

CITY OF LYNDEN



Unified Fee & Rate Schedule

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Airport Fees

The Lynden Municipal Airport is managed by the Public Works Department, who oversees administration of all user fees.

<i>Fee</i>	<i>Fee Type</i>	<i>Fee Description</i>	<i>Unit</i>	<i>Fee Amount</i>
User Fees				
AIR01	User Fee	Access Fee: Residential Access from Adjacent Parcels	Month	\$ 53
			Year	530
AIR02	User Fee	Off Premises Commercial Access (Jansen Hangars) - 8 or more planes	Month	347
			Year	3,470
AIR03	User Fee	Off Premises - 362 Piper Street (adjacent and grandfathered into Airport Overlay Zone)	Month	53
			Year	530
AIR04	User Fee	Off Premises - 366 Piper Street (adjacent and grandfathered into Airport Overlay Zone)	Month	114
			Year	1,140
AIR05	User Fee	Vehicle Parking (Amounts subject to tax)	Day	8
			Month	40
			Year	400
AIR06	User Fee	Tie-Down Fees: (Amounts subject to tax)	First Night	15
			Each Additional	8
			Monthly	60
AIR07	User Fee	Late Payment per month on past due balance	below \$200	20
			over \$200	\$20 plus 5% of balance

Animal Control

Animal Control is a function of Code Enforcement as part of the Community Development Department

<i>Fee</i>	<i>Fee Type</i>	<i>Fee Description</i>	<i>Unit</i>	<i>Fee Amount</i>
ACL01	Dog License	Dog License (spayed or neutered)	Annual	\$ 15
ACL02	Dog License	Dog License (non-spayed/neutered)	Annual	30
ACL03	Penalty	Animal License Penalty		
ACL04	Shelter	Shelter Fee – for Animals Housed in Lynden Shelter		

Building Fees

Building fees are overseen by the Community Development Department.

Fee	Fee Name	Fee Description	Unit	Fee Amount
Building Permits				
BLD01	Building permit	New residential construction	To be revised by separate resolution.	
BLD02	Building permit	New commercial or industrial construction	To be revised by separate resolution.	
BLD03	Building permit	Plan Check Fee/Building plan review	65% of permit fee	
BLD04	Building permit	State building code fee (BCF) on residential permits	Set by RCW 19.27.085	
BLD05	Building permit	State building code fee (BCF) on residential permits	Set by RCW 19.27.086	
BLD06	Building permit	Mobile home -single wide placement fee. Permit fees would also include those associated with any addition exterior structural construction.	Each	\$ 198
BLD07	Building permit	Mobile home -double wide placement fee. Permit fees would also include those associated with any addition exterior structural construction.	Each	\$ 263
BLD08	Building permit	Mobile home - triple wide placement fee. Permit fees would also include those associated with any addition exterior structural construction.	Each	\$ 329
BLD09	Building permit	Solar Panel	\$ 158.00 + BCF	
BLD10	Building permit	Demolition	\$ 66	
BLD11	Building permit	Fence Permit	\$ 33	
BLD12	Building permit	Temporary Structures	Based on Valuation of Set up Costs	
BLD13	Building permit	Signs	Based on Construction Cost	
BLD14	Building permit	Short Term Rental Inspection or Community Residential Facility Inspection	per Bed/Occupant	\$ 53
BLD15	Building permit	Permit Application Extension Fee	\$ 500	
BLD16	Building permit	Issued Permit Extension Fee	\$ 500	
Inspection and Fees				
BLD17	Inspection and Fees	Building plan review and Inspection Services - Pass thru option	Consultant Cost + 10%	
BLD18	Inspection and Fees	Outside consultants and/or inspections	Admin + Overhead Costs	
BLD19	Inspection and Fees	Outside of normal business hours (minimum one-hour charge)	Hourly	\$ 99
BLD20	Inspection and Fees	Re-Inspection fees	Hourly	\$ 79

Fee	Fee Name	Fee Description	Unit	Fee Amount
Inspection and Fees (Cont'd)				
BLD21	Inspection and Fees	Inspections for which no fee is specifically indicated	Hourly	\$ 79
BLD22	Inspection and Fees	Additional plan review required by changes, additions or revisions to plans	Hourly	\$ 79
BLD23	Inspection and Fees	For use of outside consultants for plan checking and inspections*	Actual Costs (including Admin + Overhead)	
BLD24	Inspection and Fees	Improvements to existing structures	Fee based on formula; based on owner's construction stated costs	
Mechanical Inspection / Permit Fees				
BLD25	Mechanical Inspection/Permit Fees	A/C Air/Handling Units HP		\$ 14
BLD26	Mechanical Inspection/Permit Fees	Water Heater-Gas (Electric water heaters - see Plumbing		\$ 20
BLD27	Mechanical Inspection/Permit Fees	Gas Fireplace, Clothes Dryer, Heat Pump, Unit Heater		\$ 20
BLD28	Mechanical Inspection/Permit Fees	Range Hood/Exhaust Fans		\$ 14
BLD29	Mechanical Inspection/Permit Fees	Furnace <100,000 BTU (Including Ducts and Vents)		\$ 20
BLD30	Mechanical Inspection/Permit Fees	Furnace >100,000 BTU		\$ 25
BLD31	Mechanical Inspection/Permit Fees	Ventilation Fan		\$ 11
BLD32	Mechanical Inspection/Permit Fees	Incinerator - Commercial/Industrial		\$ 20
BLD33	Mechanical Inspection/Permit Fees	Boiler or Compressor		\$ 20
BLD34	Mechanical Inspection/Permit Fees	For each gas-piping system of one to four outlets		\$ 13
BLD35	Mechanical Inspection/Permit Fees	For each gas-piping system of one to four outlets - per outlet		\$ 3
BLD36	Mechanical Inspection/Permit Fees	Miscellaneous Fixtures (regulated by the IMC but not listed above)		\$ 20
BLD37	Mechanical Inspection/Permit Fees	Base permit fee (+ fixture fee)		\$ 40
BLD38	Mechanical Inspection/Permit Fees	Gas water heater		\$ 20
BLD39	Mechanical Inspection/Permit Fees	Evaporate Coolers		\$ 19
BLD40	Mechanical Inspection/Permit Fees	Gas fireplace, heat pump, dryer, heater		\$ 20

