

PLANNING & DEVELOPMENT SERVICES STAFF REPORT

Proposed Amendment to Planning and Development Services Fees

Skagit County Department of Planning and Development Services charges a variety of application and permit fees to recover its costs of regulating development. Most of these fees are currently listed in Resolution R20210147.

In 2023, PDS expects to recover 43% of permitting costs from charges for services and permit fees at their current levels. The gap between revenue and expense (net loss) is estimated at \$1.8 million.

To help close the expected cost recovery gap, PDS is proposing to amend the Planning, Fire and Building Fees. Below is a discussion of the factors that PDS took into consideration as it developed the proposed fee restructuring.

Fiscal Framework

The permitting divisions within the Department of Planning and Development Services (PDS) operate as a special revenue fund, which means that (a) there should be minimal revenue from taxes or the County's General Fund, and (b) a separate fund balance that carries over from year to year is maintained.

Revenues

Most of the permitting divisions' funding comes from monies paid for permits, approvals, and inspections, and these revenues are only used for these purposes. While Skagit County currently contributes General Fund dollars to the department, PDS is working toward being primarily "self-funded".

The basis for this "self-funded" model is found in RCW 82.02.020, which states that the county may collect reasonable fees for processing applications, reviewing plans, and performing inspections. Having PDS operate as a special revenue fund is consistent with the intent of RCW 82.02.020 and has been reviewed and audited by the State Auditor's Office.

Fund Balance

As a special revenue fund, the fund for PDS's permitting divisions maintains a fund balance that carries over from year to year. This is reflective of the nature of development, the sometimes-lengthy permitting process and PDS's fiscally prudent management. The nature of land development and building permits is cyclical and can change dramatically based on the national, state, and local economies, supply and demand, cost of materials, political issues, etc. In addition, it can take years for new development to go through the review, approval, and building process. Although development is cyclical and can be unpredictable, the fund balance provides a level of stability for the department in that it increases in the years when there are numerous permit applications and falls in years when development activity slows down. PDS strives to adjust staffing levels to meet demand but must maintain the necessary and consistent professional expertise regardless of the up-and-down swings in development.

Why does PDS need to increase permit fees?

Increasing department permitting fees is the first step in a multi-phased approach to examining all PDS permit fees. There are several reasons why PDS Fund 128 is faced a budget deficit in 2023, including inflation, the higher costs of doing business, and the increasing complexity of permit regulations.

1. Demand up Revenue down. The demand for building permits has increased in recent years but the revenue does not reflect the increase. Although the permit numbers have increased most of the increase comes from mechanical, plumbing, accessory buildings, and accessory structures under \$100,000 in valuation. To help close gap, PDS is proposing to amend the planning, building and fire permit fees.
2. Inflation and the Cost of Doing Business. From 2010 to 2023, inflation has risen 86.64% and most of PDS permit fees have not had significant increases in many years, meaning expenses have risen faster than revenue. Periodic adjustments to fees are necessary to keep up with inflation. Staffing costs, which make up the majority of PDS's budget, rose dramatically in 2023. Not only have salaries increased but benefits have risen. The gap between revenue and expenses is growing at an unsustainable rate, and without some actions to close that gap, PDS will

continue to rely on the general fund. Amending the planning, fire and building fees will help to close the gap.

3. **Complexity of permits.** In recent years, there have been increased requirements for building and land use regulations (critical areas, stormwater, changes in the International Building Codes, Washington State Energy Codes and public notice requirements). Easily developed land has become scarcer and much of the remaining undeveloped land presents challenges for builders. Accordingly, there has been a corresponding increase in the amount of time and effort required to review and inspect building projects due to constraints on the land and the complexity of new codes.

What steps has PDS taken to close the revenue vs. expense gap?

1. **Online permitting and online records.** PDS is fully implementing online permitting in 2024. It is a significant effort and investment of resources and expenses. Although we have not yet seen the benefits of our investment in the new system the anticipation is we will be faster and more efficient, starting in September of 2024.
2. **Staff Reductions.** PDS management continuously endeavors to align the department resources with demand and although the number of permits has increased since 2020, PDS did not have enough staff to keep up with the demand. In addition, PDS has sought to reduce the cost of management by reorganizing staff into functional groups with fewer managers.

However, the department overhead for core staffing and administration cannot be proportionately reduced. PDS must maintain a certain level of core staff, management, technology, and support services. For example, although we might reduce staff, our space costs do not necessarily go down unless we are able to give up enough space for another department to take over. The cost of our permit tracking system and other software systems increase year to year. Although reducing staff as one way to help balance the budget, we can only cut support staff so far and still perform mandatory functions. Essentially, there are fixed costs associated with a county department that PDS must pay for, regardless of permit volume.

Staff Hourly Rate (SHR)

The staff hourly rate was also analyzed during the fee review per specific discipline within the department. The specific calculations are shown below.

	PDS Administration	Current Planning	Building
Average Hourly Rate	\$62.42	\$50.61	\$39.44
Benefits and Overhead	\$24.97	\$20.25	\$15.78
Total	\$87.39	\$70.86	\$55.22

When adding the administration and current planning together the average hourly rate is \$158.24. When adding the administration and building together the average hourly rate is \$142.61. PDS is proposing increasing the hourly rate from \$134.78 to \$150.00. Staff hourly rates do not include Long Range Planning or Code Enforcement

BUILDING PERMITS

Fee Calculation Methodology – Building Permit Fees

Skagit County determines building fees by using building construction valuation data published by the International Code Conference (ICC) and applying those valuation factors to square footage, then calculating the permit fee based on a fee table which is broken down into tiers (groupings of valuations). Plan review fees are a percentage of the permit fee, depending on the type of construction. Similar methodologies utilizing building construction valuation data published by the ICC are employed throughout Washington State, including jurisdictions neighboring Skagit County.

First the building’s valuation is calculated based on the square footage (times a multiplier) which is published by the ICC in its biennial publication of the Building Valuation Data (BVD) sheet. The ICC’s BVD provides the average construction cost per square foot for different types of construction and building occupancy groups. The BVD

represents multipliers for different types of construction and reflects the relative value of one construction classification/occupancy group to another, so that more expensive construction is assessed a greater value than less expensive construction. Example: total square feet x BVD square foot cost = valuation. The valuation is used to determine the fees, see Exhibit A on page 4.

The BVD is published every February and August. The county needs to be diligent in implementing the fees by the 1st of the month after the update is published.

Proposed Building Permit Fee Table Amendments

PDS proposes to amend the building permit fee table to adjust for inflation, better recovery of its costs of providing building permit services and help close the deficit gap between expenses and revenue. This amendment will also bring Skagit County building permit fees in line with other jurisdictions. In addition, a tier/level is added for valuations \$2,001-\$25,000 and \$25,001-\$50,000 to closely align with other jurisdictions. The fee amounts will be adjusted from those in the “current” column in the table below to those in the “proposed” column.

