

City of Tualatin Fee Schedule

Fees Effective July 9, 2024

General Administrative Fees	
Photocopies:	
Per page/side (up to 8.5"x14")	0.35
Per page/side (11"x17")	0.65
Color - per page/side (up to 8.5"x14")	1.20
Color - per page/side (11"x17")	1.70
Thumb Drive (2 GB)	11.35
Storage Retrieval Fee	33.80
Staff Time:	
-Up to 30 minutes	no charge
-Over 30 minutes	employee cost

Development Fees	
Addressing Fees:	
Change of existing address	243.35
Assign single family	60.80 + 7.95 per lot
Multi-Family - less than 50 units	74.40 + 7.95 per unit
Multi-family - 50+ units	74.40 + 4.55 per unit
Non-residential (suite assignment)	74.40 for address + 49.75 per suite
Amendment to Comprehensive Plan Map	2,617.25
Amendment to Comprehensive Plan Text/Landmark Designation/Removal of Landmark Designation	2,617.25
Annexation	1,784.50
Appeal Proceeding to Council	168.70
Appeal Expedited Process to Referee, Deposit per ORS 197.375	378.50
Architectural Review Application, Nonexpedited Process:	
Estimated Project Value:	
Under \$5,000	146.00
\$5,000 - \$24,999.99	686.75
\$25,000 - \$99,999.99	1,243.75
\$100,000 - 499,999.99	2,054.85
\$500,000 and greater	3,012.00
Architectural Review, Minor	120.00
Architectural Review, Single-family Level I (Clear & Objective)	120.00
Architectural Review, Single-family Level II (Discretionary)	915.00
Architectural Review, Accessory Dwelling Unit (ADU)	120.00

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Development Fees (continued)	
Conditional Use Permit	1,784.50
Conditional Use Permit Renewal	1,784.50
Extension Request Reviewed by Staff	254.15
Extension Request Reviewed by Architectural Review Board	1,438.40
Interpretation of Development Code	119.00
Industrial Master Plans	2,276.50
Landmark Alteration/New Construction Review	140.60
Central Urban Renewal Master Plan	2,276.50
Driveway Approach Permit	340.70
Engineering Copies:	
18" x 24"	3.45
24" x 36"	4.55
36" x 48"	5.60
Erosion Control (EC) Fees:	
1. Inspection Fees	
a. Non-Site Development	
1. New construction	525.00
2. Additions, remodels and demolitions disturbing less than 1,000 s.f.	175.00
b. Development Sites without infrastructure or vegetated corridor improvements (EC Only)	525.00 plus 525.00 prorated for each acre over 1/2 acre
c. Subsequent Site Development (Early EC Inspection Fee)	525.00 or 1/2 of the EC Only Fee, whichever is greater
d. Site Development Inspection Fee	1,050.00 plus 1,050.00 for each acre over a half-acre
e. Stormwater Inspection Fee (other than site development)	175.00 per project
f. Line Tap and Lateral Inspection Fee	175.00 per line tap
g. Disconnection Inspection Fee	175.00 per disconnection
h. Re-inspection	100.00/hr with a minimum of 200.00
i. Warranty Period Reinspection Fee for Proprietary Treatment System	100.00/hr with a minimum of 200.00 per proprietary catch basin
j. Extended Warranty Inspection Fee	175.00 for each 6-month extension
k. Reconnection Inspection Fee	175.00 per reconnection
l. Special Investigation Fee	100.00/hr; minimum of 200.00
m. Inspection Overtime Fee	125.00/hour; minimum of 250.00
n. DEQ 1200-C and 1200-CN Erosion Control Permit Fee	DEQ pass-through fee
2. Plan check fee	
a. commercial, industrial, multi-family or large homesites not in an existing subdivision	1,500.00

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Development Fees (continued)	
Hydraulic Modeling Deposit	2,000.00
Landmark Demolition Review	156.80
Landmark Relocation Review	70.30
License to Keep Chickens	59.50
Mobile Food Unit Permit	113.55
Partition,* Nonexpedited & Expedited Processes	497.50
Partition,* Nonexpedited & Expedited Extension/Modification	167.60
Partition,* Nonexpedited, Appeal Proceeding to Council	167.60
Partition,* Expedited, Appeal to Referee, Deposit per ORS 197.375	367.70
Partition,* Minor Variance included & primary use is a single family dwelling & not in RL or RML	Add 175.00
Partition,* Minor Variance included & primary use is not a single family dwelling & not in RL or RM	Add 260.00
Pre-Application Meeting	260.00
Property Line Adjustment,* primary use is a single family dwelling in RL or RML	87.35
Property Line Adjustment,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 175.00
Property Line Adjustment,* primary use is not a single family dwelling in RL or RML	378.50
Property Line Adjustment,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 174.00
Property Line Adjustment,* Appeal Proceeding to Council	173.00
Public Works Construction Permit Deposit	5% of est. value of work but not less than 500.00
Public Works Construction Code	64.90 + postage
Reinstatement of Nonconforming Use	1,784.50
Request for Council Rehearing	210.90
Sidewalk Permit	173.00
Sign Ordinance	9.75
Sign Code Variance	849.00
Sign Permit:	
New Sign or Structural Change to Existing Sign	237.95
Temporary Sign or Each Face Change to Existing Sign	119.00
Street Name Change	173.00
Street Vacation Application Deposit	408.80
Subdivision,* Nonexpedited and Expedited Processes	3,379.70
Subdivision,* Variance included & primary use is a single family dwelling in RL or RML	Add 340.80
Subdivision,* Variance included & primary use is not a single family dwelling in RL or RML	Add 427.20
Subdivision,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 173.05
Subdivision,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 259.55
Subdivision,* Nonexpedited, Extension/Modification By Council	773.25

