

**CITY OF MONROE  
RESOLUTION NO. 2024/011**

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 TO BE  
EFFECTIVE FOR JULY 1, 2024

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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 2024 were adopted through Resolution No. 2023/018; and

WHEREAS, amendments to the Master Fee Schedule, Schedule A, General Development Permits and Fees, updates the Traffic Impact Fees to reflect the current charges as adopted in Ordinance No. 003/2024; and

WHEREAS, amendments to the Master Fee Schedule, Schedule A, General Development Permits and Fees, clarifies when the technology fee will be applied, the grading plan review and inspection fees, updates the fee waiver ordinance number, and removes the appropriate reissuance fees; and

WHEREAS, amendments to the Master Fee Schedule, Schedule C, Regulatory Licenses and Permits, includes the addition of the Solicitors, Peddlers, and Transient Merchants permit fee; and

WHEREAS, amendments to the Master Fee Schedule, Schedule I, Fire District Related Services, makes reference to the Snohomish Regional Fire and Rescue Fees collected by the City on the districts behalf;

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

Section 1. Amendment of Master Fee Schedule, Schedules A, C, and I. The City of Monroe Master Fee Schedule, Schedule A – General Development Fees, Schedule C – Regulatory Licenses and Permits, and Schedule I – Fire District Related Services are hereby amended as attached.

Section 2. Master Fee Schedule, Schedules B, D, E, F, G, and H. The City of Monroe Master Fee Schedule B – Plumbing and Mechanical Fees, Schedule D – Penalties Fines Late Charges Interest Rates, Schedule E – Municipal Court Fees, Schedule F – Utility Rates, Schedule G – Miscellaneous Charges, and Schedule H – Park Related Services remain unchanged as attached.

Section 3. Effective Date. The City of Monroe Master Fee Schedule, and fees, fines, penalties, interest, and charges, as amended, will be effective July 1, 2024, unless otherwise noted in the attached schedules or as otherwise provided by ordinance.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 25<sup>th</sup> day of June, 2024.

Approved: June 25, 2024  
Effective: July 1, 2024

**CITY OF MONROE, WASHINGTON**

  
Geoffrey Thomas (Jun 26, 2024 13:39 PDT)

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Geoffrey Thomas, Mayor

ATTEST:

  
\_\_\_\_\_  
Jodi Wycoff, City Clerk

**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>	
 Appeal to Hearing Examiner	\$ 1,090.00
 Request for Reconsideration of Hearing Examiner Decision	\$ 900.00

<b>CAPITAL IMPROVEMENT FEES</b>	
Water System Development Charge	\$ 4,111/MCE
Sanitary Sewer System Development Charge	\$ 7,456/MCE

<b>IMPACT FEES</b>		
<b>Park Impact Fees per Unit (per Ordinance No. 019/2023)</b>		
Single Family – detached	\$	7,756.85
Duplex	\$	2,241.88
Multi-family 3-4 units - Attached	\$	2,341.88
Multi-family 5+ units - Attached	\$	5,994.99
Mobile/Manufactured Homes	\$	7,756.85
<b>School Impact Fee Concurrency per Unit</b>		
<b>Monroe (per Ordinance No. 006/2023 and 009/2023)</b>		
Single Family	\$	2,961
Multi-family (2+ Bedrooms)	\$	2,112
<b>Snohomish (per Ordinance No. 006/2023 and 009/2023)</b>		
Single Family Dwelling/Duplex	\$	6,495
Multi-family 2+ Bedrooms	\$	4,514
Multi-family 1-Bedroom	\$	0.00
<b>Transportation Impact Fees (per Ordinance No. 008/2023, effective July 5, 2023)</b>		
<b>Land Use</b>	<b>Unit of Measure</b>	<b>Impact fee Rate</b>
Single Family (1 or 2 dwellings)	Dwelling Unit	\$4,231
Multi Family (3 or more dwellings)	Dwelling Unit	\$2,412
Senior Housing	Dwelling Unit	\$1,140