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**Planning & Development Services
Building Permit Fees SCC**

**Valuation Based Fee Structure
Exhibit A**

Total Building/Structure Valuation	Current Permit Fees	Proposed Permit Fees
\$1-\$500	\$26.96	\$32.00
\$501-\$2,000	\$26.96 for the first \$500 plus \$3 for each additional \$100 or fraction thereof	\$32.00 for the first \$500 plus \$3.75 for each additional \$100 or fraction thereof
\$2,001-\$40,000	\$77.50 for the first \$2,000 plus \$11.00 for each additional \$1,000 or fraction thereof	Change to \$2,000 - \$25,000
\$40,001-\$100,000	\$547.00 for the first \$2,000 plus \$9.00 for each additional \$1,000 or fraction thereof	Change to \$25,001 - \$50,000
\$2,001-\$25,000		\$103.00 for the first \$2,000 plus \$14.75 for each additional \$1,000 or fraction thereof
\$25,001-\$50,000		\$438.19 for the first \$25,000 plus \$10.69 for each additional \$1,000 or fraction thereof
\$50,001-\$100,000		\$703.75 for the first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof
\$100,001-\$500,000	\$1,153.53 for the first \$100,000 plus \$7.00 for each additional \$1,000 or fraction thereof	\$1,151.25.00 for the first \$100,000 plus \$6.50 for each additional \$1,000 or fraction thereof
\$500,001-\$1,000,000	\$4,298.49 for the first \$500,000 plus \$5.00 for each additional \$1,000 or fraction thereof	\$3,750.13 for the first \$500,000 plus \$5.38 for each additional \$1,000 or fraction thereof
\$1,000,001-\$5,000,000	\$7,106.49 for the first \$1,000,000 plus \$3.00 for each additional \$1,000 or fraction thereof	\$6,438.68 for the first \$1,000,000 plus \$3.93 for each additional \$1,000 or fraction thereof
\$5,000,001 and over	\$20,584.89 for the first \$1,000,000 plus \$1.00 for each additional \$1,000 or fraction thereof	\$22,158.68 for the first \$5,000,000 plus \$2.50 for each additional \$1,000 or fraction thereof

Jurisdictional Comparisons		
	City of Arlington	City of Burlington
\$1-\$500	\$34.00	\$29.00
\$501-\$2,000	\$34.00 for the first \$100 plus \$4.57 for each additional \$100 or fraction thereof	\$29.00 for the first \$100 plus \$4.00 for each additional \$100 or fraction thereof
\$2,001-\$25,000	\$102.55 for the first \$1,000 plus \$21.03 for each additional \$1,000 or fraction thereof	\$85.00 for the first \$1,000 plus \$17.00 for each additional \$1,000 or fraction thereof
\$25,001-\$50,000	\$586.24 for the first \$1,000 plus \$15.24 for each additional \$1,000 or fraction thereof	\$478.00 for the first \$1,000 plus \$12.00 for each additional \$1,000 or fraction thereof
\$50,001-\$100,000	\$967.24 for the first \$1,000 plus \$10.61 for each additional \$1,000 or fraction thereof	\$785.00 for the first \$1,000 plus \$9.00 for each additional \$1,000 or fraction thereof
\$100,001-\$500,000	\$1,497.74 for the first \$1,000 plus \$8.41 for each additional \$1,000 or fraction thereof	\$1,212.00 for the first \$1,000 plus \$7.00 for each additional \$1,000 or fraction thereof
\$500,001-\$1,000,000	\$4,864.74 for the first \$1,000 plus \$7.19 for each additional \$1,000 or fraction thereof	\$3,945.00 for the first \$1,000 plus \$6.00 for each additional \$1,000 or fraction thereof
\$1,000,001 and over	\$8,456.74 for the first \$1,000 plus \$5.49 for each additional \$1,000 or fraction thereof	\$6,843.00 for the first \$1,000 plus \$5.00 for each additional \$1,000 or fraction thereof
	Island County	City of Mount Vernon
\$1-\$500	\$26.00	\$23.50
\$501-\$2,000	\$29.00 for the first \$100 plus \$3.50 for each additional \$100 or fraction thereof	\$23.50 for the first \$100 plus \$3.05 for each additional \$100 or fraction thereof
\$2,001-\$25,000	\$92.00 for the first \$1,000 plus \$15.00 for each additional \$1,000 or fraction thereof	\$69.25 for the first \$1,000 plus \$14.00 for each additional \$1,000 or fraction thereof
\$25,001-\$50,000	\$445.00 for the first \$1,000 plus \$10.76 for each additional \$1,000 or fraction thereof	\$391.75 for the first \$1,000 plus \$10.10 for each additional \$1,000 or fraction thereof
\$50,001-\$100,000	\$722.00 for the first \$1,000 plus \$7.60 for each additional \$1,000 or fraction thereof	\$643.75 for the first \$1,000 plus \$7.00 for each additional \$1,000 or fraction thereof
\$100,001-\$500,000	\$1,108.00 for the first \$1,000 plus \$6.00 for each additional \$1,000 or fraction thereof	\$993.75 for the first \$1,000 plus \$5.60 for each additional \$1,000 or fraction thereof
\$500,001-\$1,000,000	\$3,591.00 for the first \$1,000 plus \$5.25 for each additional \$1,000 or fraction thereof	\$3,233.75 for the first \$1,000 plus \$4.75 for each additional \$1,000 or fraction thereof
\$1,000,001 and over	\$6,223.00 for the first \$1,000 plus \$4.00 for each additional \$1,000 or fraction thereof	\$5,608.75 for the first \$1,000 plus \$3.65 for each additional \$1,000 or fraction thereof

	Snohomish County	City of Stanwood
\$1-\$500	\$45.00	\$25.00
\$501-\$2,000	\$45.00 for the first \$100 plus \$3.70 for each additional \$100 or fraction thereof	\$25.00 for the first \$100 plus \$3.05 for each additional \$100 or fraction thereof
\$2,001-\$25,000	\$100.50 for the first \$1,000 plus \$17.50 for each additional \$1,000 or fraction thereof	\$69.25 for the first \$1,000 plus \$14.00 for each additional \$1,000 or fraction thereof
\$25,001-\$50,000	\$503.00 for the first \$1,000 plus \$10.50 for each additional \$1,000 or fraction thereof	\$391.75 for the first \$1,000 plus \$10.10 for each additional \$1,000 or fraction thereof
\$50,001-\$100,000	\$765.50 for the first \$1,000 plus \$9.75 for each additional \$1,000 or fraction thereof	\$643.75 for the first \$1,000 plus \$7.00 for each additional \$1,000 or fraction thereof
\$100,001-\$500,000	\$1,253.00 for the first \$1,000 plus \$7.00 for each additional \$1,000 or fraction thereof	\$993.75 for the first \$1,000 plus \$5.60 for each additional \$1,000 or fraction thereof
\$500,001-\$1,000,000	\$4,053.05 for the first \$1,000 plus \$6.50 for each additional \$1,000 or fraction thereof	\$3,233.75 for the first \$1,000 plus \$4.75 for each additional \$1,000 or fraction thereof
\$1,000,001 and over		\$5,608.75 for the first \$1,000 plus \$3.65 for each additional \$1,000 or fraction thereof
\$1,000,001-\$500,000	\$7,453.00 for the first \$1,000 plus \$4.30 for each additional \$1,000 or fraction thereof	
\$5,000,001 and over	\$24,503.00 for the first \$1,000 plus \$4.00 for each additional \$1,000 or fraction thereof	
	Whatcom County	
\$1-\$500	\$54.64	
\$501-\$2,000	\$54.64	
\$2,001-\$25,000	\$54.57 for the first \$1,000 plus \$10.91 for each additional \$1,000 or fraction thereof	
\$25,001-\$50,000	\$305.61 for the first \$1,000 plus \$7.89 for each additional \$1,000 or fraction thereof	
\$50,001-\$100,000	\$527.83 for the first \$1,000 plus \$5.73 for each additional \$1,000 or fraction thereof	
\$100,001-\$500,000	\$884.14 for the first \$1,000 plus \$4.85 for each additional \$1,000 or fraction thereof	
\$500,001-\$1,000,000	\$2,844.42 for the first \$1,000 plus \$4.19 for each additional \$1,000 or fraction thereof	
\$1,000,001 and over	\$4,893.49 for the first \$1,000 plus \$2.77 for each additional \$1,000 or fraction thereof	

The proposed increase to building permit fees paid for construction of a typical new single-family residence with attached garage is shown on the following chart. The specific fee calculations are shown on Exhibit B.

