

## TOWN OF WOODWAY

### RESOLUTION 2022-442

#### A RESOLUTION OF THE TOWN OF WOODWAY AMENDING THE FEE SCHEDULE

WHEREAS, the Town Council wishes to amend the Town's fee schedule, pursuant to Woodway Municipal Code Section 3.32.010 (B).

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby resolve as follows:

Section 1. The Fee Schedule for the Town of Woodway shall be amended as set forth in the attached Fee Schedule, with an effective date of August 1, 2022.

Section 2. Any fees collected after the effective date in excess of those provided for in the amended Fee Schedule shall be refunded.

PASSED this 7<sup>th</sup> day of November 2022 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

  
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Michael S. Quinn, Mayor

ATTEST:

  
\_\_\_\_\_  
Heidi K. S. Napolitano, Clerk-Treasurer

## TOWN OF WOODWAY FEE SCHEDULE – EFFECTIVE AUGUST 1, 2022

A.	DEVELOPMENT PERMIT FEES	FEE	
		Total Value	Fee
1-A.	Building Permit Fee, Based on Total Valuation (includes swimming pools, game courts, and demolition permits).	\$1 to \$2,000	\$85
		\$2,001 to \$25,000	\$85 for the first \$2,000 plus \$17.50 for each additional \$1,000 or fraction thereof
		\$25,001 to \$50,000	\$487.50 for the first \$25,000 plus \$12.60 for each additional \$1,000 or fraction thereof
		\$50,001 to \$100,000	\$802.50 for the first \$50,000 plus \$8.75 for each additional \$1,000 or fraction thereof
		\$100,001 to \$500,000	\$1,240 for the first \$100,000 plus \$7 for each additional \$1,000 or fraction thereof
		\$500,001 and up	\$4,040 for the first \$500,000 plus \$6 for each additional \$1,000 or fraction thereof
1-B.	Fence Permit – fee includes plan review, permit, & 2 inspections	Based on valuation (as calculated above) with a maximum fee of \$150 plus \$25 operational fee	
1-C.	Reroof Permit	Based on valuation (as calculated above) with a maximum fee of \$250 plus \$25 operational fee	
1-D.	Demolition Permit	Based on valuation (as calculated above) with a minimum fee of \$250	
2.	Building Permit Plan Review Fee	65% of Building Permit fee	
3.	Technology Fee	To reimburse the Town for costs specifically related to electronic development review and permit tracking, a 5% technology surcharge will be added to all fees listed in Section A other than state, facility, or sewer connection charges and excluding any consultant costs.	
4.	Additional Building, Plumbing, or Mechanical Plan Review Required by Changes, Additions or Revisions to Plan	\$120/hour, minimum 1/2 hour	
5.	State Building Code Council Fee	\$6.50 on all building permits, including swimming pools, game courts, demolitions, retaining walls, and fences	
6.	Building Permit Operational Fee, Based on Total Valuation (applicable to new building permits and permit extensions; excludes permits listed in items 1-B & 1-C)	Total Value	Fee
		<\$10,000	\$25
		\$10,000--\$250,000	\$125
		>\$250,000	\$250
7.	Mechanical Permit--New SFR – fee includes plan review	\$175 up to 2,000 sq. ft.	
		\$275 for 2,001--3,000 sq. ft.	
		\$375 for 3,001--4,000 sq. ft.	
		\$475 for 4,001--6,000 sq. ft.	
		\$575 for 6,001 sq. ft. and up	
8.	Plumbing Permit--New SFR – fee includes plan review	\$175 up to 2,000 sq. ft.	
		\$275 for 2,001--3,000 sq. ft.	
		\$375 for 3,001--4,000 sq. ft.	
		\$475 for 4,001--6,000 sq. ft.	
		\$575 for 6,001 sq. ft. and up	

