CITY OF MILWAUKIE

MASTER FEE SCHEDULE

FY 2016

Effective July 1, 2016

Resolution #R62-2016

Adopted 6/7/2016

City of Milwaukie, Oregon

The City of Milwaukie provides a full range of municipal services to the community, including police protection, traffic control and improvement, street maintenance and improvement, water, wastewater, and surfacewater management services, planning and zoning regulation, building inspection and regulation, and community library services. This Master Fee Schedule consolidates all City fees and charges adopted by City Council resolution for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year.

Fee Variance and Waiver Statement

Based upon an unusual circumstance or event, past practices, demonstrated hardship, or public benefit, the City Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter or establish a fee not yet authorized in this schedule. When a new fee is established by the City Manager it shall be incorporated into this document, and it shall be included and specified during the next update to this document. A waiver or reduction request must be in writing and communicated to Council to allow opportunity for comment. If the City Manager or his designee agrees to said waiver or reduction, he/she shall inform the City Council, in writing, of the request and his/her decision, except in minor matters (defined as waivers or reductions valued at $1,000 or less).

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GENERAL

Billable Hourly Rates

Unless otherwise specified, the City employee billable hourly rate shall be calculated as 2.5 times step 4 of the employee's job classification, to the nearest $5 increment. This calculation shall be used to recover costs for those services billed on an hourly basis, including but not limited to professional services such as planning, engineering, public works, utility, financial, legal, and police services. The use of a multiplier of 2.5 is intended to recover all overhead, training, benefits, and other costs associated with a City employee's time. Any work performed during overtime hours shall be billed as the calculated hourly rate multiplied by 125 percent. A schedule of hourly billing rates will be maintained. The City Manager or individual department directors are authorized to adjust calculated billings to reflect the impact of unusual circumstances or situations.

	Hourly Rate
Community Development and Public Works Administration	
Community Development Director	$ 135
Sustainability Director	120
Light Rail Design Coordinator	95
Right of Way Coordinator	75
Administrative Supervisor	70
Administrative Specialist III	65
Administrative Specialist II	55
Engineering	
Engineering Director	120
Civil Engineer	95
Associate Engineer	75
Engineering Technician	65
Engineering Intern	45
Planning	
Planning Director	120
Senior Planner	95
Associate Planner	80
Assistant Planner	75
Building	
Building Official/Inspector	100
Permit Technician	65
Operations	
Public Works Director	125
Operations Supervisor	90
Facilities Maintenance Coordinator	75
Shop Foreman	75
Water Quality Coordinator	75
Asset Management Technician	70
Mechanic	65
Facilities Maintenance Technician	65
Utility Worker II	65
Utility Worker I	60
Code Compliance	
Code Compliance Coordinator	70
Parking Enforcement Officer	$ 50

BUILDING

Building fees include structural, mechanical, plumbing, and electrical charges. Fees are applicable to residential, commercial, and industrial properties unless otherwise specified.

Structural Permits

Valuation shall be calculated in accordance with OAR 918-050-0100 (Residential/Commercial/Industrial):

Permit	Base Fee	Plus each additional $1,000 of BV
$1 to $5,000	$ 125.38	$ -
$5,001 to $25,000	125.38	12.96
$25,001 to $50,000	384.55	9.63
$50,001 to $100,000	626.27	6.48
Over $100,000	949.24	5.48
Minimum permit fee	$ 125.38	$ -

(Permit fees are calculated based on the total valuation and square footage of the improvements.)

Fee Table for New Single Family Houses and New Accessory Dwelling Units Only:

$1 to $5,000	$ 125.38	$ -
$5,001 to $25,000	125.38	9.07
$25,001 to $50,000	306.70	6.74
$50,001 to $100,000	476.43	4.53
$100,001 to $170,000	703.10	3.83
Over $170,000	1,332.59	5.48
Minimum permit fee	$ 125.38	$ -

(Permit fees are calculated based on the total valuation and square footage of the improvements.)

Stand-alone Fire Suppression Systems (require a backflow device installed by licensed plumbing contractor or person exempt from licensing):

0 sq. ft. to 2,000 sq. ft.	$ 146.94
2,001 sq. ft. to 3,600 sq. ft.	220.66
3,600 sq. ft. to 7,200 sq. ft.	275.83
7,201 sq. ft. and greater	$ 513.54

Fire and Life Safety Plan Review Fee (commercial only)[1]	50% of the structural permit fee
Seismic Site Hazard Report Review (commercial only)	1% of the structural & mechanical permit fee
Initial Plan Review Fees	75% of the permit fee
Plan Review Fees Required/Requested by Changes, Additions, Revisions	$ 75/hr. (minimum one hour)
Third Party Plan Review Fee (for transfer of plan review to a third party)	10% of the permit fee ($65 minimum)
Residential Solar PV Installation	$ 100
Investigation Fee	$ 105 per hour (minimum one hour)

[1] Based on valuation of total improvements or $50.00/hr. to review a Fire and Life Safety Master Plan.

