



**RESOLUTION 2017-051**

**ADOPTING A SCHEDULE OF FEES AS AUTHORIZED BY THE CITY ZONING AND COMMUNITY DEVELOPMENT CODE, ESTABLISHING FEES FOR MISCELLANEOUS CITY SERVICES AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, the Sherwood Municipal Code authorizes certain administrative fees and charges to be established by Resolution of the City Council; and

**WHEREAS**, the City performs and offers certain services, the cost of which are most reasonably borne by the recipient, as opposed to paying for said services from general City funds; and

**WHEREAS** the City Manager has developed a set of administrative fees and charges for the Council and City to use when assessing general fees for permits, applications, and services, and recovering general costs of performing actions requiring oversight and administration by City staff; and

**WHEREAS**, the City Council believes it is most appropriate and fiscally responsible that fees and charges for all services be set by the City Council, and at a level whereby reasonable costs are recovered; and

**WHEREAS**, the City has met the requirement for providing an opportunity for public comment prior to the adoption of this fee resolution as required by ORS 294.160.

**NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:**

**Section 1. Adoption:** The City of Sherwood Rates and Fees Schedule, attached hereto as Exhibit A, is hereby approved and adopted, and supersedes all prior development fee and charges schedules and miscellaneous fee schedules.

**Section 2. Effective Date:** This Resolution shall become effective July 1, 2017.

**Duly passed by the City Council this 20th day of June 2017.**

  
Krisanna Clark, Mayor

Attest:

  
Sylvia Murphy, MMC, City Recorder



*Home of the Tualatin River National Wildlife Refuge*

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## **The City of Sherwood, Oregon Master Fees and Charges**

Exhibit A

Resolution: 2017-051

Adopted: June 20, 2017

Effective: July 1, 2017

Also available online at  
[www.sherwoodoregon.gov](http://www.sherwoodoregon.gov)





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# SECTION 1: GENERAL

## SECTION 1: GENERAL CHARGES FOR SERVICE

### A) Staff Rates:

The following fees shall be charged for the services of City Staff.

1. For individuals listed on the salary schedule.
  - Fully loaded hourly rate applicable at time of service.

### B) Business License:

*Persons conducting business with the City of Sherwood and who are subject to being licensed under the provisions of sections 5.04 shall pay a business license fee.*

1. Business - Inside Sherwood \$75 plus \$6 per employee working more than 20 hours per week.
2. Business - Outside Sherwood \$107.50 plus \$6 per employee working more than 20 hrs per week.
3. Temporary license Fee is the same as a regular business license.
4. Late fee for renewals \$5 per month or portion of a month late.
5. Violation of provision Up to \$250 per violation.

### C) Liquor License:

*The Oregon Liquor Control Commission (OLCC) solicits the city's recommendation on applications for new, renewed, or changed liquor licenses. (ORS 471.164- 471.168)*

- |  |       |
|--|-------|
| 1. Original application                        | \$100 |
| 2. Temporary license                           | \$35  |
| 3. Change in ownership, location, or privilege | \$75  |
| 4. Renewal of license                          | \$35  |

### D) Franchise Fees, Privilege Taxes, and Other Associated Fees

D.1. Franchise Fees (as set by franchise agreements):

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1.) <u>Cable and Broadband Services</u><br/>Frontier<br/>5% of gross revenue<br/>Ordinance No. 2007-008 Exp. 10/31/22</li> <li>3.) <u>Cable and Broadband Services</u><br/>Comcast<br/>5% of gross revenue<br/>Resolution No. 2000-857 Exp. 9/5/26</li> </ol> | <ol style="list-style-type: none"> <li>2.) <u>Natural Gas</u><br/>Northwest Natural Gas<br/>5% of gross revenue collected<br/>Ordinance No. 2006-016</li> <li>4.) <u>Garbage/Solid Waste</u><br/>Pride Disposal<br/>5% of gross revenue<br/>Ordinance No. 98-1049 Exp. 11/1/19</li> </ol> |
|--|---|

D.2. Privilege Taxes and Associated Fees:

*Privilege tax payments shall be reduced by any franchise fee payments received by the City, but in no case will be less than \$0.00.*

1)	License application fee	\$50
2)	<u>Telecommunications Utilities (as defined in ORS 759.005)</u> Privilege tax: 7% of gross revenues as defined in ORS 221.515.	
3)	<u>Utility Operators that provide service within the city (as defined in SMC 12.16.120.A.1)</u> <u>Not Listed Above</u> Privilege tax: 5% of gross revenues.	



## SECTION 1: GENERAL

4)	<u>Utility Operators that do not provide service within the city (as defined in SMC 12.16.120.A.2)</u>	<u>\$2.90/Lineal foot or \$4,000 whichever is greater</u>
5)	<u>Utility Operators limited to facilities mounted on structures in the Right of Way (as defined in SMC 12.16.120.A.3)</u>	<u>\$5,000 per structure</u>

### E) Public Record Fees:

- 1.) Copies of Finance documents
  - Budget \$40 per copy
  - Comprehensive Annual Financial Report (CAFR) \$25 per copy
- 2.) Copies of planning documents
  - Comprehensive plan \$25 per copy
  - Local wetland inventory \$25 per copy
  - Master plans \$25 per copy
- 3.) Copies of Maps
  - 8 ½ x 11 black and white \$3 per copy
  - 8 ½ x 11 color \$5 per copy
  - 11 x 17 black and white \$6 per copy
  - Small size color 11 x17 \$10 per copy
  - Quarter section aerial \$125 per copy
  - Full size color up to 36 x 48 \$25 per copy
- 4.) General Service Copies
  - Copying \$.15 per single side
  - Copying \$.25 per double side
  - 24 x 36 large format plotter \$4 per sheet
- 5.) Audio and video tape copies  
(City Council meeting tapes can be viewed onsite at no charge – contact City Recorder’s office)
  - Audio \$25 each
  - Video \$25 each
  - Data disk \$25 each
- 6.) Document Research
  - Billed in 15 minute increments (see Section 1A)
  - Plus the cost of copying
- 7.) Faxing \$2 plus \$1 per page
- 8.) Lien search fee \$10 per lot
- 9.) NSF check charges \$25 per occurrence
- 10.) Notary fee \$10 per signature

## **SECTION 2: LIBRARY**

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### **SECTION 2: LIBRARY FINES AND FEES**

#### **A) General Fees:**

1.	Damaged/lost material	based on extent/\$5 processing fee
2.	Overdue materials (except juvenile materials)	\$0.25 per day
3.	Non-resident card	\$140.00 annually
4.	Computer & wireless printing	\$0.10 per page
5.	Replacement library card	\$1.00 per card
6.	General copies on the public copier	\$0.10 per page
7.	USB Drive	\$6.00
8.	Headphones	\$2.00

## SECTION 3: POLICE

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### SECTION 3: POLICE FINES AND FEES

#### (A) Police Reports:

- |                     |      |            |
|---------------------|------|------------|
| 1. Copies of report | \$20 | per report |
| 2. Audio recordings | \$25 | per disc   |

#### (B) Vehicle Impound:

*Whereas, state law and Sherwood municipal codes, as defined in SMC 8.04.060, that authorizes police officers to impound an abandoned vehicle or a vehicle that is disabled, discarded, or hazardously located.*

- |                                  |       |             |
|----------------------------------|-------|-------------|
| 1. Police impounded vehicle fees | \$125 | per vehicle |
|----------------------------------|-------|-------------|

#### (C) Parking Violation Fees:

- |  |      |
|--|------|
| 1. No parking (anytime) zone                 | \$20 |
| 2. Obstructing streets or sidewalks          | \$20 |
| 3. Double parking                            | \$20 |
| 4. Blocking driveway                         | \$20 |
| 5. Parking in bus zone                       | \$20 |
| 6. Parking in loading zone                   | \$20 |
| 7. Parking on wrong side of street           | \$20 |
| 8. Parking along yellow curb or in crosswalk | \$20 |
| 9. Parking over space line                   | \$20 |
| 10. Parking over time limit                  | \$20 |