Commercial Services	SF GFA	\$16.83
School	Student	\$549.50
Institutional	SF GFA	\$3.13
Light Industry/Industrial Park	SF GFA	\$3.84
Warehousing/Storage	SF GFA	\$1.36
Restaurant	SF GFA	\$21.38
General Retail	SF GFA	\$10.36
Supermarket	SF GFA	\$25.70
Administrative Office	SF GFA	\$6.30
Medical Office/Dental Clinic	SF GFA	\$15.10
<b>Transportation Concurrency (Number ADT's x amount)</b>		
Woods Creek Road		\$ 194.00
Chain Lake Road		\$ 653.58
164th St./SR522/Tester Road		\$ 202.93
Kelsey & Blueberry St.		\$ 78.91
SR/Old Owen Rd/Main St.		\$ 36.63
Kelsey St. & SR2		\$ 6.74
SR2/SR522 Monroe Bypass		\$ 257.49
SR522/Widening		\$ 283.83

<b>LAND USE APPLICATIONS</b>		
 <b>Accessory Dwelling Units</b> (Not subject to impact fees)		\$ 466.00
 <b>Boundary Line Revision</b>		\$ 2,400.00
 Boundary Line Revision (Lot Adjustment only)		\$ 230.00
 <b>Comprehensive Plan Amendment</b>		
Docketing Fee		\$ 2156.00
<b>If docketed</b> , the following additional fees apply:		
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>Development Agreement</b>		\$ 1,000.00 + Attorney Costs
 <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
Pre-application Meeting (2 or more additional meetings)		\$ 150.00
 <b>Rezone Application</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
Other Minor Site Plan Review	\$ 110.00 per hour
Model Homes	\$ 290.00
Additional Model Home	\$ 570.00
<b>Subdivisions</b>	
<b>Binding Site Plan (10+ lots)</b>	\$ 4,600.00
<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>	\$
Preliminary Plat (10-24 lots, 2 correction cycles)	\$ 16,900.00 base fee+Hearing Examiner costs*
Preliminary Plat (25-49 lots, 2 corrections cycles)	\$ 18,480.00 base fee+Hearing Examiner costs*
Preliminary Plat (50-99 lots, 2 correction cycles)	\$ 23,750.00 base fee+Hearing Examiner costs*
Preliminary Plat (100 + lots, 2 correction cycles)	\$ 34,300.00 base fee+Hearing Examiner costs*
Additional Preliminary Plat (11 <sup>th</sup> to 29 <sup>th</sup> lot)	\$ 110.00 per lot <sup>1</sup>
Additional Preliminary Plat (30 <sup>th</sup> + lot)	\$ 210.00 per lot <sup>1</sup>
Additional Preliminary Plat (3 <sup>rd</sup> + correction cycle)	\$ 1,630.00 per cycle
<sup>1</sup> Fee is in addition to the base preliminary plat base fee and Hearing Examiner Costs*	
Annual Plat Review Monitoring	\$ 110.00
<b>Final Plats</b>	
Final Plat (2 correction cycles, 25 lots)	\$ 5,080.00
Final Plat (2 correction cycles, 50 lots)	\$ 5,080.00
Final Plat (2 correction cycles, 100 lots)	\$ 5,080.00
<b>Short Plats</b>	
Preliminary Short Plat (2 correction cycles, 2 lots)	\$ 7,160.00
Additional Short Plat (3-9 lots)	\$ 210.00
Additional Short Plat corrections cycle(3 <sup>rd</sup> + cycle)	\$ 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*
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*\*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, \$1,000.00*
- B. *Preliminary Plats, Major Amendments, 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. 013/2023, 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</li> </ul>	

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).	
<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 \$110.00 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/Permit Extension Fee</b>	\$ 120.00
Permit Fee	\$ 96.00
<b>Grading 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 \$176.00 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	\$ 110.00 per hour (min. charge ½ hr.)
<b>Outside Consultant Review</b>	Actual costs plus 10% admin. fee
<b>Grading 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	\$ 110.00 per hour (min. charge 1 hour)
Re-inspection penalty fees \$150 first offense, \$300 second offense, \$450 third offense +	\$ \$150.00, \$300.00, \$450.00 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>Mobile Vendor Permit</b>	\$ 200.00
 <b>Modular Office Installation</b>	\$ 500.00
 <b>Permit for Pre move Inspection/Building Relocation</b>	\$ 110.00/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 100 lf
Above and Underground fixtures (first 10 fixtures)	\$ 151.00 ea
Above and Underground facilities (11 <sup>th</sup> and more fixtures)	\$ 75.50 ea
Working within Right-of-Way	\$ 151.00
Traffic Alteration	\$ 207.00
Sidewalk Use Permit	\$ 0.00
<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	\$ 0.00
Temporary and Special Use	\$ 0.00
Freestanding/pole mounted	\$ 65.00
Wall signs	\$ 40.00
Base fees for signs are applicable only to valuations under \$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>	\$ 500.00