Mechanical Permits

Residential:

Fees per current Mechanical Permit Application:

Minimum Permit Fee	$ 136.40
HVAC – for the installation of:	
Air handling unit including ducts:	
Up to 10,000 cfm	24.07
Over 10,000 cfm	27.08
Air conditioning/heat pump (site plan required)	42.13
Alteration of existing HVAC system	19.56
Boiler/compressor	19.56
Install/relocate/replace furnace/burner including ductwork and vent:	
Up to 100,000 BTU/H	19.56
Over 100,000 BTU/H	23.07
Install/relocate/replace heaters (room, suspended, wall- or floor-mounted)	19.56
Vent for other than furnace	19.56
Environmental Exhaust and Ventilation – for the installation of:	
Appliance vent	16.05
Dryer exhaust	13.04
Each hood that is served by a mechanical exhaust or air conditioning	11.03
Exhaust system and single duct (bath fan) each	9.03
Exhaust system apart from heating or air conditioning	13.04
Fuel Piping and Distribution	
LPG-NG-Oil fuel piping:	
Up to 4 outlets (including gas tag)	23.07
Each additional outlet over 4	2.51
Other Listed Application or Equipment	
Decorative fireplace or insert	37.11
Woodstove/pellet stove	49.15
For each appliance or piece of equipment regulated by the Code but not classed in another appliance category for which no other fee is listed in the Code, or for which there is an alteration or extension of an existing mechanical system.	$ 19.56
Plan Check Fee	25% of the permit fee
Investigation Fee	$ 105 per hour (minimum one hour)

Mechanical Permits (cont.)

Commercial/Industrial:

Valuation shall be calculated on the value of the equipment and installation costs. Use this section for commercial installation, replacement or relocation of non-portable mechanical equipment, or mechanical work not covered previously. Indicate the value of all mechanical labor, materials, and equipment.

Permit Fee:	Base Fee	Plus each additional $1,000 of BV
$1 to $5,000	$ 136.41	$ -
$5,001 to $10,000	136.41	2.11
$10,001 to $100,000	241.91	16.05
Over $100,000	1,686.23	10.91
Minimum permit fee	$ 136.41	$ -

Plan Review Fees	25% of the mechanical permit fee
Plan Review Fees Required/Requested by Changes, Additions, Revisions	$ 75 per hour (minimum one hour)
Investigation Fee	$ 105 per hour (minimum one hour)

Plumbing Permits

Minimum Permit Fee (Residential/Commercial/Industrial)	$ 132.40
Utilities per 100 feet (Residential/Commercial/Industrial)	100.30
Catch basin	44.13
Drywells each	44.13
Footing drain (per 100 linear feet)	86.26
Rain drain connector	44.13
Manholes each	$ 86.26

Residential:

Fees per current Plumbing Permit Application

Total Bathrooms Per Dwelling

1 bath dwelling (includes 1 kitchen)	$ 547.24
2 bath dwelling (includes 1 kitchen)	604.76
3 bath dwelling (includes 1 kitchen)	718.25
Additional bathroom/kitchen	$ 286.06

Includes the first 100 ft. of water piping, wastewater and stormwater lines, hose bibs, icemakers, under floor low point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system.

Interior Piping (per 100 linear feet)

1st Floor	$ 85.26
Each additional floor	$ 30.09

Plumbing Permits (cont.)

Multipurpose or Continuous Loop Fire Suppression Systems

0 sq. ft. to 2,000 sq. ft.	$ 146.94
2,001 sq. ft. to 3,600 sq. ft.	220.66
3,601 sq. ft. to 7,200 sq. ft.	275.83
7,201 sq. ft. and greater	$ 513.54

Commercial/Industrial:

Fees per current Plumbing Permit Application

Interior Piping (per 100 linear feet)	$ 28.08
Initial Plan Review Fees	30% of the plumbing permit fee
Plan Review Fees Required/Requested by Changes, Additions, Revisions	$ 75 per hour (minimum one hour)

Medical Gas Permits	**Base Fee**	**Plus each additional $100 of BV**
$1 to $6,500	$ 85	$ -
$6,501 to $10,000	85	1.73
		Plus each additional $1,000 of BV
$10,001 to $100,000	145.50	10.50
Over $100,000	1,090.50	7.25
Minimum Permit Fee	$ 85	$ -

(Valuation shall be calculated on the value of the equipment and installation costs.)