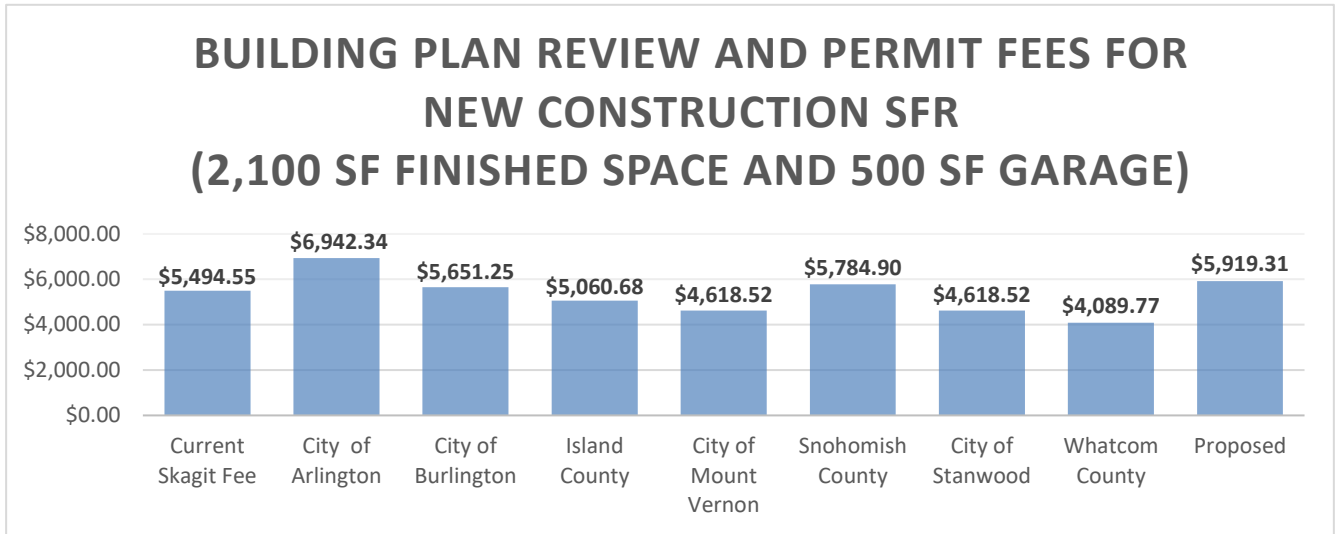


EXHIBIT B

**Comparison of Current and Proposed Calculations of Building Permit and Plan Review Fees
R-3/IVB Construction; Residential, one- and two-family dwelling units**

Current	2100 sq. ft. House		500 sq. ft. Garage	
	Permit Fee	Plan Review Fee	Permit Fee	Plan Review Fee
Skagit County Fee	\$2,889.53	\$1,878.19	\$440.50	\$286.33
City of Arlington	\$3,499.32	\$2,274.56	\$708.16	\$460.30
City of Burlington	\$2,878.00	\$1,870.70	\$547.00	\$355.55
Island County	\$2,536.00	\$1,648.40	\$531.08	\$345.20
City of Mount Vernon	\$2,326.55	\$1,512.26	\$472.55	\$307.16
Snohomish County	\$2,919.00	\$1,897.35	\$587.00	\$381.55
City of Stanwood	\$2,326.55	\$1,512.26	\$472.55	\$307.16
Whatcom County	\$2,109.92	\$1,371.45	\$368.73	\$239.67
Skagit County Proposed	\$3,060.00	\$1,989.00	\$527.46	\$342.85
Percentage of Increase	5.90%	5.90%	19.74%	19.74%

Building Permit Fees Charged by Other Jurisdictions

The proposed changes to the Building Permit Fee Table were developed by evaluating historical inflation data from the Bureau of Labor and Statistic along with the increased cost of doing business. From 2010 to 2023 the rate of inflation has increased by 86.64%. Had the county adjusted the fee table annually to keep up with the Consumer Price Index (CPI), In 2010, a 2,100 square foot single-family residence with a 500 square foot attached garage would have permitting costs of \$3,172.95. In 2023, if we look at the same house with the increase of inflation the permit cost would be \$5,921.99.

Neighboring counties and cities use the same building valuation multipliers from the International Code Council Building Valuation Data Table, but most have regularly or periodically updated their fee tables to adjust for inflation to cover the costs of providing permitting services. Therefore, comparative jurisdiction fee amounts were examined as a reasonableness check to the proposed fee increase on an average single-family residence. Under the current Building Permit Fee table and building construction valuations used by Skagit County, the building fees PDS charges for new construction are not lowest amongst the County’s neighbors, apart from a few jurisdictions (Island County, City of Mount Vernon, City of Stanwood, and Whatcom County).

After amendment of the fee table and valuation data update, PDS’s building permit fees would be more in line with current inflation.

Additional Building Permit Fees

The remaining building permit fee structure was also reviewed using the same methodology as the building permit fee table. In reviewing the remaining building permit fees, it is difficult to justify how the costs were determined and most of the fees do not meet the staff hourly rate which needs to account for permit processing, review, and inspections. Additionally, there appears to be many permits that can be consolidated into a single category. The following permits are all types of Accessory Buildings (*Post Frame, Garage, Shop, Agricultural Building, Unheated Unfinished Area, Convert Finished Accessory, and Steel Frame*). The time it takes for staff to process the application, review the documents, and perform the inspections does not change due to the type of structure. PDS believes this consolidation will be beneficial for the citizens as it decreases confusion.

While evaluating the Accessory Building categories it became clear that there are many permits that can be consolidated into an Accessory Structure category. These permits include, bulkheads, retaining, walls, fences, decks, patios, prefabricated metal structures and shipping containers.

Neighboring counties and cities use the same building valuation multipliers from the ICC BVD, this allow for a transparent fee system where the cost can be justified and adjusted with inflation. Below are the various building permits with the current and the proposed fee structure.

For fees based on valuation apply to the “Valuation Based Fee Structure” Exhibit A.