Fee	Fee Name	Fee Description	Unit	Fee Amount
Mechanical Inspection / Permit Fees (cont'd)				
BLD41	Mechanical Inspection/Permit Fees	Suspended heater, recessed wall heater, floor mounted unit		\$ 20
BLD42	Mechanical Inspection/Permit Fees	Gas-piping system (1-4 outlets)	Per Outlet (1-4)	\$ 13
			Per Outlet (4+)	\$ 3
BLD43	Mechanical Inspection/Permit Fees	Miscellaneous fixtures		\$ 20
Plan Check Fees				
BLD44	Plan Check Fees	Plan Check Fees	65% of permit fee - in addt.to permit fees - all construction	
BLD45	Plan Check Fees	An estimated plan review fee paid at time of permit app. For construction valuations over \$5000, based on estimated valuation.		
BLD46	Plan Check Fees	Single Family Homes		\$ 525
Plumbing Inspection / Permit Fees				
BLD47	Plumbing Inspection/Permit Fees	Base Fee		\$ 39
BLD48	Plumbing Inspection/Permit Fees	Per Fixture: Bathtub, Bath sinks, Shower, Kitchen sink, Dishwasher, Clothes, Toilet, Urinal, Drinking Fountain, Drain or Floor Drain, Hot tub, Laundry Sink, Bar/Service sink, Electric Water Heater	Per Fixture	\$ 9
BLD49	Plumbing Inspection/Permit Fees	Backflow Protective Device	Per Fixture	\$ 13
BLD50	Plumbing Inspection/Permit Fees	Roof Drains - Commercial/Industrial	Per Fixture	\$ 9
BLD51	Plumbing Inspection/Permit Fees	Vacuum Breakers	Per Fixture	\$ 7
BLD52	Plumbing Inspection/Permit Fees	Grease Traps	Per Fixture	\$ 20
BLD53	Plumbing Inspection/Permit Fees	Medical Gas Piping	Per Fixture	\$ 66
BLD54	Plumbing Inspection/Permit Fees	Miscellaneous Fixtures (regulated by the IPC but not listed above)	Per Fixture	\$ 9
BLD55	Plumbing Inspection/Permit Fees	Electric Water Heater	Per Fixture	\$ 9
BLD56	Plumbing Inspection/Permit Fees	Sprinkler System	Per Fixture	\$ 13
BLD57	Plumbing Inspection/Permit Fees	Plumbing Backflow	Per Fixture	\$ 13

<i>Fee</i>	<i>Fee Name</i>	<i>Fee Description</i>	<i>Unit</i>	<i>Fee Amount</i>
Plumbing Inspection / Permit Fees (cont'd)				
BLD58	Plumbing Inspection/Permit Fees	Plumbing Bath Sink	Per Fixture	\$ 9
BLD59	Plumbing Inspection/Permit Fees	Plumbing Bathtubs	Per Fixture	\$ 9
BLD60	Plumbing Inspection/Permit Fees	Plumbing Clothes Washer	Per Fixture	\$ 9
BLD61	Plumbing Inspection/Permit Fees	Plumbing Dishwasher	Per Fixture	\$ 9
BLD62	Plumbing Inspection/Permit Fees	Plumbing Drain	Per Fixture	\$ 9
BLD63	Plumbing Inspection/Permit Fees	Plumbing Drinking Fountain	Per Fixture	\$ 9
BLD64	Plumbing Inspection/Permit Fees	Plumbing Grease Trap	Per Fixture	\$ 20
BLD65	Plumbing Inspection/Permit Fees	Plumbing Hot Tub	Per Fixture	\$ 9
BLD66	Plumbing Inspection/Permit Fees	Plumbing Kitchen Sink	Per Fixture	\$ 9
BLD67	Plumbing Inspection/Permit Fees	Plumbing Laundry Sink	Per Fixture	\$ 9
BLD68	Plumbing Inspection/Permit Fees	Plumbing Medical Gas Piping	Per Fixture	\$ 66
BLD69	Plumbing Inspection/Permit Fees	Plumbing MISC Fixture	Per Fixture	\$ 9
BLD70	Plumbing Inspection/Permit Fees	Plumbing Roof Drains	Per Fixture	\$ 9
BLD71	Plumbing Inspection/Permit Fees	Plumbing Showers	Per Fixture	\$ 9
BLD72	Plumbing Inspection/Permit Fees	Plumbing Sink (Bar, Service)	Per Fixture	\$ 9
BLD73	Plumbing Inspection/Permit Fees	Plumbing Toilets	Per Fixture	\$ 9
BLD74	Plumbing Inspection/Permit Fees	Plumbing Urinal	Per Fixture	\$ 9
BLD75	Plumbing Inspection/Permit Fees	Plumbing Vacuum Breakers	Per Fixture	\$ 7
BLD76	Plumbing Inspection/Permit Fees	Plumbing Water Electric Heater	Per Fixture	\$ 9
BLD77	Plumbing Inspection/Permit Fees	Plumbing Water Treatment Equip	Per Fixture	\$ 9

Court Fees

The Lynden Municipal Court may collect fees or charges as required by their mandate. These fees are facilitated by the Court department and overseen by the City Administration.