Annual Adjustment. Structural, mechanical, and plumbing permit fees shall be automatically adjusted each July 1st based on the percentage of the change in the Portland Oregon Consumer Price Index (CPI-W) second half report, published the preceding February of each year, effective July 1st, 2016 ending July 1st, 2020.

Electrical Permits

Residential/Commercial/Industrial:

Fees per current Electrical Permit Application

Residential single family houses, includes attached garage

1,000 sq. ft. or less	$ 270
Ea. Add'l 500 sq. ft. or portion	55
Limited energy	109

Services or feeders installation, alterations, and/or relocation

200 amps or less	161
201 amps to 400 amps	213
401 amps to 600 amps	321
601 amps to 1,000 amps	482
Over 1,000 amps or volts	$ 882

Electrical Permits (cont.)

Temporary services or feeders installation, alteration, and/or relocation	
200 amps or less	$ 94
201 amps to 400 amps	200
401 amps to 599 amps	270
Branch circuits	
Branch circuits without service or feeder, 1st circuit	90
Branch circuits without service, each additional circuit	12
Branch circuits with service, each circuit	12
Miscellaneous (service or feeder not included)	
Each manufactured or modular dwelling, service, and/or feeder	109
Reconnect only	109
Pump or irrigation circle	109
Sign or outline lighting	109
Signal circuit(s) or limited energy panel, alteration or extension (commercial/industrial only)	109
Each additional inspection over the allowable	$ 85
Investigation Fee	$ 105 per hour (minimum one hour)

Other Inspections and Fees

Inspections Outside of Normal Business Hours (must be preapproved by applicant)	$ 98/hr. (minimum two hour)
Inspections for which no fee is specifically indicated (must be preapproved by applicant)	$ 75/hr.
Re-inspection Fee	$ 75/hr.
Replacement Sheets (each)	$ 23/sheet
Investigation Fee	$ 105 per hour (minimum one hour)

Residential:

Minimum Inspection Fee	$ 132

Manufactured Dwelling and Cabana Installation Permits – All jurisdictions in the Tri-County area shall charge a single fee for the installation and set-up of manufactured homes. This single fee shall include the concrete slab, runners, or foundations when they comply with the prescriptive requirements of the Oregon Manufactured Dwelling standard, electrical feeder and plumbing connections, and all cross-over connections.

Installation Permit	445
Earthquake-resistant bracing	135
Re-inspection	135
Statewide Code Development, Training and Monitoring Fee (in addition to all other manufactured dwelling fees and charges)	$ 30

Other Inspections and Fees (cont.)

Commercial/Industrial:

Plan Reviews Not Designated Elsewhere	30% of the permit fee
Certificate of Occupancy	$ 180
Temporary Certificate of Occupancy	$ 180
Change of Use/Occupancy	$ 300
Deferred Submittal Fee (in addition to project plan review fee)[1]	$250 + 10% of deferred item permit fee per deferred submittal (minimum $300)
Phased Permit Fee (in addition to project plan review fee)[1]	$250 + 10% of the total project permit fee per phase (minimum $300, not to exceed $1,500 per phase)

Permit Related Fees

State surcharge shall be collected in an amount as required by State Law.

Building Moving/Demolition Permits	
2,000 sq. ft. or less	$ 78
Each additional 1,000 sq. ft.	$ 38
Plan Review Fee	75% of the permit fee
Prefabricated Structures	Per current permit fees
Temporary Structures	Per current permit fees
Manufactured Dwelling Parks and Mobile Home Parks[2]	Per current State of Oregon permit fee
Recreational Parks and Organizational Camps[2]	Per current State of Oregon permit fee
Administrative fee for refunds	20% of the permit fee
Miscellaneous Building Valuations:	
Retaining Walls	
To 8 ft. high, including footing	$ 254/lin. Ft.
Over 8ft. high	$ 276/lin. Ft.
Fences	
Over 6ft. to 8ft. high	$ 15/lin. Ft.
Concrete Slabs on Grade Foundations – For house moves, modular buildings, pole buildings, etc.	
Plain Concrete:	
4-in. slab	$ 3.00 / sq. ft.
5-in. slab	3.10 / sq. ft.
6-in. slab	3.25 / sq. ft.
Reinforced concrete	add $ 1.15/sq. ft.
Crawl Space Foundations	
For house moves, modular, etc.	$ 7.50/sq. Ft.

