

**CITY OF MONROE  
RESOLUTION NO. 023/2020**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, AMENDING THE CITY OF MONROE MASTER FEE SCHEDULE, AND FEES, FINES, PENALTIES, INTEREST AND CHARGES FOR 2021.

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WHEREAS, the City Council of the City of Monroe has determined that it is in the best interests of the City of Monroe to provide a single, efficient, and convenient listing of all fees, fines, penalties, interest, and charges for permits, licenses, services, applications and filing fees; and

WHEREAS, such a listing better facilitates the updating and uniform review of all such fees, fines, penalties, interest and charges on a periodic basis; and

WHEREAS, previous resolutions provide for fees that require review from time to time; and

WHEREAS, the Master Fee Schedule of Fees, Fines, Penalties, Interest and Charges for 2019 were adopted through Resolution No. 027/2018 and amended through Resolution No. 023/2019; and

WHEREAS, amendments to the Master Fee Schedule, Schedule A, General Development Permits and Fees, are needed in order to come into compliance with current code regulations and market rates for services; and

WHEREAS, the cost of those fees amended in Master Fee Schedule, Schedule A, General Development Permits and Fees were determined by a City Council policy and the FCS Group Development Fee Cost of Service Study, July 2020.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Amendment of Master Fee Schedule, Schedule A. The City of Monroe Master Fee Schedule, Schedule A, General Development Permits and Fees, is hereby amended as follows:























**SCHEDULE A**  
**General Development Permits and Fees**

A mailing-fee of \$75 will be due upon submittal for land use applications, appeals, and SEPA determinations, subject to public notice. A minimum deposit of \$75 will be due upon submittal for Environmental Impact Statements and Annexations; the actual mailing costs will be due when the fee is determined. No mailing fees are charged for Administrative Design Review, Boundary Line Revisions, Forest Practices, and Land Clearing Permits.

A publication fee of \$100 will be due upon submittal for land use applications, appeals, and SEPA determinations subject to public notice. Shoreline Permit Applications will be

charged a \$150 publication fee. No publication fees are charged for Administrative Design Review, Boundary Line Revisions, Forest Practices, and Land Clearing Permits.

**Note: Items marked with  subject to a 5% Technology Fee.**

 <b>APPEALS</b>	
 <b>Appeal to Hearing Examiner</b>	\$ 1,090.00
 <b>Request for Reconsideration of Hearing Examiner Decision</b>	\$ 900.00
<b>LAND USE APPLICATIONS</b>	
 <b>Accessory Dwelling Units (Not subject to impact fees)</b>	\$ 466.00
 <b>Boundary Line Revision</b>	\$ 2,400.00
 <b>Boundary Line Revision (Lot Adjustment Only)</b>	\$ 230.00
 <b>Comprehensive Plan Amendment</b>	
Docketing Fee	\$ 7,930.00
<b>If docketed, the following fees apply:</b>	
Text amendment	\$ 1,100.00
Map amendment	\$ 1,100.00
 <b>Conditional Use Permit</b>	\$ 1,090.00+ Hearing Examiner Costs*
 Amendment to Conditional Use Permit	\$ 620.00
 <b>Forest Practices/Land Clearing</b>	
Forest Practices Permit (SEPA exempt)	\$ 1,650.00
Forest Practices Permit (With SEPA)	\$ 1,700.00
Land Clearing	\$ 190.00
Request for removal of development moratoria	\$ 570.00
Single-family dwelling exception to development moratoria	\$ 389.00
<b>Pre-application Meeting (2 or more additional meetings)</b>	\$ 150.00
 <b>Rezone</b>	\$ 1,570.00
 <b>Shoreline</b>	
 <b>Shoreline Conditional Use Permit</b>	\$ 5,190.00+ Hearing Examiner Costs*
 <b>Shoreline Permit Variance</b>	\$ 5,370.00+ Hearing Examiner Costs*
 <b>Shoreline Substantial Development Permit</b>	\$ 3,790.00+ Hearing Examiner Costs*
 <b>Site Plan Review</b>	\$ 720.00
 <b>Other Minor Site Plan Review</b>	\$ \$100.00 per hr.
 <b>Model Homes</b>	\$ 290.00
 <b>Plat Alterations/Modifications</b>	
Major Modifications to preliminary approved plat (20 lots) (requires public hearing)	\$ 16,900.00+ Hearing Examiner Costs*
Minor Modifications to preliminary approved plat (without public hearing)	\$ 4,460.00
 <b>Plats</b>	
 <b>Preliminary Plat (10 – 24 lots, 2 correction cycles)</b>	\$ 16,900.00 base fee
 <b>Preliminary Plat (25 - 49lots, 2 correction cycles)</b>	\$ 18,480.00 base fee


