

City of Tualatin Fee Schedule

Fees Effective August 12, 2025

General Administrative Fees	
Photocopies:	
Per page/side (up to 8.5"x14")	0.40
Per page/side (11"x17")	0.75
Color - per page/side (up to 8.5"x14")	1.25
Color - per page/side (11"x17")	1.75
Thumb Drive (2 GB)	11.50
Storage Retrieval Fee	34.50
Staff Time:	
-Up to 30 minutes	No charge
-Over 30 minutes	Employee cost

Development Fees	
Addressing Fees:	
Change of existing address	248.50
Assign single family	62.00 + 8.25 per lot
Multi-Family - less than 50 units	76.00 + 8.25 per unit
Multi-family - 50+ units	76.00 + 8.25 per unit
Non-residential (suite assignment)	76.00 for address +
Amendment to Comprehensive Plan Map	2,670.00
Amendment to Comprehensive Plan Text/Landmark Designation/Removal of Landmark Designation	2,670.00
Annexation	1,822.00
Appeal Proceeding to Council	172.00
Appeal Expedited Process to Referee, Deposit per ORS 197.375	385.00
Architectural Review Application, Nonexpedited Process:	
Estimated Project Value:	
Under \$5,000	150.00
\$5,000 - \$24,999.99	700.00
\$25,000 - \$99,999.99	1,270.00
\$100,000 - 499,999.99	2,100.00
\$500,000 and greater	3,075.00
Architectural Review, Minor	122.00
Architectural Review, Single-family Level I (Clear & Objective)	122.00
Architectural Review, Single-family Level II (Discretionary)	935.00
Architectural Review, Accessory Dwelling Unit (ADU)	122.00
Conditional Use Permit	1,822.00
Extension Request Reviewed by Staff	260.00
Extension Request Reviewed by Architectural Review Board	1,470.00
Interpretation of Development Code	122.00
Industrial Master Plans	2,325.00
Landmark Alteration/New Construction Review	145.00
Central Urban Renewal Master Plan	2,325.00
Driveway Approach Permit	350.00

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Development Fees (continued)	
Engineering Copies: 18" x 24" 24" x 36" 36" x 48"	3.50 4.75 5.75
Erosion Control (EC) Fees: 1. Inspection Fees a. Non-Site Development 1. New construction 2. Additions, remodels and demolitions disturbing less than 1,000 s.f. b. Development Sites without infrastructure or vegetated corridor improvements (EC Only) c. Subsequent Site Development (Early EC Inspection Fee) d. Site Development Inspection Fee e. Stormwater Inspection Fee (other than site development) f. Line Tap and Lateral Inspection Fee g. Disconnection Inspection Fee h. Re-inspection i. Warranty Period Reinspection Fee for Proprietary Treatment System j. Extended Warranty Inspection Fee k. Reconnection Inspection Fee l. Special Investigation Fee m. Inspection Overtime Fee n. DEQ 1200-C and 1200-CN Erosion Control Permit Fee	550.00 190.00 550.00 plus 550.00 prorated for each acre over 1/2 acre 550.00 or 1/2 of the EC Only Fee, whichever is greater 1,125.00 plus 1,125.00 for each acre over a half-acre 190.00 per project 190.00 per line tap 190.00 per disconnection 100.00/hr with a minimum of 200.00 100.00/hr with a minimum of 200.00 per proprietary catch basin 190.00 for each 6-month extension 190.00 per reconnection 100.00/hr; minimum of 200.00 130.00/hour, minimum of 260.00 DEQ pass-through fee
2. Plan check fee a. commercial, industrial, multi-family or large homesites not in an existing subdivision	1,550.00