[1] OAR 918-050-0170.
[2] OAR. Division 650. Table 1 plus 30%.

Permit Related Fees (cont.)

Accessory Buildings	
With floor slab	$ 55/sq. ft.
Without floor slab	$ 28/sq. ft.
Pole Buildings	
Up to and including 14-ft. eave height	$ 32/sq. ft.
Over 14-ft. eave height	45/sq. ft.
For Insulation:	
Roof – Add	0.35/sq. ft.
Slab – Add	0.35/sq. ft.
Wall – Add	$ 0.35/sq. ft.
For slabs on grade	See previous page
Swimming Pools (pool only/deck extra)	
Concrete or unite	$ 70/sq. ft.
Plastic below ground	$ 45/sq. ft.

In-Fill and Grading

In-Fill and Grading Permit and/or Plan Review Fees	
1 to 50 cubic yards	$ 100
51 to 100 cubic yards	150
101 to 1,000 cubic yards	200
1,001 to 10,000 cubic yards	$ 250
10,001 cubic yards or more	Total hourly cost[1]

Other Inspections and Fees

Inspections Outside of Normal Business Hours	$ 75/hr.(minimum two hour)
Re-Inspection Fee or Inspections for which no fee is specifically indicated (must be preapproved by applicant)	$ 75/hr.

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[1] Cost to include supervision, overhead, equipment, hourly wages, and benefits of employees involved.

ENGINEERING

Engineering fees consist of inspections, permits, printed and electronic maps, as well as erosion control charges.

Inspections and Permits

Right-of-Way Permit	$ 150
Right-of-Way Use Permit	30
Right-of-way Re-inspection (beyond standard of 2)	85
Sewer Dye Test	100
Parklet Permit Fee	150
Parklet Renewal Fee	85
Parklet Plan Review	112.50
Painted Intersection Permit	$ 50
Subdivision Construction Inspection[1]	5.5% of Total Const. Cost (min. $500)
Public Improvement Construction Inspection[2]	5.5% of Total Const. Cost (min. $500)
Street Opening Deposit	$ 25 per square foot, 1,500 minimum
Street Opening Deposit (Streets under 5-Year Moratorium)	$ 50 per square foot, 3,000 minimum
Right-of-Way Usage for Wireless Communication Facility	$ 250/month per antenna per utility pole
Moving Buildings[3]	$ 200 + 65/hr. staff time + 1,000 deposit

Materials (Engineering)

Public Works Standards	$ 30
Sewer TV Inspection Tape	$ 25

Electronic Drawings:

Paper – All sizes	$ 5
Other format (plus $45/hr. for additional work)	7
Reproduction charges ($0.10 for additional pages)	$ 1

Printed and Electronic Maps (GIS)

Standard Selection of GIS maps

Full Sheet (34” x 44”)	$ 45
1/2 Sheet (22” x 34”)	35
1/4 Sheet (17” x 22”)	25
1/8 Sheet (11” x 17”)	15
Electronic file (via electronic mail in PDF, JPG, GIF or TIF formats)	15
Electronic file (for mailed media, which includes postage, handling, and media charges)	$ 22

[1] Street/Sewer/Water/Storm.
[2] Commercial/Industrial/Miscellaneous Development.
[3] Performance bond amount at discretion of City Engineer.

Printed and Electronic Maps (GIS) (cont.)

Aerial Maps

Full Sheet (34" x 44")	$ 50
1/2 Sheet (22" x 34")	40
1/4 Sheet (17" x 22")	30
1/8 Sheet (11" x 17")	20
Electronic file (via electronic mail in PDF, JPG, GIF, or TIF formats)	15
Electronic file (for mailed media, which includes postage, handling, and media charges)	$ 22

Custom Maps

Flat charge per hour plus cost of materials	$ 55
Electronic file (for mailed media, which includes postage, handling, and media charges)	$ 7

Erosion Control

Erosion Prevention and Sediment Control Planning and Design Manual (CD)	$ 10
Minimum Charge for Clearing/Construction[1]	75

Minimum charge applies if:
Over 500 sq. ft. of disturbed soil. Not in or around a sensitive area (NR Zone, wetlands, conservancies, and streams)
Value of structure/remodel doesn't exceed $20,000

Clearing/Construction for Single-Family Residential	380
Rate if certified in erosion control[2]	225
Clearing/Construction for Multifamily Residential	490
Rate if certified in erosion control[2]	335
(additional $40 per ½ acre over 1 acre)	
Clearing/Construction for Subdivision/Commercial/Industrial	623
Rate if certified in erosion control[2]	467
(additional $40 per ½ acre over 1 acre)	
Additional Site Visit (due to code enforcement)	$ 65

[1] Erosion control certification discount does not apply.
[2] Certification requires 4 hours of training in erosion control every 2 years.

