



RESOLUTION 2021-041

ADOPTING A SCHEDULE OF FEES AS AUTHORIZED BY THE CITY ZONING AND COMMUNITY DEVELOPMENT CODE, ESTABLISHING FEES FOR MISCELLANEOUS CITY SERVICES AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the Sherwood Municipal Code authorizes certain administrative fees and charges to be established by Resolution of the City Council; and

WHEREAS, the City performs and offers certain services, the cost of which are most reasonably borne by the recipient, as opposed to paying for said services from general City funds; and

WHEREAS, the City Manager has developed a set of administrative fees and charges for the Council and City to use when assessing general fees for permits, applications, and services, and recovering general costs of performing actions requiring oversight and administration by City staff; and

WHEREAS, the City Council believes it is most appropriate and fiscally responsible that fees and charges for all services be set by the City Council, and at a level whereby reasonable costs are recovered; and

WHEREAS, notwithstanding Resolution 2017-008, Council believes it is necessary and appropriate that the fees identified in that resolution be increased by 2% effective July 1, 2021 in order to partially account for past years in which inflation exceeded 2%; and

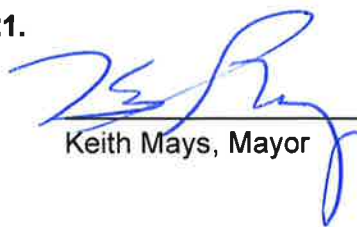
WHEREAS, the City has met the requirement for providing an opportunity for public comment prior to the adoption of this fee resolution as required by ORS 294.160.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. **Adoption:** The City of Sherwood Rates and Fees Schedule, attached hereto as Exhibit A, is hereby approved and adopted, and supersedes all prior development fee and charges schedules and miscellaneous fee schedules.

Section 2. **Effective Date:** This Resolution shall become effective July 1, 2021.

Duly passed by the City Council this 21st day of June, 2021.



Keith Mays, Mayor

Attest:



Sylvia Murphy, MMC, City Recorder



Home of the Tualatin River National Wildlife Refuge

The City of Sherwood, Oregon Master Fees and Charges

Effective 07/01/2021



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SECTION 1
GENERAL CHARGES FOR SERVICE

Staff Rates

The following fees shall be charged for the services of City Staff.

1. For individuals listed on the salary schedule.
 - Fully loaded hourly rate applicable at time of service.

Business License

Persons conducting business with the City of Sherwood and who are subject to being licensed under the provisions of sections 5.04 shall pay a business license fee.

Business - Inside Sherwood	\$75 plus \$6 per employee working more than 20 hours per week.
Business - Outside Sherwood	\$107.50 plus \$6 per employee working more than 20 hours per week.
Temporary license	Fee is the same as a regular business license.
Late fee for renewals	\$5 per month or portion of a month late.
Violation of provision	Up to \$250 per violation.
Incentives	5% reduction in total fee for each of the following that are applicable to the business (maximum 75% total reduction): <ol style="list-style-type: none">a. Small/new business - Business has been in business less than one year or has fewer than five (5) full-time employees as defined in SMC 5.04.b. Business is headquartered (including U.S or North American headquarters) or has its principle place of business in Sherwood.c. Manufacturing/technology business - Business is in NAICS code categories 37, 32, 33, or 57, or otherwise qualifies as a manufacturing/technology business as determined by City Manager.

Liquor License

The Oregon Liquor Control Commission (OLCC) solicits the city's recommendation on applications for new, renewed, or changed liquor licenses. (ORS 471.164- 471.168)

Original application	\$100
Temporary license	\$35
Change in ownership, location, or privilege	\$75
Renewal of license	\$35

**SECTION 1
GENERAL CHARGES FOR SERVICE**

Franchise Fees, Privilege Taxes, and Other Associated Fees

Franchise Fees (as set by franchise agreements):

Cable and Broadband Services

Ziply (formally Frontier)
5% of gross revenue
Ordinance No. 2007-008 Exp 10/31/22

Cable and Broadband Services

Comcast
5% of gross revenue
Resolution No. 2000-857 Exp 9/5/26

Natural Gas

Northwest Natural Gas
5% of gross revenue collected
Ordinance No. 2006-016

Garbage / Solid Waste

Pride Disposal
5% of gross revenue
Ordinance No. 98-1049 Exp 11/1/29

Privilege Taxes and Associated Fees:

Privilege tax payments shall be reduced by any franchise fee payments received by the City, but in no case will be less than \$0.00.

License application fee	\$50
Telecommunications Utilities (as defined in ORS 759.005)	Privilege tax: 7% of gross revenues as defined in ORS 221.515
Utility Operators that provide service within the city (as defined in SMC 12.16.120.A.1) not listed above	Privilege tax: 5% of gross revenues
Utility Operators that do not provide service within the city (as defined in SMC 12.16.120.A.2)	\$2.90/Lineal foot per year or \$4,000 per year, whichever is greater
Utility Operators limited to facilities mounted on structures in the Right of Way (as defined in SMC 12.16.120.A.3) other than small wireless facilities	\$5,000 per structure per year
Small Wireless Facility Fee	\$675 per facility per year

**SECTION 1
GENERAL CHARGES FOR SERVICE**

Public Records Fees

Copies of Finance documents	
Budget	\$40.00 per copy
Comprehensive Annual Financial Report	\$25.00 per copy
Copies of planning documents	
Comprehensive plan	\$25.00 per copy
Local wetland inventory	\$25.00 per copy
Master plans	\$25.00 per copy
Copies of Maps	
8 ½ x 11 black and white	\$3.00 per copy
8 ½ x 11 color	\$5.00 per copy
11 x 17 black and white	\$6.00 per copy
Small size color 11 x17	\$10.00 per copy
Quarter section aerial	\$125.00 per copy
Full size color up to 36 x 48	\$25.00 per copy
General Service Copies	
Copying	\$0.15 per single side
Copying	\$0.25 per double side
24 x 36 large format plotter	\$4.00 per sheet
Audio and video tape copies	
<i>(City Council meeting tapes can be viewed onsite at no charge – contact City Recorder’s office)</i>	
Audio	\$25.00 each
Video	\$25.00 each
Data disk	\$25.00 each
Document Research	
Staff time billed in 15 minute increments (see Staff Rates)	
Consultant/contractor time billed at actual cost	
Plus the cost of copying	
Faxing	\$2.00 plus \$1 per page
Lien search fee	\$10.00 per lot
NSF check charges	\$25.00 per occurrence
Notary fee	\$10.00 per signature

SECTION 2
LIBRARY

General Fees

No fees for overdue materials within Washington County Cooperative Library Services

Damaged/lost material	based on extent
Non-resident card	\$140.00 annually
Computer & wireless printing (first 25 pgs free)	\$0.10 per page (after 25 pgs)
General copies on the public copier, black & white	\$0.10 per side
General copies on the public copier, color	\$0.50 per side
3D printing (limits and restrictions may apply)	\$1.00 per object
USB Drive	\$10.00 each
Headphones	\$2.00 each
Test Proctoring	\$25.00 per session

**SECTION 3
POLICE**

Police Reports

Copies of report	\$20 per report
Audio recordings	\$25 per disc
Police Video	Staff hourly rate, plus
	\$10 16GB of data
	\$20 16-64GB of data
	\$30 64-128GB of data

Vehicle Impound

Whereas, state law and Sherwood municipal codes, as defined in SMC 8.04.060, that authorizes police officers to impound an abandoned vehicle or a vehicle that is disabled, discarded, or hazariously located.