<i>Fee</i>	<i>Fee Name</i>	<i>Fee Description</i>	<i>Unit</i>	<i>Fee Amount</i>
CRT01	Administrative	Warrant cancellation fee	Per Warrant	

Development Fees

This category of fees is for Engineering and Development services overseen by the Public Works Department.

<i>Fee</i>	<i>Fee Name</i>	<i>Fee Description</i>	<i>Unit</i>	<i>Fee Amount</i>
Development Services				
DEV01	Development Services	Stormwater Review & Admin (basis = 2x \$60/hour)		\$ 120
Engineering Services				
DEV02	Engineering Services	Residential Engineering Review Deposit (minimum of \$4,000)	lot	\$ 400
DEV03	Engineering Services	Non-Residential Engineering Review Deposit (minimum of \$6,000)	2% of Civil Const cost estimate	
DEV04	Engineering Services	Residential Engineering Inspection Deposit (minimum of \$10,000)	lot	500
DEV05	Engineering Services	Non-Residential Engineering Inspection Deposit (minimum of \$10,000)	2% of Civil Const cost estimate	

Finance Fees

The Finance Department collects fees related to general financial administration, Business licenses and related to Utility billing.

<i>Fee</i>	<i>Fee Name</i>	<i>Fee Description</i>	<i>Unit</i>	<i>Fee Amount</i>
General Fees				
FIN01	General	Insufficient Funds / Returned Check Fee	Each	\$ 15
FIN08	General	Dance Permit		
Business Licenses (facilitated through the Department of Revenue Licensing Portal)				
FIN02	Business License	General Business License - Original	Each	\$ 50
FIN03	Business License	General Business License - Renewal	Each	-
FIN04	Business License	Non-Resident Business Licenses - Original	Each	50
FIN05	Business License	Non-Resident Business Licenses - Renewal	Each	-
FIN06	Business License	Home Occupation License - Original	Each	125
FIN07	Business License	Home Occupation License - Renewal	Each	-

Fire Department Fees

The Fire Department charges fees related to Community Education classes, inspections and permit, as well as part of the development proposals.

<i>Fee</i>	<i>Fee Name</i>	<i>Fee Description</i>	<i>Unit</i>	<i>Fee Amount</i>
Community Education				
LFD01	Community Education	Community CPR Class	Per Registrant	\$ 10
Inspections & Reviews				
LFD02	Inspections & Reviews	Plan Review Fee - Value Based	\$0 - \$2,000	-
			\$2,001 - \$10,000	35
			\$10,001 - \$20,000	105
			\$20,001 - \$50,000	220
			\$50,001 - \$100,000	315
			\$100,001 - \$250,000	420
			\$250,001 - \$500,000	630
			\$500-001 - \$1,000,000	1,050

			Over \$1,000,001	\$ 1,050 + 10%
LFD03	Inspections & Reviews	Fire Alarm System	1 - 50 Devices	315
			51 - 75 Devices	420
			76 - 100 Devices	525
			101 - 125 Devices	630
			126 - 150 Devices	735
			Over 150 Devices	735 + \$2 per device
LFD04	Inspections & Reviews	New Sprinkler System (based on number of Sprinkler Heads)	1-100 Heads	420
			101 - 200 Heads	475
			201 - 300 Heads	525
			301 - 400 Heads	575
			401 - 500 Heads	625
			Over 500 Heads	\$630 + \$1/head
LFD05	Inspections & Reviews	Change to Sprinkler System (based on number of Sprinkler Heads)	1 - 20 Heads	155
			21 - 40 Heads	210
			41 - 60 Heads	315
			61 - 80 Heads	420
			81 - 100 Heads	525
			Over 100 Heads	525 + \$1 per head
LFD06	Inspections & Reviews	Inspection - Not Listed - Regular	Hourly	125
LFD07	Inspections & Reviews	Inspection - Not Listed - After Hours	Hourly	190
Impact Fees				
LFD08	Impact Fees	Residential Single Family/Duplex per unit	Per Unit	517
LFD09	Impact Fees	Residential multi-family per unit	Per Unit	389
LFD10	Impact Fees	Non-Residential	Square Foot	\$ 0.28
Permits				
LFD11	Permit	Fire Hood	Per System	265
LFD12	Permit	Fire Line	Per Line	420
LFD13	Permit	Fire Pump	Per Pump	265
LFD14	Permit	Hazardous Materials - Fireworks Sales		160
LFD15	Permit	Hazardous Materials - Fireworks Display		210
LFD16	Permit	Hazardous Materials - Explosives		155
LFD17	Permit	Hazardous Materials - Flammable Liquids		155
LFD18	Permit	Hazardous Materials - Install Tank		365
LFD19	Permit	Hazardous Materials - Remove Tank <1000 gal	< 1,000 Gallon	105
			> 1,000 Gallon	315
LFD20	Permit	Spray booth	Per System	265

Parks Department Fees

The Parks Department oversees rentals of the park fields and kitchen spaces and administers fees for a variety of other items. Note, Weekend rates also apply to Holidays.