FINANCE

The Finance Department manages the City's Business Registration program which requires an annual renewal for all businesses doing business in the City. Additionally, parking permits are available for purchase by employees working in the downtown area. These fees and more are listed below:

Business Registration

Standard base fee	$ 121
New business commencing between July 1 and December 31	64
Change in business ownership fee	10
Fee for each FTE	6
Temporary Business (2 weeks or less)	27
Delinquent Registration	10% of total fee each calendar month and fraction thereof delinquent

Metro Business License versus City Business Registration or Both:
Instead of getting separate business licenses/registrations within each Portland-area city that you conduct business in, you can get a single license from Metro to construct, alter, and repair structures in 20 cities that have licensing/registration requirements in the metropolitan area, excluding Portland. The license covers all construction trades, both commercial and residential, as well as all landscape contractors. Exception: if your principal place of business is inside the City of Milwaukie, the business is required to apply for a City of Milwaukie Business Registration in addition to the Metro license.

For Metro applications, contact Metro at 503-797-1710 or visit their website at: http://www.oregonmetro.gov/tools-working/regional-contractors-business-license

Telecommunications

Registration Fee	$ 36
New Franchise Review Deposit	5,000
Franchise Renewal Review Deposit[1]	$ 2,500
Community Service Use – Wireless Communication Facility	(see Planning fees)
Right-of-Way Usage for Wireless Communication Facility	(see Engineering fees)

[1] All grantees shall, within thirty (30) days after written demand therefor, reimburse the City for all reasonable direct and indirect costs and expenses incurred by the City in connection with any modification, amendment, renewal, or transfer of the franchise or any franchise agreement consistent with applicable State and federal laws. Should City costs exceed the deposit amount, grantee will be billed by the City.

Parking Permit Fees

Monthly	$ 40
Quarterly	115
Discount for Bulk Pass Purchase (>10)	10%
Replacement Pass (each)	$ 5

Motor Vehicle Fuel Tax Penalties

Each day that a violation exists is a separate offense.

Failure to secure motor vehicle fuel sales permit[1]	200% penalty on tax owed and $250.00
Failure to file monthly motor vehicle fuel sales report[1]	10% penalty on tax owed and $50.00
Late payment of motor vehicle fuel sales tax[1] (depending upon length of delinquency)	1% or 10% of tax

Miscellaneous Permits

Filming Permit – Fee varies based upon production budget and time to review application. Fee may be waived under certain conditions.	Up to $ 1,200
Temporary Event Permit – Fee may be charged to cover costs incurred by the City for assisting with an event. Staff time will be based upon billable hourly rates.	No application fee
Use of parking stall(s) in the right-of-way during a Temporary Event - (City reserves the right to charge for required staff time if inspection is needed)	$ 30

[1] Ord. #1970, adopted 2007

LIBRARY

The Library collects fines for overdue books, lost or damaged items, and photocopying services.

Overdue Fine

	Per Day	Maximum
Adult	$ 0.25	$ 3
Juvenile	0.10	$ 1
Cultural Pass	$ 5	Replacement cost

Photocopies

	Per Item
Black and White	$ 0.10
Color	0.50
Microfilm Copies	$ 0.10

Lost or Damaged Items

Barcode	$ 1
Book Jacket	2
Barcode and Book Jacket	3
Audio Book CD	10
Missing Pages and Booklets	Refer to Librarian
Lost Item	Actual retail cost
Damaged Material	Refer to Librarian
Lost Library Card	1
Kindle Kit	155
Bike Lock	$ 40

Replacement Media Case

Cover Sheet	$ 1
Audiobook and CD-ROM Case	5
DVD Case	1
CD Case	2
CD and CD-ROM Booklets	$ 3

Miscellaneous

Public Computer Printing:	
Black and White (first 5 free)	$ 0.10
Color (first 1 free)	0.50
Non-District Citizen Library Use	$ 95/annually

MUNICIPAL COURT

Milwaukie Municipal Court collects fines for traffic citations, parking violations, and miscellaneous programs approved by the Judge. Traffic fine amounts are set by state legislature based on the offense classification.