Permit Type	Current fee per square foot	Proposed Fees	Current BVD cost to determine valuation
Addition	\$110.68 sf	Valuation Based per ICC BVD	Current \$165.67 sf
Accessory Dwelling Unit	\$158.26 sf	Valuation Based per ICC BVD	Current \$165.67 sf
Demolition	\$28.08	Valuation Based	Permit Fee Only
Accessory Buildings	Includes: garages, storage sheds, barn, equipment storage, pavilion, gazebo, greenhouse, carport, agricultural building, workshop		
	\$81.78 sf	Valuation Based per ICC BVD	Current \$64.19 sf

Accessory Structures Valuation based on linear foot (lf) (\$31.50 x linear feet = valuation)			
	Current fee per linear foot	Proposed Fee	Current BVD cost to determine valuation
Bulkhead	\$112.32 lf	Valuation Based per ICC BVD	\$31.50 lf
Fences	\$112.32 lf	Valuation Based per ICC BVD	\$31.50 lf
Foundation	\$112.32 lf	Valuation Based per ICC BVD	\$31.50 lf
Retaining Walls	\$112.32 lf	Valuation Based per ICC BVD	\$31.50 lf
Accessory Structures Valuation based on square foot (sf) (\$31.50 x square feet = valuation)			
Deck	\$14.43 sf	Valuation Based per ICC BVD	\$31.50 sf
Patio	\$14.43 sf	Valuation Based per ICC BVD	\$31.50 sf
Accessory Structures Actual cost per square foot (sf) (square foot cost x square feet = permit fee) x 65% = plan review fee			
Prefabricated Metal Structure <1,000	\$8.82 sf	\$9.00 sf	
Shipping Container	\$17.09 sf	\$18.00 sf	
PDS proposes to remove the following permit types as they are all a type of Accessory Building and do not meet the current BVD Values.			
<i>Post Frame <2,000 sf</i>	<i>\$24.71 sf</i>		<i>Remove</i>
<i>Post Frame >2,000 sf</i>	<i>\$14.60 sf</i>		<i>Remove</i>
<i>Garage/Shop/AG</i>	<i>\$60.43 sf</i>		<i>Remove</i>
<i>Unheated Unfinished Area</i>	<i>\$60.43 sf</i>		<i>Remove</i>
<i>Convert finished accessory</i>	<i>\$52.72 sf</i>		<i>Remove</i>
<i>Steel Frame</i>	<i>\$22.35 sf</i>		<i>Remove</i>
PDS is proposing a new fee category referred to as Energy Systems; This will include EV Charging Stations, Solar Array, Electrical Energy Storage Systems (BESS)			
Energy Systems		Valuation Based	
Add the following permit types			
Wireless Facility Eligibility Determination		\$300	

Addition of a flat rate processing fee for processing Public Works and Public Health Permits			
	Current Fee	Proposed Fee	Fee Type
Public Works Access Permit		\$150	Flat Fee
Public Health Water System Permits		\$150	Flat Fee
Public Health Septic System Permits		\$150	Flat Fee

Manufactured Structures			
Manufactured Home	\$589.68	\$600.00	Flat Fee
Modular Home	\$589.68	\$600.00	Flat Fee
Commercial Coach	\$589.68	\$600.00	Flat Fee
Title Elimination	\$134.78	\$150.00	Staff Hourly Rate
Miscellaneous	Current Fee	Proposed Fee	Fee Type
State Building Code Residential	\$6.50 + \$2.00 each additional dwelling unit	No change	Flat Fee
State Building Code Commercial	\$25.00	No Change	Flat Fee
Inspection Fees	\$134.78 (1/2 hr. min.)	\$150.00	Staff Hourly Rate
<i>Reinspection Fees</i>	<i>\$134.78 (1/2 hr. min.)</i>	<i>Remove – same as inspection fees</i>	
Inspection Fees (after hours)	\$134.78 (2-hr. min.)	\$300.00 (2-hr. min.)	Staff Hourly Rate x 2
Additional Review Fees	\$134.78	\$150.00 (after 2 reviews)	Staff Hourly Rate
Working without a Permit Fee	Double Permit Fee	No change	
Permit Renewal - 3 years	30% of permit fee	No change	
Consultant Fees	Fee + Staff Hourly Rate	No Change	
<i>Final Inspection of expired non-commercial projects less than 3 years old.</i>	<i>Less than 3 years old – the permit would not be expired</i>	<i>Remove</i>	
Stock Plan Review (multi-lot) Subsequent sets	50% of the plan review fee	50% of plan review after 1 st review and 100% of permit fee	<i>Clarification of verbiage</i>
Flood Area Development Permit	\$112.32	\$150.00	Staff Hourly Rate
<i>Flood Area Development Permit – Exempt</i>	<i>\$56.16</i>	<i>Remove – no longer applies</i>	
Administrative Impact Fee	\$35.00	\$75.00	Flat Fee
Temporary Certificate of Occupancy		\$300	Staff Hourly Rate x 2

Signs

Signs are not currently listed in the fee schedule. PDS proposes adding signs to the fee schedule using the ICC BVD fee structure based on valuation for plan review and permit fee, which is in current practice.

New Residential Site Plan Review

PDS is proposing a new review type for Residential Site Plans. The Residential Site Plan provides an in-depth Critical Area Review, and the following disciplines will review the site plan for additional submittal requirements that may be necessary. This high-level review will be conducted by Stormwater/Land Disturbance, Water Resource Planning, Current Planning, Public Works, Fire, Public Health Water and Septic. We believe this will assist citizens with the requirements of residential development.

The fee for the Residential Site Plan review was calculated using the staff hourly rate and the specific cost are outlined below. A discount up to \$450.00 may be credited upon complete application for a Land Disturbance Activity Permit.

Reviewers	Existing Fee	Proposed Fee	Review Time
Public Health Water Review	\$95.00	\$47.50	.5 hour
Public Health Septic Review	\$95.00	\$47.50	.5 hour
Natural Resource Planning Review	\$336.96	\$300.00	2 hours
Water Resource Planning Review	\$130.00	\$150.00	1 hour
Current Planning Review	\$134.78	\$37.50	.25 hour
Public Works Review	\$145.32	\$73.00	.5 hour
Land Disturbance Review	\$134.78	\$37.50	.25 hour
Fire Review	\$104.73	\$37.50	.25 hour
Total		\$730.50	

****Additional fees will apply for critical area assessment review.***

Mechanical and Plumbing Permits

The current Mechanical and Plumbing base fee of \$56.16 does not cover the staff time it takes to process the submittal. PDS proposed increased fees to cover processing, review, and inspection time.

	Existing Base Fee	Existing per Fixture Fee	Proposed Plan Review Fee	Proposed Permit Fee
Residential Mechanical	\$56.16	\$10.00	\$150.00 base fee	\$15.00 per fixture
Residential Plumbing	\$56.16	\$10.00	\$150.00 base fee	\$15.00 per fixture
Commercial Mechanical	\$56.16	\$10.00	Valuation Based Plan Review Fee	Valuation Based Permit Fee
Commercial Plumbing	\$56.16	\$10.00	Valuation Based Plan Review Fee	Valuation Based Permit Fee
Water Storage Tank	\$0.84 per gallon up to 100,000 \$0.56 per gallon 100,001-1,000,000 \$0.34 per gallon => 1,000,001		No change proposed	No change proposed

FIRE PERMIT FEES

Fee Calculation Methodology – Fire Permit Fees

Skagit County determines Fire fees based on number of devices that are being installed or altered. Plan review fees are 65 percent of the permit fee. Not unlike the building fees, most of the fire permit fees do not cover the work being performed. Similar methodology is used in the jurisdictions neighboring Skagit County.