#### (D) Miscellaneous Police Fees:

- |  |         |                       |
|--|---------|-----------------------|
| 1. Copies of photographs (12 exposure)       | \$15    | plus processing costs |
| 2. Copies of digital photographs/photo files | \$25    | per disc              |
| 3. Fingerprinting                            | \$25.40 | per card              |
| 4. Records/Background checks                 | \$15.24 | per request           |

## SECTION 4: MUNICIPAL COURT

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### SECTION 4: MUNICIPAL COURT FINES AND FEES

#### A) Court Fees:

1.	Failure to appear – arraignments	\$50
2.	Failure to appear – trials	\$150
3.	Failure to comply	\$20
4.	Turned over to collection agency ( <i>Not to exceed \$250</i> )	25% of the amount owed
5.	Set-up fee for citation time payment plan ( <i>Not to exceed \$250</i> )	25% of the amount owed
6.	Vehicle compliance program – administrative fee	\$35
7.	License reinstatement fee	\$50
8.	Seatbelt Diversion Program	\$40
9.	Traffic School Diversion Programs	
	• Class A	\$285
	• Class B	\$155
	• Class C	\$80
	• Class D	\$45
10.	Suspension fee	\$70
11.	Fireworks Diversion Program	
	• Firework Diversion Fee	\$100

#### B) Dog Fees:

1.	Animal noise disturbance	\$250
2.	Animal waste on public or another's private property	\$250

## SECTION 5: PARKS & RECREATION

### SECTION 5: PARKS & RECREATION CHARGES FOR SERVICES

The following fees shall be charged for the Parks & Recreation activities of the City:

<b>A) Player Fees:</b>	<b><u>Resident</u></b>	<b><u>Non-Resident</u></b>
• Sherwood youth	\$15	\$20
• Adult leagues	\$15	\$20
a) All fees are per player and per season		
b) Youth fees include SFPA, SJBO, SBO, SYSC, SVB, SYLC, SYTC, and SYFA		
<b>B) Athletic Field User Charges:</b>		
<b><u>Natural Turf</u></b>	<b><u>Non-Peak (8am -3pm)</u></b>	<b><u>Peak (3pm – dark)</u></b>
• Group reservations-Non profit	\$25/hour	\$45/hour
• Group reservations-For profit	\$35/hour	\$55/hour
• Private reservations-resident	\$15/hour	\$20/hour
• Private reservations-non-resident	\$20/hour	\$25/hour
• Light Fee	\$25/hour	\$25/hour
<b><u>Artificial Turf</u></b>	<b><u>Non-Peak (8am -3pm)</u></b>	<b><u>Peak (3pm – dark)</u></b>
• Commercial/for profit-Resident	\$65/hour	\$85/hour
• Commercial/for profit-Non-resident	\$75/hour	\$100/hour
• Non-profit-Resident	\$40/hour	\$65/hour
• Non-profit-Non-Resident	\$45/hour	\$65/hour
• Private reservation-Resident	\$50/hour	\$65/hour
• Private reservation-Non-Resident	\$65/hour	\$80/hour
• Light Fee	\$25/hour	\$25/hour
<b><u>High School Stadium/Turf</u></b>	<b><u>Resident</u></b>	<b><u>Non Resident</u></b>
• Practice time - youth	\$20/hour	\$40/hour
• Practice time - all others	\$50/hour	\$75/hour
• Games – youth	\$25/game	\$50/game
• Games - all others	\$60/game	\$80/game
• Light fee	\$25/hour	\$25/hour
• Open/close facility	\$30/hour (1 hr. min)	\$30/hour (1 hr. min)
<b><u>Snyder Park Tennis Court</u></b> – Camp/Tournament	\$25/hour	\$35/hour
<b><u>Snyder Park Concessions Stand</u></b>	\$20/day or \$100/mth	N/A
<b><u>Tournament fee</u></b>		
• Resident	Covered under per player/per season league fee	
• Non-resident	\$80/Hour	
• Sherwood youth league	Covered under per player/per season league fee	
• Sherwood adult league	Covered under per player/per season league fee	
• Light Fee	\$25/hour	
<b><u>Gym Fees</u></b>	<b><u>Resident</u></b>	<b><u>Non Resident</u></b>
• Drop in gym programs	\$3/per person	\$6/per person
• Commercial – for profit	\$60/hour	\$80/hour
• Non-profit groups	\$30/hour	\$50/hour
• Private reservations	\$40/hour	\$60/hour
• Opening/Closing of Facility	\$30/Hour (1 hr. Min)	\$30/Hour (1 hr. Min)
<b>C) Robin Hood Theater Sign:</b>	\$15/per day (\$60 Minimum)	

## SECTION 5: PARKS & RECREATION

<b>D) Picnic Shelter:</b>	<b><u>Resident</u></b>	<b><u>Non Resident</u></b>
• Rentals	\$45/4 hour or \$90 day	\$65/4hour or \$135/day
<b>E) Amphitheater Rental:</b>	\$75/4hour or \$150/day	\$100/4hour or \$200/day
When reserving the Amphitheater you must also reserve the picnic shelter		
<b>F) Field House Fees:</b>		
<b><u>Team Fees</u></b>		
• Adult team	\$500 plus a \$50 late fee if not paid by the due date	
• Youth team	\$500 plus a \$25 late fee if not paid by the due date	
<b><u>Player Cards</u></b>		
• Adult player cards		\$10
• Youth player cards		\$7
<b><u>Rental Fees</u></b>		
• Day time fees (7 a.m. – 3 p.m.)		\$40/hour
• Evening fees (3 p.m. – midnight)		\$75/hour
<b><u>Open Play Fees</u></b>		
• Pre-school play fees		\$3/per child
• 10 play punch card		\$25
• Adult open play fees		\$5/per person
<b><u>Birthday Parties</u></b>		\$150
<b><u>Party Room Rental</u></b>		\$25/hour
<b><u>Concessions and Merchandise</u></b>		Varies
<b>G) Special Event Fees</b>	<b><u>Resident</u></b>	<b><u>Non Resident</u></b>
Permit Fees		
• Non-Profit Fee	\$75	\$125
• For-Profit Fee	\$150	\$200
Street Closure for Special Event		
• Non-Profit Fee	\$125/day per block	\$150/day per block
• For-Profit Fee	\$175/day per block	\$200/day per block
Street Closure for Festival (more than four blocks)		
• Non-Profit Fee	\$400/day	\$425/day
• For-Profit Fee	\$450/day	\$475/day
<b>H) Film Permit</b>		
• Small productions (no street closures, staging, city services, or park closures)		\$250 per day
• Large production (requires street closure, city services, staging, etc.)		\$1,000 per day

## SECTION 5: PARKS & RECREATION

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### I) Marjorie Stewart Center Fees:

	Resident Non-Prof	Non-Res Non-Prof	Resident	Non- Resident
<b>Facility Rentals</b>				
• Dining Room (2 hr minimum)	\$45/hr	\$55/hr	\$75/hr	\$85/hr
• Large Classroom	\$30/hr	\$35/hr	\$55/hr	\$65/hr
• Small Classroom	\$20/hr	\$25/hr	\$30/hr	\$35/hr
• Lounge	\$20/hr	\$25/hr	\$35/hr	\$40/hr
• Kitchen-Catering (2 hr minimum)	\$15/hr	\$20/hr	\$25/hr	\$30/hr
• Full Kitchen with Dining Room (2 hr minimum)	\$75/hr	\$100/hr	\$125/hr	\$140/hr
• Full Kitchen – Commercial	\$50/hr	\$60/hr	\$75/hr	\$85/hr
<b>Refundable Cleaning &amp; Security Deposit</b>				
• Dining Room & Kitchen				\$500
• Lounge, Large Classroom, Small Classroom)				\$100
• Key Deposit				\$75
<b>Program Fees:</b>				
• Lunch Program				\$4/meal
• Facility Monitor				\$15/hr

A fully refundable deposit will be required for facility rentals and must be submitted to secure the facility rental. Events may require Facility Monitors as determined by Manager.