<i>Fee</i>	<i>Fee Name</i>	<i>Fee Description</i>	<i>Unit</i>	<i>Fee Amount</i>
Donations				
PRK01	Donation Item	Park/Trail Bench- Concrete	Each	\$ 630
PRK02	Donation Item	Street Bench- Slatted	Each	500
PRK03	Donation Item	Trees (vary according to size and variety)	Each	250 - 900
Berthusen Park Rentals				
PRK04	Rental Fees	Berthusen Kitchen Rental	1/2 Day - Weekday	85
			1/2 Day - Weekend	105
			Full Day - Weekday	125
			Full Day - Weekend	155
PRK05	Rental Fees	Berthusen Playfield Reservation		25
PRK06	Rental Fees	Berthusen Open Shelter Rental	1/2 Day - Weekday	60
			1/2 Day - Weekend	75
			Full Day - Weekday	70
			Full Day - Weekend	95
PRK07	Rental Fees	Berthusen Additional Setup Fees- changes to tables, barricades, etc.		65
PRK08	Rental Fees	Berthusen Large Group Fees-over 100 people	Per Event	20
PRK09	Rental Fees	Berthusen Overnight Camping (May-Sept.) Tents only- non-profit educational youth programs Max. group=80 people	Per person	5
City Park Rentals				
PRK10	Rental Fees	City Park Kitchen Rental	1/2 Day - Weekday	85
			1/2 Day - Weekend	105
			Full Day - Weekday	125
			Full Day - Weekend	155
PRK11	Rental Fees	City Park Open Shelter Rental	1/2 Day - Weekday	60
			1/2 Day - Weekend	70
			Full Day - Weekday	75
			Full Day - Weekend	95

PRK12	Rental Fees	City Park Large Group Fees- over 100 people	Per event	20
PRK13	Rental Fees	City Park Tennis Court Reservations--per count - 3 hour maximum	Per court	10
Bender Fields Rentals				
PRK14	Rental Fees	Bender Fields Kitchen Rental	1/2 Day - Weekday	85
			1/2 Day - Weekend	105
			Full Day - Weekday	125
			Full Day - Weekend	155
PRK15	Rental Fees	Bender Fields Open Shelter Rental	1/2 Day - Weekday	65
			1/2 Day - Weekend	70
			Full Day - Weekday	90
			Full Day - Weekend	95
PRK16	Rental Storage Fees	Storage Unit	per month	85
			per year	850
PRK17	Vendor Fees	Additional Vendor/Concessionaire Fee	per day	30

Planning Fees

Planning fees are overseen by the Community Development Department.

Fee	Fee Name	Fee Description	Unit	Fee Amount
PLN01	Land Use Fee - Type 1	Lot Line Adjustment		\$ 329
PLN02	Land Use Fee - Type 1	Clearing, Grading & Fill - Type B		131
PLN03	Land Use Fee - Type 1	Shoreline Written Exemption Determination		131
PLN04	Land Use Fee - Type 2	Design Review Waiver		300
PLN05	Land Use Fee - Type 1	Design Review Variance		300
PLN06	Land Use Fee - Type 1	Historic Preservation		394
PLN07	Land Use Fee - Type 1	Critical Area Review	\$105 + Cost of Consultant Review (if Required)	
PLN08	Land Use Fee - Type 1	Pre-Application Meeting		-
PLN09	Land Use Fee - Type 1	Clearing, Grading & Fill - Type A		131
PLN10	Land Use Fee - Type 1	SEPA Environment Checklist		460
PLN11	Land Use Fee - Type 1	Design Review (Buildings)	Initial	300
			Per Additional Unit	100
PLN12	Land Use Fee - Type 1	Design Review (Signage)	Initial	66
			Per additional Sign on same application	20

PLN13	Land Use Fee - Type 2	Subdivision Plat - Preliminary	Initial	460
			Per Lot	158
PLN14	Land Use Fee - Type 2	Subdivision Plat - Final		92
PLN15	Land Use Fee - Type 2	General Binding Site Plan	Initial	460
PLN16			Per Lot	158
PLN17	Land Use Fee - Type 2	Specific Binding Site Plan	Initial	394
PLN18			Per Lot	126
PLN19	Land Use Fee - Type 2	Development Agreement	\$263 + Cost of City's Legal review	
PLN20	Land Use Fee - Type 2	Shoreline Substantial Development		606
PLN21	Land Use Fee - Type 2	Shoreline Conditional Use		656
PLN22	Land Use Fee - Type 2	Shoreline Variance		1,312
PLN23	Land Use Fee - Type 2	Planned Residential Development	Initial	788
			Per Lot	131
PLN24	Land Use Fee - Type 2	Short Plat	Initial	394
			Per Lot	158
PLN25	Land Use Fee - Type 3	Conditional Use Permit		525
PLN26	Land Use Fee - Type 3	Variance - Hearing Examiner		525
PLN27	Land Use Fee - Type 3	Fence Variance		197
PLN28	Land Use Fee - Type 3	Development Standard Variance (per variance)		460
PLN29	Land Use Fee - Type 3	Rezone		591
PLN30	Land Use Fee - Type 3	Comprehensive Plan Amendment		788
PLN31	Land Use Fee - Type 3	Plat Amendment (Major)		525
PLN32	Land Use Fee - Type 3	Plat Amendment (Prior to final plat or plat expiration)		263
PLN33	Land Use Fee - Type 3	Amendment to a Planned Residential		525
PLN34	Land Use Fee - Type 3	Development (PRD) or Master PRD		525
PLN35	Land Use Fee - Type 3	CC&R modifications of PRD's	131 + Cost of Legal Review	
PLN36	Land Use Fee - Type 3	Zoning Text Amendment	525 + Base fee or FRC	
PLN37	Land Use Fee - Type 3	Vacation of Right-of-Way or Easement		394
PLN38	Land Use Fee - Type 4	Home Occupation		131
PLN39	Land Use Fee - Type 4	Annexation	395 + cost of legal review	
PLN40	Land Use Fee - Type 4	Appeal of Administrative Decision (SEPA)		656
PLN41	Land Use Fee - Type 4	Cell Tower Revision or Addition	525 + building permit costs	
PLN42	Land Use Fee - Type 4	ADU Covenant		131
PLN43	Land Use Fee - Type 4	Zoning Verification Letter		263
PLN44	Land Use Fee - Type 4	Request to Petition for Annexation		131
PLN45	Land Use Fee - Type 4	Appeal of Administrative Decision (non-SEPA)		263