Police impounded vehicle fees	\$125 per vehicle
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Parking Violation Fees

No parking (anytime) zone	\$20
Obstructing streets or sidewalks	\$20
Double parking	\$20
Blocking driveway	\$20
Parking in bus zone	\$20
Parking in loading zone	\$20
Parking on wrong side of street	\$20
Parking along yellow curb or in crosswalk	\$20
Parking over space line	\$20
Parking over time limit	\$20

Miscellaneous Police Fees

Copies of photographs (12 exposure)	\$15 plus processing costs
Copies of digital photographs/photo files	\$25 per disc
Fingerprinting*	\$26.96 per card
Records/Background checks*	\$16.17 per request

SECTION 4
MUNICIPAL COURT

Court Fees

Failure to appear – arraignments	\$50
Failure to appear – trials	\$150
Failure to comply	\$30
Turned over to collection agency (<i>Not to exceed \$250</i>)	25% of the amount owed
Set-up fee for citation time payment plan paid in full, less than 30 days	\$10
Set-up fee for citation time payment plan paid in full in greater than 30 days (<i>Not to exceed \$250</i>)	25% of the amount owed
Vehicle compliance program – administrative fee	\$40
License reinstatement fee	\$60
Seatbelt Diversion Program	\$65
Traffic School Diversion Programs	
Traffic School Set-over Fee	\$25
• Class A Violation	\$315
• Class B Violation	\$185
• Class C Violation	\$110
• Class D Violation	\$75
Suspension clearance fee	\$70
Fireworks Diversion Program	
Firework Diversion Fee	\$100
Non-Sufficient Fund Check Fees	\$25

Fines set by the State of Oregon

Presumptive Fines	
• Class A Violation	\$440
• Class B Violation	\$265
• Class C Violation	\$165
• Class D Violation	\$115
Special Zones – Construction and School Zones	
• Class A Violation	\$875
• Class B Violation	\$525
• Class C Violation	\$325
• Class D Violation	\$250
Speeding 100 mph or greater	\$1,150
Helmet Violations	\$25

SECTION 4
MUNICIPAL COURT

Dog Fees

Animal noise disturbance	\$250
Animal waste on public or another's private property	\$250

SECTION 5
MARJORIE STEWART SENIOR CENTER

Marjorie Stewart Center

A fully refundable deposit will be required for facility rentals and must be submitted to secure the facility rental.
Events may require Facility Monitors as determined by Manager.

<u>Hourly Facility Rentals</u>	<u>Resident Non-Prof</u>	<u>Non-Res Non-Prof</u>	<u>Resident</u>	<u>Non-Resident</u>
Dining Room (2 hr minimum)	\$50 per hour	\$65 per hour	\$85 per hour	\$95 per hour
Dining Room Classroom, each	\$30 per hour	\$35 per hour	\$55 per hour	\$65 per hour
Large Classroom	\$30 per hour	\$35 per hour	\$55 per hour	\$65 per hour
Small Classroom	\$20 per hour	\$25 per hour	\$30 per hour	\$35 per hour
Lounge	\$20 per hour	\$25 per hour	\$35 per hour	\$40 per hour
Kitchen-Catering (2 hr minimum)	\$15 per hour	\$20 per hour	\$25 per hour	\$30 per hour
Full Kitchen with Dining Room (2 hr minimum)	\$95 per hour	\$115 per hour	\$135 per hour	\$155 per hour
Full Kitchen – Commercial	\$50 per hour	\$60 per hour	\$75 per hour	\$85 per hour
Entire Building****	\$115 per hour	\$135 per hour	\$165 per hour	\$185 per hour

Refundable Cleaning & Security Deposit

Dining Room & Kitchen	\$500
Lounge, Large Classroom, Small Classroom	\$100
Key Deposit	\$75

Program Fees

Lunch Program - Seniors	\$4 per meal*
Lunch Program – Under age 55	\$6 per meal
Facility Monitor	\$15 per hour

<u>Monthly Facility Rentals</u>	<u>Once a week**</u>	<u>Once a week**</u>	<u>Twice a month***</u>	<u>Twice a month***</u>
	<u>Non Profit</u>	<u>For Profit</u>	<u>Non Profit</u>	<u>For Profit</u>
Dining Room	\$120	\$300	\$60	\$150
Large Classroom	\$80	\$200	\$40	\$100
Small Classroom	\$60	\$150	\$30	\$75
Lounge	\$60	\$150	\$30	\$75
Entire building****	\$150	\$375	\$75	\$188

* Suggested donation

** Up to 4 hours per visit. Not to exceed 52 visits per year

*** Up to 4 hours per visit. Not to exceed 24 visits per year

**** Excluding full kitchen rental
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SECTION 5
PARKS AND RECREATION

Player Fees

	<u>Resident</u>	<u>Non-Resident</u>
Sherwood youth	\$15	\$20
Adult leagues	\$15	\$20

All fees are per player and per season

Youth fees include SFPA, SJBO, SBO, SYSC, SVB, SYLC, SYTC, and SYFA

Athletic Field User Charges

<u>Natural Turf</u>	<u>Non-Peak (8am -3pm)</u>	<u>Peak (3pm – dark)</u>
Group reservations-Non profit	\$25 per hour	\$45 per hour
Group reservations-For profit	\$35 per hour	\$55 per hour
Private reservations-resident	\$15 per hour	\$20 per hour
Private reservations-non-resident	\$20 per hour	\$25 per hour
Light Fee	\$25 per hour	\$25 per hour
<u>Artificial Turf</u>	<u>Non-Peak (8am -3pm)</u>	<u>Peak (3pm – dark)</u>
Commercial/for profit-Resident	\$65 per hour	\$85 per hour
Commercial/for profit-Non-resident	\$75 per hour	\$100 per hour
Non-profit-Resident	\$50 per hour	\$65 per hour
Non-profit-Non-Resident	\$60 per hour	\$75 per hour
Private reservation-Resident	\$60 per hour	\$75 per hour
Private reservation-Non-Resident	\$75 per hour	\$100 per hour
Light Fee	\$25 per hour	\$25 per hour
<u>High School Stadium/Turf</u>	<u>Resident</u>	<u>Non-Resident</u>
Practice time - youth	\$25 per hour	\$40 per hour
Practice time - all others	\$50 per hour	\$75 per hour
Games – youth	\$25 per hour	\$50 per hour
Games - all others	\$60 per hour	\$100 per hour
Light fee	\$25 per hour	\$25 per hour
Open/close facility	\$30 per hour (1 hr. min)	\$30 per hour (1 hr. min)
<u>Snyder Park Tennis Court</u>	<u>Resident</u>	<u>Non-Resident</u>
Camp/Tournament	\$25 per hour	\$35 per hour
<u>Snyder Park Concessions Stand</u>	<u>Resident</u>	<u>Non-Resident</u>
	\$20 per day	N/A
	\$100 per month	

SECTION 5
PARKS AND RECREATION

Gym Fees

	<u>Resident</u>	<u>Non-Resident</u>
Drop in gym programs	\$3 per person	\$6 per person
Commercial – for profit	\$60 per hour	\$80 per hour
Non-profit groups	\$35 per hour	\$50 per hour
Private reservations	\$45 per hour	\$60 per hour
Opening/Closing of Facility	\$30 per hour (1 hr. min)	\$30 per hour (1 hr. min)

Tournament fee

Resident	Covered under per player/per season league fee
Non-resident	\$80 per hour
Sherwood youth league	Covered under per player/per season league fee
Sherwood adult league	Covered under per player/per season league fee
Light Fee	\$25 per hour

Robin Hood Theater Sign

Robin Hood Theater Sign	\$15 per day (\$60 min)
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Picnic Shelters

	<u>Resident</u>	<u>Non-Resident</u>
Rentals at Pioneer Park, Murdock Park, and Woodhaven Park	\$50 4 hours	\$80 4 hours
	\$100 per day	\$150 per day
Rentals at Snyder Park and Stella Olsen Park	\$60 4 hours	\$90 4 hours
	\$120 per day	\$160 per day

Amphitheater Rental

A \$200 security deposit may be required in the discretion of the City Manager at the time of facility reservation and will be fully refunded after conclusion of the rental, less the cost to repair any damages to the facility.