\*The City will honor current contracts and rates through the end of the term or through December 31, 2017, whichever comes first.

## SECTION 5: PARKS & RECREATION

### J) Sherwood Center for the Arts Fees:

#### Facility Rentals

**Main Hall Rates:** Main Hall rentals include use of dressing room & lobby, all seating & tables, and require a 2 hour minimum rental.

	<b>Resident Non-Prof</b>	<b>Non-Res Non-Prof</b>	<b>Resident</b>	<b>Non- Resident</b>
• <b>Presentation</b> - with seating for up to 400	\$105/hr	\$125/hr	\$175/hr	\$195/hr
• <b>Presentation</b> - during business hours	\$90/hr	\$110/hr	\$160/hr	\$180/hr
• <b>Empty Room</b> - with up to 10 chairs only	\$95/hr	\$115/hr	\$165/hr	\$185/hr
• <b>Empty Room</b> - during business hours	\$80/hr	\$100/hr	\$150/hr	\$170/hr
• <b>Small Banquet</b> – for under 100 guests	\$105/hr	\$125/hr	\$175/hr	\$195/hr
• <b>Small Banquet</b> - during business hours	\$90/hr	\$110/hr	\$160/hr	\$180/hr
• <b>Banquet</b> – for 100+ people	\$115/hr	\$135/hr	\$185/hr	\$210/hr
• <b>Banquet</b> – during business hours	\$100/hr	\$120/hr	\$170/hr	\$195/hr

**Equipment:** fees are one-time charges based on usage as listed

• <b>Kitchen</b>	\$50
• <b>Patio</b> (charged when furniture and/or accessories are used outside)	\$125
• <b>Pipe &amp; Drape system</b>	\$175
• <b>Carnival Games</b> (charged per game, per day of use)	\$35/ea
• <b>Stage Riser</b>	\$100
• <b>Basic AV</b> (Sound & Lights controlled from floor, mic, screen, projector and podium)	\$50
• <b>Advanced Tech</b> (Main Hall only - Live musicians, additional mics, monitors, light refocus/ hang) Requires an AV Technician for the event	\$120
• <b>Portable Projector</b>	\$30

#### Staff Charges:

• <b>Facility Monitor</b>	\$15/hr
• <b>AV Technician</b>	\$30/hr

#### Other areas to rent:

• <b>Classroom</b>	\$30/hr	\$35/hr	\$40/hr	\$45/hr
• <b>Classroom</b> - during business hours	\$15/hr	\$20/hr	\$25/hr	\$30/hr

Classroom rentals include use of classroom furniture & whiteboard, and can accommodate 25 in chair rows, or 16 at tables. Minimum 2 hour rental.

• <b>Lobby</b>	\$60/hr	\$65/hr	\$70/hr	\$75/hr
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Lobby rentals include tables and chairs. Minimum 2 hour rental required.

A fully refundable deposit in the amount of \$200 will be required for standard facility rentals and must be submitted to secure the facility rental. For rentals under \$200 in total fees, a deposit of \$50 must be submitted to secure the facility rental. For rentals under \$50 in total fees, full payment must be submitted to secure the facility rental. Events may require additional Facility Monitors as determined by Manager.



## SECTION 5: PARKS & RECREATION

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### Production Rentals

Base Rates:	Resident Non-Prof	Resident	Non-Resident Non Profit	Non- Resident
<ul style="list-style-type: none"> <li><b>Performance</b></li> </ul>	\$95/hr	\$105/hr	\$100/hr	\$110/hr

Performance hours include one half hour before "house open" and one half hour after "final curtain."

Production rentals have a minimum requirement of 4 paid hours.

All production rentals include:

- Theater seating for up to 400
- Dressing room
- Lobby
- 2 hours of rehearsal and prep time on the day of the rental.

Productions Rentals with 2 days or more of performances will *additionally* include:

- 12 hours of rehearsal time
- 6 designated hours of technical load-in time

**Additional Rehearsal & Prep Hours** – any hours that the facility is being used in *addition* to included prep and rehearsal hours:

• <b>Rehearsal &amp; Prep</b>	\$55/hr	\$60/hr	\$58/hr	\$63/hr
• <b>Rehearsal &amp; Prep</b> - during business hours	\$40/hr	\$45/hr	\$43/hr	\$48/hr

### Amenities and Staffing:

• <b>Additional Facility Monitor</b>	\$15/hr			
• <b>Light and/or Sound Technician</b>	\$15-\$30/hr*	*Based on required skill level		
• <b>Classroom(s)</b>	\$20/day	as additional dressing room		
• <b>Tech Usage</b> (lights and sound)	\$100	Per day of use		
• <b>Lift Usage</b>	\$200**	Per production		
		**Must provide operator certification		

A fully refundable deposit in the amount of \$500 will be required for production rentals and must be submitted to secure the facility rental.

Events may require additional Facility Monitors as determined by Manager.

### Classes, Activities and Events

- Fees for Events and Activities presented by the City of Sherwood will be designed to cover expenses associated with programs. Factors included in the base rate are: staff wages, facility operations, supplies & materials, advertising, and administration.
- Contracted program and class fees will cover total expenses. Instructors are paid a negotiated sum based on a percentage of the program fee.
- For programs and classes presented by the City of Sherwood, non-residents may be charged up to 1.5 times the base rate.

## SECTION 6: UTILITY CHARGES FOR SERVICE

### SECTION 6: UTILITY CHARGES FOR SERVICE

#### Water Utility Rates

##### RESIDENTIAL, MULTI-FAMILY, AND COMMERCIAL WATER SERVICE

A residential customer is defined as a customer whose meter service serves only one-single family dwelling unit. All dwelling units served by individual meters shall be charged the residential rate for service. For example, the residential rate shall apply where separate water meters provide service to each side of the duplex.

Multi-family customers are defined as customers whose meter services more than one dwelling unit. For the purposes of this rate resolution, dwelling unit shall be defined as any place of human habitation designed for occupancy based upon separate leases, rental agreements, or other written instruments.

Commercial customers are defined as customers whose meter is for any use other than residential and Multi-family. Some examples of commercial uses include, but are not limited to: schools, hospitals, restaurants, and service stations.

#### A) Residential and Multi-Family Rates

Customer Class/ Meter Size	Base Charge (\$/Month)	Consumption Rate (\$/100 gallons)	
		First 21,000	Over 21,000
5/8 - 3/4"	\$20.28	\$0.56	\$0.87
3/4"	\$22.88	\$0.56	\$0.87
1"	\$25.07	\$0.56	\$0.87
1-1/2"	\$44.56	\$0.56	\$0.87
2"	\$64.80	\$0.56	\$0.87
3"	\$130.38	\$0.56	\$0.87
4"	\$222.76	\$0.56	\$0.87
6"	\$462.44	\$0.56	\$0.87
8"	\$855.96	\$0.56	\$0.87
10"	\$1236.09	\$0.56	\$0.87

#### B) Commercial Rates

Customer Class/ Meter Size	Base Charge (\$/Month)	Consumption Rate (\$/100 gallons)	
		First 21,000	Over 21,000
5/8 - 3/4"	\$20.96	\$0.62	\$0.62
3/4"	\$23.66	\$0.62	\$0.62
1"	\$25.92	\$0.62	\$0.62
1-1/2"	\$46.07	\$0.62	\$0.62
2"	\$66.98	\$0.62	\$0.62
3"	\$134.77	\$0.62	\$0.62
4"	\$230.27	\$0.62	\$0.62
6"	\$478.00	\$0.62	\$0.62
8"	\$884.77	\$0.62	\$0.62
10"	\$1,277.68	\$0.62	\$0.62
Irrigation	Base Charge from above	\$0.87	\$0.87

## SECTION 6: UTILITY CHARGES FOR SERVICE

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### C) Fire Protection Service:

The following fees shall be charged for all applicable connections for automatic fire sprinklers, and fire hydrants service for private fire protection:

Customer Class/Meter Size	Base Charge
• 4" and under	\$32.52
• 6"	\$54.35
• 8"	\$77.17
• 10"	\$106.16
• Water service connection in ROW	Actual time and materials