<b>Preliminary Plat (50 - 99 lots, 2 correction cycles)</b>	\$ 23,750.00 base fee
<b>Preliminary Plat (100+ lots, 2 correction cycles)</b>	\$ 34,300.00 base fee
<b>Additional Preliminary Plat (11<sup>th</sup> to 29<sup>th</sup> lot)</b>	\$ 110.00/ per lot <sup>1</sup>
<b>Additional Preliminary Plat (30<sup>th</sup>+ lot)</b>	\$ 210.00/per lot <sup>1</sup>
<sup>1</sup> Fee is in addition to the base preliminary plat base fee	
<b>Additional Preliminary Plat (3<sup>rd</sup> + correction cycle)</b>	\$ 1,630.00 per cycle
<b>Annual Plat Review Monitoring</b>	\$ 90.00
<b>Final Plat (with 2 correction cycles)</b>	\$ 5,080.00
<b>Short Plats</b>	
<b>Preliminary Short Plat ( 2 lots, 2 correction cycles)</b>	\$ 7,160.00
<b>Preliminary Short Plat (3-9 lots)</b>	\$ 7,370.00
<b>Preliminary Short Plat (3<sup>rd</sup> + corrections cycle)</b>	\$ 110.00
<b>Final Short Plat</b>	\$ 3,500.00
<b>Variances</b>	
<b>Variance</b>	\$ 1,090.00+ Hearing Examiner Costs*
<b>Amendment to Variance</b>	\$ 1,090.00
<b>Critical Area Exception/Reasonable Use</b>	\$ 2,470.00 +Hearing Examiner Costs*











*\*Hearing Examiner Costs shall be in the form of a deposit made at the time of permit application. When the Hearing Examiner public hearing is completed, the Hearing Examiner invoice shall be paid from the deposit. If the Hearing Examiner costs are less than the deposit, the City will refund the remainder of the money to the party which paid for the deposit. If the Hearing Examiner costs are more than the deposit, the City will request additional money from the party which paid for the deposit to fully cover the Hearing Examiner costs.*









*The following are the Hearing Examiner deposit amounts:*

- A. *Conditional Use Permits, Variances, Critical Areas Reasonable Use, Critical Areas Exceptions, Special Use Permit: \$1,000.00.*
- B. *Preliminary Plats, Major Modifications, Shoreline Substantial Development Permits, Shoreline Variances, Shoreline Conditional Use Permits: \$2,500.00.*

<b>MISCELLANEOUS FEES</b>	
<b>Public Notice Signs (for Land Use Applications)</b>	\$ 25.00 per sign
<b>Consultant Fees (for critical area, legal, design review, etc.)</b> A deposit will be required for estimated cost +10% admin. fee <i>(NOTE: Consultant costs shall be in the form of a deposit made at the time of permit application. When the consultant's services are completed, the consultant invoice shall be paid from the deposit. If the costs are less than the deposit, the City will refund the remainder of the money to the party which paid for the deposit. If the costs are more than the deposit, the City will request additional money from the party which paid for the deposit to fully cover the Consultant costs.)</i>	Actual cost + 10% admin. fee
<b>Zoning Confirmation/Due Diligence Letter (price per letter)</b>	\$ 30.00
<b>Temporary Certificate of Occupancy (First Certificate)</b> Each additional TCO increases by \$100 (i.e., #2 = \$200; #3 = \$300, etc.)	\$ 100.00
<b>Fire Flow Test</b>	
1 Hydrant	\$ 180.00
2 Hydrants	\$ 252.00
3 Hydrants	\$ 324.00

