

City of St. Helens  
**RESOLUTION NO. 2013**

A RESOLUTION OF THE ST. HELENS CITY COUNCIL TO SET PLANNING  
DEPARTMENT FEES

**WHEREAS**, Ordinance No. 3095 authorizes the City Council to establish Planning Department fees by resolution; and

**WHEREAS**, the City Council and staff finds it necessary from time to time to review these fees and adjust them accordingly based on the current estimated and actual costs of materials, staff time, and other related expenses.

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:**

**Section 1.** The Planning Department fees set forth in the exhibit, attached, are hereby adopted.

**Section 2.** This Resolution supersedes Resolution No. 1967 and any previous Resolution setting forth Planning Department fees.

**Section 3.** This Resolution is effective July 1, 2024.

**Approved and adopted** by the City Council on June 5, 2024, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder



## PLANNING DEPARTMENT FEE SCHEDULE

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<b>Accessory Structure</b> (detached)	\$159
<b>Amended decision</b> (post amendment of proposed decision)	\$316
<b>Amendment</b>	
Quasi-judicial or Legislative	\$1,263
+Deposit for special notice (covers mailing expense); and/or	\$3,744 <sup>(D)</sup>
+Deposit for proposed text amendments	\$3,744 <sup>(D)</sup>
<b>Annexation</b>	
Annexation application (consent to annex)	\$1,263 + \$63/acre
+Election deposit (to cover election costs if applicable)	\$3,744 <sup>(D)</sup>
<b>Appeal</b>	
Administrative decision	\$250 <sup>(1)</sup>
Non-administrative decision (excludes cost of transcript, see below)	\$632
Expedited Land Partition or Subdivision	\$300 <sup>(1) (D)</sup>
Home Occupation	60% / applicable fee <sup>(2)</sup>
+Transcript deposit (for non-administrative appeal)	\$500 <sup>(1) (D)</sup>
<b>Building Permit Planning Release</b> (fee associated with building permits)	\$63
<b>Conditional Use Permit</b>	
Minor Modification of Major CUP	\$316
Minor Modification of existing use (value of project <\$10,000)	\$316
Minor Modification of existing use (value of project >\$10,000)	\$380
Major (value of project is <\$250,000)	\$632
Major (value of project is \$250,000 to \$500,000)	\$821
Major (value of project \$500,000 to \$1,000,000)	\$1,010
Major (value of project >\$1,000,000)	Project Value x \$0.0008 + \$316 <sup>(3)</sup>
<b>Development Agreement or Contract</b> (in add. to other application fees)	\$3,744
<b>Easement Extinguishment</b> (per ORS 221.725)	\$632
<b>Expedited Land Division</b>	Application fees same as Partition or Subdivision <sup>(2)</sup>
<b>Historic Resource Review</b>	\$159
<b>Home Occupation</b>	\$190

<b>Land Use Letter / Planning Director Signature</b>	\$34
<b>Lot Line Adjustment</b>	\$316 + \$63/adj. acres
<b>Measure 49</b>	\$3,744
<b>Notice</b> (not as required, but requested—must be renewed annually)	\$127/calendar year
<b>Parklet, Temporary</b>	
Permit fee, administrative (excludes other permits needed for use of ROW)	\$190
Renewal (excludes other permits needed for use of ROW)	\$127
<b>Partition</b>	
Preliminary Plat	\$632 + \$34/parcel
Final Plat	\$63 + \$18/parcel
<b>Planned Development</b> (fee is same as use—e.g., SUB, SDR, CUP)	n/a
<b>Preapplication Conference</b>	\$127 <sup>(4)</sup>
<b>Public Passageway Permit</b>	\$17 per 50' of street frontage used for street furniture <sup>(5)</sup>
<b>Recordation fee</b>	Same as County Clerk
<b>Referral</b> of administrative decision to Planning Commission	+\$230 to base fee(s)
<b>Revocation</b>	\$316
<b>Sensitive Lands Permit</b>	
Administrative (except Tree Removal Permit—see below)	\$316
With public hearing	\$632
<b>Sign Code Adjustment</b>	\$569
<b>Sign Permit</b>	
Permanent [wall painted or adhered (i.e. sticks out less than 1”)]	\$63
Permanent (all except as above)	\$127
Temporary	\$34
Temporary (nonprofit organization)	\$0
Permit issued after sign has begun to be constructed	X2 base fee(s) <sup>(2)</sup>
<b>Sign Plan, Comprehensive</b>	\$190 + \$34/sign
<b>Site Development Review</b>	
Minor Modification of Major SDR	\$159
Minor Modification of existing use (value of project <\$10,000)	\$159
Minor Modification of existing use (value of project >\$10,000)	\$316
Major (value of project is <\$250,000)	\$380
Major (value of project is \$250,000 to \$500,000)	\$569
Major (value of project \$500,000 to \$1,000,000)	\$757

Major (value of project >\$1,000,000)	Project Value x \$0.0008 <sup>(3)</sup>
Scenic Resource	\$316
<b>Street Vacation</b>	
Application materials (provided by staff—optional)	\$63
Application fee	\$885 + Recordation fee <sup>(6)</sup>
<b>Subdivision</b>	
Preliminary Plat	\$885 + \$34/lot
Final Plat	\$316 + \$18/lot
<b>Supplemental Application</b> pursuant to ORS 227.184	\$3,744
<b>Temporary Use Permit</b>	
One year	\$190 + <sup>(7)</sup>
One month (within a 30 consecutive day time period)	\$63 + <sup>(7)</sup>
One week (within a 7 consecutive day time period)	\$34
<b>Time Extension</b>	\$123 + <sup>(8)</sup>
<b>Tree Removal Permit</b> (sensitive lands)	\$190/tree
<b>Unlisted Use / Parking Use / Nonconforming Use Determination</b>	\$190
<b>Variance</b>	\$569

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<b>Development Code, etc.</b>	Per Photocopy / Printout Fee (see Universal Fee Schedule)
<b>Zoning District or Comprehensive Plan Map</b> (hard copy)	\$29 each

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Notes:

- <sup>(D)</sup> Deposit to cover city time, materials, and expenses. Any portion not used is refundable.
- <sup>(1)</sup> Indicates maximum per Oregon Revised Statutes.
- <sup>(2)</sup> Indicates per St. Helens Municipal Code.
- <sup>(3)</sup> Project value requires an estimate from a qualified professional. If value is determined to be greater at time of Building Permit issuance, the difference shall be paid prior to issuance. **Max project value fee is \$5,980** (additional CUP fee still applies).
- <sup>(4)</sup> Fee may be deducted from application fee(s) if application is submitted within six months of preapplication conference.
- <sup>(5)</sup> Fee is per 50 feet of street frontage used rounded up. For example, using 51 feet would count as 100 feet for the purpose of administering the fee. This does not include temporary parklets.
- <sup>(6)</sup> Base fee is required to accept an application. If approved, recordation fees are required to be paid in advance of recording final documents with the County Clerk.
- <sup>(7)</sup> For food/vender carts/trucks/trailers add \$63 per unit in addition to the first.
- <sup>(8)</sup> Add \$34 per 100' of notice area required by application type. For example, notice area less than 100' would not include this added fee, whereas a 300' notice area would triple this added fee.