### D) Hydrant Rentals:

#### Fire hydrant permits - mandatory for fire hydrant use

• Three month permit (plus water usage at current rate)	\$55.88
• Six month permit (plus water usage at current rate)	\$81.28
• Twelve month permit (plus water usage at current rate)	\$132.08
• Penalty for unauthorized hydrant use	\$500
• Penalty for using non-approved (un-inspected tank)	\$950
• Failure to report water usage (per day for period not reported)	\$15
• Hydrant meter - refundable deposit	\$1,180.00
• Hydrant meter – daily rental (plus water usage at current rate)	\$20.32
• Hydrant meter read – monthly reads	\$50.80
• Hydrant meter setup – Initial setup of meter on hydrant	\$50.80
• Flow testing of fire hydrants	\$162.56

### E) Account Activation and De-Activation:

#### Water Service on or off water at customer's request

• Deposit for application of service (Prior Collection Customers)	\$100
• New account fee	\$15.24
• First call – during office hours, Monday-Friday, except snowbird turnoffs	No Charge
• Activation after office hours and weekends	\$60.96
• Leaks or emergencies beyond customer control anytime	No Charge
• Second call	\$30.48
• Non-leak or emergency turn offs after office hours or weekends	\$50.80
• All snowbird/vacant turn offs	\$25.40

#### Water Service off and on for non-payment/non-compliance

• Turn on water during office hours, Monday through Friday	\$60.96
• After hours or weekends, an additional	\$101.60
• Meter tampering and/or using water without authority	\$60.96
• Broken promise turn off	\$60.96
• Door hangers	\$10.16 per door hanger

## SECTION 6: UTILITY CHARGES FOR SERVICE

### F) Additional Charges, If Necessary, To Enforce:

- Removal of meter \$81.28
- Reinstallation of meter No Charge
- Installation or removal of locking device-first occurrence \$50.80
- Installation or removal of locking device-second occurrence \$76.20
- Installation or removal of locking device-third occurrence \$152.40 and meter pulled
- Repair of breakage/damage to locking mechanism (curb stops, etc) parts and labor
- Service off water at main or reinstating service parts and labor

### G) Other Additional Charges:

- Decreasing or increasing size of meter parts and labor
- Removal of meter during construction \$150
- Loss of meter (replacement cost) \$230-710
- Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually be a State Certified Backflow Tester of their choice. \$100
- Backflow assembly test/repair (Contract services) parts and labor
- Damage or Repair to Water Utility actual time and material
- Damage to AMI Radio \$76.20
- Damage to AMI Register \$76.20
- Damage to AMI Antenna \$25.40
- Water Model for Development \$1,000.00

(Developments of 20 plus lots, development of industrial or commercial higher elevation developments and/or as determined necessary by Public Works

### H) Testing Water Meters at Customer/Owner's Request:

- Testing on premises (5/8" x 3/4", 3/4", 1") \$81.28
- Removal of meter for testing (5/8" x 3/4", 1") \$254.00
- Testing of meters larger than 1" parts and labor

### I) Backflow Prevention Device Test Fee:

- Initial test fee per assembly – Sherwood will perform the initial test of all commercial premises assemblies, dedicated irrigation service assemblies and fire line services assemblies. All subsequent tests are the responsibility of the owner, to be done annually by a State Certified Backflow Tester of their choice. (Service on and off for non-compliance of annual testing and reporting, see Section E.) \$101.60

### J) Water Service/Meter Installation Services:

Meter Size	Drop-In Service	Dig-In Service
5/8" – 3/4"	\$365.76	\$2,128.52
3/4"	\$365.76	\$2,128.52
1"	\$741.68	\$2,504.44
1.5"	\$1,859.28	\$4,348.48
2"	\$3,098.80	\$5,588.00
3"	\$6,197.60	n/a
4"	\$8,056.88	n/a

- Drop-In Service An existing condition where developers of a residential subdivision or commercial complex has installed water service to each serviceable and buildable lot in accordance with City specifications.
- Dig-In Service Condition where the City or its contractor must physically tap into a mainline to extend water service to the property. Meter installation over 2" will be installed at a time and materials rate by city staff or city authorized contractors.

## SECTION 6: UTILITY CHARGES FOR SERVICE

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### K) Un-Authorized Water Hook Up:

- Un-authorized water hook up \$152.40 *(Plus water use charges billed at current rate)*

### L) Re-Inspection Fees (Sanitary, Street, Storm and Water):

- First re-inspection \$50/each
- Re-inspection fee after the first \$100/each
- All subsequent re-inspection fees \$150/each

\*Sanitary Sewer Interceptor Program – FOG\*

\*\*Includes Maintenance Bonds::

### M) Usage of Meter Key

- Deposit refundable with key return \$25

### N) Water Use Restriction – Penalties

- First notice of violation \$102
- Second notice of violation \$306
- Third notice of violation \$510

### O) Sanitary Rates:

See appendix A for fees collected on behalf of CWS

- Sherwood sewer utility user base rate per EDU \$5.28
- Sherwood sewer utility usage rate per CCF \$0.31
- Damage or Repair to Sewer Utility actual time and material
- Illegal Discharge to Sewer Utility actual time and material

### P) Storm Rates:

See appendix A for fees collected on behalf of CWS

- Sherwood storm water utility user rate per ESU \$13.45
- Damage or Repair to Storm Utility actual time and material

### Q) Street Fees:

	Street Maintenance	Street Light	Sidewalk Repair	Safe/New Sidewalks
• Single family residential - Monthly per Account	\$2.03	\$2.36	\$0.53	\$0.70
• Multi Family - Monthly per EDU	\$2.03	\$2.36	\$0.53	\$0.70
• Non – residential/Commercial - Monthly per ESU	\$2.03	\$0.68	\$0.17	

### R) Sidewalk Repair Assistance Program:

The homeowner shall be responsible for:

- Shaves (50% of total cost of the contractor's invoice)
- Full Panel Replacements (50% of the total cost of the work to be performed)

Work may include any or all of the following: contractor's cost to remove and replace the panel(s); arborists initial report of findings; tree removal; street tree permit fee.

Payment arrangements will be made available to homeowners and must be paid within 12 months of the date of the first bill. Homeowner's failure to pay their portion of the costs may result in a lien being placed on their property and all costs associated.

## SECTION 7: SYSTEM DEVELOPMENT CHARGES

### SECTION 7: SYSTEM DEVELOPMENT CHARGES

#### A) Water SDC:

Meter Size	Reimbursement Charge	Improvement Charge	Administrative Charge Per Meter
5/8-3/4"	\$1,801	\$3,715	\$76
3/4"	\$2,701	\$5,573	\$113
1"	\$4,501	\$9,289	\$189
1-1/2"	\$9,003	\$18,577	\$378
2"	\$14,404	\$29,724	\$604
3"	\$31,509	\$65,021	\$1,322
4"	\$54,015	\$111,465	\$2,266
6"	\$112,532	\$232,218	\$4,721
8"	\$162,046	\$334,395	\$6,798

Exception: There is no System Development Charge (reimbursement of improvement fee) to upgrade from 5/8" – 3/4" to a 3/4" or 1" when the sole purpose is a residential fire sprinkler system.