Fees and Charges

Payment Plan Installment Fee	$ 25
Failure to Appear	75
Reinstatement Fee	15
Suspension Packet Fee	12
Returned Check Fee	30
Boot Release Fee	45
Seat Belt Class Fee	50
Collection Processing Fee	25
Trial Cancellation Fee	25
Young Driver Diversion Fee	100
Dismissal Fee	
Class D	50
Deferred Sentencing Fee	
Class B	260
Class C	160
Class D	$ 110

Traffic Fines

Penalty	Presumptive Fine	Special Zone Fine[1]	Minimum Fine	Maximum Fine
Class A	$ 435	$ 870	$ 220	$ 2,000
Class B	260	520	130	1,000
Class C	160	320	80	500
Class D	$ 110	$ 220	$ 60	$ 250

[1] Special zones include highway work zones, school zones, and safety corridors.

Parking Fines

Abandoned Vehicle	$ 80
Angle Parking	40
Bicycle Lane	80
Blocking Driveway	50
Block Rule	40
Blocking Disabled Parking Space	250
Bus Zone/Taxi Zone	50
Double Parking	50
During Prohibited Times	50
Emergency/Safety Zone	80
Fire Hydrant	80
Five or More Unpaid Violations	60
Head in Only Parking	50
Loading Zone	50
No Parking Zone/Tow Away Zone	80
On Crosswalk/Sidewalk	80
Over 1 Ft. from Curb	40
Over Space Line	40
Overtime Parking	40
Permit Only Parking	40
Traffic Hazard	80
Trucks—2 Hr. Limit	50
Disabled Parking Space	450
Wrong Side of Street	50
Where Prohibited	$ 80

(Res. #46-2009, adopted 2009)

Per Milwaukie Municipal Code §10.20.090E, parking fine amounts may increase by 50% when a registered vehicle owner has received four (4) or more previous citations for the same parking violation within a rolling 365 day timeframe. If bail is not posted by the court date the fine will be doubled. (Ord. #2005, adopted 2009, Ord. #1997, adopted 2009, Ord. #1728, adopted 1993, and Ord. #1361, adopted 1977)

PLANNING

The City Planning Department oversees land use applications, annexations, special requests, and procurement of City maps and master plans.

Standard Land Use Applications

The following standard fees apply to all land use applications[1] not listed below. Some applications may require additional fees as described below under Additional Application Fees:

Type I Administrative Review	$ 200
Type II Administrative Review	1,000
Type III Quasi-Judicial Review	2,000
Type IV Quasi-Judicial Review	5,000
Type V Legislative Review	$ 5,000

Other Land Use Applications

Community Service Use – Minor Modification (Type I)	$ 50
Historic Resource Designation (Type IV)	150
Minor Land Partition (Type II)	2,000
Natural Resource[2]	
Boundary Verification (Type I)	-
Construction Management Plan (Type I)	-
Natural Resource Management Plan (Type I)	-
Tree Removal Request (Type I)	-
Tree Removal Request (Type III)	500
All Other Type I, II, or III applications[3]	See Application Fees
Planned Development – Preliminary Plan Review (Type III)	4,400
Planned Development—Final Plan Review (Type IV)	5,700
Property Line Adjustment (Type I)	650
Subdivision—Preliminary Plat Review (Type III)	$ 4,400 + $ 100 per lot over 4 lots
Temporary Structure (Type I)	$ 50

Additional Application Fees

The following fees apply in addition to Land Use Application Fees:

Measure 56 Notice (for Zoning Map or Text Amendment)	Actual cost ($1 per affected property, $35/minimum)
Reserve Deposit	$ 500
Technical Report Review:	
A. Scope of Work Preparation	Actual Cost[4]
Reserve Deposit	$ 1,000
B. Review of Technical Report	Actual Cost[2]

[1] For a complete list of land use application types, see Milwaukie Municipal Code Table 19.901.
[2] Res. #77-2011, adopted 8/16/11
[3] Fees waived for applications that meet all 3 of the following criteria: (1) the application involves only a habitat conservation area (HCA) and not a water quality resource (WQR), (2) the property is used for residential purposes, and (3) the current owner was the owner prior to September 15, 2011, the effective date of Ordinance #2036, pursuant to Resolution #77-2011.
[4] Actual cost to be determined by Planning Director or Engineering Director by estimating the cost of City staff time and resources dedicated to the project. See more information under Deposit Information.