Fire Sprinklers

Commercial Fire Sprinklers

	New/Alteration Permit Fee		Plan Review Fee	
Current Fees	< 25	\$144.66		
	25-100	\$217.00		
	101-1,000	\$361.66		

City of Arlington	1-100	\$375.00	(V) <\$5,000 = \$200	(V) \$5,000> = 65%
	101-200	\$475.00		
	201-300	\$600.00		
	>300	\$625 + \$50/100		

City of Burlington	1-100	\$458.00	\$1.00 - \$1,000	\$31.00
	101-200	\$580.00	\$1,001 - \$5,000	\$122.00
	201-300	\$732.00	\$5,001 - \$10,000	\$183.00
	>300	\$625 + \$50/100	\$10,001 - \$20,000	\$214.00
			\$20,001 - \$45,000	\$275.00
			\$45,001 - \$100,000	\$336.00
			\$100,001 - \$250,000	\$458.00
			\$250,001 - \$500,000	\$580.00
			\$500,001 - \$1,000,000	\$732.00
			\$1,000,001 - \$1,500,000	\$824.00
			\$1,500,001 - \$2,000,000	\$885.00
			> \$2,000,000	\$915 + \$61/\$500,000

Island County	Valuation Based Permit Fee		Valuation Based Plan Review Fee	
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City of Mount Vernon	20 or less	\$350.00	\$1.00 - \$1,000	\$0.00
	>20	\$550.00	\$1,001 - \$5,000	\$75.00
			\$5,001 - \$10,000	\$150.00
			\$10,001 - \$20,000	\$200.00
			\$20,001 - \$45,000	\$250.00
			\$45,001 - \$100,000	\$300.00
			\$100,001 - \$250,000	\$400.00
			\$250,001 - \$500,000	\$500.00
			\$500,001 - \$1,000,000	\$600.00
			\$1,000,001 - \$1,500,000	\$750.00
			\$1,500,001 - \$2,000,000	\$850.00
			> \$2,000,000	\$850 + \$100/\$500,000

Snohomish County	New/Alteration Permit Fee		Plan Review Fee	
	1-25	\$150.00	1-25	\$260.00
25-50	\$300.00	25-50	\$400.00	
51-100	\$375.00	51-100	\$450.00	
101-500	\$450.00	101-500	\$525.00	
501-1,000	\$675.00	501-1,000	\$780.00	
>1,000	\$900	>1,000	\$1,300.00	

City of Stanwood	Valuation Based Permit Fee		\$345.00
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Whatcom County	2% of project valuation		
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Proposed Fees	1-25	\$150.00	1-25	\$260.00
	26-50	\$300.00	26-50	\$400.00
	51-100	\$375.00	51-100	\$450.00
	101-500	\$450.00	101-500	\$525.00
	501-1,000	\$675.00	501-1,000	\$780.00
	>1,001	\$900	>1,001	\$1,300.00

Commercial /Residential Fire Sprinkler Devices, Reviews, and Inspections

The following devices take additional time to review and inspect and PDS is proposing the following fee updates to cover staff time. Items 1 – 7 average 3-hours each to complete the plan review and inspections even if it is included with a Fire Sprinkler permit application.

	Current Fees	Proposed Fees
1. Underground Fire Main	\$144.66	\$450.00
2. Restaurant Type 1 Kitchen Hood	\$104.73	\$450.00
3. Spray Booths	\$104.73	\$450.00
4. Alternative Clean Agent	\$217.00	\$450.00
5. Fire Pumps Commercial	No current fee	\$450.00
6. Fire Pumps Residential	No current fee	\$150.00
7. Site and Access Review	\$104.73	\$150.00
<i>Certificate of Occupancy Inspection</i>	<i>\$104.73</i>	<i>Remove – not used</i>
<i>Additional Inspection Fees</i>	<i>\$110.00</i>	<i>Remove – see building miscellaneous</i>
<i>Review of Revised Plans</i>	<i>\$134.78 1/2 hour min</i>	<i>Remove – see building miscellaneous</i>

Residential Fire Sprinklers

	New/Alteration Permit Fee		Plan Review Fee	
Current Fees	< 25	\$144.66		
	25-100	\$217.00		
	101-400	\$289.33		

City of Arlington	1-10	\$175.00	(V) <\$5,000 = \$200	(V) \$5,000> = 65%
	11-25	\$225.00		
	26 plus	\$275.00		

	New/Alteration Permit Fee		Plan Review Fee	
City of Burlington	1-10	\$214.00	\$1.00 - \$1,000	\$31.00
	11-25	\$275.00	\$1,001 - \$5,000	\$122.00
	26 plus	\$336.00	\$5,001 - \$10,000	\$183.00
			\$10,001 - \$20,000	\$214.00
			\$20,001 - \$45,000	\$275.00
			\$45,001 - \$100,000	\$336.00
			\$100,001 - \$250,000	\$458.00
			\$250,001 - \$500,000	\$580.00
			\$500,001 - \$1,000,000	\$732.00
			\$1,000,001 - \$1,500,000	\$824.00
			\$1,500,001 - \$2,000,000	\$885.00
			> \$2,000,000	\$915 + \$61/\$500,000

Island County	Valuation Based Permit Fee	Valuation Based Plan Review Fee
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City of Mount Vernon	\$275.00	
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Snohomish County	1-50	\$200.00	1-50	\$65.00
	51-100	\$300.00	51-100	\$130.00
	101-1,000	\$750.00	101-1,000	\$400.00

City of Stanwood	Valuation Based Permit Fee	\$345.00
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Whatcom County	2% of project valuation
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	New/Alteration Permit Fee		Plan Review Fee	
Proposed Fees	1-50	\$200.00	1-50	\$100.00
	51-100	\$300.00	51-100	\$130.00
	101-1,000	\$750.00	101-1,000	\$400.00

<i>Fire Alarms</i>	New/Alteration Permit Fee		Plan Review Fee	
Current Fees	< 25	\$173.38		
	25-100	\$248.04		
	101-1,000	\$330.72		

City of Arlington	1-100	\$350.00	(V) <\$5,000 = \$200	(V) \$5,000> = 65%
	101-200	\$475.00		
	>200	\$500 + \$50/100		

City of Burlington	1-100	\$427.00	\$1.00 - \$1,000	\$31.00
	101-200	\$580.00	\$1,001 - \$5,000	\$122.00
	>200	\$610 + \$61/100	\$5,001 - \$10,000	\$183.00
			\$10,001 - \$20,000	\$214.00
			\$20,001 - \$45,000	\$275.00
			\$45,001 - \$100,000	\$336.00
			\$100,001 - \$250,000	\$458.00
			\$250,001 - \$500,000	\$580.00
			\$500,001 - \$1,000,000	\$732.00
			\$1,000,001 - \$1,500,000	\$824.00
			\$1,500,001 - \$2,000,000	\$885.00
			> \$2,000,000	\$915 + \$61/\$500,000

Island County	Valuation Based Permit Fee	Valuation Based Plan Review Fee
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City of Mount Vernon	Valuation Based Permit Fee	Valuation Based Permit Fee
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Snohomish County	1-10	\$150.00	1-10	\$130.00
	11-50	\$300.00	11-50	\$200.00
	51-100	\$450.00	51-100	\$250.00
	101-200	\$600.00	101-200	\$525.00
	201-500	\$1,200.00	201-500	\$650.00
	501-1,000	\$1,800.00	501-1,000	\$780.00
	>1,000	\$2,400.00	>1,000	\$1,050.00

City of Stanwood	Valuation Based Permit Fee	\$345.00
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Whatcom County	7% of project valuation
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	New/Alteration Permit Fee		Plan Review Fee	
Proposed Fees	1-10	\$150.00	1-10	\$130.00
	11-50	\$300.00	11-50	\$200.00
	51-100	\$450.00	51-100	\$250.00
	101-200	\$600.00	101-200	\$525.00
	201-500	\$1,200.00	201-500	\$650.00
	501-1,000	\$1,800.00	501-1,000	\$780.00

Fire Alarm Devices and Inspections

The following devices take additional time to review and inspect and PDS is proposing the following fee updates to cover staff time.