- Fire flow sprinkler buildings only \$3,200.50

#### B) Sewer SDC:

UGB Minus Brookman and Tonquin Employment Area

Use Type	Reimbursement	Improvement	Flow Count
Single family residence	\$272	\$462	1 EDU
Two family residence (duplex)	\$272	\$462	1 EDU
Manufactured home/ single lot	\$272	\$462	1 EDU
Manufactured home parks	\$272	\$462	based on Engineer estimate
Multi-family residential	\$272	\$462	based on Engineer estimate
Commercial	\$272	\$462	based on Engineer estimate
Industrial	\$272	\$462	based on Engineer estimate
Institutional uses	\$272	\$462	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)  
 Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU  
 Regional connection charge (SDC set by CWS) \$212.00 (Per dwelling unit or EDU)  
 See appendix A for SDC's collected on behalf of CWS

Brookman Area

Use Type	Reimbursement	Improvement	Flow Count
Single family residence	\$534	\$908	1 EDU
Two family residence (duplex)	\$534	\$908	1 EDU
Manufactured home/ single lot	\$534	\$908	1 EDU
Manufactured home parks	\$534	\$908	based on Engineer estimate
Multi-family residential	\$534	\$908	based on Engineer estimate
Commercial	\$534	\$908	based on Engineer estimate
Industrial	\$534	\$908	based on Engineer estimate
Institutional uses	\$534	\$908	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)  
 Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU  
 Regional connection charge (SDC set by CWS) \$212.00 (Per dwelling unit or EDU)  
 See appendix A for SDC's collected on behalf of CWS

## SECTION 7: SYSTEM DEVELOPMENT CHARGES

### Tonquin Employment Area

Use Type	Reimbursement	Improvement	Flow Count
Single family residence	\$627	\$1,068	1 EDU
Two family residence (duplex)	\$627	\$1,068	1 EDU
Manufactured home/ single lot	\$627	\$1,068	1 EDU
Manufactured home parks	\$627	\$1,068	based on Engineer estimate
Multi-family residential	\$627	\$1,068	based on Engineer estimate
Commercial	\$627	\$1,068	based on Engineer estimate
Industrial	\$627	\$1,068	based on Engineer estimate
Institutional uses	\$627	\$1,068	based on Engineer estimate

1 Equivalent Dwelling Unit (EDU) = 150 gallons per day (gpd)  
 Engineers Estimate is calculated from facility design flow divided by 150 gpd per EDU  
 Regional connection charge (SDC set by CWS) \$212.00 (Per dwelling unit or EDU)  
 See appendix A for SDC's collected on behalf of CWS

### C) Storm SDC:

Storm	Regional Storm Drainage Improvement Charge
A.) Water quantity per ESU (SDC set by CWS)	\$280.50
B) Water quality per ESU (SDC set by CWS)	\$229.50

One equivalent service unit (ESU) equals 2,640 square feet.

### D) Parks SDC:

Parks and Recreation	Administration	Improvement	Total Fee
Single family dwelling	\$716.18	\$6,952.60	\$7,668.78 per dwelling unit
Multi-family dwelling	\$537.96	\$5,216.94	\$5,754.90 per dwelling unit
Manufactured home	\$967.10	\$7,446.29	\$8,413.39 per dwelling unit
Non – residential	\$6.64	\$73.06	\$79.70 per employee
Filing fee to challenge expenditures of Parks SDC's ( <i>Refundable if challenge is successful</i> )			\$50

## SECTION 7: SYSTEM DEVELOPMENT CHARGES

### E) Street SDC:

#### Washington County Transportation Development Tax (TDT)

Reference Washington County for fees - <http://www.co.washington.or.us/>

#### City of Sherwood Street SDC:

The following charges are calculated by multiplying trip generation by the following.

<b>Residential Transportation SDC</b>	<b>Code</b>	<b>Fee</b>	<b>Type</b>
Single family – detached	210	\$ 1,607	dwelling unit
Apartment	220	\$ 1,106	dwelling unit
Residential condominium/townhouse	230	\$ 961	dwelling unit
Mobile Home Park	240	\$ 834	dwelling unit
Assisted living	254	\$ 436	bed
Continuing care retirement	255	\$ 388	unit
Recreation home	260	\$ 530	dwelling unit
<b>Recreational Transportation SDC</b>			
City park	411	\$ 1,043	acre
Regional Park	417	\$ 849	acre
Multipurpose recreation/arcade	435	\$ 6,090	thousand square ft gross floor area
Movie theater w/o matinee	443	\$43,502	screen
Movie Theater with Matinee	444	\$65,841	screen
Amusement/theme park	480	\$17,741	acre
Soccer complex	488	\$12,135	field
Racquet/tennis club	491	\$ 6,065	court
Health fitness club	492	\$ 5,158	thousand square ft gross floor area
Recreation/community center	495	\$ 4,661	thousand square ft gross floor area
<b>Institutional/Medical Transportation SDC</b>			
Elementary school (Public)	520	\$ 129	student
Middle/Junior high School (Public)	522	\$ 163	student
High School (Public)	530	\$ 172	student
Private School (K – 12)	536	\$ 249	Student
Junior/Community College	540	\$ 3,643	thousand square ft gross floor area
University/College	550	\$ 291	student
Church	560	\$ 2,249	thousand square ft gross floor area
Day care center/preschool	565	\$ 182	student
Library	590	\$ 8,585	thousand square ft gross floor area
Hospital	610	\$ 1,945	bed
Nursing home	620	\$ 442	bed
Clinic	630	\$ 4,736	thousand square ft gross floor area
<b>Commercial/Services SDC</b>			
Hotel	310	\$ 1,336	Room
Motel	320	\$ 958	Room
Building materials/lumber store	812	\$ 7,337	thousand square ft gross floor area
Free standing discount Superstore	813	\$ 6,543	thousand square ft gross floor area
Variety Store	814	\$ 5201	thousand square ft gross floor area
Free standing discount center	815	\$ 4,800	thousand square ft gross floor area
Hardware/paint stores	816	\$ 4,408	thousand square ft gross floor area
Nursery/garden center	817	\$14,096	thousand square ft gross floor area
Shopping center	820	\$ 3,518	thousand square ft gross leasable area



## SECTION 7: SYSTEM DEVELOPMENT CHARGES

Commercial/Services SDC (continued)	Code	Fee	Type
Factory outlet	823	\$ 4,862	thousand square ft gross floor area
Specialty Retail Center	826	\$ 6,904	thousand square ft gross floor area
Automobile Sales	841	\$ 4,979	thousand square ft gross floor area
Automobile parts sales	843	\$ 4,634	thousand square ft gross floor area
Tire Store	848	\$ 2,905	thousand square ft gross floor area
Tire superstore	849	\$ 2,334	thousand square ft gross floor area
Supermarket	850	\$ 8,054	thousand square ft gross floor area
Convenience market (24hr)	851	\$41,986	thousand square ft gross floor area
Convenience market w/fuel Pump	853	\$24,381	vehicle fueling position
Discount club	857	\$ 7,204	thousand square ft gross floor area
Home improvement superstore	862	\$ 2,847	thousand square ft gross floor area
Electronics superstore	863	\$ 7,662	thousand square ft gross floor area
Pharmacy/drugstore w/o drive thru window	880	\$ 6,486	thousand square ft gross floor area
Pharmacy/drugstore with drive thru window	881	\$ 6,265	thousand square ft gross floor area
Furniture store	890	\$ 311	thousand square ft gross floor area
Bank/savings – drive in	912	\$ 5,706	thousand square ft gross floor area
Drinking Place	925	\$26,351	thousand square ft gross floor area
Quality restaurant	931	\$ 6,365	thousand square ft gross floor area
High turnover-sit down restaurant	932	\$ 8,945	thousand square ft gross floor area
Fast food restaurant (with drive-thru)	934	\$37,268	thousand square ft gross floor area
Coffee/Donut Shop without drive through	936	\$17,453	thousand square ft gross floor area
Coffee/Donut Shop with Drive-Through	937	\$57,017	thousand square ft gross floor area
Coffee/Donut Kiosk	938	\$52,056	thousand square ft gross floor area
Quick lubrication vehicle Shop	941	\$ 8,829	service stall
Automobile care center	942	\$ 5,291	thousand square ft gross leasable area
Gasoline/service station (no market/car wash)	944	\$10,036	vehicle fueling position
Gasoline/service station (with convenience market)	945	\$ 3,538	vehicle fueling position
Gasoline/service station (with market and car wash)	946	\$ 6,211	vehicle fueling position
<b>Office SDC</b>			
General office building	710	\$ 1,426	thousand square ft gross floor area
Corporate headquarters building	714	\$ 1,358	thousand square ft gross floor area
Single tenant office building	715	\$ 1,982	thousand square ft gross floor area
Medical/dental office building	720	\$ 4,646	thousand square ft gross floor area
Government office building	730	\$11,726	thousand square ft gross floor area
State Motor Vehicles Department	731	\$20,567	thousand square ft gross floor area
US Post Office	732	\$15,030	thousand square ft gross floor area
Office park	750	\$ 1,446	thousand square ft gross floor area
Research and development center	760	\$ 1,059	thousand square ft gross floor area
Business park	770	\$ 1,605	thousand square ft gross floor area
<b>Port/Industrial</b>			
Truck terminals	30	\$10,634	acre
Park and ride lot with bus service	90	\$ 766	parking space
Light rail transit station w/parking	93	\$ 427	parking space
General light industrial	110	\$ 896	thousand square ft gross floor area
General heavy industrial	120	\$ 255	thousand square ft gross floor area
Industrial park	130	\$ 908	thousand square ft gross floor area
Manufacturing	140	\$ 515	thousand square ft gross floor area
Warehouse	150	\$ 481	thousand square ft gross floor area
Mini-Warehouse	151	\$ 404	thousand square ft gross floor area
Data Center	160	\$ 168	thousand square ft gross floor area
Utilities	170	\$ 1,293	thousand square ft gross floor area