Additional Application Fees (cont.)

Reserve Deposit	
Traffic	$ 2,500
Natural Resources (Res. #77-2011, adopted 8/16/11, effective 9/15/11)	2,750
All Others	$ 1,000

Discounts for Land Use Applications

	Discount
Two or More Applications (no discount for most expensive application)	25%
This discount applies to applications which relate to the same unit of land and which will be reviewed and decided concurrently.	
Senior Citizens	10%
Seniors must be at least 65 years of age, and must be the property owner. Applicant may only receive one discount; the senior discount or the low income discount.	
Low Income Citizens	25%
Low-Income Citizens may qualify for reduced fees by filing the same application used to apply for reduced sewer and water rates.	
NDA – Sponsored Land Use Applications Related to Parks	Fees Waived

Annexations

	Fee
Annexation (Expedited)	$ 150
Annexation (Non-expedited: No Zone Change or Comp Plan Amendment)	150
Annexation (Non-expedited: Zone Change only)	500
Annexation (Non-expedited: Zone Change and Comp Plan Amendment)	$ 3,500

Appeals

Appeal to Planning Commission – per Oregon State Statute (ORS 227.175(10))[1]	$ 250
Appeal to City Council[1]	$ 1,000

Deposit Information

In some cases, reserve deposits are collected to ensure that the City's actual expenses are covered. Deposits will be refunded relative to actual costs, and additional money may be required if actual costs exceed the deposit amount. This applies only to reserve deposits—base fees are nonrefundable.

Early Assistance

Pre-application meeting:	
First meeting	Free
Second meeting	$ 50
Third and subsequent meetings[2]	100/mtg.
Pre-application conference[3]	200
Pre-application conference – Transportation Facilities Review[4]	100
Design review consultation with Design and Landmarks Committee	$ 800

[1] Fees are waived for NDA-sponsored appeals, pursuant to Resolution #26-1999.
[2] Applies to optional meetings attended by a maximum of two City staff. No written notes provided.
[3] Applies to required or optional meetings that require three or more City staff. Written summary notes provided two weeks after meeting.
[4] Additional meeting required to discuss Transportation Impact Study.

Special Requests

Property Value Reduction Claims (pertaining to Measures 37 or 49)[1]	$ 1,515
Significant Modification of Complete Land Use Application	500
Reschedule of Public Hearing at Applicant's Request (when re-notification required)	500
Temporary Occupancy Request	100
Time Extension of Previously Granted Land Use Approval (Title 17 only)	50
Zoning Confirmation (General)	50
Zoning Confirmation (DMV Permit, LUCS)[2]	$ 25

Permit Review and Inspections

Building Permit Review and Inspections (Minor; e.g., Demolition or Erosion Control)	$ 25
Building Permit Review and Inspections (Major)	200
Additional Planning Inspection Fee	50
Modifications to Building Permit during review[3]	100
Original Art Mural	100
Sign Permit Review (per sign)	100
Sign Permit Review (daily display or "sandwich board" sign)	$ 150

Materials

Most materials are available online for free or contact Planning for additional information:
http://www.milwaukieoregon.gov/planning/planning-documents-ordinances-plans-and-guidelines

Zoning Ordinance	$ 51
Comprehensive Plan	21
Sign Ordinance	5
Land Division Ordinance	4
Downtown and Riverfront Public Area Requirements	$ 15
GIS Maps (e.g., large Zoning Map)	See Engineering
Downtown Design Guidelines	
Black and White	$ 10
Color	$ 35
Maps (e.g. Comprehensive Plan, Zoning Ordinance, or NR Administrative)	
11x17 handout (color)	$ 1

[1] Fee will be refunded if applicant prevails. If claim is denied, additional money may be required to cover contract-attorney or appraiser costs, as determined by City Manager.
[2] Waived for LUCS for emergency sewer connection.
[3] Fee applies to site plan revisions generated by applicant, not those required by staff during review process.

Materials (cont.)