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Development Fees (continued)	
Subdivision,* Expedited, Extension/Modification By City Engineer	200.10
Subdivision,* Nonexpedited, Appeal Proceeding to Council	173.00
Subdivision,* Expedited Appeal to Referee, Deposit per ORS 197.375	378.50
Temporary Certificate of Occupancy	113.50
Temporary Uses:	
1 - 3 days	62.20
4 - 180 days	62.20 + 1.65/day
Over 3 days	not to exceed 200.00 total
Transportation Development Tax	Indexed annually per Washington County Code, Section 3.17
Tree Removal Permit, 1 tree	351.50
each additional tree, \$10.00 not to exceed a total of	383.95
Variance:	
When primary use is a single family dwelling in RL or RML	362.30
When primary use is not a single family dwelling in RL or RML	1,784.50
Variance, Minor:	
When primary use is a single family dwelling in RL or RML	362.30
When primary use is not a single family dwelling in RL or RML	1,222.10
Water Quality Permit Deposit	5% of est. value of work but not less than 500.00
Zone of Benefit Application Fee	845.25
All Other Development Actions	Cost Recovery

Core Area Parking District	
Core Area Parking District Tax Appeal	156.80

Finance Department	
L.I.D. Assessment Apportionment Fee	124.40
Lien Search Fee (per tax lot)	39.15
Recovery Charge Installment Payment Plan Application Fee	254.15
Return Payment Fee	35.00
Zone of Benefit Recovery Charge Administration Fee	135.20
Social Gaming License	
Application Fee	108.15
Annual Renewal Fee	108.15

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Geographic Information System	
Citywide aerial photo, 36" x 42"	43.25
Subdivision street map, 34" x 36"	27.00
Street map, 22" x 22"	16.25
Planning Districts, 34" x 44"	27.00
Planning Districts, 18" x 24"	16.25
Custom Mapping	70.30/hr
Mailing Lists	37.85

Legal Services Department	
Printed copies of the new Municipal or Development Code with tabs	140.60 each + postage
3-post expandable binders with stamping	78.90
3-ring vinyl binders	22.50
Electronic media options for Code of Ordinances (sent via download)	
WORD (DOCX)	173.00 initially then 84.40 per update
Adobe PDF of the code	173.00 initially then 84.40 per update
Adobe PDF of each supplement	173.00 initially then 84.40 per update

Municipal Court	
Traffic School and Compliance Program Fees:	
Class A	297.40
Class B	173.00
Class C	135.20
Class D	108.15
Seat Belt Class	75.70
Vehicle Compliance Program	37.85
Collection Fee	25% of ordered amount
License Restatement Fee	75.70
Overdue Payment Letter Fee	10.80
Failure to Appear – Arraignments	43.25
Failure to Appear – Trials	108.15
Payment Plan Fee	51.50

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Picnic Shelters					
Area	Time	City Sponsored	Non-Profit	Resident	Non-Resident
Tualatin Community Park					
Patio Shelter	4 hours	0.00	16.00	32.00	64.00
Rustic, Trestle, Main Shelter	4 hours	0.00	20.00	40.00	80.00
Main Shelter (Full)	4 hours	0.00	40.00	80.00	160.00
Jurgens Park					
Large Shelter	4 hours	0.00	20.00	40.00	80.00
Ibach Park					
West Large Shelter	4 hours	0.00	20.00	40.00	80.00
Atfalati Park					
Playground Shelter	4 hours	0.00	16.00	32.00	64.00
Alcohol Permit	Group			30.00	60.00
	Special Event			60.00	120.00

\$10 handling fee for cancellations

Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below:

City of Tualatin/City-Sponsored: Activities sponsored or co-sponsored by the City of Tualatin.

Non-profit: Non-profit organizations and public agencies serving the Tualatin Community. Documentation of non-profit status required.

Resident/Non-Resident: all other groups, including religious and political organizations and individuals are categorized by resident/non-resident for the purpose of determining fees.