<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 instead of the administrative design review fee listed below..	
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 +110.00 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	\$ 110.00 per hour (minimum 1 hour)
1. Administrative Fee	\$ 110.00 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	\$ 110.00 per hour (minimum 1 hour)
5. Inspections outside of normal business hours	\$ 110.00 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 penalty fees \$150 first offense, \$300 second offense, \$450 third offense +	\$ \$150.00, \$300.00, \$450.00 per hour (minimum 1 hour)
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 after original plan review 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

**SCHEDULE B**  
**PLUMBING AND MECHANICAL FEES (PER UNIT) TABLE 103.4.2 (A)**

Commercial plumbing and mechanical permits are required to submit line drawings and will be assessed a plan review fee of 65 percent for plumbing and 25 percent for mechanical at time of permit issuance. All permits are subject to a 5 percent technology fee.

<b>Plumbing</b>	
Additional Plan Review Fees	\$50.00
Backflow Assembly	\$10.00
Base Plumbing Fee	\$30.00
Bath/Shower Combo	\$10.00
Bathtub or soaking tub	\$10.00
Building Main Waste	\$30.00
Clothes Washer	\$10.00
Dishwasher/residential/commercial	\$10.00/20.00
Drinking Fountain	\$10.00
Floor Drains	\$10.00
Floor sink	\$10.00
Grease Interceptor <1000 gal.	\$25.00
Grease Interceptor 1000 gal. or greater	\$100.00
Hose Bibb	\$10.00
Icemaker/Refrigerator	\$10.00
Kitchen Sink & Disposal	\$10.00
Laundry Tray	\$10.00
Lavatory	\$10.00
Med Gas Piping <5 inlets/ outlets	\$60.00
Med Gas Piping >5 inlets/ outlets	\$5.00
<b>Other / Misc.</b>	
Pretreatment Interceptor	\$10.00
Public Works Insp. Fee for backflow	\$34.13
Reinspection Fee (all)	\$50.00
Roof Drains	\$10.00
Side Sewer inspection/ install	\$75.00
Sewer repair	\$25.00
Shower (only)	\$10.00
Sink (bar, service, etc.)	\$10.00
Supplemental Permit Fee (amend existing permit)	\$10.00
Tankless Water Heater	\$10.00
Toilets	\$10.00
Urinal	\$10.00
Water Heater	\$10.00
Water installation and/or repair (includes fire supply lines)	\$25.00

<b>Mechanical</b>	
Additional Plan Review fees	\$50.00
Air Cond. Unit <100Btu/h	\$40.00
Air Cond. Unit >100Btu/h	\$50.00
Air Cond. Unit >500Btu/h	\$52.00
Air Handling Units	\$15.00
Base Mechanical Fee	\$30.00
Boiler <100Btu/h >3hp	\$25.00
Boiler >1 million Btu/h<50hp	\$70.00
Boiler >1.5 million Btu/h<50hp	\$100.00
Boiler >100Btu/h 3-15hp	\$40.00
Boiler >500Btu/h 15-30hp	\$52.00
Comm. Hoods-Type 1	\$50.00
Comm. Hoods-Type 11	\$25.00
Dryer Ducting	\$10.00
Ductwork (drawings req.)	\$20.00
Evaporative Coolers	\$15.00
Exhaust/Ventilation Fans	\$15.00
Fireplace/Insert/Stove	\$20.00
Forced Air Heat <100 Btu/h	\$25.00
Forced Air Heat >100 Btu/h	\$40.00
Gas Clothes Dryer	\$15.00
Gas Fired AC <100 Btu/h	\$25.00
Gas Fired AC >100 Btu/h	\$40.00
Gas Fired AC>500 Btu/h	\$52.00
Gas Piping <5 units	\$10.00
Gas Piping >5 units (per unit)	\$2.00
Heat Exchangers	\$15.00
Heat Pump-Condensing Unit	\$20.00
Hot Water Heat Coils	\$15.00
<b>Other / Misc.</b>	
Pkg. Units<100btu/>100btu	\$50/80
Range/Cook top-Gas Fired	\$15.00
Refrigeration Unit <100Btu/h	\$25.00
Refrigeration Unit >100Btu/h	\$40.00
Refrigeration. Unit >500Btu/h	\$52.00
Reinspection fee (all)	\$50.00
Residential Range Hood	\$10.00
Supplemental Permit Fee (amend existing permit)	\$10.00
Unit Heaters <100 Btu/h	\$25.00
Unit Heaters >100 Btu/h	\$40.00
VAV Boxes	\$10.00
Wall Heaters – Gas Fired	\$25.00
Water Heater-Gas Fired	\$15.00

