

11/18/2024 (Date of First Reading)

12/2/2024 (Date of Public Hearing)

ORDINANCE NO. M- 4483

AN ORDINANCE relating to plan review fees adding several new fees and adjusting other existing fees to bring them closer in line with fees for services; providing for savings, severability and an effective date.

WHEREAS, as reflected in SR - 246-24, this ordinance is intended to add certain land use review fees and adjust other certain existing land use review fees, consistent with the Council's direction to appropriately set and collect fees for services; and

WHEREAS, City Council's stated policy is that the Planning Review function in CDD should be 75% fee supported; and

WHEREAS, the proposed new fees further the public interest by allowing for review costs to be recovered by applicants who are receiving the review service; and

WHEREAS, the proposed revisions to existing fees further the public interest by more accurately calibrating based on an analysis of time spent in providing the review service to applicants.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. That part of Ordinance M-3643, last amended by that part of Section 3 of Ordinance M-4402, codified as VMC 20.180.060, is hereby amended to read as follows:

Required planning fees. Fees for planning-related applications, permits, and services are set forth in Table 20.180.060.

**Table 20.180.060.**

| <b>Section</b> | <b>Activity</b>  | <b>2024 Fees</b> |
|----------------|--|------------------|
| <b>1.</b>      | <b>Address - <u>New/Revised</u>Changes</b>                                 | \$597.00         |
|                |  | <u>\$245.00</u>  |
| <b>2.</b>      | <b>Airport Height Combining District</b>                                   | \$851.00         |
| <b>3.</b>      | <b>Appeals (to Hearing Examiner, Planning Commission, or City Council)</b> |                  |
| A.             | Filed by a recognized city neighborhood association                        | \$181.00         |
| B.             | Involving an individual single-family or duplex lot                        | \$838.00         |
| C.             | All other (see SEPA fees for SEPA procedural appeal fee)                   | \$2,396.00       |
| <b>4.</b>      | <b>Archaeological Review</b>   |                  |
| A.             | Predeterminations  |                  |
| 1.             | Base fee   | \$780.00         |
| 2.             | Plus fee per acre for each acre more than five                             | \$132.00         |

| Section   | Activity   | 2024 Fees                            |
|-----------|--|--------------------------------------|
| B.        | Surveys and other special studies                      | Cost recovery <sup>2</sup>           |
| <b>5.</b> | <b>Binding Site Plan</b>                               |                                      |
| A.        | Conceptual – Requiring subsequent site plan review     |                                      |
| 1.        | Same as comparable short subdivision or subdivision    | See Short Subdivision or Subdivision |
| B.        | Detailed – Not requiring subsequent site plan review   |                                      |
| 1.        | Same as comparable short subdivision or subdivision    | See Short Subdivision or Subdivision |
| 2.        | Plus ½ comparable site plan review                     | See Site Plan Review                 |
| <b>6.</b> | <b>Boundary Line Adjustments</b>                       |                                      |
|           | Base fee   | \$1,258.00                           |
|           | Plus fee per lot for each additional lot more than two | \$408.00                             |
| <b>7.</b> | <b>Comprehensive Plan Amendments</b>                   |                                      |
|           |  | \$16,531.00                          |

| Section    | Activity  | 2024 Fees   |
|------------|---|-------------|
|            | <b>(includes rezone in conjunction with plan amendment)</b>   |             |
| <b>8.</b>  | <b>Conditional Use Permit</b>   |             |
| A.         | Initial (community centers, group meal service, shelters)   | \$1,798.00  |
| B.         | Initial (all others)  | \$10,126.00 |
| C.         | Major modification, Type III  | \$1,798.00  |
| D.         | Minor modification, Type I  | \$408.00    |
| <b>9.</b>  | <b>Continuance of Public Hearing</b>  |             |
| A.         | Initiated by applicant after public notice is mailed  | \$2,396.00  |
| B.         | Resulting from inadequate information provided by the applicant. Does not apply in cases where new information is presented at the hearing by staff or other parties. | \$2,396.00  |
| C.         | Hearing examiner reconsideration request  | \$2,396.00  |
| <b>10.</b> | <b>Covenant Release – Full and Partial</b>  |             |
|            |   | \$10,661.00 |