	Current Fees	Proposed Fees
FACP and/or Transmitter	\$72.33	\$300.00
Panel replacement	\$72.33	\$300.00
Smoke Control System	\$217.00	\$500.00 + 3 rd party costs
Emergency Radio Coverage System	\$144.66	\$300.00
<i>Additional Inspections</i>	<i>\$114.40</i>	<i>Remove – see building miscellaneous</i>

Fire Permits Miscellaneous

	Current Fees	Proposed Fees
Residential Burn Permit	\$38.00	\$40.00
Commercial Burn Permit	\$144.00	\$200.00
Fireworks Stand	\$100.00	No Change
Fireworks Display	\$181.90	\$200.00
Residential Tank installation/Removal	\$67.60	\$200.00
Commercial Tank Installation/Removal	\$135.20	\$400.00
Residential/Commercial Gate	\$67.60	\$150.00
Temporary Tents/Special Events	\$144.66	\$150.00
Fire Code Permits not otherwise specified	\$144.66	\$300.00

LAND DISTURBING ACTIVITY (LDA) AND STORMWATER REVIEW FEES

Fee Calculation Methodology – LDA and Stormwater Permit Fees

Skagit County determines stormwater drainage fees per square foot of impervious area and grading fees per cubic yardage. Jurisdictions neighboring Skagit County use various methods to determine these fees.

Stormwater Drainage Fees

1. Skagit County charges \$0.08 per square foot of impervious area. Stormwater review for Land Divisions is \$65.36 per lot and associated grading fees.
2. The City of Arlington uses 6% of the Engineers Estimated Cost of Construction.
3. The City of Burlington has a \$244 flat fee for plan review, plus \$0.61 per linear foot.
4. Island County charges a preliminary drainage fee of \$350, and erosion fee of \$200 and a final fee of \$750, plus \$10 for every 100 square feet of impervious area.
5. The City of Mount Vernon charges per hour.
6. Snohomish County has a flat rate based on square footage of impervious area and cubic yards for grading.
7. The City of Stanwood charges 3.5% of the Engineers Estimated Cost of Construction up to \$500,000 and 2% above the \$500,000.
8. Whatcom County charges \$240 per hour.

The dilemma that arises with most of the fee structures is that they are not transparent. The average citizen cannot view the fee schedule and determine how much their project will cost. The citizens of Skagit County should be able to view the fee schedule and determine the total cost of their project without hidden fees.

Grading Fees

Current Fees	Grading Permit Fees		Grading Plan Review Fees	
	1-50 cy	\$26.71	65% of the Permit Fee	
51-100 cy	\$41.17			
101-1,000 cy	\$41.17 + \$17.50/1,000			
1,001-10,000 cy	\$217 + \$14.50/1,000			
10,001-100,000 cy	\$361.66 + \$66/1,000			

City of Arlington	Base Fee			
	1-50 cy	\$120.00	1-50 cy	\$100.00
	51-100 cy	\$160.00	51-100 cy	\$120.00
	101-1,000 cy	\$200 + \$40/1,000	101-1,000 cy	\$160.00
	1,001-10,000 cy	\$300 + \$40/1,000	1,001-10,000 cy	\$200 + \$20/1,000
	10,001-100,000 cy	\$500 + \$60/10,000	10,001-100,000 cy	\$300 + \$40/10,000
	100,001-200,000 cy	\$600 + \$50/10,000	100,001-200,000 cy	\$500 + \$100/10,000

City of Burlington				
	1-50 cy	\$29.00	1-50 cy	\$0.00
	51-100 cy	\$45.00	51-100 cy	\$29.00
	101-1,000 cy	\$45 + \$21/100	101-1,000 cy	\$45.00
	1,001-10,000 cy	\$237 + \$18/1,000	1,001-10,000 cy	\$60.00
	10,001-100,000 cy	\$397 + \$81/10,000	10,001-100,000 cy	\$60 + \$30/10,000
	100,001-200,000 cy	\$1,121 + \$45/10,000	100,001-200,000 cy	\$329 + \$16/10,000
			>200,000	\$491 + \$9/10,000

Island County				
	Without SEPA	\$500.00		
	With SEPA	\$500.00		
	Hearing Examiner	\$1,000.00		

	Grading Permit Fees		Grading Plan Review Fees	
City of Mount Vernon	50-499 cy	\$250.00	Staff Time +	\$500.00
	501-1,000 cy	\$500.00		
	>1,000 cy	\$750.00		

Snohomish County	Drainage ¹		Grading ²	Fee
Level 1 (a): Drainage only	1-1,999			\$375.00
Level 1 (b) Grading only			1-500	\$350.00
Level 1 (a) and (b)	1-1,999	and	1-500	\$725.00
Level 2	2,000-4,999	and	0-500	\$1,575.00
Level 3	5,000-9,999	and/or	501-4,999	\$2,450.00
Level 4	10,000-39,000	and/or	5,000-14,999	\$4,800.00
Level 5	40,000-99,999	and/or	15,000-69,999	\$12,700.00
Level 6	100,000 >	and/or	70,000 >	\$34,700.00
	Clearing			
Level 1	1-6,999			\$750.00
Level 2	7,000 >			\$1,650.00
Level 3: conversion	Converts ¾ of an acre (32,670 sf) or more of vegetation to lawn/landscaped areas or converts 2.5 acres (108,900 sf) or more of native vegetation to pasture.			\$2,800.00
¹ New, replaced, or new plus replaced hard surface per square feet.				
² Cut or fill in cubic yards whichever is greater.				

City of Stanwood	Included within the 6% civil fee	50-499	\$250.00
		500-1,000	\$500.00
		>1,000	\$750.00

Whatcom County	<10,000	\$420.00	
	=>10,000	\$120.00 + \$120/10,000	
	5 acres	\$120 + \$120/5 acres	

Proposed Fee	Drainage ¹		Grading ²	Fee	Plan Review	Inspections
Level 1 (a): Drainage only	1-1,999			\$350.00	1 hour	1 hour
Level 1 (b) Grading only			1-500	\$350.00	1 hour	1 hour
Level 1 (a) and (b)	1-1,999	and	1-500	\$725.00	2 hours	3 hours
Level 2 ³	2,000-4,999	and	0-500	\$1,200.00	3 hours	5 hours
Level 3 ⁴	5,000-9,999	and/or	501-4,999	\$2,400.00	8 hours	8 hours
Level 4 ⁴	10,000-39,999	and/or	5,000-14,999	\$4,800.00	12 hours	20 hours
Level 5 ⁴	40,000-99,999	and/or	15,000-69,999	\$12,000.00	16 hours	64 hours
Level 6 ⁴	100,000 >	and/or	70,000 >	\$25,000.00	30 hours	136 hours
Proposed Fee	Clearing					
Level 1	1-6,999			\$750.00	2 hours	3 hours
Level 2 ⁵	7,000 – 32,669			\$1,200.00	3 hours	5 hours
Level 3 ⁶	32,670 – 65,339	0.75 – 1.49 acres: Native vegetation to lawn/landscape/pasture		\$1,700.00	4 hours	7 hours
Level 4 ⁶	65,340 – 108,889	1.5 - 2.49 acres: Native vegetation to lawn/landscape/pasture		\$2,200.00	6 hours	8 hours
Level 5 ⁶	108,900 - 217,779	2.5 – 4.99 acres: Native vegetation to lawn/landscape/pasture		\$2,800.00	8 hours	10 hours
Level 6 ⁶	217,800 or more	5 acres or more: Native vegetation to lawn/landscape/pasture		\$3,200.00	8 hours	13 hours

¹ New, replaced, or new and replaced hard surface per square feet.