	<u>Resident</u>	<u>Non-Resident</u>
Amphitheater Rental	\$75 4 hours	\$100 4 hours
	\$150 per day	\$200 per day

When reserving the Amphitheater you must also reserve the picnic shelter

Community Garden

4' x 8' raised bed	\$30
10' x 20' plot	\$45
20' x 20' plot	\$65

SECTION 5
PARKS AND RECREATION

Field House

Team Fees

Adult team	\$500	plus a \$50 late fee if not paid by the due date
Youth team	\$500	plus a \$25 late fee if not paid by the due date

Player Cards

Adult player cards	\$10
Youth player cards	\$7

Rental Fees

Day time fees (7 a.m. – 3 p.m.)	\$40	per hour
Evening fees (3 p.m. – midnight)	\$75	per hour

Open Play Fees

Pre-school play fees	\$3	per child
10 play punch card	\$25	
Adult open play fees	\$5	per person

Birthday Parties

\$150

Party Room Rental

\$25 per hour

Concessions and Merchandise

Varies

Special Events

Permit Fees

Resident

Non-Resident

Non-Profit Fee	\$75	\$125
For-Profit Fee	\$150	\$200

Street Closure for Special Event

Non-Profit Fee	\$125	per day per block	\$150	per day per block
For-Profit Fee	\$175	per day per block	\$200	per day per block

Street Closure for Festival (more than four blocks)

Non-Profit Fee	\$400	per day	\$425	per day
For-Profit Fee	\$450	per day	\$475	per day

Small productions (no street closures, staging, city services, or park closures)	\$250	per day
Large production (requires street closure, city services, staging, etc.)	\$1,000	per day

SECTION 5
SHERWOOD CENTER FOR THE ARTS

Standard Facility Rentals

A fully refundable deposit in the amount of \$200 will be required for all Standard Facility Rentals and must be submitted with a signed contract to secure the facility rental. For rentals under \$200 in total fees, a deposit of \$50 must be submitted with a signed contract to secure the facility rental.

Main Hall

Includes use of dressing room, lobby, and all seating & tables. Linens are not provided.

	<u>Resident</u>	<u>Non-Res</u>
Partial day (4 hours or less)	\$700	\$750
Full day (up to 8 hours)	\$1,300	\$1,400
Extended day (up to 16 hours)	\$2,400	\$2,600
20% Non-Profit Discount		
Partial day (4 hours or less)	\$560	\$600
Full day (up to 8 hours)	\$1,040	\$1,120
Extended day (up to 16 hours)	\$1,920	\$2,080

Equipment & Additional Services

All fees are one-time charges based on usage as listed

Chairs	Included
Tables	Included
Theatre Seating	Included
Stage Riser	\$100
Pipe and Drape System	\$175
Kitchen	\$50
Piano	\$50
Carnival Games (charged per game, per day of use)	\$35 each
Basic Av (sounds & lights controlled from stage, mic, screen, projector, and podium)	\$50
Advanced Tech (sound and lights controlled from booth; multiple mics, monitors, light cues)	\$120
<i>requires an AV Technician for the event</i>	
Lift (Must provide operator certification)	\$200
Classroom(s) added to Main Hall rental	\$50 each partial day \$100 each full day+
Facility Monitor**	\$15 per hour
AV Technician (required if using Advanced Tech)	\$35 per hour

**Events may require additional Facility Monitors as determined by Manager.
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SECTION 5
SHERWOOD CENTER FOR THE ARTS

Classroom

Includes use of classroom furniture and whiteboard. Can accommodate 25 in chair rows or 16 at tables.

	<u>Resident</u>	<u>Non-Res</u>
Meeting (2 hours or less)	\$80	\$90
Partial day (up to 4 hours)	\$150	\$170
Full day (up to 10 hours)	\$350	\$390

20% Non-Profit Discount

Meeting (2 hours or less)	\$64	\$72
Partial day (up to 4 hours)	\$120	\$136
Full day (up to 10 hours)	\$280	\$312

Equipment & Additional Services

All fees are one time charges based on usage as listed

Chairs	Included
Tables	Included
Kitchen	\$50
Portable Projector	\$30

Single Production Rentals

A fully refundable deposit in the amount of \$200 will be required for all Single Day Production Rentals and must be submitted with a signed contract to secure the facility rental. Rates are for public presentations occurring on a SINGLE DAY, the main focus of which is theatrical, dance, musical, and/or otherwise artistic in nature.

All Production Rentals must provide their own technical crew. Technician referrals are available on request.

Performance Days

	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$450	\$540
Full day (up to 10 hours)	\$600	\$720
Extended day (up to 16 hours)	\$800	\$960

20% Non-Profit Discount

Partial day (5 hours or less)	\$360	\$432
Full day (up to 10 hours)	\$480	\$576
Extended day (up to 16 hours)	\$640	\$768

SECTION 5
SHERWOOD CENTER FOR THE ARTS

<u>Rehearsals</u> (may not be used on Fridays after 3pm or on Saturdays)	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$300	\$360
Full day (up to 10 hours)	\$450	\$540
Extended day (up to 16 hours)	\$600	\$720
<i>20% Non-Profit Discount</i>		
Partial day (5 hours or less)	\$240	\$288
Full day (up to 10 hours)	\$360	\$432
Extended day (up to 16 hours)	\$480	\$576
 <u>Amenities and Equipment fees</u>		
<i>All fees are one time charges based on usage as listed</i>		
Dressing Room	Included	
Lobby	Included	
Theatre seating up to 400 capacity	Included	
Basic AV	Included	
Tech usage fee (lights and sound)	\$100 per day	
Classroom(s) (as additional dressing room)	\$20 per day	
Lift (Must provide operator certification)	\$200 per production	

Multi-Day Production Rentals

A fully refundable deposit in the amount of \$500 will be required for all Multi-Day Production Rentals and must be submitted with a signed contract to secure the facility rental. Rates are for public presentations occurring on MORE THAN ONE DAY (multiple performances in one day do not qualify), the main focus of which is theatrical, dance, musical, and/or otherwise artistic in nature. Rentals will include up to 4 PARTIAL DAY rental blocks for rehearsal and prep time. Rehearsal time may not be used on Fridays after 3pm or on Saturdays.

All Production Rentals must provide their own technical crew. Technician referrals are available on request.

<u>Performance Days</u>	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$400	\$480
Full day (up to 10 hours)	\$600	\$720
Extended day (up to 16 hours)	\$800	\$960
<i>20% Non-Profit Discount</i>		
Partial day (5 hours or less)	\$320	\$384
Full day (up to 10 hours)	\$480	\$576
Extended day (up to 16 hours)	\$640	\$768

SECTION 5
SHERWOOD CENTER FOR THE ARTS

Additional Rehearsal Days (may not be used on Fridays after 3pm or on Saturdays)

<u>Non-Performance Days</u>	<u>Resident</u>	<u>Non-Res</u>
Partial day (5 hours or less)	\$300	\$360
Full day (up to 10 hours)	\$450	\$540
Extended day (up to 16 hours)	\$600	\$720

20% Non-Profit Discount

Partial day (5 hours or less)	\$240	\$288
Full day (up to 10 hours)	\$360	\$432
Extended day (up to 16 hours)	\$480	\$576

Amenities and Equipment fees

All fees are one time charges based on usage as listed

Dressing Room	Included
Lobby	Included
Theatre seating up to 400 capacity	Included
Basic AV	Included
Tech usage fee (lights and sound)	\$100 per day
Classroom(s) (as additional dressing room)	\$20 per day
Lift (Must provide operator certification)	\$200 per production

Discounts

The Arts Center Manager, in consultation with the City Manager, is authorized to offer discounted rates when he or she determines it is in the best interest of the Arts Center.

SECTION 6
UTILITY CHARGES FOR SERVICE

Water Utility Rates

RESIDENTIAL, MULTI-FAMILY, AND COMMERCIAL WATER SERVICE

A **residential customer** is defined as a customer whose meter service serves only one-single family dwelling unit. All dwelling units served by individual meters shall be charged the residential rate for service. For example, the residential rate shall apply where separate water meters provide service to each side of the duplex.

rate resolution, dwelling unit shall be defined as any place of human habitation designed for occupancy based upon separate leases, rental agreements, or other written instruments. are defined as customers whose meter services more than one dwelling unit. For the purposes of this rate resolution, dwelling unit shall be defined as any place of human habitation designed for occupancy based upon separate leases, rental agreements, or other written instruments.

Commercial customers are defined as customers whose meter is for any use other than residential and Multi-family. Some examples of commercial uses include, but are not limited to: schools, hospitals, restaurants, and service stations.