| Section     | Activity  | 2024 Fees                       |
|-------------|---|---------------------------------|
| <b>11.</b>  | <b>Critical Areas Permit</b>  |                                 |
| <u>A.</u>   | <u>Statement of Exemption Review</u>                                |                                 |
| 1.          | <u>Single-Family and Duplex lots</u>                                | <u>\$750.00</u>                 |
| 2.          | <u>All Others</u>   | <u>\$750.00</u>                 |
| <u>A.B.</u> | Single-family and duplex lots<br>(fee per applicable critical area) |                                 |
| 1.          | Fish and wildlife habitat areas                                     | \$1,798.00<br><u>\$1,500.00</u> |
| 2.          | Frequently flooded areas  | \$361.00<br><u>\$1,500.00</u>   |
| 3.          | Geologic hazard areas   | \$361.00<br><u>\$1,500.00</u>   |
| 4.          | Wetland areas   | \$1,798.00<br><u>\$1,500.00</u> |
| <u>B.C.</u> | All others<br>(fee per applicable critical area)                    |                                 |
| 1.          | Fish and wildlife habitat areas                                     | \$3,596.00<br><u>\$3,000.00</u> |

| Section    | Activity   | 2024 Fees                       |
|------------|--|---------------------------------|
| 2.         | Frequently flooded areas                         | \$825.00<br><u>\$3,000.00</u>   |
| 3.         | Geologic hazard areas                            | \$825.00<br><u>\$3,000.00</u>   |
| 4.         | Wetland areas                                    | \$3,596.00<br><u>\$3,000.00</u> |
| <u>CD.</u> | Minor exception request                          |                                 |
| 1.         | Single-family and duplex lots                    | \$825.00<br><u>\$1,000.00</u>   |
| 2.         | All others                                       | \$861.00<br><u>\$1,000.00</u>   |
| <u>DE.</u> | Reasonable use request                           |                                 |
| 1.         | Single-family and duplex lots                    | \$5,272.00                      |
| 2.         | All others                                       | \$10,486.00                     |
| <u>EE.</u> | Digitizing critical areas geographic information | Cost recovery <sup>2</sup>      |
| <b>12.</b> | <b>Design Review (Downtown)</b>                  |                                 |
| A.         | Minor exterior reviews only                      | \$720.00                        |

| Section    | Activity   | 2024 Fees  |
|------------|--|------------|
| B.         | All others, including new buildings  | \$2,396.00 |
| <b>13.</b> | <b>Development Agreement</b>   |            |
| A.         | Initial  | \$8,060.00 |
| B.         | Modification   | \$3,694.00 |
| C.         | Extension  | \$685.00   |
| <b>14.</b> | <b>Extension of Preliminary Approval</b>   |            |
| <b>15.</b> | <b>Grading and Erosion Control Permit<br/>(includes plan check and inspection)</b>   |            |
| A.         | 50 cubic yards or less and less than 1 foot in depth   | No fee     |
| B.         | 51 to 100 c.y. or greater than 1 foot in depth   | \$156.00   |
| C.         | 101 to 500 c.y.  |            |
| 1.         | Base fee   | \$315.00   |
| 2.         | Plus fee per 100 c.y. (or fraction thereof) above 500 c.y. (Note: Maximum total grading and erosion control fee shall be \$407.00) | \$22.00    |