PLN46	Land Use Fee - Type 4	Cell Towers Construction/Replacement	\$1,313 + cost of 3rd party review if needed	
PLN47	Land Use Fee - Type 4	Small Cell Network Plan Review for installation of Equipment within City's ROW and Franchise Agreement	788 + cost of legal review	
PLN48	Land Use Fee - Type 4	Removal of ADU Covenant		131
PLN49	Land Use Fee - Type 4	HBD Commercial Parking - Payment in lieu of on-site parking	Per Stall	9,345

Police Department Fees

The Police Department charges fees for various functions, tasks and licenses.

<i>Fee</i>	<i>Fee Name</i>	<i>Fee Description</i>	<i>Unit</i>	<i>Fee Amount</i>
LPD01	Administrative	Fingerprinting - per card	Per Card	\$ 0
LPD02	Administrative	Weapons Licensing		Per Department of Licensing Fees
LPD03	Administrative	Records/Reports (B&W copies)	Per Page	\$ 0.15
LPD04	Administrative	Records/Reports (scanned copies)	per Page	\$ 0.10
LPD05	Administrative	Records/Reports (Mailing fee)	Actual Cost of Postage and Shipping supplies	
LPD06	Administrative	Body Worn Camera Footage	Per Minute of Footage	\$ 0.48

Public Record Request Fees

Certain types of formats for public record requests may be subject to fees as listed below. Also refer to [City Ordinance 1551](#).

<i>Fee</i>	<i>Fee Name</i>	<i>Fee Description</i>	<i>Unit</i>	<i>Fee Amount</i>
PRR01	Administrative	Paper copies	Per Page	\$ 0.15
PRR02	Administrative	Scanned Copies	Per Page	\$ 0.10
PRR03	Administrative	Records uploaded to email, cloud based storage, CD/DVD or flash drive	Per 4 files/attachments	\$ 0.05
PRR04	Administrative	Records transmitted in electronic format	Per gigabyte (GB)	\$ 0.10
PRR05	Administrative	Digital Storage Media Device (CD/DVD, flash drive)	Per Device	Actual Cost
PRR06	Administrative	Envelopes & Postage or Delivery	Each	Actual Cost
PRR07	Administrative	Non Standard Copies (overside copies, photographs, plans, etc.	Each	Actual Cost
PRR08	Administrative	Customized Service Charge	See Note 1	Actual Cost

- Note 1 - When the request would require the use of IT expertise to prepare data compilations or when such customized access services are not used by the City for other business purposes, the City may charge the actual cost. The City must notify the requester that it will be doing a customized service and can require a 10% deposit.

There is no cost for inspection of public records, however, the City does charge fees for copying, scanning and mailing records to the Requester in accordance with the above fee schedule. Payment for responsive records and delivery costs must be received before the records are provided. If payment is not received within 30 days of the date the records are made available, the request will be deemed abandoned and will be administratively closed without further communication to the Requester. The City will remind the Requester of these time frames when the records are available.

The City offers two methods for delivery of responsive paper records to a public records request. Paper records are available via in-person pick up or by postal mail. The Public Records Officer may require a 10% deposit for large records requests which require multiple installments.

Installments which have a volume of electronic records that exceeds 25 mb will be delivered via CD/DVD or USB memory device. Digital Storage media/devices are charged the actual cost of material (such as CD/DVD, flash drive, etc.). CD/DVD and USB memory devices can be either picked up in person or sent by postal mail. For electronic records requests which have a very low volume of responsive records, the records may be sent through email as an attachment and the appropriate costs will be charged.

No charges will be assessed if the cost of responsive records is less than \$10.00.

The City does **not** provide customized access to its databases or computer systems such as personal use of its databases or computer systems. However, the City will allow a Requester to view public records which are responsive to their request on a City computer system if necessary.

Street Fees

Street related permits and fees are overseen by the Public Works Department

<i>Fee</i>	<i>Fee Name</i>	<i>Fee Description</i>	<i>Unit</i>	<i>Fee Amount</i>
STR01	Permit	Right of Way Obstruction Permit - Residential (basis = 0.66x \$60/hr.)		\$ 37
STR02	Permit	Right of Way Obstruction Permit - Franchise/Utility (basis = 3x \$60/hr)		180

STR03	Permit	Vending Permit - fixed place	79
STR04	Permit	Vending Permit - non fixed place	27
STR05	Permit	Downtown Residential Parking Permit	315
STR06	Permit	Public Sidewalk/Outdoor Dining Permit	\$13 + 2.50 per Square foot of Sidewalk Used

Utility Rates & Fees

The City of Lynden operates several Utilities, including Composting, Wastewater/Sewer, Storm Water, Water and Ambulance. The Utilities are managed by the Public Works departments with support on billing and administration from the Finance Department.

