

**TOWN OF YARROW POINT
RESOLUTION NO. 306**

A RESOLUTION OF THE COUNCIL OF THE TOWN OF YARROW POINT SETTING
FORTH FEE REQUIREMENTS FOR VARIOUS SERVICES, PERMITS AND
APPLICATIONS WITHIN THE TOWN

WHEREAS, the Council desires to list all of the fees for various services, permits and applications within the Town in a single document; and

WHEREAS, certain fees are in need of changing since the Council adopted Resolution No. 297 on December 14, 2010; **NOW THEREFORE**,

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF YARROW POINT that the following fees are in effect within the Town of Yarrow Point, Washington:

Section 1. Street Fees

- a. **Right of Way Use Permit:** A \$387.50 plan review fee must be paid at the time of application submittal, and a \$150.00 permit fee must be paid prior to permit issuance. The total fee of \$537.50 may be paid at the time of application. The applicant will be charged at a rate of \$125 per hour for additional review or inspection costs.
- b. **Right of Way Performance Deposit:** A cash deposit to be established by the Town Engineer must be paid prior to issuance of a Right of Way Use Permit. The deposit guarantees restoration of the street, right of way or other Town property. It shall be retained for one year following completion of the work. No cash deposit is required for work performed by utility companies due to their public nature.
- c. **Encroachment Permit:** A \$1,875 fee must be paid at the time of application submittal. The applicant will be charged at a rate of \$125 per hour for additional review or inspection costs. An Encroachment Agreement must be signed before a notary public and recorded prior to permit issuance.
- d. **Pathway Repair Fee:** A \$1,250 fee per location for less than 25 square feet and a \$2,500 fee per location for greater than 25 square feet as measured by the Town Engineer must be paid for right of way use projects that disturb town pathways.
- e. **Construction Vehicle Fee:** As set forth in YPMC 12.31.010, the fee is equal to one percent (1%) of the value of the proposed project. Charged for all Demolition

Permits, all Site Development Permits and Building Permits for which the Town Engineer has determined based on the permit application materials that fill, gravel, concrete, asphalt, lumber or other similar bulk material will be transported to or from the site. This fee shall be waived for any applicant who can document to the Town Engineer’s satisfaction that the materials associated with the applicant’s project that would otherwise necessitate construction vehicle trips on the Town streets will be transported into and out of the Town via barge or other method.

Section 2. Building, Zoning and Subdivision Fees

- a. **Pre-Application Conference:** A \$1,250 fee must be paid at the time of application for all construction projects with an estimated project value of \$50,000 or greater. The conference is voluntary for all other construction projects.
- b. **Demolition and Structure Moving Permit:** Paid at the time of application submittal, the fee is \$937.50. For partial demolition of structures, the fee is \$312.50. A Demolition Permit may be obtained in conjunction with a Building Permit if indicated at the time of application and approved by the Town Building Official. Financial guarantees as determined by the Building Official may be required prior to permit issuance.
- c. **Building Plan Review Fee:** The fee is specified in the attached “Appendix A” schedule and is due at the time of application submittal. The fee is based on the estimated project value provided by the applicant. Estimated project valuations include the total value of work for which the permit will be issued including materials and labor. The applicant will be charged at a rate of \$125 per hour for additional review costs that may be associated with plan revisions. Additional review fees must be paid prior to permit issuance.
- d. **Building Permit:** As specified in the attached “Appendix A” schedule, the fee is due prior to permit issuance and is based on the project value as calculated by the Town Building Official using the following chart:

Living Space	\$300 per sq. ft.
Garage	\$150 per sq. ft.
Storage & Unconditioned	\$150 per sq. ft.
Covered Porch	\$120 per sq. ft.
Covered Patio	\$75 per sq. ft.
Uncovered Patio	\$20 per sq. ft.
Covered Deck	\$175 per sq. ft.
Uncovered Deck	\$75 per sq. ft.
Retaining Wall	\$40 per sq. ft.

An applicant may pay the permit fee at the time of application by providing an estimated permit valuation. Estimated permit valuations include the total value of work for which the permit is issued including materials and labor. Detailed estimates may be required. Final valuation shall be set by the Building Official. Any changes to project value that occur after the permit is issued must be reported. Additional fees resulting from a change in project value or additional inspection costs must be paid prior to issuance of a certificate of occupancy.

Fence Permit:

(1) Fence permit fee \$125.00 for fences 6'-0 in height and under as measured from adjacent finished grade. The State Building Code Council fee does not apply.

(2) Fences which exceed 6'-0 in height above adjacent finished grade require a building permit. Permit fee is based upon valuation. The State Building Code Council Fee applies.

Re-roof Permit: For the replacement of existing roofing materials, including the addition or replacement of plywood roof sheathing.

(1) Re-roof Permit Fee: \$100.00 for non-structural replacement of roofing materials, including the addition or replacement of roof sheathing. The State Building Code Council fee does not apply.

(2) Re-roof which includes changes to the building structure requires a Building Permit. Building Permit Fee will be based upon valuation. The State Building Code Council fee applies.

- e. **State Building Code Council Fee:** Charged for Building Permit applications only, \$4.50 is due at the time of application submittal.
- f. **Building Permit Extensions or Renewal:** Building Permits expire 18 months after the date of issuance. The fee to renew an expired Building Permit or extend an active Building Permit past the expiration date will be a percentage of the original permit fee paid at the time of permit issuance. The fee will be calculated by the Building Official based on the estimated percentage of inspections remaining. Fees for actual inspection costs must be paid prior to issuance of a certificate of occupancy.
- g. **Street Deposit:** If in the opinion of the Building Official, a construction activity likely will result in damage or dirt or other debris on the streets, the applicant must pay a \$3,750 deposit prior to permit issuance. Funds will be used for any necessary street cleaning or repairs and the remaining amount refunded.