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Development Fees (continued)	
Hydraulic Modeling Deposit	2,000.00 (plus actual costs)
Landmark Demolition Review	160.00
Landmark Relocation Review	72.00
License to Keep Chickens	61.00
Mobile Food Unit Permit	116.00
Partition,* Nonexpedited & Expedited Processes	508.00
Partition,* Nonexpedited & Expedited Extension/Modification	172.00
Partition,* Nonexpedited, Appeal Proceeding to Council	172.00
Partition,* Expedited, Appeal to Referee, Deposit per ORS 197.375	375.00
Partition,* Minor Variance included & primary use is a single family dwelling & not in RL or RML	Add 180.00
Partition,* Minor Variance included & primary use is not a single family dwelling & not in RL or RM	Add 265.00
Pre-Application Meeting	265.00
Property Line Adjustment,* primary use is a single family dwelling in RL or RML	90.00
Property Line Adjustment,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 180.00
Property Line Adjustment,* primary use is not a single family dwelling in RL or RML	390.00
Property Line Adjustment,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 180.00
Property Line Adjustment,* Appeal Proceeding to Council	180.00
Public Works Construction Permit Deposit	5% of est. value of work but not less than 500.00
Public Works Construction Code	66.00 + postage
Reinstatement of Nonconforming Use	1,822.00
Request for Council Rehearing	215.00
Right-of-Way Permit	300.00
Sidewalk Permit	175.00
Sign Code Variance	870.00
Sign Permit:	
New Sign or Structural Change to Existing Sign	243.00
Temporary Sign or Each Face Change to Existing Sign	122.00
Street Name Change	175.00
Street Vacation Application Deposit	420.00
Subdivision,* Nonexpedited and Expedited Processes	3,450.00
Subdivision,* Variance included & primary use is a single family dwelling in RL or RML	Add 348.00
Subdivision,* Variance included & primary use is not a single family dwelling in RL or RML	Add 435.00
Subdivision,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 175.00
Subdivision,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 265.00
Subdivision,* Nonexpedited, Extension/Modification By Council	790.00

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Development Fees (continued)	
Subdivision,* Expedited, Extension/Modification By City Engineer	205.00
Subdivision,* Nonexpedited, Appeal Proceeding to Council	175.00
Subdivision,* Expedited Appeal to Referee, Deposit per ORS 197.375	367.50
Temporary Uses: 1 - 3 days 4 - 180 days Over 3 days	63.50 63.50 + 1.75/day Not to exceed 200.00 total
Traffic Study Review Deposit: Up to 1,000 trips per day Up to 2,000 trips per day More than 2,000 trips per day	2,000.00 3,000.00 5,000.00
Transportation Development Tax	Indexed annually per Washington County Code, Section 3.17
Tree Removal Permit, 1 tree	360.00
each additional tree, \$10.00 not to exceed a total of	400.00
Variance: When primary use is a single family dwelling in RL or RML When primary use is not a single family dwelling in RL or RML	370.00 1,822.00
Variance, Minor: When primary use is a single family dwelling in RL or RML When primary use is not a single family dwelling in RL or RML	370.00 1,250.00
Water Quality Permit Deposit	5% of est. value of work but not less than 500.00
Zone of Benefit Application Fee	863.00
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	130.00
Lien Search Fee (per tax lot)	40.00
Recovery Charge Installment Payment Plan Application Fee	260.00
Returned Checks (per check for processing NSF check)	35.00
Zone of Benefit Recovery Charge Administration Fee	140.00
Social Gaming License Application Fee Annual Renewal Fee	110.50 110.50

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Geographic Information System	
Citywide aerial photo, 36" x 42"	44.25
Subdivision street map, 34" x 36"	27.50
Street map, 22" x 22"	16.50
Planning Districts, 34" x 44"	27.50
Planning Districts, 18" x 24"	16.75
Custom Mapping	71.75/hr
Mailing Lists	38.75

Legal Services Department	
Printed copies of the new Municipal or Development Code with tabs	143.50 each + postage
3-post expandable binders with stamping	80.50
3-ring vinyl binders	23.00
Electronic media options for Code of Ordinances (sent via download)	
WORD (DOCX)	176.50 initially then 86.25 per update
Adobe PDF of the code	176.50 initially then 86.25 per update
Adobe PDF of each supplement	176.50 initially then 86.25 per update

Municipal Court	
Traffic School and Compliance Program Fees:	
Class A	300.00
Class B	175.00
Class C	135.00
Class D	110.00
Seat Belt Class	75.00
Vehicle Compliance Program	40.00
Collection Fee	25% of ordered amount
License Restatement Fee	73.50
Wedding Ceremonies	100.00
Overdue Payment Letter Fee	10.00
Failure to Appear – Arraignments	40.00
Failure to Appear – Trials	100.00
Payment Plan Fee	50.00

