

City of Tualatin Fee Schedule

Fees Effective July 1, 2022

General Administrative Fees	
Agenda Packet	same as photocopy rate
Ordinances or Portions Thereof	same as photocopy rate
Photocopies:	
Per page/side (up to 8.5"x14")	0.30
Per page/side (11"x17")	0.60
Color - per page/side (up to 8.5"x14")	1.10
Color - per page/side (11"x17")	1.60
Certified Copies - per document	\$5.25 plus postage
Copies of Audio CDs	21.00 including CD
Copies of Video CDs	21.00 including CD
Copies of Photographs on CD	21.00 including CD
Thumb Drive (2 GB)	10.50
Storage Retrieval Fee	31.25
Staff Time:	
-Up to 30 minutes	no charge
-Over 30 minutes	employee cost

Development Fees	
Addressing Fees:	
Change of existing address	225.00
Assign single family	56.25 + 7.30 per lot
Multi-Family - less than 50 units	68.75 + 7.30 per unit
Multi-family - 50+ units	68.75 + 4.20 per unit
Non-residential (suite assignment)	68.75 for address + 46.00 per suite
Amendment to Comprehensive Plan Map	2,420.00
Amendment to Comprehensive Plan Text/Landmark Designation/Removal of Landmark Designation	2,420.00
Annexation	1,650.00
Appeal Proceeding to Council	156.00
Appeal Expedited Process to Referee, Deposit per ORS 197.375	350.00
Architectural Review Application, Nonexpedited Process:	
Estimated Project Value:	
Under \$5,000	135.00
\$5,000 - \$24,999.99	635.00
\$25,000 - \$99,999.99	1,150.00
\$100,000 - 499,999.99	1,900.00
\$500,000 and greater	2,785.00
Architectural Review, Minor	110.00
Architectural Review, Single-family Level I (Clear & Objective)	110.00

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Development Fees (continued)	
Architectural Review, Single-family Level II (Discretionary)	845.00
Architectural Review, Accessory Dwelling Unit (ADU)	110.00
Conditional Use Permit	1,650.00
Conditional Use Permit Renewal	1,650.00
Extension Request Reviewed by Staff	235.00
Extension Request Reviewed by Architectural Review Board	1,330.00
Interpretation of Development Code	110.00
Industrial Master Plans	2,105.00
Landmark Alteration/New Construction Review	130.00
Central Urban Renewal Master Plan	2,105.00
Driveway Approach Permit	315.00
Engineering Copies:	
18" x 24"	3.20
24" x 36"	4.20
36" x 48"	5.20
Erosion Control (EC) Fees:	
1. Inspection Fees	
a. Non-Site Development	
1. New construction	450.00
2. Additions, remodels and demolitions disturbing less than 1,000 s.f.	150.00
b. Development Sites without infrastructure or vegetated corridor improvements (EC Only)	450.00 plus 450.00 prorated for each acre over 1/2 acre
c. Subsequent Site Development (Early EC Inspection Fee)	450.00 or 1/2 of the EC only Fee, whichever is greater
d. Re-inspection	80.00/hr with a minimum of 160.00
2. Plan check fee	
a. commercial, industrial, multi-family or large homesites not in an existing subdivision	1350.00
Hydraulic Modeling for Commerical/Industrial Retail and Multi-family units	500.00/bldg
Hydraulic Modeling for New Subdivisions with 50 or more lots	1,500.00
Landmark Demolition Review	145.00
Landmark Relocation Review	65.00
License to Keep Chickens	55.00
Mobile Food Unit Permit	105.00
Partition,* Nonexpedited & Expedited Processes	460.00
Partition,* Nonexpedited & Expedited Extension/Modification	155.00
Partition,* Nonexpedited, Appeal Proceeding to Council	155.00
Partition,* Expedited, Appeal to Referee, Deposit per ORS 197.375	340.00

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Development Fees (continued)	
Partition,* Minor Variance included & primary use is a single family dwelling & not in RL or RML	Add 160.00
Partition,* Minor Variance included & primary use is not a single family dwelling & not in RL or RM	Add 240.00
Pre-Application Meeting	240.00
Property Line Adjustment,* primary use is a single family dwelling in RL or RML	80.75
Property Line Adjustment,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 160.00
Property Line Adjustment,* primary use is not a single family dwelling in RL or RML	350.00
Property Line Adjustment,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 160.00
Property Line Adjustment,* Appeal Proceeding to Council	160.00
Public Works Construction Permit Deposit	5% of est. value of work but not less than 500.00
Public Works Construction Code	60.00 + postage
Reinstatement of Nonconforming Use	1,650.00
Request for Council Rehearing	195.00
Sidewalk Permit	160.00
Sign Ordinance	9.00
Sign Code Variance	785.00
Sign Permit:	
New Sign or Structural Change to Existing Sign	220.00
Temporary Sign or Each Face Change to Existing Sign	110.00
Street Name Change	160.00
Street Vacation Application Deposit	378.00
Subdivision,* Nonexpedited and Expedited Processes	3,125.00
Subdivision,* Variance included & primary use is a single family dwelling in RL or RML	Add 315.00
Subdivision,* Variance included & primary use is not a single family dwelling in RL or RML	Add 395.00
Subdivision,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 160.00
Subdivision,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 240.00
Subdivision,* Nonexpedited, Extension/Modification By Council	715.00
Subdivision,* Expedited, Extension/Modification By City Engineer	185.00
Subdivision,* Nonexpedited, Appeal Proceeding to Council	160.00
Subdivision,* Expedited Appeal to Referee, Deposit per ORS 197.375	350.00
Temporary Certificate of Occupancy	105.00
Temporary Uses:	
1 - 3 days	57.50
4 - 180 days	57.50 + 1.50/day
Over 3 days	not to exceed 200.00 total
Transportation Development Tax	Indexed annually per Washington County Code, Section 3.17