9.	Mechanical & Plumbing Permits-- Remodels (based on number of fixtures) – fee includes plan review	\$75 for 1 fixture
		\$125 for 2 to 4 fixtures
		\$175 for 5 to 7 fixtures
		\$225 for 8 to 10 fixtures
		\$275 for 11 to 15 fixtures
		\$325 for 16-20 fixtures
		\$375 for 21+ fixtures
10.	Inspections	One inspection and one reinspection per inspection type are included in Building, Plumbing, and Mechanical Permit fees. A second reinspection and any subsequent reinspections are \$120/hour. See WMC 12.05.500 for details.
11.	Other Building, Plumbing, or Mechanical Inspection Fees Not Listed	\$120/hour
12.	Moving of Building	\$75 plus deposit if necessary
13.	Installation of a Moved Residential Structure onto a New Site, Including the Foundation, Water Hookup and the Building Drain Connection	\$250
14.	6-Month Extension of Building Permit	1/2 of original building permit fee, plus operational fee. Additional plan review fees may be due, if deemed necessary by the Building Official. The Building Official may reduce the permit fee to \$120 if they determine that the value of the remaining work is less than the greater of \$100,000 or 10% of the original permit valuation.
15.	6-Month Extension of Plumbing and Mechanical Permits	1/2 of original permit fee
16.	6-Month Extension of Clearing & Grading Permit	1/2 of original permit fee; Additional plan review fees may be due, if deemed necessary by the Town Engineer
17.	Stop Work Order Fee	An amount equal to the permit fee, minimum \$250 (Note: this fee is not a permit fee and does not reduce the cost of any permit(s) that may be required.)
18.	Stormwater Capital Facility Charge – for new Single-Family Residences only	Monthly stormwater service charge for the applicable zone district times the number of months having passed from July 1, 2007 to the time of building permit issuance, provided that the charge shall be calculated on a maximum number of 180 months.
		Zone District
		Monthly Charge
		UR
		R14.5
		R43
		R87
19.	Metro Side Sewer Fee - Shown on Exhibit A	\$1,070, adjusted annually
20.	Tributary Lot Fee - Shown on Exhibit B	\$914, adjusted annually
21.	Fire Department Building Permit Plan Review	\$109; applicable to new houses and projects adding more than 500 sq. ft. of living space

22.	Residential Fire Sprinkler 13-D System – fee includes plan review, permit, & 2 inspections	1-30 heads	\$651	
		31+ heads	\$651 plus \$3/head in excess of 30	
23.	Voluntary 13-D Systems in residences when not otherwise required	\$217		
24.	Underground Fuel Tank Removal/Decommission	\$100		
25.	All Other Fire Department Fees	\$217/hour, 1 hour minimum		
26.	Code Interpretation	\$100 plus costs		
27.	Appeal of Building Official’s Decision	Appeals of stop work orders or code enforcement orders		No Fee
		All other appeals		\$150
28.	Clearing & Grading Permit Fees (Includes Clearing & Grading Management Permit)	Total Value	Fee	
		\$1 to \$5,000	\$85	
		\$5,001 to \$25,000	\$85 for the first \$5,000 plus \$17.50 for each additional \$1,000 or fraction thereof	
		\$25,001 to \$100,000	\$435.00 for the first \$25,000 plus \$8.75 for each additional \$1,000 or fraction thereof	
		\$100,001 and up	\$1,091.25 for the first \$100,000 plus \$6 for each additional \$1,000 or fraction thereof	
29.	Clearing & Grading Permit Plan Review Fee (Includes Clearing & Grading Management Permit)	65% of Clearing & Grading Permit fee		
30.	Tree Management Permit Fees	Total Value	Fee	
		\$1 to \$5,000	No fee	
		\$5,001 to \$25,000	\$85 for the first \$5,000 plus \$17.50 for each additional \$1,000 or fraction thereof	
		\$25,001 to \$100,000	\$435.00 for the first \$25,000 plus \$8.75 for each additional \$1,000 or fraction thereof	
		\$100,001 and up	\$1,091.25 for the first \$100,000 plus \$6 for each additional \$1,000 or fraction thereof	
31.	Tree Management Permit Plan Review Fee	65% of Tree Management Permit fee		
32.	Additional Grading Plan Review or Review of Specialized Reports Required by Changes, Additions or Revisions to Approved Plans	Actual engineering review costs		
33.	Storm Drainage and Erosion Control Facilities and Inspections and Plan Review	Actual engineering costs		