Residential and Multi-Family Rates*

<u>Customer Class</u> <u>Meter Size</u>	<u>Base Charge</u> <u>(\$/Month)</u>	<u>Consumption Rate (\$100/gallons)</u>	
		<u>First 21,000</u>	<u>Over 21,000</u>
5/8 - 3/4"	\$21.95	\$0.60	\$0.95
¾"	\$24.78	\$0.60	\$0.95
1"	\$27.13	\$0.60	\$0.95
1-1/2"	\$48.24	\$0.60	\$0.95
2"	\$70.15	\$0.60	\$0.95
3"	\$141.13	\$0.60	\$0.95
4"	\$239.18	\$0.60	\$0.95
6"	\$500.55	\$0.60	\$0.95
8"	\$926.52	\$0.60	\$0.95
10"	\$1,337.99	\$0.60	\$0.95

* Indicates rates that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.
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SECTION 6
UTILITY CHARGES FOR SERVICE

Commercial Rates

<u>Customer Class</u>	<u>Base Charge</u> <u>(\$/Month)</u>	<u>Consumption Rate (\$100/gallons)</u>	
		<u>First 21,000</u>	<u>Over 21,000</u>
<u>Meter Size</u>			
5/8 - 3/4"	\$22.25	\$0.65	\$0.65
¾"	\$25.10	\$0.65	\$0.65
1"	\$27.51	\$0.65	\$0.65
1-1/2"	\$48.89	\$0.65	\$0.65
2"	\$71.08	\$0.65	\$0.65
3"	\$143.02	\$0.65	\$0.65
4"	\$244.37	\$0.65	\$0.65
6"	\$507.26	\$0.65	\$0.65
8"	\$938.93	\$0.65	\$0.65
10"	\$1,355.88	\$0.65	\$0.65
Irrigation	Base charge from above	\$0.93	\$0.93

Fire Protection Service

The following fees shall be charged for all applicable connections for automatic fire sprinklers, and fire hydrants service for private fire protection:

<u>Customer Class</u>	<u>Base Charge</u>
<u>Meter Size</u>	
4" and under	\$32.52
6"	\$54.35
8"	\$77.17
10"	\$106.16
Water service connection in ROW	Actual time and materials

SECTION 6
UTILITY CHARGES FOR SERVICE

Hydrant Rentals

Fire hydrant permits - mandatory for fire hydrant use

Three month permit (plus water usage at current rate)*	\$60.49
Six month permit (plus water usage at current rate)*	\$87.99
Twelve month permit (plus water usage at current rate)*	\$142.96
Penalty for unauthorized hydrant use	\$500
Penalty for using non-approved (un-inspected tank)	\$950
Failure to report water usage (per day for period not reported)	\$15
Hydrant meter - refundable deposit	\$1,180
Hydrant meter – daily rental (plus water usage at current rate)	\$20.32
Hydrant meter read – monthly reads*	\$55.00
Hydrant meter setup – Initial setup of meter on hydrant*	\$55.00
Flow testing of fire hydrants*	\$175.96

Account Activation and De-Activation

Water Service on or off at customer's request

Deposit for a NEW application of service for all tenant accounts & previous customers sent to collections	\$125
New account fee*	\$16.49
First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge
Activation after office hours and weekends*	\$65.98
Leaks or emergencies beyond customer control anytime	No Charge
Second call*	\$32.99
Non-leak or emergency turn offs after office hours or weekends*	\$55.00
All snowbird/vacant turn offs*	\$27.81

Water Service off and on for non-payment/non-compliance

Turn on water during office hours, Monday through Friday*	\$65.98
After hours or weekends, an additional*	\$109.97
Meter tampering and/or using water without authority*	\$65.98
Broken promise turn off*	\$65.98
Door hangers (per door hanger)*	\$11.00

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.
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SECTION 6
UTILITY CHARGES FOR SERVICE

Additional Charges, If Necessary, To Enforce

Removal of meter*	\$87.99
Reinstallation of meter	No Charge
Installation or removal of locking device-first occurrence*	\$55.00
Installation or removal of locking device-second occurrence*	\$82.48
Installation or removal of locking device-third occurrence *	\$164.96 and meter pulled
Repair of breakage/damage to locking mechanism (curb stops, etc)	parts and labor
Service off water at main or reinstating service	parts and labor

Other Additional Charges

Decreasing or increasing size of meter	parts and labor
Removal of meter during construction	\$150
Loss of meter (replacement cost)	\$230-710
Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually by a State Certified Backflow Tester of	\$100
Backflow assembly test/repair (Contract services)	parts and labor
Damage or Repair to Water Utility	actual time and material
Damage to AMI Radio*	\$82.48
Damage to AMI Register*	\$82.48
Damage to AMI Antenna*	\$27.50
Water Model for Development	\$1,000.00
(Developments of 20 plus lots, development of industrial or commercial higher elevation developments and/or as determined necessary by Public	

Testing Water Meters at Customer/Owner's Request

Testing on premises (5/8" x 3/4", 3/4", 1")*	\$87.99
Removal of meter for testing (5/8" x 3/4", 1")*	\$274.94
Testing of meters larger than 1"	parts and labor

SECTION 6
UTILITY CHARGES FOR SERVICE

Backflow Prevention Device Test Fee

Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually by a State Certified Backflow Tester of their choice. (Service on and off for non-compliance of annual testing and

\$109.97

Water Service/Meter Installation Services*

Drop-In Service: An existing condition where developers of a residential subdivision or commercial complex has installed water service to each serviceable and buildable lot in accordance with City specifications. water service to the property. Meter installation over 2" will be installed at a time and materials rate by city staff or city authorized contractors.

<u>Meter Size</u>	<u>Drop-In Service</u>	<u>Dig-In Service</u>
5/8" – 3/4"	\$395.91	\$2,303.98
3/4"	\$395.91	\$2,303.98
1"	\$802.81	\$2,710.88
1.5"	\$2,012.55	\$4,706.93
2"	\$3,354.25	\$6,048.64
3"	\$6,708.48	n/a
4"	\$8,721.03	n/a

Un-Authorized Water Hook Up*

Un-authorized water hook up \$161.73 Plus water use charges billed at current rate

Re-Inspection Fees (Sanitary, Street, Storm, and Water)

Sanitary Sewer Interceptor Program – FOG

Includes Maintenance Bonds \$50 each

First re-inspection \$100 each

Re-inspection fee after the first \$150 each

All subsequent re-inspection fees

Usage of Meter Key

Deposit refundable with key return \$25

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.
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SECTION 6
UTILITY CHARGES FOR SERVICE

Water Use Restriction - Penalties*

First notice of violation	\$108.24
Second notice of violation	\$329.14
Third notice of violation	\$552.04

Sanitary Rates

See appendix A for fees collected on behalf of CWS

Sherwood sewer utility user base rate per EDU *	\$5.72
Sherwood sewer utility usage rate per CCF*	\$0.35
Damage or Repair to Sewer Utility	actual time and material
Illegal Discharge to Sewer Utility	actual time and material

Storm Rates

See appendix A for fees collected on behalf of CWS

Sherwood storm water utility user rate per ESU*	\$14.94
Damage or Repair to Storm Utility	actual time and material

Street Fees

	<u>Street</u> <u>Maintenance</u>	<u>Street</u> <u>Light</u>	<u>Sidewalk</u> <u>Repair</u>	<u>Safe/New</u> <u>Sidewalks</u>
Single family residential *	\$2.19	\$2.56	\$0.57	\$0.74
Monthly per Account				
Multi Family *	\$2.19	\$2.56	\$0.57	\$0.74
Monthly per EDU				
Non – residential/Commercial *	\$2.19	\$0.72	\$0.18	
Monthly per ESU				

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.
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SECTION 7
SYSTEM DEVELOPMENT CHARGES

Water SDC

<u>Meter Size</u>	<u>Improvement Charge</u>	<u>Reimbursement Charge</u>	<u>Administrative Charge Per Meter</u>
5/8-3/4"	\$2,107.94	\$4,348.15	\$84.37
3/4"	\$3,161.33	\$6,522.81	\$125.44
1"	\$5,268.10	\$10,872.12	\$209.80
1-1/2"	\$10,537.38	\$21,743.08	\$419.61
2"	\$16,858.87	\$34,789.86	\$670.48
3"	\$36,879.07	\$76,102.52	\$1,467.51
4"	\$63,220.77	\$130,461.97	\$2,515.41
6"	\$131,710.81	\$271,794.88	\$5,240.63
8"	\$189,663.48	\$391,385.90	\$7,546.24

Exception: There is no System Development Charge (reimbursement of improvement fee) to upgrade from 5/8" – 3/4" to a 3/4" or 1" when the sole purpose is a residential fire sprinkler system.