² Cut and/or fill in cubic yards whichever is greater.

DRAINAGE and GRADING - LEVEL 1

Stormwater Pollution Prevention Plan required (SWPPP).

³**DRAINAGE and GRADING LEVEL 2**

¹ Inside the NPDES area 2,000 square feet or more: Drainage Plan meeting the Minimum Requirements 1-5.

¹ Outside the NPDES area 4,000 square feet or more: Drainage Plan meeting the Minimum Requirements 1-5.

⁴**DRAINAGE and GRADING - LEVEL 3 - 6**

¹ Inside the NPDES area 5,000 square feet or more: Engineered Drainage Plan meeting the Minimum Requirements 1-9.

¹ Outside the NPDES area 10,000 square feet or more: Engineered Drainage Plan meeting the Minimum Requirements 1-9.

CLEARING - LEVEL 1

Stormwater Pollution Prevention Plan required (SWPPP).

⁵**CLEARING - LEVEL 2**

Inside the NPDES area clearing 7,000 square feet or more: Drainage Plan meeting the Minimum Requirements 1-5.

Outside the NPDES area clearing 14,000 square feet or more: Drainage Plan meeting the Minimum Requirements 1-5.

⁶**CLEARING - LEVEL 3 - 6:** Engineered Drainage Plan meeting the Minimum Requirements 1-9.

In comparing costs with the other jurisdictions and the amount of hours approximated for each level above the Snohomish County model provides a clear path for project cost. The proposed fees identified above are based on staff hours to perform the work.

For example: a Level 1 (a) drainage only requires approximately 1 hours of staff time to process, review and inspect the project while a Level 6 requires approximately 136 hours of staff time.

The current Skagit County fees for Stormwater Drainage Review, Grading and Clearing does not cover the actual cost of staff time and should be increased to cover all costs related to the work performed.

CURRENT PLANNING

The current costs of publication far exceed the \$150.79 that is charged per publication and many permits have multiple publications. The average cost of a single publication is \$260.00 to \$290.00 and the balance that is remaining is charged back to the citizen. Recovering the cost takes additional staff time that is not recouped and frustration for the citizen. PDS proposes charging \$300.00 per publication and including it in the Land Use fees, this will provide for additional staff efficiency and greater transparency.

On the surface the current planning fees are in line with the neighboring jurisdictions. The exception is that the fees are not consistent internally for the same application types.

As mentioned, before there is a lack of transparency for the citizens due to additional fees not easily identified. The additional fees include the cost of publications, Water Resource Review, Natural Resource Review, Public Works Review, Land Disturbance Review, Fire Review, Public Health Water, and Septic Review and recording fees. The additional costs exceed \$1,200 on top of the cost of the Land Use or Land Division Permit. PDS is proposing a revision to how the fees are presented in the fee structure, and this is outlined below in “ADDITIONAL FEES”.

Proposed revisions to the Land Use and Land Division Application Types are as follows:

1. The CPI for 2023 was 3.4%, PDS proposes that 3% be added to the following permit fees and round up to the nearest 50. PDS has heard from many citizens, contractors and staff regarding the fees and the recurring comments all have to do with the fees not being an even number. PDS is proposing that any fee updates moving forward be rounded up to the nearest 50.
2. As mentioned above there are fees that are not consistent between Natural Resources Application Types and Current Planning Application Types. Due to the amount of staff time that it takes to process an application that goes in front of the Hearing Examiner, PDS proposes that all application types that require a Hearing Examiner Decision follow the same fee structure.
3. Forest Practice Conversions have public noticing requirements and PDS is proposing to increase the fee to accommodate for staff time.
4. An Administrative Special Use Permit and Administrative Variance have the same process and PDS is proposing that the fees match.
5. Although most of the fees fall in line with neighboring jurisdictions there are some of the planning fees that do not cover staff time to perform the work. The fee proposal is based on the amount of staff time to perform the specific function along with permit processing time. Some of the fees have been revised to reflect a consist fee structure for the same amount of work required.
6. Recording fees are the responsibility of the applicant and are not included.

The fees below are based on estimated times. If the time to process the decision exceeds the estimate, additional fees will be added at the current staff hourly rate.

LAND USE	Current Fee	Staff Hours	Proposed Fee	Publications	Total Fee
Administrative Decision	\$943.49	6.5	\$1,000		\$1,000
Administrative Interpretation	\$943.49	6.5	\$1,000		\$1,000
Appeal Code Enforcement Action to Hearing Examiner	\$275.60	6	\$900	\$600	\$1,500
Hearing Examiner Reconsideration	\$202.18	3	\$450	\$300	\$750
Appeal to Hearing Examiner	\$1,123.20	10	\$1,500	\$600	\$2,100
Appeal to County Commissioners	\$561.60	5	\$750	\$300	\$1,050
LAND USE CONT.	Current Fee	Staff Hours	Proposed Fee	Publications	Total Fee
Development Agreement	\$5,660.93	39	\$5,850		\$5,850
Environmental Impact Statement (EIS)	\$134.78/hr.		\$150/hr.		Actual Cost + Staff time
Forest Practice Conversion	\$1,347.84	14	\$2,100	\$600	\$2,700
Forest Practice Conversion Open Harvest	\$1,347.84	9	\$1400		\$1400
Forest Practice Residential Moratorium Waiver	\$2,021.76	14	\$2,100	\$300	\$2,400
<i>Forest Practice Moratorium Waiver – Hearing Examiner</i>	<i>\$2,021.76</i>	<i>31</i>			<i>Remove</i>
Hazard Tree Removal	\$134.78	1	\$150		\$150
Land Use Permit Minor Revision	\$134.78/hr.	6	\$900		\$900
<i>Land Use Review of Public Water System</i>	<i>\$280.80 + consultant</i>				<i>Remove</i>
Lot Certification – Standard	\$134.78/hr.	4	\$600		\$600
Lot Certification – Reasonable Use Exception	\$336.96	5	\$750	\$600	\$1,350
Pre-Application Meeting	\$539.14		\$600		\$600
Pre-Development Meeting	\$0.00		No change		
SEPA	\$673.92	SEPA is a project action and should be included with the permit cost			\$700
<i>SEPA Addendum</i>	<i>\$269.57</i>	<i>Does not cover staff time or publication costs</i>			<i>Remove</i>
Administrative Special Use Permit	\$2,830.46	20	\$3,000	\$600	\$3,600
Special Use Permit Hearing Examiner	\$3,369.60	31	\$4,750	\$900	\$5,650
Special Use Permit BOCC	\$8,491.39	66	\$9,900	\$900	\$10,800

Special Use Permit – Temporary Dwelling	\$673.92	5	\$750	\$600	\$1,350
Shoreline Letter of Exemption	\$539.14	4			\$600
<i>Shoreline Letter of Exemption/ no site visit</i>	<i>\$269.57</i>	<i>Does not cover staff time</i>			<i>Remove</i>
Shoreline Substantial Development	\$4,582.66	31	\$4,750	\$1,200	\$5,950
Shoreline Variance/CUP/Map Amendment	\$4,582.66	31	\$4,750	\$1,200	\$5,950
Variance - Administrative	\$2,830.46	20	\$3,000	\$600	\$3,600
Variance – Hearing Examiner	\$4,582.66	31	\$4,750	\$900	\$5,650
Variance – County Commissioners	\$4,582.66	31	\$4,750	\$600	\$5,350
LAND USE CONT.	Current Fee	Staff Hours	Proposed Fee	Publications	Total Fee
<i>Water System Plan Review (CWSP)</i>	<i>\$333.84</i>				<i>Remove</i>
Wireless Eligibility Facility Determination	\$132.29	3	\$450		\$450

