requests: data cost plus staff time.
- Some data layers are not available for public distribution due to licensing constraints and must be obtained through Metro's Data Resource Center or Clackamas County.
- All GIS digital data requests must go through the West Linn GIS Coordinator.
- A Release of Information Form must be filled out and signed prior to transfer of data.

### g. GIS Digital Layers

<b>GIS Digital Data Layers</b>	<b>Per Layer</b>	<b>All City Layers</b>
GIS Digital Data Layers	\$25.00	\$250.00

## Section 5: Library Fees

### a. Overdue Items

<b>Overdue Items</b>	<b>Per Day</b>	<b>Maximum</b>
Adult items	\$0.25	\$5.00
Children's items	\$0.10	\$3.00

### b. Discs

<b>Discs</b>	<b>Per Disc</b>
3 X 5 Floppy Disc - \$0.75	\$0.75
Blank CD-ROM - \$1.00	\$1.00

### c. Facility Use

<b>Facility Fee</b>	<b>Per Hour</b>
Fee	\$25

- Fee is waived if group can show 501(c)3 certification.

## Section 6: Parks & Recreation Fees

### a. Picnic Facilities Fees – Residents

Size of Group	Non- shelter	Shelter	Non-Profit Service Group
1-49	\$22.50	\$30.00	No charge
50-99	\$45.00	\$60.00	No charge
100-199	\$90.00	\$120.00	No charge
200-300	\$180.00	\$240.00	No charge

- Groups of 300+ must receive Parks & Recreation department authorization.

### b. Picnic Facilities Fees – Non-residents

Size of Group	Non-Shelter	Shelter	Non-Profit Service Group
1-49	\$67.50	\$90.00	\$30.00
50-99	\$112.50	\$150.00	\$60.00
100-199	\$225.00	\$300.00	\$120.00
200-300	\$337.50	\$450.00	\$240.00

- Groups of 300+ must receive Parks & Recreation department authorization.

### c. Athletic Field Permits

Fields	With Picnic Permit	Field Permit Only
Hourly fee	\$7.50	\$10.00
Daily fee	\$50.00	\$65.00
Field set-up	\$25.00	\$25.00

### d. Tournament & Camp Fees

Tournaments & Camps	Daily Fee
Tournament & camp daily fees	\$75.00
Field set-up	\$40.00

- This includes all agencies and non-profits located outside West Linn or not affiliated with West Linn.
- West Linn Youth Sports Associations will not be assessed field fees.

### e. Adult Community Center Fees

	Non-Profit Meetings – Application Fees	Non-Profit Events – Charge Per Hour	City Residents – Charge Per Hour	Non-Residents – Charge Per Hour
Refundable cleaning/damage deposit	\$150	\$150	\$150	\$150
Refundable cleaning/damage deposit with alcohol	\$300	\$300	\$300	\$300
Required - Alcohol Fee (If served)	\$60	\$60	\$60	\$60
Facility Rental (All rooms except kitchen)	\$72	\$60	\$90	\$108
Main Multi Purpose #1	\$36	\$24	\$42	\$54
Multi Purpose #2 (Back left)	\$30	\$18	\$24	\$30
Multi Purpose #3 (Back right)	\$30	\$18	\$24	\$30
Classroom	\$24	\$12	\$18	\$24
Kitchen (Only with Multi #1 rental)	\$18	\$30	\$12	\$24 \$30

- See section 3.a for facility deposit information

## f. McLean House Fees

	Friday or Sunday	Saturday	Monday through Thursday, 8-5	Monday through Thursday, 6-10
Refundable security fee	\$125	\$125	\$75	\$75
Refundable cleaning fee	\$125	\$125	\$75	\$75
Required - Alcohol Fee (If served)	\$50	\$50	\$50	\$50
Entire house, kitchen, and park rental (Per 8 hour day)	\$400	\$560	\$90	\$40
Additional hours charge for entire house, kitchen, and park rental	\$50	\$50	n/a	n/a
Pre-event usage for entire house, kitchen, and park rental (half-hour minimum)	\$20	\$20	n/a	n/a
Park and kitchen rental only (use restricted to kitchen and first floor bathroom)	\$10/hour	\$10/hour	\$10/hour	\$10/hour

- See section 3.a for facility deposit information
- The Friends of McLean Park and House (or Parks and Recreation Director) reserve the right to negotiate or waive fees in regards to service-to-service trade, civic groups and non-profit groups.
- Tables and chairs are also available for rent.