Fire flow sprinkler buildings only	\$3,200.50
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Sewer SDC

UGB Minus Brookman and Tonquin Employment Area

<u>Use Type</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Flow Count</u>
Single family residence	\$815.70	\$43.56	1 EDU
Two family residence (duplex)	\$815.70	\$43.56	1 EDU
Manufactured home/ single lot	\$815.70	\$43.56	1 EDU
Manufactured home parks	\$815.70	\$43.56	based on Engineer estimate
Multi-family residential	\$815.70	\$43.56	based on Engineer estimate
Commercial	\$815.70	\$43.56	based on Engineer estimate
Industrial	\$815.70	\$43.56	based on Engineer estimate
Institutional uses	\$815.70	\$43.56	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

SECTION 7
SYSTEM DEVELOPMENT CHARGES

Brookman Area*

<u>Use Type</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Flow Count</u>
Single family residence	\$1,076.06	\$908.20	1 EDU
Two family residence (duplex)	\$1,076.06	\$908.20	1 EDU
Manufactured home/ single lot	\$1,076.06	\$908.20	1 EDU
Manufactured home parks	\$1,076.06	\$908.20	based on Engineer estimate
Multi-family residential	\$1,076.06	\$908.20	based on Engineer estimate
Commercial	\$1,076.06	\$908.20	based on Engineer estimate
Industrial	\$1,076.06	\$908.20	based on Engineer estimate
Institutional uses	\$1,076.06	\$908.20	based on Engineer estimate

**FY20/21 Reimbursement Fees for Brookman Area and Tonquin Employment Area were transposed. Fees charged to clients were verified and were charged correctly.*

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

Tonquin Employment Area*

<u>Use Type</u>	<u>Reimbursement</u>	<u>Improvement</u>	<u>Flow Count</u>
Single family residence	\$794.92	\$893.16	1 EDU
Two family residence (duplex)	\$794.92	\$893.16	1 EDU
Manufactured home/ single lot	\$794.92	\$893.16	1 EDU
Manufactured home parks	\$794.92	\$893.16	based on Engineer estimate
Multi-family residential	\$794.92	\$893.16	based on Engineer estimate
Commercial	\$794.92	\$893.16	based on Engineer estimate
Industrial	\$794.92	\$893.16	based on Engineer estimate
Institutional uses	\$794.92	\$893.16	based on Engineer estimate

**FY20/21 Reimbursement Fees for Brookman Area and Tonquin Employment Area were transposed. Fees charged to clients were verified and were charged correctly.*

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)

Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU

See appendix A for SDC's collected on behalf of CWS

SECTION 7
SYSTEM DEVELOPMENT CHARGES

Storm SDC

<u>Storm SDC</u>	<u>Regional Storm Drainage Improvement Charge</u>
Water quantity per ESU (SDC set by CWS)	\$321.75
Water quality per ESU (SDC set by CWS)	\$263.25
Total Storm Water SDC	\$585.00
<i>One equivalent service unit (ESU) equals 2,640 square feet.</i>	

Parks SDC

<u>Parks and Recreation</u>	<u>Administration</u>	<u>Improvement</u>	<u>Total Fee</u>
Single family dwelling	\$815.39	\$8,183.53	\$8,998.93
Multi-family dwelling	\$613.34	\$6,140.58	\$6,753.92
Manufactured home	\$1,102.61	\$8,764.63	\$9,867.24
Non – residential	\$7.57	\$86.00	\$93.57
Filing fee to challenge expenditures of Parks SDC's <i>(Refundable if challenge is successful)</i>			\$50

Street SDC

Washington County Transportation Development Tax (TDT)

Reference Washington County for fees - <http://www.co.washington.or.us/>

City of Sherwood Street SDC:

The following charges are calculated by multiplying trip generation by the following:

<u>Residential Transportation SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Single Family – detached	210	\$1,874.64	dwelling unit
Apartment	220	\$1,289.40	dwelling unit
Residential Condominium/Townhouse	230	\$1,121.53	dwelling unit
Mobile Home Park	240	\$972.28	dwelling unit
Assisted Living	254	\$508.30	bed
Continuing Care Retirement	255	\$453.49	unit
Recreation Home	260	\$616.74	dwelling unit

SECTION 7
SYSTEM DEVELOPMENT CHARGES

Recreational Transportation SDC

	<u>Code</u>	<u>Fee</u>	<u>Type</u>
City Park	411	\$1,215.97	acre
Regional Park	417	\$989.78	acre
Multipurpose Recreation/Arcade	435	\$7,098.74	thousand sq ft gross floor area
Movie Theater w/o Matinee	443	\$50,714.70	screen
Movie Theater w/Matinee	444	\$76,758.12	screen
Amusement/Theme Park	480	\$20,682.94	acre
Soccer Complex	488	\$14,147.31	field
Racquet/Tennis Club	491	\$7,071.92	court
Health/Fitness Club	492	\$6,013.34	thousand square ft gross floor area
Recreation/Community Center	495	\$5,435.07	thousand square ft gross floor area

Institutional/Medical Transportation SDC

	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Elementary School (Public)	520	\$151.54	student
Middle/Junior High School (Public)	522	\$190.01	student
High School (Public)	530	\$200.54	student
Private School (K – 12)	536	\$289.13	Student
Junior/Community College	540	\$4,247.09	thousand square ft gross floor area
University/College	550	\$339.26	student
Church	560	\$2,621.95	thousand square ft gross floor area
Day Care Center/Preschool	565	\$212.20	student
Library	590	\$10,007.48	thousand square ft gross floor area
Hospital	610	\$2,267.53	bed
Nursing Home	620	\$516.44	bed
Clinic	630	\$5,521.38	thousand square ft gross floor area

Commercial/Services SDC

	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Hotel	310	\$1,557.57	Room
Motel	320	\$1,116.84	Room
Building Materials/Lumber Store	812	\$8,553.67	thousand square ft gross floor area
Free-Standing Discount Superstore	813	\$7,628.00	thousand square ft gross floor area
Variety Store	814	\$6,063.47	thousand square ft gross floor area
Free-Standing Discount Store	815	\$5,595.98	thousand square ft gross floor area
Hardware/Paint Store	816	\$5,138.97	thousand square ft gross floor area
Nursery (Garden Center)	817	\$16,433.51	thousand square ft gross floor area

SECTION 7
SYSTEM DEVELOPMENT CHARGES

<u>Commercial/Services SDC (continued)</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Shopping Center	820	\$4,101.41	thousand sq ft gross leasable area
Factory Outlet	823	\$5,669.40	thousand square ft gross floor area
Specialty Retail Center	826	\$8,048.88	thousand square ft gross floor area
New Car Sales	841	\$5,804.66	thousand square ft gross floor area
Automobile Parts Sales	843	\$5,402.46	thousand square ft gross floor area
Tire Store	848	\$3,387.88	thousand square ft gross floor area
Tire Superstore	849	\$2,721.02	thousand square ft gross floor area
Supermarket	850	\$9,389.57	thousand square ft gross floor area
Convenience Market (24 Hour)	851	\$48,948.45	thousand square ft gross floor area
Convenience Market w/Fuel Pump	853	\$28,424.07	vehicle fueling position
Discount Club	861	\$8,398.62	thousand square ft gross floor area
Home Improvement Superstore	862	\$3,317.97	thousand square ft gross floor area
Electronics Superstore	863	\$8,932.57	thousand square ft gross floor area
Pharmacy/Drugstore w/o Drive-Up	880	\$7,561.55	thousand square ft gross floor area
Pharmacy/Drugstore w/Drive-Up	881	\$7,303.91	thousand square ft gross floor area
Furniture Store	890	\$362.56	thousand square ft gross floor area
Bank/Savings w/Drive-Up	912	\$6,652.22	thousand square ft gross floor area
Quality Restaurant	931	\$7,420.49	thousand square ft gross floor area
High Turnover (Sit Down) Restaurant	932	\$10,429.48	thousand square ft gross floor area
Fast Food Restaurant w/o Drive-Up	933	\$20,348.37	thousand square ft gross floor area
Fast Food Restaurant w/Drive-Up	934	\$43,448.09	thousand square ft gross floor area
Drinking Place/Bar	936	\$30,719.58	thousand square ft gross floor area
Coffee/Donut Shop w/Drive-Up	937	\$66,473.16	thousand square ft gross floor area
Coffee/Kiosk	938	\$60,688.35	thousand square ft gross floor area
Quick Lubrication Vehicle Shop	941	\$10,293.11	service stall
Automobile Care Center	942	\$6,167.22	thousand sq ft gross leasable area
Gasoline/Service Station	944	\$11,700.25	vehicle fueling position
Gasoline/Service Station w/Convenience Market	945	\$4,125.88	vehicle fueling position
Gasoline/Service Station w/Convenience Market and Car Wash	946	\$7,240.97	vehicle fueling position