4 Hydrants	\$	397.00
<b>Reimbursement Agreement</b>	\$	626.00
 <b>Utility Availability Letter</b>	\$	104.00

<b>PERMITS</b>		
<ul style="list-style-type: none"> <li>Plan review fees, in addition to permit fees, are assessed at a rate of 75 percent of the calculated permit fee and are due at time of application submittal.</li> <li>Permit fees are due at time of issuance.</li> <li>A state surcharge fee will be added to all permits with the exception of mechanical, plumbing, and fire permits. Staff will apply changes as amended by the State Building Code Council.</li> <li>Extension fees are due at the time of request for permit extension.</li> <li>Downtown Area Fee Waiver – Notwithstanding the fee waiver authorized under Ordinance No. 003/2020, properties located in the Downtown Area shall be fully subject to the same penalties for regulatory and/or permitting noncompliance and violations as any other property in Monroe city limits. Without limitation of the foregoing, if work requiring a building permit is performed without first obtaining a permit, the applicant shall be charged two times the fee amount established in Table 1-A Building Fee Table and Table 103.4.2(A).</li> </ul>		
 <b>Accessory Dwelling Unit</b>		Per Table 1-A
 <b>Adult Family Home</b>	\$	150.00
 <b>Change of Use Permit</b>		
< 2,000 square feet	\$	100.00
> 2,000 square feet	\$	200.00
 <b>Demolitions</b>		
 Fire/Interior Demos	\$	Min \$50.00 or per valuation listed in Table 1-A
 Garage/Shed	\$	20.00
 Single Family Residence	\$	100.00
 Commercial	\$	200.00
 <b>Espresso Stands Fees</b> - will be calculated per Table 1-A Building Fee Table	\$	300.00 Minimum
 <b>Grading Permit</b>		
<b>Application/ Extension Fee</b>	\$	120.00
<b>Permit Fee</b>	\$	96.00
<b>Plan Review Fee - City Review</b>		
51 to 100 cubic yards	\$	98.00
101 to 1,000 cubic yards	\$	498.00
1,001 to 10,000 cubic yards	\$	715.00
10,000 to 100,000 cubic yards	\$	1,087.00
100,001 cubic yards or more for the first 100,000 cubic yards plus \$ 76.00 for each additional 10,000 cubic yards or fraction thereof.	\$	1,087.00
<b>Other Fees:</b> Additional plan review for changes, additions to approved plans	\$	120.00 per hour (min. charge ½ hr.)

<b>Outside Consultant Review</b>	Actual costs plus 10% admin. fee
<b>Inspection Fee - City Inspection</b>	
51 to 1,000 cubic yards	\$ 463.00
1,001 to 10,000 cubic yards for the first 1,000 cubic yards plus \$186.00 for each additional 1,000 cubic yards or fraction thereof.	\$ 1,235.00
10,001 cubic yards or more for the first 10,000 cubic yards plus \$463.00 for each additional 10,000 cubic yards or fraction thereof.	\$ 1,235.00
<b>Other Inspections and Fees:</b>	
Inspections outside of normal business hours	\$ 186.00 per hour (min. charge 4 hours)
Re-inspection fees (Applies each occurrence after the 2 <sup>nd</sup> inspection)	\$ 127.00 per hour
<b>Outside Consultant Inspection</b>	Actual costs + 10% admin. fee
 <b>Mechanical Permits</b>	Per Table 103.4.2 (A)
 <b>Mobile Home Installation</b>	\$ 400.00
 <b>Modular Office Installation</b>	\$ 500.00
 <b>Permit for Pre move Inspection/Building Relocation</b>	\$ 50.00/hr.
 <b>Plumbing Permits</b>	Per Table 103.4.2 (A)
 <b>Re-roofs</b> Commercial/Industrial	Per Table 1-A
<b> Right-of-Way Disturbance Permits</b>	
Application/Extension Fee (Does not apply to fences)	\$ 34.00
Driveway - Residential	\$ 336.00
Driveway - Non-residential	\$ 449.00
Fence(s)	\$ 0.00
Sidewalks	\$ 54.00 plus \$16.00 per 100lf
Above ground fixtures	\$ 151.00
Underground facilities	\$ 151.00
Working within Right-of-Way	\$ 151.00
Traffic Alteration	\$ 207.00
Sidewalk Use Permit	\$ 70.00
<b> Signs</b>	
Base Application/Permit fee	
Master Sign Site plan review	\$ 100.00
Additional review fees for Master Sign amendments	\$ 50.00
Portable signs	\$ 00.00
Temporary and Special Use	\$ 00.00
Freestanding/pole mounted	\$ 65.00
Wall signs	\$ 40.00

Base fees for signs are applicable only to valuations over \$1,000.00, additional fees from Table 1-A will be added for valuations in excess of \$1,000.00.	
<b>Special Flood Hazard Area Development Permit</b>	
Without a structure	\$ 55.00
With a structure	\$ 220.00
<b>Swimming Pools</b>	\$ 100.00 or based on Table 1-A, whichever is greater.
<b>Temporary Security Dwelling</b> (during construction only)	\$ 35.00 per month

<b>PETITIONS</b>	
<b>Annexation Petition</b>	\$ 3,150.00
<b>Street Right-of-Way Vacation</b>	\$ 50.00

<b>REVIEW</b>	
<b>Administrative Design Review</b> If consultant design review is required by the city or requested by the applicant, consultant fees will be charged as listed, and the administrative design review fee may not be charged.	
Minor Exterior Remodel (Project does not increase building height or footprint or require SEPA)	\$ 150.00
Major Exterior Remodel (Project increases building height or footprint or requires SEPA)	\$ 150.00
New Construction (Plus \$0.05 per square foot of gross floor area up to \$500.00 total)	\$ 150.00
<b>Environmental Review</b>	
(Environmental consultant fees not waived.)	\$ 3,320.00
Amendment to DNS or MDNS	\$ 2,550.00
Environmental Impact Statement (EIS) <sup>1</sup>	Cost of Consultant + \$100 per hr staff time
Addendum to Environmental Impact Statement (EIS) <sup>1</sup> <i><sup>1</sup>A deposit will be required for estimated cost at time of application.</i>	Cost of Consultant + 10% admin. fee