## SECTION 8: ENGINEERING CHARGES FOR SERVICE

### SECTION 8: ENGINEERING CHARGES FOR SERVICE

#### A) Public Improvement Plan Reviews and Inspections (Subdivisions, Site Plans, Partitions):

Plan Review – 4% of Construction Cost for public infrastructure and non-proprietary on-site storm water treatment and detention systems (Fees due at plan review submittal. Fee based on engineer's construction cost estimate. If estimate changes during the course of review, any balance or credit due will be payable at the time of the Compliance Agreement) includes review of the following:

Water	Street	Grading
Sewer	Erosion Control	
Storm (on-site detention and non-proprietary treatment systems)		

Inspections – 5% of Construction Costs for public infrastructure and non-proprietary on-site storm water treatment and detention system (Fees payable at the time the Compliance Agreement is signed)

Includes inspection of the following for which permits were obtained:

Water	Street	Grading
Sewer	Erosion Control	
Storm (on-site detention and non-proprietary treatment systems)		

#### B) No Public Improvement; Subdivision Plan Reviews and Inspections:

- Plan Review Fee Time and Materials
- Inspection Fee Time and Materials
- Television Line Service Review Time and Materials

#### C) Miscellaneous Fees:

1. Addressing Fee
  - Single - five (5) digit address \$65/lot
  - 0 to 10 - Suite Numbers \$25 per suite
  - 11 to 20 -Suite Numbers \$250 plus \$15 per suite
  - 21 and up Suite Numbers \$400 plus \$10 per suite
2. Plans and Specifications for capital projects varies with project
3. Traffic and street signs (Includes post, sign, hardware, and labor to install) \$254/per sign
4. Street Trees \$200/per tree
5. Pre-submittal Consultation (consultation of projects prior to the submittal of a land use application, requiring more than 2 hours of staff time or on-call consultant services) Deposit of \$500  
*(Applicant pays 100% of actual expenses including staff time, if an application is submitted these fees will be credited against the plan review fees)*
6. In-Lieu of Fee – Fiber Optic Conduit Installation \$20 linear foot
7. Right of Way Permit
  - Performance bond on projects greater than or equal to \$5,000 125% of estimated costs
  - Maintenance bond - \$1000 or 50% of project estimate, whichever is greater.  
*(A single bond may be provided for multiple projects of the same person provided the bond exceeds the aggregate project total)*
  - Administration fee \$150 per permit
  - Inspection fee \$150 or 4% of project estimate, whichever is greater
8. Design and construction standards \$50 on paper
9. Design and construction standards \$25 per CD
10. As-Built Requests \$25 per subdivision
11. As-Built Requests electronic media \$25 per CD

#### D) Vacations (Public right-of-way and easements):

- Deposit plus staff time (See Section 1) \$4,000  
*(Applicant pays 100% of actual expenses including staff time)*

## SECTION 9: PLANNING CHARGES FOR SERVICE

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### SECTION 9: PLANNING CHARGES FOR SERVICE

#### A) Annexations:

- (Applicant pays 100% of actual expenses including staff time) \$7,500
- Any balance owing is due within 30 days from the final annexation invoice date. deposit

#### B) Appeals:

- Type I or II actions (ORS 227.175) 10 (b) \$250
- Type III or IV actions 50% of original fee(s)
- Expedited Land Division \$300

#### C) Conditional Use Permit:

- Conditional use permit without concurrent type III or IV application \$4,211
- Conditional use permit with concurrent type III or IV application \$2,105

#### D) Land Divisions/Adjustments:

- Lot line adjustment 55
- Minor land partition \$2,528
- Expedited minor partition (added to the cost of the partition application) \$559
- Final plat processing (minor land partition) \$559
- Subdivision \$6,322 plus \$20.32 per lot
- Expedited subdivision (*Added to the cost of the subdivision application*) \$2,240
- Final plat processing (Subdivision) \$1,120

#### E) Other Fees:

- Consultant as needed actual costs
- Community Development Code Plan Check (*payable at time of building permit submittal*)
  - 1) Residential permits \$107
  - 2) ADUs Accessory Dwelling Units \$107
  - 3) Commercial, Industrial, Multi-Family Permits \$672(*Final Site Plan Review fee, if a final site plan review is not required this fee is not charged*)
- Design review team consultations/recommendations staff time (see section 1)
- Detailed site analysis letter \$153
- Interpretive decisions by the Director \$335
- Medical Marijuana Facility Special Use Permit \$280, plus notification fee
- Non-conforming use modification \$1,016
- Modification to application in review \$500

(*If modified after the application is deemed complete and the modification is needed to adequately review the app.*)

- Other land use action
  - 1) Administrative \$280
  - 2) Hearing required and/or use of Hearings Officer \$2,464
- Planning Re-inspection fee \$61 each after 1<sup>st</sup>
- Postponement/continuance hearings \$300

(*If applicant request is after notice has been published and/or staff report prepared*)

- Pre-application conference \$400
- Publication/distribution of Notice Type II \$284
- Publication/distribution of Notice Type III, IV and V \$466
- Home Occupation Review of initial application (Class A) \$50
- Home Occupation Review of renewal application (Class A) \$25
- Zone verification letter \$50

## SECTION 9: PLANNING CHARGES FOR SERVICE

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### F) Trees:

- Tree mitigation inspection \$60 each after 1<sup>st</sup>
- Street Tree Removal Permit \$25 - 1<sup>st</sup> tree, \$10 each additional tree
- Removal of more than 6 trees or 10% on private property \$107

### G) Planned Unit Development (PUD):

- Planned Unit Development (PUD) Preliminary \$2,240
  - Planned Unit Development (PUD) - Final See Site Plan Review Fee
- (Plus appropriate application fees (i.e. subdivisions, site plan, town-homes, etc.)*

### H) Refunds:

- 75% refund if application is withdrawn prior to 30 day completeness
- 50% refund if withdrawn prior to public notice
- 25% refund if withdrawn prior to staff report

### I) Signage:

- Permanent signs on private property - *(First 32 sq. ft. plus \$1 each additional sq. ft. of sign face)* \$150  
*(Excludes Home Occupation Signage)*
- Banner signs – one month period \$150
- Temporary portable sign violation
  - 1) First offense No fine; collected and marked
  - 2) Second offense \$50 per sign
  - 3) Third offense \$100 per sign

### J) Site Plan Review:

- Type III and IV - *(Additional \$102 for every 10,000 sq. ft. or portion thereof over the first 15,000 sq. ft. of building area)(Including Town-Homes, excluding projects in Old Town)* \$6,322
- Final site plan review (Type III and IV) (Due at the time of Building Permit Submittal) \$672
- Site plan review (Type II) \$2,057
- Minor modification to approved Site Plan \$280
- Major modification to approved Site Plan, Type II \$1,026
- Major modification to approved Site Plan, Type III or IV \$2,464
- Old Town overlay review \$254 added to application

*(All uses excluding Single-Family detached dwellings) (Application fee for Old Town projects is the application fee based on size of the project plus the Old Town Overlay review fee.)*

### K) Temporary Uses:

- Administrative \$335

### L) Time Extension to Approval:

- No hearing required \$150

### M) Variance:

- Adjustment - *(Per lot and per standard to be varied)* \$51
- Class A Variance - *(Per lot and per standard to be varied)* \$4,211
- Class B Variance - *(Per lot and per standard to be varied)* \$1,120

### N) Zone Amendments:

- Text amendment \$5,415
- Map amendment \$5,415

## SECTION 10: BUILDING CHARGES FOR SERVICE

### SECTION 10: BUILDING CHARGES FOR SERVICE

#### A) Building Permits

Values are determined by the applicants total estimated value of the work which includes labor and materials, and/or are based on the most current Building Valuation Data, without state-specific modifiers, as published by the International Code Council and in compliance with OAR 918-050-0100 to 918-050-0110. Final building permit valuation shall be set by the Building Official.