| Section    | Activity  | 2024 Fees                      |
|------------|---|--------------------------------|
| D.         | Fees resulting from work in progress without a permit   | 2 × regular fee                |
| <b>16.</b> | <b>Home Occupation</b>  |                                |
| A.         | General   | \$238.00                       |
| B.         | Penalty – When application is received after code enforcement action has been initiated       | 2 × regular fee                |
| <b>17.</b> | <b>Impact Fee Deferral for Single-Family Housing<br/>(administrative fee per lot)</b>         | \$751.00                       |
| <b>18.</b> | <b>Joint Use Parking Agreement</b>  |                                |
| <b>19.</b> | <b>Land Use Permit<br/>(single-family residential; sheds; decks; driveways; fences, etc.)</b> | <del>\$63.00</del><br>\$126.00 |
| <b>20.</b> | <b>Lot Determination</b>  |                                |
| A.         | Base fee (one to two lots)  | \$2,625.00                     |
| B.         | Plus per-lot fee over two   | \$838.00                       |
| <b>21.</b> | <b>Master Plan<sup>2</sup></b>  |                                |



| <b>Section</b> | <b>Activity</b>  | <b>2024 Fees</b>   |
|----------------|--|--|
| A.             | Conceptual<br>(requiring subsequent site plan review)                                      | \$9,314.00   |
| B.             | Detailed<br>(not requiring subsequent site plan review)                                    | \$9,314.00 plus<br>½ applicable<br>site plan review<br>fee |
| C.             | Hybrid<br>(conceptual approval for overall site, plus<br>partial detailed approval)        | \$9,314.00 plus<br>½ applicable<br>site plan review<br>fee |
| <b>22.</b>     | <b>Planned Development</b>   |  |
| A.             | Residential  |  |
| 1.             | Base fee   | \$2,912.00   |
| 2.             | Plus fee per unit  | \$132.00   |
| 3.             | Minimum:<br><br>Maximum:<br><br>Subdivision fee reduced by ½ when filed<br>simultaneously. | Min. – \$4,165.00<br><br>Max. –<br>\$18,834.00             |
| B.             | Nonresidential   |  |

| Section    | Activity  | 2024 Fees                                   |
|------------|---|---|
| 1.         | Base fee  | \$2,875.00                                  |
| 2.         | Plus fee per sq. ft. – Ground floor   | \$0.73                                      |
| 3.         | Plus fee per sq. ft. – Upper floors   | \$0.34                                      |
| 4.         | Minimum:<br><br>Maximum:  | Min. – \$4,278.00<br><br>Max. – \$28,155.00 |
| C.         | Mixed   |   |
| 1.         | Base fee  | \$2,875.00                                  |
| 2.         | Plus fee per sq. ft. – Ground floor   | \$0.73                                      |
| 3.         | Plus fee per sq. ft. – Upper floors   | \$0.34                                      |
| 4.         | Minimum:<br><br>Maximum:<br><br>No rezone fee.<br><br>Subdivision reduced by ½ when filed simultaneously. | Min. – \$4,278.00<br><br>Max. – \$28,349.00 |
| <b>23.</b> | <b>Planning Official Review</b>   |   |

| <b>Section</b> | <b>Activity</b>   | <b>2024 Fees</b> |
|----------------|---|------------------|
| A.             | Temporary use   |                  |
| 1.             | Seasonal or special event   | \$116.00         |
| 2.             | Temporary sales office, model home, or unforeseen emergency       | \$353.00         |
| 3.             | Temporary use in a commercial or industrial district              | \$1,654.00       |
| B.             | Similar use determination or other                                | \$1,654.00       |
| <b>24.</b>     | <b>Plat Alteration</b>  | \$7,739.00       |
| <b>25.</b>     | <b>Post-Decision Reviews</b>                                      |                  |
| A.             | Post-decision review – Type I                                     | \$408.00         |
| B.             | Post-decision review – Type II                                    | \$1,147.00       |
| C.             | Post-decision review – Type III                                   | \$1,798.00       |
| <b>26.</b>     | <b>Preapplication Conference Process</b>                          |                  |
| A.             | Preapplication conference request – Single-family and duplex lots | \$361.00         |
| B.             | Preapplication conference request - All others                    | \$1,269.00       |