<b>PUBLIC WORKS CONSTRUCTION</b>	
<b>Sanitary Sewer Improvements</b>	
Plan Review	\$ 595.00 + \$ 1.10 per lf
Inspection	\$ 396.00 + \$ 5.57 per lf
<b>Storm Drainage Improvements</b>	
Plan Review	\$ 595.00 + \$ 1.10 per lf
Inspection	\$ 396.00 + \$ 5.57 per lf

<b>Street Improvements</b>	
Plan Review	\$ 595.00 + \$ 1.10 per lf
Inspection	\$ 396.00 + \$ 5.57 per lf
<b>Water System Improvements</b>	
Plan Review	\$ 595.00 + \$ 1.10 per lf
Inspection	\$ 396.00 + \$ 5.57 per lf
<b>Outside Consultant Plan Review and Inspection</b>	Actual costs plus 10% admin. fee

**OTHER INSPECTIONS AND FEES:**

Additional plan review required by changes, additions or revisions to plans	\$ 50.00 per hour (minimum 1 hour)
1. Administrative Fee	\$ 50.00 per hour (minimum ½ hour)
2. Administrative Fee for Impact Fee Deferrals	\$ 50.00
3. Fee for posting "Stop Work Order"/"Unlawful to Occupy Notice"/"Notice of Violation"/"Violation of Notice"	\$ 50.00
4. Inspections for which no fee is specifically indicated	\$ 100.00 per hour (minimum 1 hour)
5. Inspections outside of normal business hours	\$ 100.00 per hour (minimum 1 hour)
6. Investigative fees/ work commencing prior to permit issuance	\$ Dbl. fee is equal to permit and plan review fee Table 1- A and Table 103.4.2(A)
7. Re-inspection fees	\$ 150.00 per hour (minimum 1 hour)
8. Re-issuance of approved plans or job card that have been altered, edited, mutilated, or lost	
Commercial/Industrial, Commercial Alteration	\$ 100.00
Residential/ Mechanical/Plumbing/Sign (All others)	\$ 50.00
9. Structural consultant review fees not waived	

**TABLE 1-A BUILDING FEE TABLE**

**Building fees are calculated per the Building Valuation Data Table. Staff shall apply changes to the Building Valuation Data Table as published.**

**Basic Plan**

**\$200.00**

This fee is for plan review only and is applied to each individual plan submittal. This does not include plumbing or mechanical fees. Permit fees will be calculated and applied to each basic plan per this table.

<b>TOTAL VALUATION</b>	<b>FEE</b>
\$1.00 TO \$500.00	\$25.00
\$501.00 TO \$2,000.00	\$25.00 FOR THE FIRST \$500.00 PLUS \$3.00 FOR EACH ADDITIONAL \$100.00, OR FRACTION THEREOF, TO AND INCLUDING \$2,000.00
\$2,001.00 TO \$25,000.00	\$70.00 FOR THE FIRST \$2,000.00 PLUS \$14.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF, TO AND INCLUDING \$25,000.00
\$25,001 TO \$50,000.00	\$400.00 FOR THE FIRST \$25,000.00 PLUS \$10.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF, TO AND INCLUDING \$50,000.00
\$50,001 TO \$100,000.00	\$650.00 FOR THE FIRST \$50,000.00 PLUS \$7.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF, TO AND INCLUDING \$100,000.00
\$100,001.00 TO \$500,000.00	\$1000.00 THE FIRST \$100,000.00 PLUS \$6.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF, TO AND INCLUDING \$500,000.00
\$500,001.00 TO \$1,000,000.00	\$3,300.00 FOR THE FIRST \$500,000.00 PLUS \$5.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF, TO AND INCLUDING \$1,000,000.00
\$1,000,001.00 AND UP	\$5700.00 FOR THE FIRST \$1,000,000.00 PLUS \$4.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF



ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof,  
and APPROVED by the Mayor this 27th day of October, 2020.

Approved: 10/27/2020  
Effective: 1/1/2021

CITY OF MONROE, WASHINGTON



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Geoffrey Thomas, Mayor

ATTEST:



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Rabecca R. Hasart, Interim City Clerk









# RES 023 2019 Amending Master Fee Schedule for 2021

Final Audit Report

2020-11-03

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