##### 1. Single Family and Two-Family Dwelling

###### Total Valuation Amount

1 - 500	\$70 minimum fee
501 – 2,000	\$70 for the first \$500 (Plus \$1.15 for each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$87.25 for the first \$2,000 (Plus \$9.20 for each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$298.85 for the first \$25,000 (Plus \$7.19 for each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$478.60 for the first \$50,000 (Plus \$4.60 for each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$708.60 for the first \$100,000 (plus \$4.03 for each additional \$1,000 or fraction thereof over \$100,00)

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

##### 2. Manufactured Dwelling Installation Permits

Includes prescriptive foundation system, plumbing and crossover connections, 30 lineal feet of sanitary sewer, storm and water lines.

- Manufactured home set up and installation fee \$371.00
- Plan Review \$90/hour (Minimum Charge = 1/2/hour Residential Rate per Section 10.(F))
- Site Plan Review

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

##### 3. Commercial, Industrial and Multi-Family

###### Total Valuation Amount

1 - 500	\$70 minimum fee
501 – 2,000	\$70 for the first \$500 (\$1.73 for each additional \$100 or fraction thereof up to and including \$2,000)
2,001 – 25,000	\$95.95 for the first \$2,000 (\$9.20 for each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$307.55 for the first \$25,000 (Plus \$7.76 for each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$501.55 for the first \$50,000 (plus \$5.75 for each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$789.05 for the first \$100,000 (plus \$4.03 for each additional \$1,000 or fraction thereof over \$100,000)

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

#### B) Plan Review Fees – Building Permit

- Plan review Fee 85% of building permit fee
- Fire and life safety plan review fee (when required) 40% of building permit fee

#### C) Phased Permit - Plan Review (When approved by the Building Official)

The Plan review fee for a phased project is based on a minimum phasing fee, plus 10% of the total project building permit fee, not to exceed \$1,500 for each phase pursuant to the authority of OAR 918-050-0160

- Commercial, Industrial, Multi-Family \$100 Minimum Fee
- Residential and Manufactured Dwellings \$50 Minimum Fee

## SECTION 10: BUILDING CHARGES FOR SERVICE

### D) Deferred Submittals (When approved by the Building Official)

The fee for processing deferred submittals and reviewing deferred plan submittals shall be an amount equal to 65% of the permit fee calculated according to OAR 918-050-0110(2) and (3) using the value of the particular deferred portion or portions of the project, with a set minimum fee. This fee is in addition to the project plan review fee based on the total project value.

- Commercial, Industrial, Multi-Family \$150 Minimum Fee
- Residential and Manufactured Dwellings \$75 Minimum Fees

### E) Mechanical Permits - Residential

Mechanical permits for Single Family Dwelling, Two-Family dwellings and Manufactured Dwellings for new construction, additions, alterations and repairs. Fees are based on the number of appliances and related equipment with a set minimum fee.

Minimum Fee \$70

See appendix A for surcharge collected on behalf of the State.

#### 1. Air Handling

- Air Handling Unit ≤ 10,000 CFMs \$16.82 includes ductwork
- Air Handling Unit >10,000 CFMs \$28.38 includes ductwork
- Air Conditioning Unit \$22.43 Site Plan Required

#### 2. Boilers/Compressors

- ≤100,000 BTUs or 3 HP \$22.43 includes ductwork
- >100,000 (3HP) to ≤ 500,000 BTUs (15HP) \$41.11 includes ductwork
- >500,000 (15HP) to ≤ 1,000,000 BTUs (30HP) \$56.06 includes ductwork
- >1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP) \$84.12 includes ductwork
- >1,750,000 BTUs or 50HP \$140.07 includes ductwork

#### 3. Fire/Smoke Dampers/Duct Smoke Detectors \$16.85

#### 4. Heat Pump \$22.43 Site plan required

#### 5. Install/Replace Furnace/Burner includes ductwork and vents

- Furnace ≤ 100,000 BTUs \$22.43
- Furnace ≥ 100,000 BTUs \$41.11
- Install/Replace/Relocate Heaters (Suspended, Wall, or Floor mounted) \$22.43
- Vent for appliance other than furnace \$11.21

#### 6. Refrigeration Units (includes installation of controls)

- ≤ 100,000 BTUs or 3 HP \$22.43
- > 100,000 (3HP) to ≤ 500,000 BTUs (15HP) \$41.11
- > 500,000 (15HP) to ≤ 1,000,000 BTUs (30HP) \$56.06
- > 1,000,000 BTUs (30HP) ≤ 1,750,000 BTUs (50HP) \$84.12
- > 1,750,000 BTUs or 50HP \$140.07

#### 7. Miscellaneous

- Appliance vent \$11.21
- Dryer exhaust \$11.21
- Exhaust fan with single duct \$11.21
- Hoods \$16.85 includes ductwork
- Exhaust system apart from heating or air conditioning \$16.85
- Fuel piping and distribution (up to four outlets) \$7.48
- Fuel piping and distribution (over four outlets) \$1.90 per outlet
- Insert, decorative fireplace or wood/pellet stoves \$22.43 includes vent
- Gas fired water heater \$22.43 includes vent
- Install/relocate domestic type incinerator \$28.00
- Install/relocate commercial type incinerator \$112.13

## SECTION 10: BUILDING CHARGES FOR SERVICE

### F) Mechanical Permits – Commercial, Industrial, and Multi-Family

Based on the total value of mechanical materials, equipment, installation, overhead and profit.

• Plan review fee – Commercial	30% of Mechanical permit fee
• Mechanical Permit Fee	Based on total valuation Amount
0 - 500	\$70 minimum fee
500.01 - 5,000	\$70 plus \$2.88 for each additional \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$199.60 for the first 5,000 plus \$3.45 for each additional \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 100,000	\$372.10 for the first 10,000 plus \$9.20 for each additional \$1,000 or fraction thereof, between \$10,000.01 and \$100,000
100,000.01 and up	\$1,200.10 for the first 100,000 plus \$4.60 for each additional \$1,000 or fraction thereof over \$100,000

See appendix A for surcharge collected on behalf of the State.

### G) Plumbing Permits – New one and Two Family Dwellings

Includes one kitchen, 100 feet of sanitary sewer, storm and water lines, standard plumbing fixtures and appurtenances, and are based on the number of bathrooms, from one to three on a graduated scale.

• One Bathroom	\$293.25
• Two Bathrooms	\$362.25
• Three Bathrooms	\$431.25
• Additional Kitchen or Bathroom	\$178.25 each
• Additional Fixture or Item	\$17.25 each
• Additional 100 feet of each utility line	\$31.63 each

### H) Plumbing Permits – One and Two Family and Manufactured Dwelling for Additions, Alterations and Repairs

• Minimum Fee	\$70
• New and/or Additional fixture, item or appurtenance	\$17.25 each
• Alteration of fixture, item or appurtenance	\$17.25 each
• Manufactured Dwelling Utility Connection - Charged only when connections are not concurrent with new set-up and installation	\$34.50 each

	<u>Water Lines</u>	<u>Sanitary Sewer Lines</u>	<u>Storm Sewer/ Footing Lines</u>
• For the first 100 feet or fraction thereof	\$57.50	\$57.50	\$57.50
• For each additional 100 feet or fraction thereof	\$31.63 each	\$31.63 each	\$31.63 each

### I) Plumbing Permits – Commercial, Industrial, and Multi-Family

Based on the number of fixtures, appurtenances and piping with a set minimum fee.