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Picnic Shelters					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
Rustic	4 hours	0.00	21.00	41.00	82.00
Patio	4 hours	0.00	17.00	33.00	66.00
Main-South	4 hours	0.00	21.00	41.00	82.00
Main-North	4 hours	0.00	21.00	41.00	82.00
Main-Full	4 hours	0.00	41.00	82.00	165.00
Trestle	4 hours	0.00	21.00	41.00	82.00
Jurgens Park Large Shelter	4 hours	0.00	21.00	41.00	82.00
Ibach Park West Large Shelter	4 hours	0.00	21.00	41.00	82.00
Alcohol Permit:	Group			31.00	62.00
	Special Events			62.00	125.00

\$10.00 handling fee for cancellations

Classification of Users

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

Class 1: Activities sponsored by the City of Tualatin.

Class 2: Activities co-sponsored by the City of Tualatin.

Class 3: Non-profit organizations and public agencies serving the youth of Tualatin.

Class 4: All other groups, organizations and individuals are categorized by resident or non-resident for the purpose of determining fees.

Sports Fields						
Area	Time	City of Tualatin	Youth Serving Non-Profit	Resident	Non-Resident	Commercial
Sports Fields	1 hour	0.00	0.00	12.00	25.00	53.00
Sports Fields Lights	1 hour	0.00	0.00	12.00	25.00	53.00
Artifical Turf Fields	1 hour	0.00	0.00	22.00	44.00	53.00
Artifical Turf Field Lights	1 hour	0.00	0.00	44.00	44.00	53.00

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Juanita Pohl Center					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
East or West Dining Room	1 hour	0.00	18.00	34.00	68.00
Full Dining Room	1 hour	0.00	23.00	45.00	90.00
Large Classroom	1 hour	0.00	17.00	30.00	58.00
Small Classroom	1 hour	0.00	7.00	13.00	15.00
Alcohol Permit:				31.00	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.

Classification of Users

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

Class 1: Activities sponsored by the City of Tualatin, City of Durham official meetings, and Meals on Wheels People, for official center functions.

Class 2: Activities co-sponsored by the City of Tualatin.

Class 3: Non-profit organizations and public agencies serving the youth and general public of Tualatin. Rosters of organization members and 501c3 information required.

Class 4: All other groups, including religious and political organizations and individuals are categorized by resident/non-resident for the purpose of determining fees.

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)	300.00
Large Event Surcharge	22.00/hour

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)	300.00
Street Tree Removal (excluding Stump Grinding)	600.00
Street Tree Stump Grinding	300.00
New Tree Grates – Full set of 2 halves	450.00
New Tree Grates – Half set	225.00
Tree Grates – Leveling Stone and fastening hardware	50.00
Tree Grates Improvements	200.00
Police	
Copies of Police Reports (no charge to victims):	
1 - 10 pages	15.00
plus each page over 10	0.25
Alarm Permits:	
Initial Application	27.50
Annual Renewal	27.50
1st False Alarm	No charge
2nd False Alarm	No charge
3rd False Alarm	100.00
4th False Alarm	131.50
5th False Alarm	194.50
6 th and More False Alarms	263.00 per alarm
10 or more False Alarms	563.00 Civil Infraction
Late payment of renewal (after 60 days)	84.25
Expired, reinstatement fee, once revoked (after 90 days)	110.50
Failure to obtain alarm permit (within 60 days of installation)	84.25
Failure to report changes to alarm permit application within 10 days	27.50
Non-permitted or revoked alarm permit	552.00
Release of Towed (impounded) Vehicles	125.00
Fingerprinting cards	27.00
Each additional card	2.15
Good Conduct Letter	11.00

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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 allapplicable limitations in federal or state law.	3.5% of Gross Revenue * 5.0% of Gross Revenue * 5.0% of Gross Revenue * 5,752.50 8,629.50 11,505.00 17,257.25
Rights-of-Way License Application Fee (per TMC 3-6-205)	294.50
Rights-of-Way License Renewal Application Fee (per TMC 3-6-260)	179.00
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	762.50 per attachment 1,335.50 per attachment Actual Cost, plus 25% for administration* 725.50 per attachment, per year
Water, Sewer, Surface Water Management, Road Utility and Parks Utility Fees	Resolution No. 5887-25