## g. Sunset Fire Hall Community Room Fees

	Residents		Non-Residents	
	Less than 25 people	More than 25 people	Less than 25 people	More than 25 people
Refundable cleaning and damage deposit	\$150	-	-	-
Civic Groups	None. Limited to eight hours.		\$25 Limited to eight hours.	
Hourly charge - Organizations with fees/product sales/solicitations	\$20	\$30	\$40	\$60
Hourly charge - Organizations with no fees/product sales/solicitations	\$5	\$10	\$10	\$20
Hourly charge - Religious organizations for services, education, etc.	\$5	\$10	\$10	\$20

- See section 3.a for facility deposit information
- No alcohol, no amplified music and under 100 attendees

## h. Sunset Fire Hall Private Party Fees

	City Residents Hourly Rate	City Residents Day Rate	Non-Residents Hourly Rate	Non-Residents Day Rate
Refundable cleaning and damage deposit	\$150	-	-	-
Less than 25 people	\$20	\$160	\$30	\$240
25 – 49 people	\$30	\$240	\$40	\$320
50 – 99 people	\$40	\$320	\$50	\$400
100+ people	\$50	\$400	\$60	\$480

- See section 3.a for facility deposit information
- No alcohol, no amplified music and under 100 attendees

## i. Street Trees

### New Subdivisions

- The developer shall pay cost of street trees at the time public improvements are bonded prior to final plat approval. The fee shall be based on the number of trees required multiplied by \$175.00 (the cost per tree) unless the developer chooses Option 2. This fee includes the purchase cost of the tree, labor and equipment for original placement, regular maintenance following the City's schedule for two years, and a two-year replacement warranty.
- At the developer's option, the street tree plan may be executed privately. In this case, a fee of \$75 per tree shall be charged prior to final plat approval. If this option is exercised, trees shall be planted prior to an occupancy permit being issued. This fee shall include permit and inspection fees, two-year maintenance fee, and a two-year replacement warranty.

- All trees planted by the developer shall conform to types, grade, size, and planting specifications as specified by the City’s street tree plan.
- In special cases, a developer may choose to plant a larger tree than standard, or plant outside the normal planting periods, in which instance an additional fee may be agreed upon with the City to cover the costs of special order trees.

**Existing Subdivisions/Older established Areas**

- Landowners in existing subdivisions or other established areas might choose to initiate a beautification project by planting street trees. In which case, fees will be based on all or any combination of: permit and inspection fees, the actual cost of the tree, the actual cost of original placement, the projected cost of maintenance, and replacement warranty.
- These fees shall be set and agreed upon prior to a permit being issued.

**j. Park Maintenance Fees**

<b>Park Maintenance</b>	<b>Monthly Charge</b>
Single Family Residence	\$8.80
Multi-Family Residence	\$8.36

- For the park maintenance fee, a residence is defined by the presence of any size water meter. The system and structure of fees for parks maintenance can be controlled and or avoided through the vacancy of a residence and turning off water service to the vacant residence. The City Council determines that the park maintenance fees imposed upon residences are not taxes subject to the property tax limitations of Article XI, section 11(b) of the Oregon Constitution.
- A multi-family housing unit is defined as a residential structure with more than one dwelling unit in the same building with multiple dwelling units sharing one water meter. Because multi-family housing units cannot define vacancy based on the absence of water service, a multi-family rate can apply to eligible multi-family housing units. The multi-family housing rate is discounted based on the city-wide vacancy rate as determined by the City of West Linn Planning Department in effect for one-year as of July 1 of each year.
- Monthly park maintenance charges for parks maintenance to the principal residence of low income citizens as defined in this section shall be as follows: low income citizens shall be charged at one-half the regular rate, for a total fee of \$4.40 per month. Any citizen currently receiving the reduced water service charge for low-income citizens shall automatically receive the reduced parks maintenance charge. Premises to be eligible for the low income citizens park maintenance charge include the principal residence of a person(s) having an annual income(s) that does not exceed the federal poverty low income guidelines (as established by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), and as adopted by administrative policy for setting the city’s low income dollar amounts in effect for one-year as of July 1 of each year.