| Section | Activity  | 2024 Fees                  |
|---------|---|----------------------------|
| C.      | Preapplication waiver request   | \$181.00                   |
| 27.     | <b>Zoning Verification Letter<br/>(authorizes replacement of destroyed structure)</b> | \$274.00                   |
| 28.     | <b>Reporting<br/>(misc. application and permit information)</b>                       | Cost recovery <sup>2</sup> |
| 29.     | <b>SEPA Checklist (Environmental Review)</b>  |                            |
| A.      | Grading permit  |                            |
| 1.      | Single-family and duplex lots   | \$158.00                   |
| 2.      | All other   |                            |
| a.      | Base fee  | \$1,175.00                 |
| b.      | Plus fee per acre of land disturbed by the project                                    | \$22.00                    |
| B.      | Subdivision or planned development  |                            |
| a.      | Base fee  | \$959.00                   |
| b.      | Plus fee per acre of land disturbed by the project                                    | \$10.95                    |

| Section    | Activity  | 2024 Fees                  |
|------------|---|----------------------------|
| C.         | Site plan review – Residential  |                            |
| a.         | Base fee per unit up to five units  | \$238.00                   |
| b.         | Plus fee per unit more than five  | \$24.00                    |
| D.         | Nonprojects (including rezone and annual review applications)                       | \$2,636.00                 |
| E.         | All other reviews   |                            |
| a.         | Base fee  | \$1,918.00                 |
| b.         | Plus fee per acre of land disturbed by the project                                  | \$64.00                    |
| F.         | SEPA procedural appeal (See “Appeals – All others” for substantive SEPA appeal fee) | \$155.00                   |
| G.         | Environmental impact statement (EIS) review   | Cost recovery <sup>2</sup> |
| <b>30.</b> | <b>Shoreline Permits</b>  |                            |
| <u>A.</u>  | <u>Statement of Exemption Review</u>  | <u>\$1,000.00</u>          |
| <u>AB.</u> | Shoreline substantial development permit  | \$8,385.00                 |
| <u>BC.</u> | Shoreline conditional use permit  | \$9,224.00                 |

| Section     | Activity  | 2024 Fees                             |
|-------------|---|---------------------------------------|
| C.D.        | Shoreline variance request                      | \$9,224.00                            |
| <b>31.</b>  | <b>Short Subdivisions</b>                       |                                       |
| A.          | Preliminary (nine lots or fewer) plats          | \$8,146.00                            |
| B.          | Final plat check                                | \$2,768.00                            |
| <b>31A.</b> | <b>Short-Term Rental</b>                        |                                       |
| <b>32.</b>  | <b>Signs - All Except Sandwich Board Signs</b>  |                                       |
| <b>33.</b>  | <b>Site Plan Review (Type I)</b>                |                                       |
| A.          | Residential                                     | \$353.00                              |
| B.          | Nonresidential                                  | \$1,654.00                            |
| C.          | Qualifying planned action                       | Same as Type II site plan review fees |
| <b>34.</b>  | <b>Site Plan Review (Type II) - Residential</b> |                                       |
| A.          | Base fee  | \$2,072.00                            |
| B.          | Plus fee per unit                               | \$144.00                              |

| Section    | Activity  | 2024 Fees   |
|------------|---|-------------|
| C.         | Maximum fee   | \$29,211.00 |
| <b>35.</b> | <b>Site Plan Review (Type II) - Nonresidential</b>  |             |
| A.         | General case  |             |
| 1.         | Base fee  | \$5,630.00  |
| 2.         | Plus fee per sq. ft. - Ground floor   | \$0.23      |
| 3.         | Plus fee per sq. ft. - Upper floors   | \$0.10      |
| B.         | Commercial pad within a previously approved site plan that was not originally reviewed for the proposed specific use or structure | \$3,844.00  |
| C.         | Land-extensive uses such as a golf course   | \$4,634.00  |
| D.         | Unoccupied commercial and utility structures  | \$2,134.00  |
| <b>36.</b> | <b>Special Valuation - Historic Preservation</b>  | \$610.00    |
| <b>37.</b> | <b>Subdivisions - Preliminary</b>   |             |
| A.         | 10 - 22 lots  | \$12,455.00 |
| B.         | 23+ lots  |             |