**SCHEDULE C**  
**REGULATORY LICENSES AND PERMITS**

<b>Adult Arcade Device License</b>	
Original	\$150.00
Renewal	\$150.00
<b>Adult Entertainment</b>	
Original Business License	\$250.00
Original Manager License	\$250.00
Original Performers License	\$100.00
Renewal Fees - Business License	\$150.00
Renewal Fees - Manager License	\$150.00
Renewal Fees - Performers License	\$75.00
Renewal Fees - Process Fee <sup>2</sup>	\$200.00
<sup>2</sup> Change in owner, operator, manager or agent	
<b>Bicycle Registration Fee</b>	\$ 0.00
<b>Business License</b>	
Initial New Annual Business License	\$50.00
Annual Renewals	\$50.00
Certification of Registration for Dangerous Dog	\$150.00/yr
Kennel License Fee	\$150.00/yr
<b>Concealed Pistol License (CPL)</b>	
Original	\$49.25
Renewal	\$32.00
Late Renewal	\$42.00
Replacement Lost or Damaged (RCW 9.41.070)	\$10.00
CPL Lamination	\$3.75
<b>Firearms Dealers License</b>	
Pistols	\$125.00
Firearms other than pistols	\$125.00
Ammunition	\$125.00
(Combination of any of the above at time of application)	\$125.00
<b>Live Music or Dancing</b>	\$0.00
<b>Overweight Parking Permit</b>	\$20.00/yr
<b>Overtime Parking Permit</b>	\$7.00/wk
<b>Parades, Demonstrations, Exhibitions</b>	\$0.00
Sponsors of special events may be required to pay for the direct cost of city services.	
<b>Block Party Cleanup Deposit (Refundable)</b>	\$200.00
<b>Parking Lots/Application Fee</b>	\$100.00
<b>Parking Lots (Capacity)</b>	
001 -050 Vehicles	\$100.00
051-100 Vehicles	\$150.00
101-250 Vehicles	\$200.00
251 -500 Vehicles	\$300.00
501-and More Vehicles	\$500.00
<b>Pawnbroker and Second Hand Dealer License Fee</b>	\$50.00/yr

<b>Sign Confiscation in Public Right-of-Way</b>	
First sign	\$20.00
Thereafter	\$40.00/ea
<b>Sign Confiscation on Private Property</b>	
Non-maintenance/unsafe conditions	\$50.00
<b>Solicitors, Peddlers, and Transient Merchants</b>	
	\$15.00
<b>Taxi Cab Licenses</b>	
Business license Fee	\$50.00
Application Fee (Applicable to license fee if approved)	\$15.00
License for Taxi Cabs	\$50.00/yr
Second and More Cabs	\$10.00/yr
<b>Taxi Cab Stand</b>	
	\$30.00/yr
<b>Taxi Cab Drivers</b>	
Application Fee (includes Fingerprint Fee)	\$20.00
Taxi Cab Drivers - Renewal Fee	\$5.00/yr

**SCHEDULE D**  
**PENALTIES, FINES, LATE CHARGES & INTEREST RATES**

<b>Cat/Dog Impound Fees</b>	
First Impoundment	\$100.00
Second Impoundment (within 12-month period)	\$150.00
Third/Successive Impoundment within 12 months	\$200.00
Owner Surrender	\$235.00
<b>Myownly Shelter Fees</b>	
Dog	\$42.00/day
Cat	\$25.00/day
<b>Dog running at large without owner present</b>	\$100.00
<b>Animal left unattended in vehicle when weather conditions not suitable</b>	\$100.00
<b>Fail to remove animal feces</b>	\$50.00
<b>Animal disturbing the peace (noise)</b>	\$100.00
Second violation (within 12-month period)	\$150.00
<b>Animal scattering garbage</b>	\$50.00
<b>False Alarms (during any twelve-month period)</b>	
First through Third Alarms	\$0.00
Fourth within Six Months	\$50.00
Fifth & More Within Six Months	\$100.00
<b>Impound Motorized Foot Scooter</b>	\$50.00
<b>Failure to appear, respond or pay Notice of Infraction</b>	\$52.00
<b>Penalty on Any NSF Check</b>	\$30.00
<b>Delinquent Account Penalty</b>	10 percent, minimum \$5.00
<b>Lien filing/or removal for unpaid utility bills (Current recording fees at Snohomish County)</b>	
<b>Special Meter Reading</b>	\$30.00
<b>Interest Rate</b>	12 percent