SECTION 7
SYSTEM DEVELOPMENT CHARGES

<u>Office SDC</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
General Office Building	710	\$1,661.33	thousand square ft gross floor area
Corporate Headquarters Building	714	\$1,582.04	thousand square ft gross floor area
Single Tenant Office Building	715	\$2,310.68	thousand square ft gross floor area
Medical/Dental Office Building	720	\$5,416.45	thousand square ft gross floor area
Government Office Building	730	\$13,670.51	thousand square ft gross floor area
State Motor Vehicles Department	731	\$23,977.61	thousand square ft gross floor area
Us Post Office	732	\$17,522.42	thousand square ft gross floor area
Office Park	750	\$1,685.80	thousand square ft gross floor area
Research And Development Center	760	\$1,234.59	thousand square ft gross floor area
Business Park	770	\$1,871.18	thousand square ft gross floor area

<u>Port/Industrial</u>	<u>Code</u>	<u>Fee</u>	<u>Type</u>
Truck Terminals	30	\$12,398.56	acre
Park And Ride Lot w/Bus Service	90	\$893.00	parking space
Light Rail Transit Station w/Parking	93	\$497.82	parking space
General Light Industrial	110	\$1,044.59	thousand square ft gross floor area
General Heavy Industrial	120	\$297.27	thousand square ft gross floor area
Industrial Park	130	\$1,058.58	thousand square ft gross floor area
Manufacturing	140	\$600.40	thousand square ft gross floor area
Warehouse	150	\$561.93	thousand square ft gross floor area
Mini-Warehouse	151	\$471.00	thousand square ft gross floor area
Data Center	160	\$197.03	thousand square ft gross floor area
Utilities (Private)	170	\$1,507.39	thousand square ft gross floor area

SECTION 8
ENGINEERING CHARGES FOR SERVICE

Public Improvement Plans, Reviews, and Inspections (Subdivisions, Site Plans, Partitions)

Plan Review – 4% of Construction Cost for public infrastructure and non-proprietary on-site storm water treatment and detention systems (Fees due at plan review submittal. Fee based on engineer’s construction cost estimate. If estimate changes during the course of review, any balance or credit due will be payable at the time of the Compliance Agreement) includes review of the following:

- Water
- Street
- Grading
- Sewer
- Erosion Control
- Storm (on-site detention and non-proprietary treatment systems)

Inspections – 5% of Construction Costs for public infrastructure and non-proprietary on-site storm water treatment and detention system (Fees payable at the time the Compliance Agreement is signed). Includes inspection of the following for which permits were obtained:

- Water
- Street
- Grading
- Sewer
- Erosion Control
- Storm (on-site detention and non-proprietary treatment systems)

No Public Improvement; Subdivision Plan Reviews and Inspections

Plan Review Fee	Time and Materials
Inspection Fee	Time and Materials
Television Line Service Review	Time and Materials

Miscellaneous Fees

Addressing Fees	
Single - five (5) digit address	\$67.32 lot
0 to 10 - Suite Numbers	\$25.50 per suite
11 to 20 -Suite Numbers	\$260.10 plus \$15 per suite
21 and up Suite Numbers	\$416.16 plus \$10 per suite
Plans and Specifications for capital projects	varies with project
Traffic and street signs (Includes post, sign, hardware, and labor to install)*	\$274.94 per sign
Street Trees	\$200.00 per tree

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.
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SECTION 8
ENGINEERING CHARGES FOR SERVICE

Miscellaneous Fees - Continued

Pre-submittal Consultation (consultation of projects prior to the submittal of a land use application, requiring more than 2 hours of staff time or on-call consultant services)	\$500	Deposit
<i>(Applicant pays 100% of actual expenses including staff time, if an application is submitted these fees will be credited against the plan review fees)</i>		
In-Lieu of Fee – Fiber Optic Conduit Installation	\$30	per linear ft
Right of Way Permit Fees		
ROW Small Wireless Facility Permit	\$850	per facility
ROW Construction Permit (for other than small wireless facilities)	\$153	per permit
Inspection fee	\$153 or 4% of project estimate	whichever is greater
ROW Use Permit	\$25	
Design and construction standards	\$50	on paper
Design and construction standards	\$25	per CD
As-Built Requests	\$25	per subdivision
As-Built Requests electronic media	\$25	per cd

Erosion Control Fees

Activities which require a grading and/or erosion control permit and are not included in a building permit. Permit is based upon the total acreage of the site.

Erosion Control Plan Review Fee	65% of the erosion control inspection fee
Erosion Control Inspection Fee	Based on Total Area
0 to 1 Acre	\$230
1 Acre and up	\$230 (plus \$50 per acre or fraction thereof over 1 acre)

Erosion control with building permit

	Plan Check	Inspection
Single Family Residential		
>1000 feet disturbance, existing development	\$70	\$105
New development	\$70	\$295
Non-single family residential	Covered in engineering compliance agreement	

Vacations (Public right-of-way and easements)

Deposit plus staff time (See Section 1)	\$4,000
<i>(Applicant pays 100% of actual expenses including staff time)</i>	

SECTION 9
PLANNING

Annexations

Applicant pays 100% of actual expenses including staff time. \$7,500 Deposit
Any balance owing is due within 30 days from the final annexation invoice date.

Appeals

Type I or II actions (ORS 227.175) 10 (b) \$250
Type III or IV actions 50% of original fee(s)
Expedited Land Division \$300

Conditional Use Permit

Conditional use permit without concurrent type III or IV application* \$4,558.11
Conditional use permit with concurrent type III or IV application* \$2,278.52

Land Divisions / Adjustments

Lot line adjustment* \$817.23
Minor land partition* \$2,143.36
Expedited minor partition (added to the cost of the partition application)* \$605.07
Final plat processing (minor land partition)* \$605.07
Subdivision* \$6,843.14 Flat fee+add'n lot fee
\$21.56 per lot
Expedited subdivision (*Added to the cost of the subdivision application*)* \$2,424.65
Final plat processing (Subdivision)* \$1,212.33

Other Fees

Consultant as needed actual costs
Community Development Code Plan Check (*payable at time of building permit submittal*)
 Residential permits* \$115.82
 ADUs Accessory Dwelling Units* \$115.82
 Commercial, Industrial, Multi-Family Permits* \$727.39
 (*Final Site Plan Review fee, if a final site plan review is not required this fee is not charged*)
Design review team consultations/recommendations staff time (see section 1)
Detailed site analysis letter* \$165.61
Interpretive decisions by the Director* \$362.61
Medical Marijuana Facility Special Use Permit* \$303.08 plus notification fee

SECTION 9
PLANNING

Other Fees - Continued

Non-conforming use modification*	\$1,099.75
Modification to application in review <i>(If modified after the application is deemed complete and the modification is needed to adequately review the app.)</i>	\$500
Other land use action	
Administrative*	\$303.08
Hearing required and/or use of Hearings Officer*	\$2,614.82
Planning Re-inspection fee	\$64.73 each after 1st
Postponement/continuance hearings <i>(If applicant request is after notice has been published and/or staff report prepared)</i>	\$300
Pre-application conference	\$400
Publication/distribution of Notice Type II	\$284
Publication/distribution of Notice Type III, IV and V	\$466
Home Occupation Review of initial application (Class A)	\$50
Home Occupation Review of renewal application (Class A)	\$25
Zone verification letter	\$50

Trees

Tree mitigation inspection	\$60 each after 1st
Street Tree Removal Permit	\$25 1st tree \$10 each add'n tree
Removal of more than 6 trees or 10% on private property	\$107

Planned Unit Development (PUD)

Planned Unit Development (PUD) Preliminary*	\$2,424.65
Planned Unit Development (PUD) - Final <i>(Plus appropriate application fees (i.e. subdivisions, site plan, town-homes, etc.)</i>	See Site Plan Review Fee

Refunds

- 75% refund if application is withdrawn prior to 30 day completeness
- 50% refund if withdrawn prior to public notice
- 25% refund if withdrawn prior to staff report

SECTION 9
PLANNING

Signage

Permanent signs on private property <i>(Excludes Home Occupation Signage)</i>	\$150	First 32 sq ft
	\$1	each add'l sq ft of sign face
Banner signs – one month period	\$150	
Temporary portable sign violation		
First offense		No fine; collected and marked
Second offense	\$50	per sign
Third offense	\$100	per sign

Site Plan Review

Type III and IV (Additional \$102 for every 10,000 sq. ft. or portion thereof over the first 15,000 sq. ft. of building area)(Including Town-Homes, excluding projects in Old Town)*.	\$6,843.14	
• Final site plan review (Type III and IV) (Due at the time of Building Permit submittal)*	\$713.13	
Site plan review (Type II)*	\$2,227.58	
Minor modification to approved Site Plan*	\$303.08	
Major modification to approved Site Plan, Type II*	\$1,110.58	
Major modification to approved Site Plan, Type III or IV*	\$2,667.12	
Old Town overlay review*	\$274.94	added to application

All uses excluding Single-Family detached dwellings.