General Utility Fees & Penalties

<i>Fee</i>	<i>Fee Name</i>	<i>Fee Description</i>	<i>Unit</i>	<i>Fee Amount</i>
Compost Services				
UTB01	Compost	Any Customer < 100 cubic yards per year	< 100 Cubic Yards per year	\$16
			100+ Cubic Yards per year	9
UTB02	Compost	Double Screened		+20% per yard
UTB03	Compost	Fall Clearance		20% discount per yard
Utility Services				
UTB04	Utility Services	Sewer/Water Line Inspection	Per Inspection	53
UTB05	Utility Services	Water Meter Remove/Reinstall - permitted demo only	meter install fee + FCI Differential *	
UTB06	Utility Services	BOD/TSS Field Sample Collection	Hourly	160
UTB07	Utility Services	City Equipment Operator Labor - Street/Systems Maint. Worker Step C	1.5 x Current Teamsters Contract Rate	
UTB08	Utility Services	City Equipment Rates		Current FEMA rates
UTB09	Utility Services	Outside City Limits Multiplier (applied to base rate and volume charges)		x 1.5
UTB23	Utility Services	Inspection for Water leak or Faulty Meter	Founded Not Founded	No Charge 53
Penalties & Charges				
UTB10	Penalties & Charges	Utility bill Late Payment Penalty - Balance not paid in full by due date	Up to \$200	\$ 10

			balance over \$200	5%
UTB11	Penalties & Charges	Door Hanger Fee - Fee applied for nonpayment and additional notice to customer. - Fee will be applied at time of mail generation of 2nd and Final notices, physical door hanger notice, or following NSF check and non-payment	per occurrence	15
UTB12	Penalties & Charges	Water Disconnect Dispatch Fee - Customer Request - Temporary disconnects and/or reconnects (vacationers, tenant changes, etc.) will continue to pay a base water fee, full storm fee and one-half (50%) of the sewer fee. - Fee is not charged if a disconnect is required for a customer to service their private line	per occurrence	50
UTB13	Penalties & Charges	Water Disconnect Dispatch Fee - Non-Payment of Utility Bill - Utility bills not paid by 9 AM on the 15th of the following month are subject to Shut off action. - Fee will be charged regardless of whether physical disconnect occurs	per occurrence	50
UTB14	Penalties & Charges	Water Reconnect Dispatch Fee - Customer Request or in relation to non-paid utility bill - Fee not charged if the disconnect was required for a customer to service their private line - In order for reconnection of Water shut off as a result of non-payment, the past due amount and disconnection fees must be paid. - Reconnection will occur during regular business hours Monday through Friday 8 am through 5 pm (excluding holidays)	per occurrence	50
UTB15	Penalties & Charges	Unreported/additional Service Line - To be paid in addition to double rates and will be incurred per calendar day until permit is obtained and applicable fees have been paid		100
UTB16	Penalties & Charges	Waster of Water Penalty	per offense	150
UTB17	Penalties & Charges	Violation of Irrigation Regulations - Irrigating other than what is allowed under Section 13.04.300 of the Lynden Municipal Code	per occurrence	5
UTB18	Penalties & Charges	Non-City Employee Turning Water on after Shut-Off	per occurrence	75
UTB19	Penalties & Charges	Unauthorized Water Openings (i.e. construction) - Estimated usage will be billed in addition to fee	per occurrence	150

UTB20	Penalties & Charges	Tampering Fine - Tampering with water meter or fire hydrant, cutting lock, turning back reads, etc.	per occurrence	150
UTB21	Penalties & Charges	Theft of Water - violation for unauthorized use of City Water will be incurred per calendar day for period of theft - estimated usage will be billed in addition to fee.	per occurrence	250
UTB22	Penalties & Charges	Violation of Water Rules & Regulations (not otherwise indicated)	per occurrence	150

Fee	Fee Name	Fee Description	Unit	Fee Amount
Compost Services				
UTB01	Compost	Any Customer < 100 cubic yards per year	< 100 Cubic Yards per year	\$ 16
			100+ Cubic Yards per year	9
UTB02	Compost	Double Screened		+20% per yard
UTB03	Compost	Fall Clearance		20% discount per yard
Utility Services				
UTB04	Utility Services	Sewer/Water Line Inspection	Per Inspection	53
UTB05	Utility Services	Water Meter Remove/Reinstall - permitted demo only	meter install fee + FCI Differential *	
UTB06	Utility Services	BOD/TSS Field Sample Collection	Hourly	160
UTB07	Utility Services	City Equipment Operator Labor - Street/Systems Maint. Worker Step C	1.5 x Current Teamsters Contract Rate	
UTB08	Utility Services	City Equipment Rates	Current FEMA rates	
UTB09	Utility Services	Outside City Limits Multiplier (applied to base rate and volume charges)		x 1.5

Water Rates

Water Rates are approved as part of the annual budget process and increases are effective July 1st each year.

Fee	Fee Category	Customer Category	Meter Size	Monthly Base	Volume Charge	Volume Charge
WAT01	Water Use	Single Family, Including Mobile Homes & Duplexes with Separate Meters	3/4" Meter	\$ 39.02	<5 ccf	\$ 1.93

					5-18 ccf	2.53
					>18 ccf	3.86
		1" Meter	\$	59.25	<5 ccf	1.93
					5-18 ccf	2.53
					>18 ccf	3.86
		1 1/2" Meter	\$	115.93	<5 ccf	1.93
					5-18 ccf	2.53
					>18 ccf	3.86
		2" Meter	\$	184.59	<5 ccf	1.93
					5-18 ccf	2.53
					>18 ccf	3.86
WAT02	Water Use	Low Income Senior Discount (Reduction in Monthly Fee)		(8.80)		
WAT03	Water Use	1) Multi-Family, including Duplexes with Single Shared Meter	3/4 Inch Meter	39.02		2.40
		2) Business, Commercial, and Industrial	1" Meter	64.39		2.40
			1 1/2" Meter	125.78		2.40
			2" Meter	199.76		2.40
			3" Meter	398.25		2.40
			4" Meter	619.84		2.40
			6" Meter	1,236.45		2.40
			8" Meter	1,976.73		2.40
WAT04	Water Use	Outside City Limits Multipliers	1.5 x Base charge		1.2 x Base Volume Charge	
WAT05	Water Use	Associations / Wholesale (Multiplier Included)	1 1/2" Meter (Twin Ditch, Meadowbrook)	188.66		2.88
			2" Meter	299.64		2.88
			4" Meter (Berthusen)	929.77		2.88
WAT06	Water Use	Grounds/Irrigation Meter	3/4 Inch Meter	39.02		3.21
			1" Meter	64.39		3.21
			1 1/2" Meter	125.78		3.21
			2" Meter	199.76		3.21
			3" Meter	398.25		3.21
			4" Meter	619.84		3.21