B.	RIGHT-OF-WAY PERMITS	FEE	
1.	Right-of-Way--Homeowner	\$150 + costs (includes one ROW inspection)	
2.	Right-of-Way--Minor Utility	\$250 + costs (includes one ROW inspection)	
3.	Right-of-Way--Major Utility	\$350 + costs (includes one ROW inspection)	
4.	Additional ROW Inspections	\$75 for each inspection	
5.	Road Cut Permit	Class A Project (a cut of 1,000 square feet or more and/or a project that includes work on multiple streets): \$500 plus pavement mitigation fee.	
		Class B Project (a cut of less than 1,000 square feet and all work is on the same street): \$115 plus pavement mitigation fee.	
a.	Pavement Mitigation Fee	Project on street that has been overlayed within the past five years.	\$12.50/s.f.
		Project on street that has not been overlayed within the last five years, and the Director has determined that the street has ten or more years useful life left.	Class A: \$3.50/s.f.
			Class B: \$4.75/s.f.
		Project on street that has not been overlayed within the last five years, and the Director has determined that the street has less than ten years useful life left.	No fee
		The Director may waive fee where the permit requires the entire width of the road to be repaved.	
6.	30-day Extension of Right-of-Way Permits	½ of original permit fee	
7.	Revocable Permit for Unfranchised Facilities in the Town’s Rights-of-Way	\$75/year	
8.	Technology Fee	To reimburse the Town for costs specifically related to electronic development review and permit tracking, a 5% technology surcharge will be added to all fees listed in Section B, excluding any consultant costs.	
9.	Stop Work Order Fee	An amount equal to the permit fee, minimum \$250 (Note: this fee is not a permit fee and does not reduce the cost of any permit(s) that may be required.)	

<b>C.</b>	<b>LAND USE FEES</b>	<b>FEE</b>
1.	Short Subdivision	
a.	Preliminary Plat	\$1,750 base plus \$100/lot + costs
b.	Final Plat	\$1,250 base plus \$50/lot + costs
2.	Formal Subdivision	
a.	Preliminary Plat	\$3,000 base plus \$100/lot + costs
b.	Final Plat	\$2,000 base plus \$50/lot + costs
3.	Variance	\$1,500 plus costs
4.	Administrative Variance	\$750 plus costs
5.	Conditional Use Permit	\$1,500 plus costs
6.	Boundary Line Adjustment	\$750 plus costs

7.	Comprehensive Plan Amendment	
a.	Site Specific	\$1,000 plus costs
b.	Text Amendment	\$1,000 plus costs
8.	Zoning Ordinance Amendment	\$1,000 plus costs
9.	Wireless Facility Fee	\$4,000 plus costs
10.	Appeals	\$500 plus costs
11.	SEPA	\$500 plus costs
12.	Code Interpretation	\$100 plus costs
13.	Site Plan Review	\$250
14.	Technology Fee	To reimburse the Town for costs specifically related to electronic development review and permit tracking, a 5% technology surcharge will be added to all fees listed in Section C, excluding any consultant costs.