Application fee for Old Town projects is the application fee based on size of the project plus the Old Town Overlay review fee.

Temporary Uses

Administrative	\$335
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Time Extension to Approval

No hearing required	\$150
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Residential Design

	<u>Flat Fee</u>	<u>Per Lot</u>	<u>Total Fee</u>
Residential Design Checklist Review w/no adjustments to standards	\$150		\$150.00
Residential Design Checklist with Adjustment (Per lot and per standard to be varied)	\$150	\$54.93	\$204.93
Residential Design Checklist with Type B Variance (Per lot and per standard to be varied)	\$150	\$1,206.39	\$1,356.39
Residential Design Checklist with Type A Variance (Per lot and per standard to be varied)	\$150	\$4,535.77	\$4,685.77

SECTION 9
PLANNING

Variance

Adjustment - <i>(Per lot and per standard to be varied) *</i>	\$55.20
Class A Variance - <i>(Per lot and per standard to be varied) *</i>	\$4,558.11
Class B Variance - <i>(Per lot and per standard to be varied) *</i>	\$1,212.33

Zone Amendments

Text amendment*	\$5,861.38
Map amendment*	\$5,861.38

SECTION 10
BUILDING

Building Permits

Values are determined by the applicants total estimated value of the work which includes labor and materials, and/or are based on the most current Building Valuation Data, without state-specific modifiers, as published by the International Code Council and in compliance with OAR 918-050-0100 to 918-050-0110. Final building permit valuation shall be set by the Building Official.

Single Family and Two-Family Dwelling

Total Valuation Amount

1 - 500	\$74.29	minimum fee
501 – 2,000	\$74.29	the first \$500
	\$1.22	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$92.59	the first \$2,000
	\$9.76	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$317.07	the first \$25,000
	\$7.64	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$508.07	the first \$50,000
	\$4.88	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$752.07	the first \$100,000
	\$4.27	each additional \$1,000 or fraction thereof over \$100,00)

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

Manufactured Dwelling Installation Permits

Includes prescriptive foundation system, plumbing and crossover connections, 30 lineal feet of sanitary sewer, storm and water lines.

Manufactured home set up and installation fee	\$393.71
Plan Review	\$90 per hour (min 1/2 hr)
Site Plan Review	Residential Rate per Section 10.(F)

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Commercial, Industrial and Multi-Family

Total Valuation Amount

1 - 500	\$74.29	minimum fee
501 – 2,000	\$74.29	the first \$500
	\$1.85	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$102.04	the first \$2,000
	\$9.76	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$326.52	the first \$25,000
	\$8.24	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$532.52	the first \$50,000
	\$6.11	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$838.02	the first \$100,000
	\$4.27	each additional \$1,000 or fraction thereof over \$100,00)

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

Plan Reivew Fees - Building Permit

Plan review Fee	85%	of building permit fee
Fire and life safety plan review fee (when required)	40%	of building permit fee

Phased Permit - Plan Review (When approved by the Building Official)

The Plan review fee for a phased project is based on a minimum phasing fee, plus 10% of the total project building permit fee, not to exceed \$1,500 for each phase pursuant to the authority of OAR 918-050-0160

Commercial, Industrial, Multi-Family	\$100	Minimum Fee
Residential and Manufactured Dwellings	\$50	Minimum Fee

Deferred Submittals (When approved by the Building Official)

The fee for processing deferred submittals and reviewing deferred plan submittals shall be an amount equal to 65% of the permit fee calculated according to OAR 918-050-0170 using the value of the particular deferred portion or portions of the project, with a set minimum fee. This fee is in addition to the project plan review fee based on the total project value.

Commercial, Industrial, Multi-Family	\$150	Minimum Fee
Residential and Manufactured Dwellings	\$75	Minimum Fee

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Mechanical Permits - Residential

Mechanical permits for Single Family Dwelling, Two-Family dwellings and Manufactured Dwellings for new construction, additions, alterations and repairs. Fees are based on the number of appliances and related equipment with a set minimum fee.

Minimum Fee	\$74.29	
<i>See appendix A for surcharge collected on behalf of the State</i>		
Air Handling		
Air Handling Unit ≤ 10,000 CFMs	\$17.85	includes ductwork
Air Handling Unit >10,000 CFMs	\$30.12	includes ductwork
Air Conditioning Unit	\$23.81	Site Plan Required
Boilers/Compressors		
≤100,000 BTUs or 3 HP	\$23.81	includes ductwork
>100,000 (3HP) to ≤ 500,000 BTUs (15HP)	\$43.63	includes ductwork
>500,000 (15HP) to ≤ 1,000,000 BTUs (30HP)	\$59.49	includes ductwork
>1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP)	\$89.27	includes ductwork
>1,750,000 BTUs or 50HP	\$148.65	includes ductwork
Fire/Smoke Dampers/Duct Smoke Detectors	\$17.88	
Heat Pump	\$23.81	Site Plan Required, includes ductwork and vents
Install/Replace Furnace/Burner		
Furnace ≤ 100,000 BTUs	\$23.81	
Furnace ≥ 100,000 BTUs	\$43.63	
Install/Replace/Relocate Heaters (Suspended, Wall, or Floor mounted)	\$23.81	
Vent for appliance other than furnace	\$11.89	
Refrigeration Units (includes installation of controls)		
≤ 100,000 BTUs or 3 HP	\$23.81	
> 100,000 (3HP) to ≤ 500,000 BTUs (15HP)	\$43.63	
> 500,000 (15HP) to ≤ 1,000,000 BTUs (30HP)	\$59.49	
> 1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP)	\$89.27	
> 1,750,000 BTUs or 50HP	\$148.65	

Miscellaneous

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Appliance vent	\$11.89
Dryer exhaust	\$11.89
Exhaust fan with single duct	\$11.89
Hoods	\$17.88 includes ductwork
Exhaust system apart from heating or air conditioning	\$17.88
Fuel piping and distribution (up to four outlets)	\$7.94
Fuel piping and distribution (over four outlets)	\$2.02 per outlet
Insert, decorative fireplace or wood/pellet stoves	\$23.81 includes vent
Gas fired water heater	\$23.81 includes vent
Install/relocate domestic type incinerator	\$29.71
Install/relocate commercial type incinerator	\$118.99

Mechanical Permits – Commercial, Industrial, and Multi-Family

Based on the total value of mechanical materials, equipment, installation, overhead and profit.

Plan review fee – Commercial	30% of Mechanical permit fee
Mechanical Permit Fee	Based on total valuation Amount
0 - 500	\$74.29 minimum fee
500.01 - 5,000	\$74.29 Plus additional below
	\$3.06 each add'l \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$211.99 for the first 5,000 plus additional below
	\$3.67 each add'l \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 100,000	\$395.49 for the first 10,000 plus additional below
	\$9.77 each add'l \$1,000 or fraction thereof, between \$10,000.01 and \$100,000
100,000.01 and up	\$1,274.79 for the first 100,000 plus additional below
	\$4.89 each add'l \$1,000 or fraction thereof over \$100,000

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

Plumbing Permits – New One and Two Family Dwellings

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Includes one kitchen, 100 feet of sanitary sewer, storm and water lines, standard plumbing fixtures and appurtenances, and are based on the number of bathrooms, from one to three on a graduated scale.