**SCHEDULE E**  
**MUNICIPAL COURT FEES**

<b>Municipal Court Parking Violations</b>	
Parking Violations (except handicap and overweight vehicles)	\$50.00
Handicap Parking Violations	\$250.00
Overweight Vehicle Parking Violations	\$200.00
Parking violations paid within 7 days	Reduced by 50 percent
<b>Municipal Court Administrative Dismissal Fee</b>	
Operating a Motor Vehicle with No Insurance	\$25.00
<b>Municipal Court certified copy- first page</b>	\$5.00
<b>Municipal Court certified copy- each additional page</b>	\$1.00
<b>Municipal Court warrant fee</b>	\$50.00
<b>Municipal Court time payment fee</b>	\$10.00
<b>Municipal Court appeal preparation fee</b>	\$40.00

**SCHEDULE F**  
**UTILITY RATES**

All payments on a combined utility billing shall be applied first to fees or penalties, second to storm drainage, third to sewer, and fourth to water.

<b>Water</b>		
Monthly Water Charges per meter for up to 400 cubic feet	In City	Out of City
3/4"x 5/8" Metered Services	\$28.07	\$42.11
1" Metered Services	\$37.28	\$55.92
1.5 "Metered Services	\$42.87	\$64.30
2" Metered Services	\$52.30	\$78.46
3" Metered Services	\$63.51	\$95.26
4" Metered Services	\$74.42	\$111.63
6" Metered Services	\$307.38	\$461.08
8" Metered Services	\$400.57	\$600.85
Over 400 cubic feet	\$7.99/100 cubic feet	\$11.99/100 cubic feet
Water Stand-by Charge for Fire Protection	In City	Out of City
3/4" Services	\$2.54	\$3.82
1" Services	\$3.39	\$5.09
1.5 " Services	\$3.92	\$5.89
2" Services	\$4.78	\$7.17
3" Services	\$5.79	\$8.68
4" Services	\$6.79	\$10.19
6" Services	\$28.07	\$42.11
8" Services	\$36.58	\$54.87
<b>Hydrant Usage</b>		
First 400 cubic feet		\$28.07
Each additional 100 cubic feet		\$7.99
3/4" meter deposit		\$225.00
3" meter deposit		\$1,900.00
Meter rental		\$55.00/week
<b>Sanitary Sewer</b>		
Monthly Sanitary Sewer Charges	In City	Out of City
Single Residential	\$92.15	\$138.23
Multiple Residential	\$64.51/unit	\$96.76/unit
Nonresidential for up to 500 cubic feet	\$92.15	\$138.23
Nonresidential usage over 500 cubic feet	\$7.94/100 cubic feet	\$11.90/100 cubic feet
Note: Mixed Nonresidential/Residential customers are billed at Nonresidential rates.		
<b>Stormwater</b>		
Monthly Stormwater Charge per Equivalent Residential Unit		\$21.14

Low income senior citizen discount (application form required-restrictions apply)  
Forty percent (40%) off the applicable Water, Sewer, and Stormwater monthly fees.

Low Income Disabled persons discount (application form required–restrictions apply)  
Forty percent (40%) off the applicable Water, Sewer, and Stormwater monthly fees.