Sports Fields					
Area	Time	City of Tualatin	Non-profit	Resident	Non-Resident
Sports Fields	1 hour	0.00	0.00	11.00	24.00
Sports Fields Lights	1 hour	0.00	0.00	11.00	24.00
Artificial Turf Fields	1 hour	0.00	0.00	21.00	42.00
Artificial Turf Field Lights	1 hour	0.00	0.00	42.00	42.00

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Juanita Pohl Center					
Area	Time	City Sponsored	Non-Profit	Resident	Non-Resident
East or West Dining Room	1 hour	0.00	17.00	33.00	66.00
Full Dining Room	1 hour	0.00	22.00	44.00	88.00
Large Classroom	1 hour	0.00	16.00	28.00	56.00
Small Classroom	1 hour	0.00	6.00	12.00	24.00
Alcohol Permit				30.00	60.00

Reservations must be made for a minimum of two (2) hours. \$10.00 handling fee for cancellations. Late departing groups will be charged \$10.00 for every 5 minutes after the designated rental period ends.

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Cleaning & Security Deposit - Juanita Pohl Community Center	
Meetings - Large Classroom	50.00
Meetings only (no food) in Dining Room	100.00
Dining Room (with food)	285.00

The Parks and Recreation Director will determine the amount of the cleaning/security deposit to be refunded based on the building monitor's report

Tualatin Library Community Room				
Area	Time	Class 3	Class 4	
			Resident	Non-Resident
Community Room	1 hour	15.00	25.00	50.00

Class 1 & 2 - No Charge

\$10.00 handling fee for cancellations

Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be given classified as shown below.

Class 1: Activities sponsored by the Tualatin Public Library and/or City of Tualatin

Class 2: Activities co-sponsored by the Tualatin Public Library and/or City of Tualatin

Class 3: Non-profit organizations

Class 4: All other orgs, including religious and political groups, are categorized by resident/nonresident for purpose of determining fees.

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Parks Maintenance	
Street Tree and Installation (Single Family Only)	257.50
Street Tree Removal (excluding Stump Grinding)	406.85
Street Tree Stump Grinding	216.30
New Tree Grates – Full set of 2 halves	432.60
New Tree Grates – Half set	216.30
Tree Grates – Leveling Stone and fastening hardware	27.00
Tree Grates Improvements	189.25

Police	
Copies of Police Reports (no charge to victims):	
1 - 10 pages	11.35
plus each page over 10	0.25
Alarm Permits:	
Initial Application	27.00
Annual Renewal	27.00
1st False Alarm	No charge
2nd False Alarm	No charge
3rd False Alarm	97.85
4th False Alarm	128.75
5th False Alarm	190.50
6 th and More False Alarms	257.50 per alarm
10 or more False Alarms	551.25 Civil Infraction
Late payment of renewal (after 60 days)	82.40
Expired, reinstatement fee, once revoked (after 90 days)	108.15
Failure to obtain alarm permit (within 60 days of installation)	82.50
Failure to report changes to alarm permit application within 10 days	27.00
Non-permitted or revoked alarm permit	540.75
Release of Towed (impounded) Vehicles	108.15
Fingerprinting cards	27.00
Each additional card	2.15
Good Conduct Letter	10.80

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Utilities in the Right-of-Way	
Annual Rights-of-Way Fee: Electric Natural Gas Communication Any Utility Operator that does not earn Gross Revenues within the City of Tualatin (Based on total Linear Feet of Utility Facilities in the Rights-of-Way): Up to 5,000 5,001 to 10,000 10,001 to 20,000 More than 20,000 * "Gross Revenue" means any and all revenue, of any kind, nature or form, without deduction for expenses, less net uncollectibles, derived from the operation of utility facilities in the City of Tualatin, subject to all applicable limitations in federal or state law.	3.5% of Gross Revenue * 5.0% of Gross Revenue * 5.0% of Gross Revenue * 5,634.25 8,452.00 11,268.25 16,902.25
Rights-of-Way License Application Fee (per TMC 3-6-205)	288.40
Rights-of-Way License Renewal Application Fee (per TMC 3-6-260)	175.10
Rights-of-Way Attachment Fees/Small Cell, DAS, etc. (TMC 3-6-120) Attachment Application Fees: Attachment Application Fee (one-time) Expedited Application Fee (voluntary one-time fee for expedited review; City may take of up to 30 days) Consultant Fee for Processing Application * Fee would be applied in the event the City does not have the capacity to process applications within the legally required timeframe Annual Attachment Fee The Rights-of-Way Attachment Fees do not apply to Utility Operators subject to and paying the Annual Rights-of-Way Fees in TMC 3-6-100	746.75 per attachment 1,308.10 per attachment Actual Cost, plus 25% for administration* 710.70 per attachment, per year
Water, Sewer, Surface Water Management, Road Utility and Parks Utility Fees	Resolution No. 5785-24