## Section 7: Police Department

### a. Release of Impounded Vehicles

<b>Impounded Vehicles</b>	<b>Per Vehicle</b>
Administrative Cost	\$75.00

- Whereas, state law and West Linn municipal codes authorize police officers to impound an abandoned vehicle or a vehicle that is disabled, abandoned, parked or left standing unattended on a road or highway right of way and creates a hazard or obstruction to traffic or is unlawfully parked; and Whereas, ORS 809.716 and 809.720 were adopted by the state legislature in 1997 to promote public safety and financial responsibility by authorizing police officers to impound vehicles, without prior notice for the following offenses: Driving an uninsured vehicle in violation of ORS 806.010, Driving while suspended or revoked in violation of ORS 811.175 or 811.182, Driving while under the influence of intoxicants in violation of ORS 813.010 Operating without driving privileges or in violation of license restriction in violation of ORS 807.010; and Whereas, such state statutes allow payment to a police agency of an administrative fee determined by the agency to be sufficient to recover its actual administrative cost for the impoundment; and Whereas, the administrative cost of vehicle impoundments and release for any of the above-mentioned causes has been determined to be approximately Seventy-Five Dollars (\$75.00) each in police staff time and supplies.

### b. Security Alarm Permits

<b>Alarm Permits</b>	<b>Fee</b>
Annual fee for users permit	\$150.00
Fee for first revoked users permit	\$40.00
Fee for second revoked users permit	\$100.00
Fee for third and additional revoked users permit(s)	\$180.00
Failure to obtain a permit or delinquent renewal	\$25.00

### c. False Alarm System Fees

<b>False Alarms</b>	<b>Fee</b>
First false alarm	\$0.00
Second false alarm	\$0.00
Third false alarm	\$50.00
Fourth false alarm	\$75.00
Fifth false alarm	\$125.00
Sixth and additional false alarm(s)	\$150.00

- Any alarm system, as defined in WLMC 7.230(3) and WLMC 7.230(5), that has false alarm(s) within any permit year are subject to fees or actions.

## Section 8: Public Works Department

### a. Public Works Construction Permit

<b>Construction</b>	<b>Fee</b>
Flat permit fee	\$20 \$50
Administrative deposit	\$500.00
Required deposit if street is cut	\$50 \$500 plus \$25/foot over 50 feet of street cut

### b. Public Improvement Permit

<b>Public Improvement</b>	<b>Fee</b>
Flat permit fee	\$20.00
Administrative deposit	\$500.00
Construction deposit	6% of estimated construction cost
Building relocation through public ROW	\$47.00 per square foot (Based on valuation)

### c. Blasting Permits

<b>Blasting</b>	<b>Fee</b>
Permit fee to store explosives	\$5 \$50
Blasting permit fee	\$250.00
Blasting permit deposit toward administrative charges	\$750.00

### d. Erosion Control

<b>Erosion</b>	<b>Fee</b>
Residential units - plan review	\$75.00
Residential units - inspection fee	\$135.00
Multi-family/commercial - plan review	\$225.00
Multi-family/commercial - inspection fee	\$500.00
Multi-family/commercial - per acre fee	\$100.00

- One charge per plan review/inspection; additional charge for each inspection.

### e. Building Site Cleanup Deposits

<b>Site Cleanup</b>	<b>Fee</b>
Building site cleanup deposit	\$350.00

- Per section 8.045 of the West Linn Municipal Code.

## Section 9: Planning Department

### a. Annexation

	Deposit
Annexation Deposit	\$2,000.00

- Does not include election costs.

### b. Appeal – Planning Director Decision

	Fee
Fee	\$400 \$2,500

### c. Appeal – Expedited Partition/Subdivision to Hearing Officer

	Fee
Fee	\$400 \$2,500

### d. Appeal – Planning Commission Decision to City Council

	Deposit
Fee	\$400 \$2,500

### e. Appeal – Through Neighborhood Association

	Fee
Fee	Free

- Section 99.240(E) of the Community Development Code allows neighborhood associations to appeal without cost under the prescribed conditions listed.