| <b>Section</b> | <b>Activity</b>  | <b>2024 Fees</b>            |
|----------------|--|-----------------------------|
| 1.             | Base fee (for first 23 lots)   | \$12,455.00                 |
| 2.             | Plus fee per lot (each lot more than 23)   | \$310.00                    |
| C.             | In conjunction with a planned development  | ½ regular fee               |
| <b>38.</b>     | <b>Subdivisions - Final Plat Check</b>   | \$6,272.00                  |
| <b>39.</b>     | <b>Tenant Improvement, Including Multifamily<br/>(if exempt from site plan review)</b> | \$116.00<br><u>\$225.00</u> |
| <b>40.</b>     | <b>Tree Plan Review</b>  |                             |
| A.             | Levels 1, 2, 4, 5  | \$396.00                    |
| B.             | Levels 3, 6, 7   | \$132.00                    |
| <b>41.</b>     | <b>Variance<br/>(full fee for 1 variance; ½ cost for 2nd; \$0.00 for 3rd or more)</b>  |                             |
| A.             | Type I   |                             |
| 1.             | Single-family and duplex lots  | \$825.00                    |
| 2.             | All other  | \$861.00                    |
| B.             | Type II  |                             |



| Section    | Activity  | 2024 Fees   |
|------------|---|-------------|
| 1.         | Single-family and duplex lots   | \$2,603.00  |
| 2.         | All other   | \$6,270.00  |
| <b>42.</b> | <b>Zoning Certificates</b>  | \$898.00    |
| <b>43.</b> | <b>Zoning Map or Text Change<br/>(not involving comprehensive plan amendment)</b> | \$10,800.00 |

**1** Fees effective on January 1, 2023, shall be further adjusted as provided for under VMC 20.180.050.

**2 Cost Recovery:** Applicants or persons requesting reports will be required to sign an agreement that they will pay the actual cost of the work being performed. Actual costs will be calculated based on the salary and benefits of the employees performing work plus overhead at a rate of 30 percent.

**3** Projects with approved master plans, which include preliminary stormwater and transportation plans, shall be entitled to a 30 percent reduction in the fee for stormwater and transportation plan review.

Section 2. Savings. Those ordinances or parts of ordinances which are amended or repealed by this ordinance shall remain in full force and effect until the effective date of this ordinance.

Section 3. Severability. If any clause, sentence, paragraph, section, or part of this ordinance or the application thereof to any person or circumstance shall be adjudged by any court of competent jurisdiction to be invalid, such order or judgment shall be confined in its operation to the controversy in which it was rendered and shall not effect or invalidate the remainder of any

parts thereof to any person or circumstances and to this end the provisions of each clause, sentence, paragraph, section or part of this law are hereby declared to be severable.

**Section 4. Effective date.** This ordinance shall become effective January 1, 2025, following the date of final adoption.

DATE OF FINAL PASSAGE at a Regular Meeting of the Vancouver City Council:  
December 2, 2024.

SIGNED this 2nd day of December, 2024.

DocuSigned by:  
*Anne McEnerny-Ogle*  
6C89D9089EC5424...

Anne McEnerny-Ogle, Mayor

Attest:

DocuSigned by:  
*Natasha Ramras*  
493E940414AE4BD...

Natasha Ramras, City Clerk

Approved as to form:

DocuSigned by:  
*Jonathan Young*  
9A7DC2E31F094A2...

Jonathan Young, City Attorney

## SUMMARY

ORDINANCE NO. M-4483

AN ORDINANCE relating to, plan review fees adding several new fees and adjusting other existing fees to bring them closer in line with fees for services; providing for savings, severability and an effective date.

The full text of this ordinance will be mailed upon request. Contact public records staff at (360) 487-8480, [citypdr@cityofvancouver.us](mailto:citypdr@cityofvancouver.us), or via [Public Records Request -The City of Vancouver, WA](#).