WAT07	Water Use	Hydrant Meters	1st Month	199.76	3.86
			Each 2 nd + Month	39.02	3.86
WAT08	Water Use	Unmetered Fire Line			

Notes:

1. The volume charge is for each hundred cubic feet (ccf) – approximately 748 gallons.
2. In addition to charges levied herein, an additional charge of 6.5% shall be assessed, which shall be paid into the Water Debt Reduction Fund to be used exclusively for debt reduction of construction debt.
3. In addition to charges levied herein, an additional charge of a 2% Fire Suppression Tax shall be assessed per City Ordinance.
4. In addition to charges levied herein, an additional charge of Utility Occupation Tax will be charged per LMC 3.28.040(F).

Sewer Rates

Sewer Rates are approved as part of the annual budget process and increases are effective July 1st each year.

Fee	Fee Category	Customer Category	Unit	Rate	Additional Charges
SEW01	Sewer Use	Single Family, Duplex, and/or Multi-Family Dwelling Unit with Separate Individual Meters	Monthly	\$ 61.64	
SEW02	Sewer Use	Multi-Family (Including Duplex) with a Connected Single Meter serving All Units	1st Dwelling Unit	61.64	
			Each Additional Dwelling Unit		45.80
			Each Mobile Home Add't Unit		34.34
			Each Accessory Dwelling Unit (ADU)		34.34
SEW03	Sewer Use	Business / Commercial / Industrial - (non-NPDES ¹) Low Strength	Monthly Base	61.64	
			Volume - per 100 cubic feet (ccf)		3.39
SEW04	Sewer Use	Industrial Users - NPDES ¹ Permitted and High Strength ²	Monthly Base	122.14	
			Volume - per 100 cubic feet (ccf)		2.64
			BOD Charge - per pound (lb)		1.07
			TSS Charge - per pound (lb)		1.07
SEW05	Sewer Use	Industrial Users - Testing	BOD Testing - per sample ³		74.42
			TSS Testing - per Sample ³		25.19
			Sample Collection - per hour ⁴		160.50

SEW06	Sewer Use	Outside City Limits Multiplier - Residential Outside City Limits Multiplier applied to Base Rate - Commercial Outside City Limits Multiplier applied to Base Rate and Unit Volume; and installation of flow meter(s) will be required	1.5 x Base charge
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1. National Pollution Discharge Elimination System (NPDES)
2. High Strength wastewater means BOD or TSS > 300 mg/L.
3. A late payment charge of 5% will be added to payments not made within 30 days of invoice
4. A sample collection fee is charged at \$150/hour for operator time, sampling equipment, and vehicle.

Additional Information:

- A. Business/Commercial/Industrial (Non-Permit) covers all non-residential uses including offices and retail stores, churches, recreation centers, service/gas stations, fairgrounds, hotels/motels, nursing homes, assisted living facilities (without full kitchens, including oven and cooktop), food and beverage establishments, laundromats, car washes, schools, and industries which the City has determined do not require an NPDES Permit.
- B. Multi-Family shall include apartments, duplexes, independent living facilities, and multiple condominium units served by a single meter.
- C. Mixed Use (with a single meter). Consumer Category to be determined by Public Works.
- D. A non-representative sample will be billed as if 100% of the Daily Maximum Demand was delivered.
- E. If an Industrial User exceeds the permit limit for Flow, BOD or TSS; it will result in a rate 3-times the established per unit rate for each violation over the permit or contract limit.
- F. A pH reading outside the permit limit will result in a rate 3-times the established rate for flow for the period of violation.
- G. A concentration level in mg/l over the permit or contract level will result in a rate 3-times the established per unit rate for the permit or contract charge.

Stormwater Rates

Stormwater Rates are approved as part of the annual budget process and increases are effective July 1st each year.

Fee	Fee Category	Customer Category	Unit	Fee Amount
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STR01	Stormwater Rates	Single Family, Duplex, and/or Multifamily Dwelling Unit with Individual Meter	Per Unit / Per Month	\$	12.44
STR02	Stormwater Rates	Single Family, Duplex, and/or Multifamily Dwelling Unit with Individual Meter in a subdivision where public street stormwater is conveyed to a private system maintained by an HOA	Per Unit / Per Month		70% of above
STR03	Stormwater Rates	Non-Single Family	Up to 10,000 sq ft		19.39
			per 5,000 sq.ft over 10,000		9.49
STR04	Stormwater Rates	Non-Single Family w/Water Quality Treatment	Up to 10,000 sq ft		19.39
			per 5,000 sq.ft over 10,000		7.78
STR05	Stormwater Rates	Non-Single Family w/Detention and Water Quality Treatment	Up to 10,000 sq ft		19.39
			per 5,000 sq.ft over 10,000		4.84
STR06	Stormwater Rates	Non-Single Family w/Retention and Water Quality Treatment	Up to 10,000 sq ft		19.39
			per 5,000 sq.ft over 10,000		2.53

Water Hook-Up Fees

Water Hook-up Fees are adopted with the budget and become effective January 1 each year. These are called Water General Facility Capital Improvement (FCI) Charges.