**CHARGES FOR SERVICES**

<b>City Installed Service and Meter</b>				
Meter Size	Inside City Limits		Outside City Limits <sup>1</sup>	
	Short Side	Long Side <sup>2</sup>	Short Side	Long Side <sup>2</sup>
3/4" x 5/8"	\$4,615	\$7,212	\$4,707	\$7,304
1"	\$4,881	\$7,477	\$4,973	\$7,569
1-1/2"	\$8,062	\$10,862	\$8,154	\$10,954
2"	\$8,838	\$11,638	\$8,930	\$11,730
Larger than 2"	Materials and Labor plus 15 percent overhead		Materials, Labor, and County Fees plus 15 percent overhead	
<sup>1</sup> Fee assessed by Snohomish County for all services installed outside city limits.				
<sup>2</sup> A Long Side Service fee will be charged if pavement cutting or boring is required for installation.				
<b>Developer Installed Service City Installed Meter</b>				
Meter Size				
3/4"	\$368.00			
1"	\$431.00			
1-1/2"	\$1,552.00			
2"	\$1,756.00			
Larger than 2"	Materials and Labor plus 15 percent overhead			
Cross Connection Site Survey			\$192.00	
Cross Connection Inspection-BAT			\$110.00	
Recovery Contract Processing			\$50.00	
Water Meter Accuracy Test			\$99.00	
<b>Sewer connection charges</b>				
Side sewer Installation Fee			Materials and Labor plus 15 percent overhead	
Side sewer Inspection Fee			\$75.00	
Re-inspection fee			\$75.00	
Water samples			\$30	
<b>Stormwater connection charges</b>				
Engineering Lot Inspection – New Single Family Residence (SFR)			\$150.00	
Re-inspection fee			\$75.00	
Water and Sanitary Sewer and Storm Sewer Fees in Lieu of Assessment for Front Footage Charges			Calculated upon individual application	
<b>Utility Shut-off and Turn-on Charges*</b>				
Shut-off Processing Fee			\$75.00	
Turn-on After Work Hours			\$100.00	
Turn-on-Return Trip			\$25.00	

\*Shut off and Turn-on Charges which are related to a Nation Weather Service heat-related alert will be subject to the terms of Resolution No. 2023-010.

**SCHEDULE G**  
**MISCELLANEOUS CHARGES**

Copies*	
Copies - customized service charge**	actual costs
Copies - digital storage media/device (e.g. cd/dvd/flash drive)	actual costs
Copies - electronic (files/attachments)	\$0.05/four files
Copies - electronic (gigabyte)	\$0.10/gigabyte
Copies - mailing container/envelope	actual costs
Copies - outside vendor fees***	vendor fees
Copies - paper (black and white)	\$0.15/page
Copies - postage/delivery charges	actual costs
Copies - scanning	\$0.10/page
Credit Card Telephone Payment	\$0.00
Escrow Fees	\$30.00
Extraordinary Bills	\$20.00
Fingerprinting (fee covers first 2 cards)	
Criminal Justice Agency	\$0.00
City of Monroe Residents	\$10.00
City Hall/Fire Dept Employment	\$0.00
Military Personnel (currently enlisted)	\$0.00
LID Account Segregation	\$250.00
Segregation Per Parcel	\$100.00
Accounts Receivable administrative billing charges (not applicable to permits, public records requests, fines, and penalty billing)	2.5% of each billing capped at \$50.00
Police Related Services****	
Visa/Clearance Letter	\$7.50
Copy of Collision Report (min/first 5 pages)	\$1.50
Copy of Collision Report - Additional pages	\$0.15/page
Staff redaction time for body-worn camera footage*****	\$0.79/minute

*Fee Schedule Notes:*

*\*The fees for copying may be combined to the extent more than one applies to a particular request. The City may enter into alternative fee agreements with requestors as provided in RCW 42.56.120(4). Fees for copies will be as provided above if the total amount due (inclusive of multiple installments) is more than \$1.50; any charges where the total amount due is under \$1.50 will be waived. The City will also waive any fees for copies of case reports when the requestor is the victim of a crime documented in the requested report.*

*\*\*The City may charge actual costs of obtaining specialized information technology expertise should a request require the use of these services to prepare data compilations or provide customized electronic access services (when not used for other City purposes) pursuant to RCW 42.56.120(3).*

*\*\*\*The City will provide copies of paper records up to 11" X 17" at the fees listed above; for any copies of paper records requested at a size larger than 11" X 17", copies of records in a format that the City is not able to produce in-house, or copies that can be made more efficiently and/or less expensively at an outside vendor, records may be sent to a secure outside vendor for scanning/copying/reproducing through arrangement with the City, and the requestor shall arrange payment directly with the vendor for these services.*

**SCHEDULE G**  
**MISCELLANEOUS CHARGES**

*\*\*\*\*The City will assess fees for copies of police records in accordance with the general fee schedule for copies except as noted above.*