### f. Code Interpretation

	Deposit
Deposit	\$850.00

### g. Conditional Use Permit

	Deposit
Deposit	\$3,650.00

### h. Design Review

	Deposit
Class I	\$850.00
Inspection fee	\$200.00
Class II Based on Construction Value:	
Less than \$100,000	Four percent of C.V. (\$1,000 minimum deposit)
\$100,000 < \$500,000	Four percent of C.V. (\$8,000 maximum deposit)
\$500,000+	\$4,000 plus four percent of C.V. (\$20,000 maximum deposit)
Inspection fee	\$200.00

### i. Enlarge/Alter Non-Conforming Use/Structure

	Deposit
Single family	\$800.00
Other	\$1,200.00

## j. Environmental Overlay Zones

	Deposit
Drainageway/Wetland Protection determined by the City Engineer and Planning Director to be:	
Less than \$5,000 in value	\$1,000.00
In excess of \$5,000 in value	\$1,850.00
Flood Plain	\$1,050.00
Tualatin River	\$1,700.00
Willamette River Greenway	\$1,700.00
Re-vegetation Plan/Inspection	\$250.00
Final Plats Lot Line Adjustment	\$200.00
Final Plats Partition	\$1,440 \$1,500
Final Plats Subdivision	\$1,520 \$2,000

## k. Historic Districts - Commercial

Commercial	Fee
Minor remodel	\$500.00
Major remodel	\$1,250.00
Commercial new construction	See Design Review Fees

## l. Historic Districts – Residential

Residential	Fee
Minor remodel	Free
Major remodel	\$500.00
Historic New Construction	\$1,250.00

## m. Home Occupation

	Fee
Type I	\$100.00
Type II	\$750.00

## n. Land Division

	Fee
Lot Line Adjustment	\$800.00
Partition (includes expedited review)	\$2,800.00
Subdivision	\$4,200 + \$200 per lot
Expedited Subdivision	\$4,000 + \$300 per lot + referee costs
Modification to approval	50% original deposit
Planned Unit Development (PUD)	\$3,000 + \$400 AC deposit <sup>1</sup>

## o. Pre-Application Conference

	Fee
Level I (Planning review only)	\$350.00
Level II (Citywide departmental review)	\$1,000.00

## p. Sidewalk Use Permit (Café)

	Fee
Fee	\$100.00

#### q. Sign Review

	Fee
Face change	\$50.00
Temporary	\$100.00
Permanent	\$250.00

#### r. Street Name Change

	Deposit
Deposit	\$940.00

#### s. Temporary Permit

	Deposit
Administrative	\$280.00
Commission/Council	\$1,090.00

#### t. Vacations

	Deposit
Easement	\$1,000.00
Street	\$2,500.00

#### u. Variance

	Deposit
Class I	\$825.00
Class II	\$1,800.00

- After the initial charge for the first variance, subsequent variances will be charged one-half the fee when processed as one application.

#### v. Zone Change

	Deposit
Plan Map Amendment	\$3,000.00

## Section 10: Building Division

### a. Building Permit Fees

Building Valuation	Minimum Fee	Each Additional \$1K
0 - \$2,000	\$75.00	\$0.00
\$2,001 - \$25,000	\$67.50	\$12.40
\$25,001 - \$50,000	\$352.70	\$9.30
\$50,001 - \$100,000	\$585.20	\$6.20
\$100,001+	\$895.20	\$4.15

- Fees based on building valuation set by the state building codes division.

### b. Plan Reviews

	Fee
Structural	65% of permit fee
Fire, Life, and Safety	45% of permit fee

### c. Deferred Submittals

- \$250.00 for the first deferred item and \$125.00 for each additional item; or 10 percent of the of the permit fee for the value of the deferred work, whichever is greater.
- Fee methodology mandated by Oregon Administrative Rules.

### d. Phased Permits

- \$250.00 for the first phase and \$125.00 for each addition phase, plus 10 percent of the building fee. Maximum \$1500.00 per phase added to the building permit fee.
- Mandated by 2003 State Legislation.

### e. Master Plans & Architect/Engineer Approved Plan Review

	Fee
Hourly rate	\$75 See section 3.a for hourly rate information.
Evening & weekend hourly rate	\$125 See section 3.a for overtime rate information.

### f. Miscellaneous

#### 1. Demolition

	Fee
Residential	\$50.00
Commercial	Based on valuation. Apply contract price to building permit table.

#### 2. Dye Test

	Fee
Residential	\$40.00
Commercial	Hourly rate (See section 3.a for hourly rate information.)

#### 3. Consultation

	Fee
Fee	Hourly rate (See section 3.a for hourly rate information.)

#### 4. Grubbing

	Fee
Fee	\$75.00

### 5. Tree Review

	Fee
Fee	Hourly rate (See section 3.a for hourly rate information.)