• Plan Review Fee – Commercial	30% of plumbing permit fee (when required)
• Minimum fee	\$70
• New and/or additional fixture, item	\$17.25 each
• Alteration of fixture, item or appurtenance	\$17.25 each

See appendix A for surcharge collected on behalf of the State.

	<u>Water Lines</u>	<u>Sanitary Sewer Lines</u>	<u>Storm Sewer/ Footing Lines</u>
• For the first 100 feet or fraction thereof	\$57.50	\$57.50	\$57.50
• For each additional 100 feet or fraction thereof	\$31.63 each	\$31.63each	\$31.63 each

## SECTION 10: BUILDING CHARGES FOR SERVICE

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### J) Residential Fire Sprinkler System Fees

#### Total Square Footage (including Garage)

0 to 2000	\$100 includes plan review
2,001 to 3,600	\$150 includes plan review
3,601 to 7,200	\$250 includes plan review
7,201 and greater	\$300 includes plan review

### K) Electrical Permits – Issued and Inspected by Washington County (503) 846-3470

### L) Prescriptive Solar Photovoltaic System Installation – Structural Only

\*Electrical permits are also required through Washington County

Fees for installation of Solar Photovoltaic (PV) system installation that comply with the prescriptive path described in the Oregon Structural Specialty Code. \$141.20

For Plans that do not meet the prescriptive path, typical structural fee calculations and processes will apply. Typical Structural Fees will apply

### M) Demolition Permits

- Residential \$220.94
- Commercial \$324.44

### N) Medical Gas Permits – Commercial

Based on the total value of installation costs and system equipment as applied to the following fee matrix.

- Plan Review Fee – Commercial 30% of Plumbing Permit Fee
- Plumbing Permit Fee Based on valuation

See appendix A for surcharge collected on behalf of the State.

0 - 500	\$100 minimum fee
500.01 - 5,000	\$100 for the first 500 plus \$2 for each additional \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$190 for the first 5,000 plus \$3 for each additional \$100 or fraction thereof between \$5000.01 and \$10,000
10,000.01 - 50,000	\$340 for the first 10,000 plus \$9.50 for each additional \$1,000 or fraction thereof between \$10,000.01 and \$50,000
0,000.01 - 100,000	\$720 for the first 50,000 Plus \$11 for each additional \$1,000 or fraction thereof between \$50,000.01 and \$100,000
100,000.01 and up	\$1,270 for the first 100,000 plus \$7 for each additional \$1,000 or fraction thereof over \$100,000

### O) Grading and Erosion Control Fees (Private Property Only)

Permits issued by the City of Sherwood. Grading is inspected by the Building Department and erosion control is inspected by Clean Water Services or the City of Sherwood.

#### Erosion Control Fees

Activities which require a grading and/or erosion control permit and are not included in a building permit. Permit is based upon the total acreage of the site.

- Erosion Control Plan Review Fee 65% of the erosion control inspection fee
- Erosion Control Inspection Fee Based on Total Area
 

0 to 1 Acre	\$230
1 Acre and up	\$230 (plus \$50 per acre or fraction thereof over 1 acre)



## SECTION 10: BUILDING CHARGES FOR SERVICE

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### **Grading Fees**

Cubic Yards	
0 to 100	\$70 minimum fee
101 to 1,000	\$70 first 100 yards (plus \$11 for each additional 100 yards or fraction thereof)
1,001 to 10,000	\$169 first 1,000 yard (plus \$15 for each additional 1,000 yards or fraction thereof)
10,001 to 100,000	\$304 first 10,000 yards (plus \$75 for each additional 10,000 yards or fraction thereof)
100,001 +	\$979 first 100,000 (plus \$36.50 for each additional 10,000 yards or fraction thereof)
Grading plan review fee	85% of the grading permit fee

### **P) Other Inspections and Fees (Building, Mechanical, Plumbing, Grading and Erosion)**

- Re-inspection fee (Minimum charge = 1 hour) \$90 per hour plus State surcharge
- Inspections outside normal business hours (when approved by the Building Official) \$90 per hour plus State surcharge (Minimum charge = 2 hours)
- Inspection for which no fee is specifically indicated \$90 per hour plus State surcharge (Minimum charge = ½ hour)
- Investigative fee for working without a permit \$90 per hour to enforce the code, \$90 minimum.
- Additional plan review required \$90 per hour or actual time (For changes, additions or revisions) (Minimum charge = ½ hour)
- Re-stamp of lost, stolen or damaged plans \$55 per plan set
- Application/Permit extensions \$50

*(Renewal of an application or permit where an extension has been requested in writing, and approval granted by the Building Official, prior to the original expiration date, provided no changes have been made in the original plans and specifications for such work)*

- Permit reinstatement fee 50% of amount required for a new permit or a percentage as determined by the Building Official based on the remaining inspections required.

*(This fee is for reinstatement of a permit, where a reinstatement request has been made in writing, and approval granted by the Building Official, provided no changes have been made in the original plans and specifications for such work.)*

### **Q) Refunds (Building Permit, Mechanical, Plumbing, Grading/Erosion)**

- Permit refunds \$90 per hr. Admin fee (min 1 hr); Provided the permit is still valid
- Plan review refunds \$90 per hr. Admin fee (min 1 hr) Provided no plan review was started

### **R) Certificate of Occupancy (As determined by the Building Official)**

- Temporary residential \$50 per request
- Temporary commercial/industrial \$300 maximum per request

### **S) Change of Use/Occupancy Certificate Application Fee (As determined by the Building Official)**

- Similar use (Minor code review) \$70
- Dissimilar Use, or Change in Occupancy (Extensive Code Review) \$125 minimum fee (Includes 1 hour code review time, review time greater than 1 hour will be charged at the hourly rate of \$90)

# **APPENDIX A: FEES CHARGED ON BEHALF OF OTHER AGENCIES**

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## **APPENDIX A: FEES CHARGED ON BEHALF OF OTHER AGENCIES**

Note: The fees in this section are set by other jurisdictions and the City has agreed to collect the fee on their behalf. The fees listed are provided as a courtesy and are based on the fee set at the time this fee schedule was adopted. Any changes to the fees imposed by the other jurisdictions may not be reflected in this section.

### **A) Clean Water Services Fees**

The monthly sewer and surface water utility user charges for property within the City and served by Clean Water Services (CWS) of Washington County shall be established by CWS and adopted annually.

#### **1. Sewer Utility Charges**

- CWS regional sewer utility user base rate per EDU \$23.67
- CWS regional sewer utility user franchise fee per EDU \$1.18
- CWS regional sewer utility usage rate per CCF \$1.56
- CWS regional sewer utility usage franchise fee per CCF \$.08

#### **2. Sewer SDC**

- CWS regional connection charge \$5,500

#### **3. Surface Water**

- CWS regional surface water base rate per EDU \$2.06
- CWS regional surface water base franchise fee per EDU \$.10

### **B) State of Oregon – Department of Consumer and Business Services**

Fee charged on all building and mechanical permits; as well as commercial plumbing and medical gas permits.

- 1. **State Surcharge** 12% of Building Permit fee
- 2. **Manufactured Dwelling or Cabana Installation** \$30

### **C) Sherwood School District**

Fee charged on all building permits.

- 1. **Residential CET** \$1.04 per square foot of dwelling
- 2. **Non-Residential CET** Non-residential \$0.52 per square foot maximum of \$25,925

### **D) METRO**

Fee charged on building permits.

- 1. **METRO CET** 0.12% of the total value of the improvement when it exceeds \$100,000 valuation