*\*\*\*\*The City will charge all requestors requesting body-worn camera footage except those listed in RCW 42.56.240(e)(i) for the time it takes the City to redact the footage, See RCW 42.56.240(14)(f)(1). These charges are based on the average per-minute salaries of the City employees responsible for video redaction. For the purposes of providing requestors estimated costs of a request under RCW 42.56.120(2)(f), the City estimates that redaction takes ten minutes of staff time per minute of raw footage for targeted video redaction (with or without audio redaction); five minutes of staff time per minute of raw footage for targeted audio redaction alone; and one minute total per video for complete screen blur and audio removal.*

**SCHEDULE H  
PARK RELATED SERVICES**

	Residents	
	In City	Out
<b>League Policy Administrative Fees</b>		
All groups scheduling under 75 games/practices	\$73.00	\$85.00
All groups scheduling 76-200 games/practices	\$145.00	\$157.00
All groups scheduling over 201 games/practices	\$212.00	\$225.00
<b>Grass Field Use Fees</b>		
Softball/Baseball		
Adult League Play - per game	\$34.00	\$39.75
Youth League Play - per game	\$18.75	\$24.25
Adult Practice - per hour	\$13.25	\$19.75
Youth Practice - per hour	\$9.00	\$14.25
Soccer		
Adult League Play - per game	\$34.00	\$39.75
Youth League Play - per game	\$18.75	\$24.25
Adult Practice - per hour	\$13.25	\$19.75
Youth Practice - per hour	\$9.00	\$14.25
<b>Artificial Turf Field Fees</b>		
League/Tournament/Baseball/Soccer		
Adult League Play - per game	\$43.00	\$48.00
Youth League Play - per game	\$26.50	\$33.00
Adult Practice - per hour	\$22.00	\$27.50
Youth Practice - per hour	\$16.50	\$23.00
<b>Miscellaneous Field/Court Use</b>		
Adult Practice - per hour	\$13.25	\$20.00
Youth Practice - per hour	\$9.00	\$14.50
<b>Tournament Policy Fees</b>		
Reservation Fee	\$145.00	\$160.00
<b>Lighting Fees</b>		
Youth/Adult Lighting Fees - per hour per each field	\$20.00	\$20.00
<b>Picnic Shelter</b>		
Weekdays - per four hours	\$52.00	\$58.00
Weekends - per four hours	\$64.00	\$70.00
<b>Lake Tye Beach/Lake Reservation Fee<sup>6</sup></b>		
Weekdays	\$48.00	\$55.00
Weekends - per four hours	\$60.00	\$67.00
<b>Special Event Permit</b>		
Administrative Fee	\$60.00	\$60.00
<b>Mobile Stage Rental Fees</b>		
Reservation Fee	\$110.00	\$110.00
Stage Rental Fee (non-commercial)	\$605.50/day	\$605.50/day
Stage Rental Fee (commercial)	\$1045.00/day	\$1045.00/day
Clean-up & Damage Deposit	\$550.50	\$550.50
Mileage Fee	\$3.30/mile	\$3.30/mile
Call Back Fee (deducted from deposit)	\$55.00/visit	\$55.00/visit
6,500 Watt Generator	\$110.00/day	\$110.00/day
Show Lights	\$88.00/day	\$88.00/day
Portable 4' x 8' Stage Sections	\$83.00/day	\$83.00/day
<sup>5</sup> Per conditions of MMC 9.28.140		
<sup>6</sup> In conjunction with a Special Event Permit		

Cancellations must be made at least 30 days prior to event. The cost will be refunded minus a \$20.00 administration cost. No refund will be given if cancellation is less than 30 days. A \$30.00 fee is charged for all returned checks. In accordance with State law, applicable sales tax shall be charged.

**SCHEDULE I**  
**FIRE DISTRICT RELATED SERVICE**

 **FIRE DISTRICT FEES**

Fire District Related Services Fees are set by Snohomish Regional Fire and Rescue. A comprehensive list of SRFR fees may be found on their website at [www.sfrf.org](http://www.sfrf.org).

A direct link to the SRFR fee schedule as of the effective date of this resolution (07/01/2024) is available here: [2024 fire marshal services fee schedule \(city of monroe\) mid23793.pdf \(sfrf.org\)](#)

# ASAP RES 2024 011 Amending Master Fee Schedule for 2024 with attachments

Final Audit Report

2024-06-26

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