### 6. Grading Plan Review Fee

Cubic Yards	Fee for First 10,000 CY	Each Additional 10,000 CY
0-50	No fee, no permit required	
51-100	\$23.50	
101-1,000	\$37.00	
1,001 – 10,000	\$49.25	
10,001 – 100,000	\$49.25	\$24.50
100,001 – 200,000	\$269.75	\$13.25
200,001+	\$402.25	\$7.25

### 7. Grading Permit Fee

Cubic Yards	Fee
0-50	No fee, no permit required
51-100	\$37.00
101-1,000	\$37.00 for the first 100 cy, plus \$17.50 for each additional 1,000 cy or fraction thereof.
1,001 – 10,000	\$194.50 for the first 1,000 cy, plus \$14.50 for each additional 1,000 cy or fraction thereof.
10,001 – 100,000	\$325.00 for the first 10,000 cy, plus \$66.00 for each additional 10,000 cy or fraction thereof.
100,001+	\$919.00 for the first 10,000 cy, plus \$36.50 for each additional 10,000 cy or fraction thereof.

### 8. Fire Sprinkler Permit Fee

Residential House Square Footage	Fee
0-2,000	\$75.00 (One hour)
2,001 – 3,600	\$93.75 (1.25 hours)
3,601-7,200	\$112.50 (1.5 hours)
7,201+	\$150.00 (Two hours)
All other fire sprinklers	Based on the valuation of the work, applied to the Building Permit Fee Schedule

### 9. Fire Sprinkler Plan Review

	Fee
Fee	25% of permit fee

### 10. Medical Gas

- Based on the valuation of the work, applied to the Building Permit Fee Schedule

### 11. Public Works Permit

- Associated with residential permit - \$75.00 flat fee
- All others, see Engineering Department schedule

### 12. Plumbing Permit Fees

<b>New One- and Two-Family Dwellings Only</b> <i>(Includes 100 ft. for each utility connection)</i>	<b>Fee</b>
SFR (1) Bath	\$340.80
SFR (2) Bath	\$450.95
SFR (3) Bath	\$550.75
Each additional ½ bath/kitchen	\$59.25

### 13. Site Utility Fees

<b>Item</b>	<b>Fee</b>
Catch basin/area drain	\$15.80
Drywells/leach line/trench drain	\$15.80
Footing drain (Per 100' or fraction)	\$66.50
Manufactured home utilities	\$66.50
Manholes	\$15.80
Rain drain connector	\$15.80
Sanitary sewer (Per 100' or fraction)	\$66.50
Storm sewer (Per 100' or fraction)	\$66.50
Water services (Per 100' or fraction)	\$66.50

### 14. Fixture or Item

<b>Item</b>	<b>Fee</b>
Absorption valve	\$15.80
Back flow preventer (irrigation)	\$15.80
Backwater valve	\$15.80
Basins/lavatory	\$15.80
Clothes washer	\$15.80
Dishwasher	\$15.80
Drinking fountain(s)	\$15.80
Ejectors/sump	\$15.80
Expansion tank	\$15.80
Fixture/sewer cap	\$15.80
Floor drains/floor sinks/hub	\$15.80
Garbage disposal	\$15.80
Hose bibb	\$15.80
Ice maker	\$15.80
Interceptor/grease trap	\$15.80
Primer(s)	\$15.80
Roof drain (commercial)	\$15.80
Sink(s), basin(s), lav(s)	\$15.80
Sump	\$15.80
Tubs/shower/shower pan	\$15.80
Urinal	\$15.80
Water closet	\$15.80
Water heater	\$15.80
Other:	\$15.80
Minimum	\$75.00

### 15. Mechanical Permit Fees

Item	Fee
Air Handling Unit	\$14.00
Duct Work	\$14.00
Air Conditioning	\$18.50
Alteration of Existing	\$14.00
Boiler	\$18.50
Heat Pumps	\$18.50
Furnace	\$23.25
Heaters-Wall Mounted	\$18.50
Appliance Vent	\$14.00
Dryer Vent	\$14.00
Kit. Hood	\$14.00
Exhaust Vent	\$9.50
Fuel Piping (4 outlets)	\$6.75
Fuel Piping (each above 4)	\$1.75
Decorative Fireplace	\$23.25
Insert	\$23.25
Wood Stove	\$23.25
Other	\$14.00
Minimum	\$75.00

## Section 11: Systems Development Charges

### a. Street SDC

- Reimbursement Factor: \$47.00
- Improvement Factor: \$4,628.00
- Administrative Factor: \$174.00