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Development Fees (continued)	
Tree Removal Permit, 1 tree	325.00
each additional tree, \$10.00 not to exceed a total of	355.00
Variance:	
When primary use is a single family dwelling in RL or RML	335.00
When primary use is not a single family dwelling in RL or RML	1,650.00
Variance, Minor:	
When primary use is a single family dwelling in RL or RML	335.00
When primary use is not a single family dwelling in RL or RML	1,130.00
Water Quality Permit Deposit	5% of est. value of work but not less than 500.00
Zone of Benefit Application Fee	781.50
All Other Development Actions	Cost Recovery

Core Area Parking District	
Core Area Parking District Tax Appeal	145.00

Finance Department	
L.I.D. Assessment Apportionment Fee	115.00
Lien Search Fee (per tax lot)	35.00
Recovery Charge Installment Payment Plan Application Fee	235.00
Returned Checks (per check for processing NSF check)	35.00
Zone of Benefit Recovery Charge Administration Fee	125.00
Social Gaming License	
Application Fee	100.00
Annual Renewal Fee	100.00

Geographic Information System	
Citywide aerial photo, 36" x 42"	40.00
Subdivision street map, 34" x 36"	25.00
Street map, 22" x 22"	15.00
Planning Districts, 34" x 44"	25.00
Planning Districts, 18" x 24"	15.00
Custom Mapping	65.00
Mailing Lists	35.00

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Legal Services Department	
Printed copies of the new Municipal or Development Code with tabs	130.25 each + postage
3-post expandable binders with stamping	72.95
3-ring vinyl binders	20.85
Electronic media options for Code of Ordinances (sent via download)	
WORD (DOCX)	160.00 initially then 78.00 per update
Adobe PDF of the code	160.00 initially then 78.00 per update
Adobe PDF of each supplement	160.00 initially then 78.00 per update
Municipal Court	
Traffic School and Compliance Program Fees:	
Class A	275.00
Class B	160.00
Class C	125.00
Class D	100.00
Seat Belt Class	70.00
Vehicle Compliance Program	35.00
Collection Fee	25% of ordered amount
License Restatement Fee	70.00
Overdue Payment Letter Fee	10.00
Failure to Appear – Arraignments	40.00
Failure to Appear – Trials	100.00

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Picnic Shelters					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
Rustic	4 hours	0.00	15.00	30.00	65.00
Patio	4 hours	0.00	15.00	30.00	65.00
Main-South	4 hours	0.00	15.00	30.00	65.00
Main-North	4 hours	0.00	15.00	30.00	65.00
Main-Full	4 hours	0.00	30.00	60.00	130.00
Trestle	4 hours	0.00	15.00	30.00	65.00
Jurgens Park Large Shelter	4 hours	0.00	15.00	30.00	65.00
Ibach Park West Large Shelter	4 hours	0.00	15.00	30.00	65.00
Alcohol Permit:	Group		0.00	25.00	50.00
	Special Events		0.00	50.00	100.00

\$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	10.00	22.50	50.00
Sports Fields Lights	1 hour	0.00	0.00	10.00	22.50	50.00
Artificial Turf Fields	1 hour	0.00	0.00	20.00	40.00	80.00
Artificial Turf Field Lights	1 hour	0.00	0.00	40.00	40.00	40.00

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Juanita Pohl Center					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
East or West Dining Room	1hour	0.00	15.00	30.00	75.00
Full Dining Room	1 hour	0.00	20.00	40.00	95.00
Large Classroom	1 hour	0.00	15.00	25.00	65.00
West Activity Room	1 hour	0.00	5.00	10.00	20.00
Small Classrooms	1 hour	0.00	5.00	10.00	20.00
Alcohol Permit:	Group		0.00	25.00	50.00
	Special Events		0.00	50.00	100.00

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)	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)	225.00
Street Tree Removal (excluding Stump Grinding)	375.00
Street Tree Stump Grinding	200.00
New Tree Grates – Full set of 2 halves	400.00
New Tree Grates – Half set	200.00
Tree Grates – Leveling Stone and fastening hardware	25.00
Tree Grates Improvements	175.00

Police	
Copies of Police Reports (no charge to victims):	
1 - 10 pages	10.00
plus each page over 10	0.25
Alarm Permits:	
Initial Application	25.00
Annual Renewal	25.00
1st False Alarm	No charge
2nd False Alarm	No charge
3rd False Alarm	90.00
4th False Alarm	120.00
5th False Alarm	175.00
6 th and More False Alarms	235.00 per alarm
10 or more False Alarms	500.00 Civil Infraction
Late payment of renewal (after 60 days)	75.00
Expired, reinstatement fee, once revoked (after 90 days)	100.00
Failure to obtain alarm permit (within 60 days of installation)	75.00
Failure to report changes to alarm permit application within 10 days	25.00
Non-permitted or revoked alarm permit	500.00
Release of Towed (impounded) Vehicles	100.00
Fingerprinting cards	(first two) 25.00
Each additional card	each 2.00
Good Conduct Letter	10.00

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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 all applicable limitations in federal or state law.	3.5% of Gross Revenue * 5.0% of Gross Revenue * 5.0% of Gross Revenue * 5,210.00 7,815.00 10,420.00 15,630.00
Rights-of-Way License Application Fee (per TMC 3-6-205)	265.00
Rights-of-Way License Renewal Application Fee (per TMC 3-6-260)	160.00
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	690.00 per attachment 1,210.00 per attachment Actual Cost, plus 25% for administration* 655.00 per attachment, per year
Water, Sewer, Surface Water Management, Road Utility and Parks Utility Fees	Resolution No. 5629-22