Fee	Fee Category	Customer Category	Unit	FCI Charge	Meter Installation Fee
WTFC1	Water FCI	Single Family Residential	1 ERU	\$ 6,365.64	\$ 424.76
WTFC2	Water FCI	Duplex (Both units must be metered unless authorized by the Public Works Director)	Per Unit	6,365.64	424.76
WTFC3	Water FCI	Detached Accessory Dwelling Unit (ADU)	Per Unit	4,918.49	424.76
WTFC4	Water FCI	Multi-Family (3+ units, per unit) <i>*Based on 75% of Single Family ERU</i>	3+ Units, per Unit	4,774.23	same as Commercial Meter Installation Fes
WTFC5	Water FCI	Commercial (Non-Residential) and Industrial Users:	3/4 Inch Meter	6,365.64	424.76
			1" Meter	10,624.67	594.20
			1 1/2" Meter	21,223.01	2,300.10
		<i>Time & Material is based on actual cost. Estimate to be provided by City, upon request, prior to installation.</i>	2" Meter	34,009.25	2,612.66
			3" Meter	68,020.80	3,241.21
			4" Meter	106,244.43	time & material

	6" Meter	212,219.81	time & material
	8" Meter	339,551.01	time & material

Additional Information:

- A. When a service is changed from a smaller meter to a larger meter, the fee calculation shall be the difference between the two.
- B. When a service is changed from a larger meter to a smaller meter, there will be no fee credit adjustment.
- C. Water Associations identified by the Washington State Department of Health (WSDOH) as having a contaminated groundwater source and which agree to connect to the City of Lynden for wholesale water supply will not be charged a General Facilities Capital Improvement (FCI) Charge per the terms of WSDOH loans provided to the City in 2013 for the treatment facility.
- D. Water connections outside the City Limits will have a 1.5 multiplier applied to the above connection charges. New connections outside the City Limits are only allowed with City Council approval.

Sewer Hook-Up Fees

Sewer Hook-up Fees are adopted with the budget and become effective January 1 each year. These are called Sewer General Facility Capital Improvement (FCI) Charges.

The general FCI charges applicable to all areas served by the City. are shown in the table below in the "All Areas" column and those additional FCI charges only applicable to the East Lynden/ Line Road Sub-Basin, per Ordinance No. 1447, are shown in the "East Lynden" column:

Where a property owner is eliminating a septic system and connecting to the City's sanitary sewer system, the "All Areas" FCI charges shown above may be waived per LMC 13.12.055(f).

<i>Fee</i>	<i>Fee Category</i>	<i>Customer Category</i>	<i>Unit</i>	<i>All Areas</i>	<i>East Lynden (additional)</i>
SWFC1	Sewer FCI	Single Family Residential (including Mobile Home)		\$ 8,729.86	\$ 6,492.73
SWFC2	Sewer FCI	Accessory Dwelling Unit	Per Unit	5,470.33	3,920.14
SWFC3	Sewer FCI	Duplex	Per Unit	8,729.86	6,492.73
SWFC4	Sewer FCI	Multi-Family	3-4 Unit Bldg/Per Unit	6,466.40	4,660.89
			5+ Unit Bldg/Per Unit	5,469.19	3,920.14
SWFC5	Sewer FCI	Mobile Home Parks	First 4 Pads/Per Pad	6,466.40	4,660.89
			5+ Pads/Per Pad	5,469.19	3,920.14
SWFC6	Sewer FCI		3/4 Inch Water Meter	6,466.40	4,660.89

Business, Commercial, and Industrial Users: <i>Business and Commercial covers all non-residential uses, including offices and retail stores (with or without public restrooms), industrial users (not requiring an NPDES Permit), churches, recreation centers, service/gas stations, fairgrounds, hotel/motels, nursing homes, assisted living facilities (without full kitchens, including oven and cooktop), food and beverage establishments, laundromats, car washes, and schools.</i>	1" Water Meter	10,778.09	7,760.13
	1 1/2" Water Meter	21,542.44	15,505.38
	2" Water Meter	34,214.19	24,819.14
	3" Water Meter	68,908.10	49,616.53
	4" Water Meter	107,651.51	77,514.31
	6" Water Meter	215,291.58	155,005.72
	8" Water Meter	344,458.05	221,873.61

Stormwater Hook-Up

Stormwater Hook-up Fees are adopted with the budget and become effective January 1 each year. These are called Stormwater Management General Facility Capital Improvement (FCI) Charges.

Fee	Fee Category	Customer Category	Unit	Fee Amount
STFC1	Stormwater FCI	Single Family, Duplex, and/or Multifamily Dwelling Unit with Individual Meter in a Platted Subdivision with approved Stormwater Facilities	Base Fee/Unit	\$ 228.98
STFC2	Stormwater FCI	Single Family, Duplex, and/or Multifamily Dwelling Unit with Individual Meter	Base Fee/Unit	457.96
STFC3	Stormwater FCI	Non-Single Family	Up to 10,000 sq ft	912.49
			per 5,000 sq.ft over 10,000	382.40
STFC4	Stormwater FCI	Non-Single Family w/Water Quality Treatment	Up to 10,000 sq ft	912.49
			per 5,000 sq.ft over 10,000	286.23
STFC5	Stormwater FCI	Non-Single Family w/Detention and Water Quality Treatment	Up to 10,000 sq ft	912.49
			per 5,000 sq.ft over 10,000	174.02
STFC6	Stormwater FCI	Non-Single Family w/Retention and Water Quality Treatment	Up to 10,000 sq ft	912.49
			per 5,000 sq.ft over 10,000	87.01