Type Of Use	Trips Per Use Based On:	Trip Factor	Reimbursement	Improvement	Administrative	Total
Single family	Per house	1.01	\$47.47	\$4,674.28	\$175.74	\$4,897.49
Multi-family	Per MF Unit	0.62	\$29.14	\$2,869.36	\$107.88	\$3,006.38
Retail	Per 1,000ft <sup>2</sup>	2.536	\$119.19	\$11,736.61	\$441.26	\$12,297.06
Office	Per 1,000 ft <sup>2</sup>	1.314	\$61.76	\$6,081.19	\$228.64	\$6,371.59
Public Park	Per Acre	0.223	\$10.48	\$1,032.04	\$38.80	\$1,081.33
Public School	Per Student	0.08	\$3.76	\$370.24	\$13.92	\$387.92

#### *For Existing Lots of Record – Created Prior to July 12, 1999*

Single family	Per house	\$9.55	\$41.28	\$2,052.78	\$79.79	\$2,173.85
Multi-family	Per MF Unit	\$6.47	\$27.97	\$1,390.73	\$54.06	\$1,472.76

### b. Water SDC

- Reimbursement Factor: \$76.00
- Improvement Factor: \$4,389.00
- Administrative Factor: \$163.00

Size of Meter	Meter Equivalency	Reimbursement	Improvement	Administrative	Total
5/8"	1	\$76	\$4,389	\$163	\$4,628
3/4"	1.5	\$114	\$6,583.50	\$244.50	\$6,942
1"	2.5	\$190	\$10,972.50	\$407.50	\$11,570
1.5"	5	\$380	\$21,945	\$815	\$23,140
2"	8	\$608	\$35,112	\$1,304	\$37,024
3"	16	\$1,216	\$70,224	\$2,608	\$74,048
4"	25	\$1,900	\$109,725	\$4,075	\$115,700
6"	50	\$3,800	\$219,450	\$8,150	\$231,400
8"	80	\$6,080	\$351,120	\$13,040	\$370,240
10"	125	\$9,500	\$548,625	\$20,375	\$578,500

### c. Storm SDC

- Based on impervious area, City stormwater per ESU (2,914ft<sup>2</sup>)
- Reimbursement Factor: \$36.00
- Improvement Factor: \$403.00
- Administrative Factor: \$16.00

Unit	Reimbursement	Improvement	Administrative	Total
Single Family	\$36.00	\$403.00	\$16.00	\$455.00

**d. Park SDC**

- Reimbursement Factor: \$0.00
- Improvement Factor: \$2,949.00
- Administrative Factor: \$81.00

Unit	Factor	Reimbursement	Improvement	Administrative	Total
Single Family	2.65	\$0.00	\$7,814.85	\$214.65	\$8,029.50
Multi-Family	1.8736	\$0.00	\$5,525.25	\$151.76	\$5,677.01

**e. Sewer SDC**

- Reimbursement Factor: \$519.00
- Improvement Factor: \$2,020.00
- Administrative Factor: \$93.00

Unit	Factor	Meter Size	Reimbursement	Improvement	Administrative	Total
Single Family	-	-	\$519.00	\$2,020.00	\$93.00	\$2,632.00
Multi-Family	-	-	\$289.08	\$1,125.14	\$51.78	\$1,466.00
Commercial	1	5/8"	\$519.00	\$2,020.00	\$93.00	\$2,632.00
Commercial	1.5	3/4"	\$778.50	\$3,030.00	\$139.50	\$3,948.00
Commercial	2.5	1"	\$1,297.50	\$5,050.00	\$232.50	\$6,580.00
Commercial	5	1.5"	\$2,595.00	\$10,100.00	\$465.00	\$13,160.00
Commercial	8	2"	\$4,152.00	\$16,160.00	\$744.00	\$21,056.00
Commercial	16	3"	\$8,304.00	\$32,320.00	\$1,488.00	\$42,112.00
Commercial	25	4"	\$12,975.00	\$50,500.00	\$2,325.00	\$65,800.00
Commercial	50	6"	\$25,950.00	\$101,000.00	\$4,650.00	\$131,600.00
Commercial	80	8"	\$41,520.00	\$161,600.00	\$7,440.00	\$210,560.00
Commercial	125	10"	\$64,875.00	\$252,500.00	\$11,625.00	\$329,000.00