One Bathroom	\$311.20
Two Bathrooms	\$384.43
Three Bathrooms	\$457.65
Additional Kitchen or Bathroom	\$189.17
Additional Fixture or Item	\$18.31 each
Additional 100 feet of each utility line	\$33.57 each

Plumbing Permits – One and Two Family and Manufactured Dwelling for Additions, Alterations and Repairs

Minimum Fee	\$74.29
New and/or Additional fixture, item or appurtenance	\$18.31 each
Alteration of fixture, item or appurtenance	\$18.31 each
Manufactured Dwelling Utility Connection	\$36.61 each

Charged only when connections are not concurrent with new set-up and installation

	<u>Water lines</u>	<u>Sanitary Sewer Lines</u>	<u>Storm Sewer/ Footing Lines</u>
For the first 100 feet or fraction thereof	\$61.02	\$61.02	\$61.02
For each additional 100 feet or fraction thereof	\$33.57 each	\$33.57 each	\$33.57 each

Plumbing Permits – Commercial, Industrial, and Multi-Family

Based on the number of fixtures, appurtenances and piping with a set minimum fee.

Plan Review Fee – Commercial	30% of plumbing permit fee (when required)
Minimum Fee	\$74.29
New and/or Additional fixture, item or appurtenance	\$18.31 each
Alteration of fixture, item or appurtenance	\$18.31 each

See appendix A for surcharge collected on behalf of the State.

	<u>Water lines</u>	<u>Sanitary Sewer Lines</u>	<u>Storm Sewer/ Footing Lines</u>
For the first 100 feet or fraction thereof	\$61.02	\$61.02	\$61.02
For each additional 100 feet or fraction thereof	\$61.02 each	\$33.57 each	\$33.57 each

Residential Fire Sprinkler System Fees

Total Square Footage (including Garage)

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0 to 2,000	\$106.12	includes plan review
2,001 to 3,600	\$159.18	includes plan review
3,601 to 7,200	\$265.30	includes plan review
7,201 and greater	\$318.36	includes plan review

Electrical Permits – Issued and Inspected by Washington County (503) 846-3470

Prescriptive Solar Photovoltaic System Installation – Structural Only

Electrical permits are also required through Washington County

Fees for installation of Solar Photovoltaic (PV) system installation that comply with the prescriptive path described in the Oregon Structural Specialty Code.	\$149.84
For Plans that do not meet the prescriptive path, typical structural fee calculations and processes will apply.	Typical Structural Fees will apply

Demolition Permits

Residential	\$234.46
Commercial	\$344.30

Medical Gas Permits – Commercial

Based on the total value of installation costs and system equipment as applied to the following fee matrix.

See appendix A for surcharge collected on behalf of the State.

Plan review fee – Commercial		30% of plumbing permit fee
Plumbing Permit Fee		Based on total valuation Amount
0 - 500	\$106.12	minimum fee
500.01 - 5,000	\$106.12	Plus additional below
	\$2.12	each additional \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$201.52	for the first 5,000 plus additional below
	\$3.18	each additional \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 50,000	\$360.52	for the first 10,000 plus additional below
	\$10.08	each additional \$1,000 or fraction thereof, between \$10,000.01 and \$50,000
50,000.01 - 100,000	\$763.72	for the first 50,000 plus additional below
	\$11.67	each additional \$1,000 or fraction thereof, between \$50,000.01 and \$100,000
100,000.01 and up	\$1,347.22	for the first 100,000 plus additional below
	\$7.43	each additional \$1,000 or fraction thereof over \$100,000

Grading and Erosion Control Fees (Private Property Only)

Permits issued by the City of Sherwood. Grading is inspected by the Building Department and erosion control is inspected by Clean Water Services or the City of Sherwood.

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Grading Fees

Cubic yards			
0 to 100	\$74.29	\$72.83	minimum fee
101 to 1,000	\$74.29	\$72.83	first 100 yards plus additional fee below
	\$11.44	\$11.22	for each additional 100 yards or fraction thereof
1,001 to 10,000	\$177.25	\$173.81	first 1,000 yards plus additional fee below
	\$15.92	\$15.61	for each additional 1,000 yards or fraction thereof
10,001 to 100,000	\$320.53	\$314.30	first 10,000 yards plus additional fee below
	\$79.59	\$78.03	for each additional 10,000 yards or fraction thereof
100,001 +	\$1,036.84	\$1,016.57	first 100,000 yards plus additional fee below
	\$38.74	\$37.98	for each additional 10,000 yards or fraction thereof
Grading plan review fee	85% of the grading permit fee		

Other Inspections and Fees (Building, Mechanical, Plumbing, Grading and Erosion)

Re-inspection fee (Minimum charge = 1 hour)	\$90	per hour plus State surcharge
Inspections outside normal business hours <i>(when approved by the Building Official)</i>	\$90	per hour plus State surcharge (Minimum charge = 2 hours)
Inspection for which no fee is specifically indicated	\$90	per hour plus State surcharge (Minimum charge = ½ hour)
Investigative fee for working without a permit	\$90	per hour to enforce the code, \$90 minimum.
Additional plan review required	\$90	per hour or actual time (For changes, additions or revisions) (Min charge = ½ hour)
Re-stamp of lost, stolen or damaged plans	\$55	per plan set
Application/Permit extensions	\$50	
<i>(Renewal of an application or permit where an extension has been requested in writing, and approval granted by the Building Official, prior to the original expiration date, provided no changes have been made in the original plans and specifications for such work)</i>		
Permit reinstatement fee	50% of amount required for a new permit or a percentage as determined by the Building Official based on the remaining inspections required.	
<i>(This fee is for reinstatement of a permit, where a reinstatement request has been made in writing, and approval granted by the Building Official, provided no changes have been made in the original plans and specifications for such work.)</i>		

Refunds (Building Permit, Mechanical, Plumbing, Grading/Erosion)

Permit refunds	\$90	per hr. Admin fee (min 1 hr) Provided the permit is still valid
Plan review refunds	\$90	per hr. Admin fee (min 1 hr) Provided no plan review was started

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Certificate of Occupancy (As determined by the Building Official)

Temporary residential	\$50 per request
Temporary commercial/industrial	\$300 maximum per request

Change of Use/Occupancy Certificate Application Fee (As determined by the Building Official)

Similar use (Minor code review)	\$74.29
Dissimilar Use, or Change in Occupancy (Extensive Code Review)	\$132.65 minimum fee, includes 1 hour code review time
	\$90 per hour for review time greater than 1 hour

APPENDIX A:
FEES CHARGED ON BEHALF OF OTHER AGENCIES

Note: The fees in this section are set by other jurisdictions and the City has agreed to collect the fee on their behalf. The fees listed are provided as a courtesy and are based on the fee set at the time this fee schedule was adopted. Any changes to the fees imposed by the other jurisdictions may not be reflected in this section.

Clean Water Services Fees

The monthly sewer and surface water utility user charges for property within the City and served by Clean Water Services (CWS) of Washington County shall be established by CWS and adopted annually.

Sewer Utility Charges

CWS regional sewer utility user base rate per EDU	\$26.24
CWS regional sewer utility user franchise fee per EDU	\$1.31
CWS regional sewer utility usage rate per CCF	\$1.74
CWS regional sewer utility usage franchise fee per CCF	\$0.09

Sewer SDC

CWS regional connection charge	\$6,085
Portion retained by the City (3.983%)	\$242.37
Portion remitted to CWS (96.017%)	\$5,842.63

Surface Water

CWS regional surface water base rate per EDU	\$2.43
CWS regional surface water base franchise fee per EDU	\$0.12

State of Oregon – Department of Consumer and Business Services

Fee charged on all building and mechanical permits; as well as commercial plumbing and medical gas permits.

State Surcharge	12% of Building Permit fee
Manufactured Dwelling or Cabana Installation	\$30

Sherwood School District

Fee charged on all building permits.

Residential CET	\$1.39	per square foot of dwelling
Non-Residential CET	\$0.69	per square foot maximum of \$34,600

Metro

Fee charged on building permits.

METRO CET	0.12% of the total value of the improvement when it exceeds \$100,000 valuation
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