7. Long Subdivisions, Short Plats, Binding Site Plans, and URDP.
- a. When reviewing the previous fee resolutions, specifically February of 2009, it became evident that planning fees have not been increased to keep up with the cost of inflation and the cost of doing business. Below are a few examples.
 - i. 2009 – URDP 5 or more lots: \$8,500 / 2023 - URDP 5 or more lots: \$9,569.66.
 - ii. 2009 – Short Plat 1-4 lots: \$3,500 / 2023 – Short Plat 1-4 lots: \$4,043.52
 - iii. If these examples above had kept up with the cost of inflation of 86.64% since 2010 the fees would look like the following:
 1. 2023 - URDP 5 or more lots: \$15,864.40
 2. 2023 – Short Plat 1-4 lots: \$6,532.40
 - b. All processes to create 1-4 lots take the same amount of staff time to process and should have the same fee structure.
 - c. Subdivisions of 5-9 lots have the same publication and posting requirements and the same fee structure is proposed.
 - d. All subdivisions of 10 lots or more require the same amount of staff time and the fee structure should reflect the cost.
 - e. Recording fees are the responsibility of the applicant and are not included.
8. An interesting item to note is that there are a few fees below that have a higher cost than staff time dictates. PDS proposes that these fees decrease to match staff time.

LAND DIVISION	Current Fee	Staff Hours	Proposed Fee	Publications	Total Fee
Boundary Line Adjustment	\$336.96	6	\$900		\$900
Binding Site Plan 1-8	\$8,491.39	43	\$6,500	\$300	\$6,800
Binding Site Plan 9 or more	\$8,491.39	66	\$9,900	\$900	\$10,800
Short Land Division 1-4	\$4,043.52	43	\$6,500		\$6,500

LAND DIVISION CONT.	Current Fee	Staff Hours	Proposed Fee	Publications	Total Fee
Long Land Division 5 or more	\$5,660.93	50	\$9,900	\$900	\$10,800
<i>BSP Final Plat Approval</i>	<i>\$264.58/acre</i>			<i>\$600</i>	<i>Remove</i>
Final Land Division/BSP Approval	\$264.58/lot	6	\$900+\$150/lot	\$600	\$1,500+\$150/lot
Alteration of Final Short Land Division/BSP	\$264.58/lot	4	\$900+\$150/lot	\$600	\$1,500+\$150/lot
Alteration of Final Long Land Division	\$661.44	6	\$900+\$150/lot	\$900	\$1,800+\$150/lot
Vacation of Land Division/BSP	\$264.58/lot	4	\$900+\$150/lot	\$600	\$1,500+\$150/lot

ADDITIONAL FEES

Along with the permit fees above, additional review or permit fees may apply based on the proposed project.

ADDITIONAL FEES	Current Fee	Proposed Fee	Process/Permit
Administrative Lot Certification	\$67.39	\$150.00	
Critical Area Evaluation	\$336.96	\$450.00	
Critical Area Review Land Divisions	\$808.70	\$1,200.00	
Fire Site and Access Review	\$104.73	\$150.00	
Public Works Land Use Review	\$145.32	\$145.32	
Public Works Review Land Division	\$145.32 per lot	\$145.32 per lot	
Water Resource Review	\$130.00	\$150.00	
WRIA 1 Water Review ¹	\$500.00	\$500.00	
Building Permit Fees			See Building fee schedule
Residential Site Plan Assessment	New Process	\$730.50	
Land Disturbance Activity Permit			See Land Disturbance fee breakdown
Public Health Water Approval ²			See Public Health fee schedule
Public Health Septic Approval ²			See Public Health fee schedule
Public Works Access Permit ²			See Public Works fee schedule
Recording Fees			See Auditor fee schedule

¹ If a Building Permit or Land Division using a drilled well, constructed after 6/27/2020 and located in WRIA 1, an additional \$500 fee is assessed.

² PDS charges \$150.00 per application to process Public Health, and Public Works Applications.

LONG RANGE PLANNING	Current Fee	Proposed Fee	Publications	Total Fee
Comp Plan Amendment – Site specific policy, map amendment or rezone	\$5,660.93	\$5,850	\$300	\$6,150
Skagit County Code Amendment	\$0.00	\$1,000	\$300	\$1,300

In researching the neighboring jurisdictions regarding long range planning fees, the results are varied which seems to be a continued theme.

1. The City of Arlington Comprehensive Plan Amendments are from \$750 to amend text or a land use ordinance to \$2,200 for a major amendment.
2. The City of Burlington Comprehensive Plan Amendments are from \$732 to amend text or a land use ordinance to \$7,320 for a major amendment.
3. The Island County Comprehensive Plan Amendments are from \$500 to amend text or a land use ordinance to \$5,000 for a major amendment.
4. The City of Mount Vernon Comprehensive Plan Amendments are from \$700 to amend text or a land use ordinance to \$1,000 for a major amendment.
5. The Snohomish County Comprehensive Plan Amendments are from \$1,555 to amend text or a land use ordinance to or \$3,555 for a major amendment.
6. The City of Stanwood Comprehensive Plan Amendments are \$800 to amend text or a land use ordinance to \$1,500 for a major amendment.
7. Whatcom County has a Comprehensive Plan Amendment or Development Regulation Amendment fee of \$8,800.

PROCESSING AND TECHNOLOGY FEES

In 2023 PDS costs for credit card and electronic check processing exceeded \$100,000 and Skagit County is the only jurisdiction in the area that does not pass the cost onto the applicant.

	Technology Fee	Credit Card Transaction Fee	Electronic Check Transaction Fee	Processing Fee
Skagit County Proposed Fees	\$25 per permit	3% per transaction	Actual Cost charged	
City of Arlington		3% per transaction	\$0.50 per transaction	\$25 per permit
City of Burlington	5% per permit			
Island County	3% per permit			
City of Mount Vernon	6% per permit			
Snohomish County	3% per permit			\$150-\$350
City of Stanwood	5% per permit			3.75% per transaction
Whatcom County	3% per permit			

1. The City of Arlington charges a credit card service fee of 3% per transaction, electronic check fee of \$0.50 per transaction and a flat rate processing fee per permit to cover the cost of technology.
2. The City of Burlington charges a total of 5% per permit. The assumption is that approximately 3% is used to offset the cost of credit card and electronic check transactions.
3. Island County charges 3% per permit.
4. City of Mount Vernon charges a total of 6% per permit. The assumption is that approximately 3% is used to offset the cost of credit card and electronic check transactions.
5. Snohomish County charges a total of 3% per permit and charges a processing fee of \$150 on residential permits and \$350 on commercial permits.
6. City of Stanwood charges a total of 5% per permit. Stanwood charges a convenience fee of 3.75% per transaction to offset the cost of credit card and electronic check transactions.
7. Whatcom County charges 3% per permit.

PDS is proposing a 3% charge for credit card transactions, electronic checks will be what Skagit County is charged by the vendor for processing and a \$25.00 per permit technology charge for offsetting the costs of maintaining and replacing electronic systems.

PDS conservatively estimates revenue will increase in 2025 by 30% and save \$100,000 in credit card transaction fees.

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