- h. **Parking Deposit:** A \$1,250 parking deposit must be paid to ensure compliance with an approved parking plan. If a violation occurs and is not corrected within 10 minutes after a warning, a stop work notice will be posted and the entire deposit amount may be forfeited. If a deposit is forfeited, a new deposit must be posted prior to removal of the stop work notice. Repeated violations may result in the forfeiture of the building permit.
- i. **Refund of Deposits:** Refunds of any street performance deposit or street deposit parking deposit may be requested after final inspection approval. Applicants must request the refund in writing. Deposits will be refunded 180 days after final inspection. Any deposit not refunded after two years following final inspection will be remitted to the Washington State Department of Revenue as unclaimed property.
- j. **Temporary Certificate of Occupancy:** On request, the Town may issue a temporary certificate of occupancy if determined appropriate by the Town Building Official. A fee of \$395 must be paid prior to issuance.
- k. **Mechanical Permit:** Fees are per unit where applicable, are cumulative for each permit and apply to installation or relocation. Fees based on valuation are calculated using the attached “Appendix A” schedule. Inspections on any single item in excess of two trips will be charged at a rate of \$125 per hour. The fees are:

Permit Administration and Issuance	\$25
Minimum Permit Fee	\$87.50
Heat Pump or Air Conditioning Unit	\$87.50
Exhaust Fan or Appliance Vent	\$12.50
Gravity Type or HVAC System	\$87.50
Single Unit or System With Input in Excess of 150,000 BTU	<i>based on valuation</i>
Recirculating Hot Water Heating System Including Hydronic Systems and Boilers	\$87.50
Solar Heating Panels	<i>based on valuation</i>
Geothermal System	<i>based on valuation</i>
Gas Appliance	\$12.50
Hot Water Tank	\$87.50
Gas Piping System	\$87.50

- l. **Fire Sprinkler Permit:** A \$117.50 fee must be paid at the time of application.
- m. **Water Service Line Permit:** For the installation of a water line from a water meter to a structure, the fee is \$87.50 and must be paid at the time of application.

- n. **Appeal of Building Official Determination:** A \$312.50 fee must be submitted with a written appeal prior to scheduling of a hearing. Any additional costs incurred by the Town to process and hear the appeal will be billed to the applicant following the hearing. If it is determined that the Building Official was in error, all fees will be refunded.
- o. **Variance Fee:** A \$2,500 fee must be paid at the time of application submittal. Any additional costs incurred by the Town to process and hear the Variance request will be billed to the applicant following the hearing.
- p. **Boundary Line Adjustment Fee:** A \$1,250 fee must be paid at the time of application submittal. Any additional costs incurred by the Town to process the boundary line adjustment must be paid prior to document recording.
- q. **Subdivision and Short Plat Fees:**
 - (1) Preliminary Approval: A \$1,250 fee must be paid at the time of application submittal.
 - (2) Final Approval: A \$312.50 fee per each new lot and additional costs not previously collected must be paid prior to the recording of the Subdivision or Short Plat. The Town will refund any fees paid in excess of actual processing costs.
- r. **Shoreline Substantial Development Permit:**
 - (1) Shoreline Substantial Development Exemption: A \$312.50 fee must be paid at the time of application. Any additional cost to process the application will be billed to the applicant.
 - (2) Shoreline Substantial Development Permit: A \$1,250 fee must be paid at the time of application. Any additional cost to process the application will be billed to the applicant.
- s. **SEPA Threshold Determination Fee:** If a determination is required, a \$1,250 fee must be paid. Any additional cost to process the application will be billed to the applicant.
- t. **Site Development Permit:**
 - (1) Level 1- Single Family Residence

A \$1,875 fee must be paid at the time of application submittal. Additional review costs must be paid prior to permit issuance. Any additional inspection costs must be paid prior to receiving final approval.

(2) Level 2- Other

A \$500.00 fee must be paid at the time of application submittal. Additional review costs must be paid prior to permit issuance. Any additional inspection costs must be paid prior to receiving final approval.

- u. **Special Use Permit:** For wireless communication facilities only, the permit fee is \$3,125. The fee must be paid at the time of application submittal. Any additional cost to process the application must be paid prior to permit issuance.

Section 3. Administrative Fees

- a. **Copies:** \$0.15 per page.
- b. **Copies of Audio Records:** \$5 per CD.
- c. **Oversized Copies:** All costs related to copying.
- d. **Postage:** As determined at the time of mailing.
- e. **Permit Packets:** \$5 per packet.
- f. **NSF Checks:** \$20 or current bank service charge.
- g. **Document Recording:** As determined by the King County Recorder's Office.

Section 4. Parking Permit

Yarrow Point residents owning real property abutting NE 38th Street between 94th Avenue NE and 95th Avenue NE, commonly known as "Sally's Alley" may apply for a zone parking permit for up to two personal use vehicles owned and registered to the property owner. The annual fee is \$10 per permit.

ADOPTED by the Council of the Town of Yarrow Point on this 14th day of December, 2010.

TOWN OF YARROW POINT

By: _____
David K. Cooper, Mayor

ATTEST/AUTHENTICATED:

By: _____
Anastasiya Mishkova, Clerk-Treasurer