<b>D.</b>	<b>LICENSES/OTHER FEES</b>	<b>FEE</b>
1.	Business License – Annual value of products, gross proceeds of sales, or gross income in the Town is greater than \$2,000/year	\$50 Delinquency fees: 15--30 days: Greater of 10% of license fee or \$5.00 31--90 days: Greater of 50% of license fee or \$10.00 >90 days: Greater of 100% of license fee or \$25.00
2.	Business License – In Town – Annual value of products, gross proceeds of sales, or gross income of the business in the Town is equal to or less than \$2,000	No fee
3.	Solicitation Permit	No fee
4.	Peddler Permit	No fee
5.	Lifetime Animal License	\$50
6.	Animal License - Replacement Tag	\$10
7.	Sign Permit	Individual: \$50 2--5 agents: \$100 6--10 agents: \$200 10 or more agents: \$300
8.	Sign Retrieval Fee	\$50/sign
9.	Returned Check Fee – Electronic Payment – Unable to Locate Account	\$6
10.	Returned Check Fee – All Other	\$30
11.	Reproducing Public Records	\$0.15 per page for letter, legal, or 11x17 size copies of public records Actual cost for larger copies or scans \$0.10 per page for letter, legal, or 11x17 size public records scanned into an electronic format \$0.05 per each four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery \$0.10 per gigabyte for the transmission of public records in an electronic format or for the use of Town equipment to send the records electronically The actual cost of any digital storage media or device provided by the Town



		The actual cost of any container or envelope used to mail the copies to the requestor and the actual postage or delivery charge
		Any applicable customized service charges, as described in RCW 42.56.120(4)
		The charges above may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request
		The Town may charge a flat fee of up to two dollars for any request as an alternative to fees authorized above when the Town reasonably estimates and documents that the costs allowed under this subsection are clearly equal to or more than two dollars
12.	Fax	\$0.20/page
13.	False Alarms	\$250/second and consecutive responses within 6 months
14.	General Appeals	\$300 plus costs
15.	Large Function Permit	No fee
16.	Outdoor Burning	Prohibited
17.	Temporary Tent Encampments	No fee

<b>E.</b>	<b>TOWN HALL RENTAL</b>	<b>FEE</b>
1.	Resident Rate – Per Four Hour-Block	\$100
2.	Non-Resident Rate – Per Four-Hour Block	\$200
3.	Alcohol Fee	\$100
4.	Refundable Damage/Security Deposit	\$200
5.	Administrative Fee	\$25

A. Right-of-Way. The criteria for determining the category of a right-of-way permit are listed in 12.50.030.

B. Reproducing public records.

1. The Town finds that calculating the actual costs of providing paper or electronic copies of public records would be unduly burdensome because of the complexity of factors involved in calculating such a charge. The Town will therefore charge fees for providing copies of public records in accordance with RCW 42.56.120, as set forth in Section 3.32.010.
2. Actual reproduction cost shall be charged for copies or scans which the Town is unable to reproduce in-house. The charge is the amount necessary to reimburse the Town for its actual costs incident to such copying and will be based on the costs charged by the off-site vendor or copying service. The Town may, at its discretion, choose to send large or complex copy jobs to outside vendors even when the Town can complete the job in house when doing so would conserve resources. In this case, the charge will be based on the total charge imposed by the off-site copying service.

C. When a stated fee amount in the fee schedule does not cover the actual costs of the Town for legal, engineering, environmental, or other consultant services received by the Town in processing an application, review or other service or approval covered by the fee schedule, such costs shall be due and payable to the Town from the applicant or other recipient of the services, as provided in WMC 3.32.020.

D. Town Hall Rental. Rental of Town Hall shall be at the discretion of the Mayor, or the Mayor's designee, in accordance with applicable federal and state laws and this Fee Schedule. The Mayor may waive any and all fees for a not-for-profit business or organization that provides a service to the Town or its residents or for a government agency or public official acting in their governmental capacity.

E. Refunds.

1. The building official may authorize refunding of not more than eighty percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.
2. The building official may authorize refunding of not more than eighty percent of the permit fee paid when no work has been done under a permit issued in accordance with this chapter.
3. The building official shall not authorize a refund of any fee paid except on written application filed by the original permittee not later than one hundred eighty days after the date of payment of the fee.