Comprehensive Plan Ancillary Documents:

Ardenwald Park Master Plan	$ 1
Downtown and Riverfront Land Use Framework Plan	23
Elk Rock Island Natural Area Management Plan	5
Furnberg Park Master Plan	17
Homewood Park Master Plan	2
Johnson Creek Resources Management Plan	15
Lake Road Multimodal Plan	8
Lewelling Community Park Master Plan	1
North Clackamas Park North Side Master Plan	7
North Clackamas Public Facilities Plan	50
Scott Park Master Plan	2
Spring Park Master Plan	5
Springwater Corridor Master Plan	9
Tacoma Station Area Plan	60
Town Center Master Plan	19
Water Tower Park Master Plan	1
Wichita Park Master Plan	$ 1
Vision Statement (one page)	No charge

Transportation System Plan:

Full Document	$ 67
Executive Summary	8
CD-ROM	$ 2

POLICE

The City's Police Department collects fees for permits, licenses, and other miscellaneous services listed below:

Permits/Licenses

Adult Business	$ 372
Alarm Permit—Residential (seniors 60+ exempt from fee requirement	20
Alarm Permit—Business	26
Gun Background Check	21
Liquor License (Original Application)	100
Liquor License (Name or Other Change)	75
Liquor License (Renewal Application)	35
Liquor License (Temporary License)	$ 35

Police Reports

Video tape copy	$ 31
Police report	15
Copy of Field Contact Report (FCR card)	5
Photo CD	15
Traffic Citation Discovery	$ 10
(additional research charges may apply for unusual/complex requests)	

Police Services

False Alarm Response (first three)	No Charge
False Alarm Response (customer age 65 and over)	No Charge
False Alarm Response (each alarm after third)	$ 160
Good Conduct Background Letter	5
Vehicle Impound	100
Fingerprinting	10
Loud Party Response—first response	Warning
Loud Party Response—second response and/or each subsequent response in 24-hr. period	$ 50
Fire and Emergency Services fee (Ord. #1764, adopted 1994)	Actual cost

SYSTEMS DEVELOPMENT CHARGES & CONSTRUCTION EXCISE TAXES

SDC fees for Water, Stormwater, and Transportation shall be indexed for inflation annually using the Engineering-News Record Construction Cost Index (CCI) for Seattle (Resolution 40-2007). The CCI increase is 2.5%. Based on Oregon State Statute (ORS 223.304), the charges are broken down into three components; (1) reimbursement (to recover existing facility capacity available for growth), (2) improvement (to recover planned capacity improvements for growth), and (3) administration (to recover direct costs).

Water System Development Charge

	Fee			
Meter Size	**Reimbursement**	**Improvement**	**Administration**	**TOTAL**
¾" x ¾"	$ 907	$ 754	$ 127	**$ 1,788**
1"	1,512	1,259	212	**2,983**
1.5"	3,025	2,513	424	**5,962**
2"	4,838	4,023	679	**9,540**
3"	9,678	8,044	1,357	**19,079**
4"	15,121	12,569	2,121	**29,811**
6"	30,242	25,139	4,241	**59,622**
8"	48,388	40,224	6,786	**95,398**
10"	69,556	57,821	9,756	**137,133**
12"	$ 136,089	$ 113,130	$ 19,087	**$ 268,307**

Wastewater System Development Charge

A wastewater unit is equal to 16 fixture units derived from Table 7-3 of the Oregon Plumbing Specialty Code. Each residential dwelling unit is 1 wastewater unit.

	Reimbursement	**Improvement**	**Administration**	**TOTAL**
Wastewater SDC	$ 394	$ 681	-	**$ 1,075**

Stormwater System Development Charge

Stormwater unit is equal to 2,706 square feet of impervious surface on the property. Each single-family residential property is 1 Stormwater unit.

	Reimbursement	**Improvement**	**Administration**	**TOTAL**
Stormwater SDC	-	$ 845	-	**$ 845**
Fee in Lieu of Construction: Per 100 sq. ft. of impervious area	-	$ 844	-	**$ 844**

Transportation System Development Charge

Trip generation rates for each land use type are derived from the Institute of Transportation (ITE) report Trip Generation (7th Edition, 2003). Trip rates are expressed as vehicle trips entering and leaving a property during the p.m. peak travel period.

	Fee			
	Reimbursement	**Improvement**	**Administration**	**TOTAL**
Transportation SDC (per trip)	$ 92	$ 1,829	-	**$ 1,921**

Parks and Recreation System Development Charge

Collected for the North Clackamas Parks and Recreation District (adopted Clackamas Board of County Commissioners, Ordinance 09-2007, Oct. 25, 2007).

Single-Family Residential	$ 3,985 per dwelling unit
Multifamily Residential	3,608 per dwelling unit
Nonresidential	$ 60 per employee[1]

School Construction Excise Tax

Collected for North Clackamas School District (adopted North Clackamas School District, December 6, 2007).

Residential	$ 1.20 per square foot
Commercial	$ 0.60 per square foot[2]

Metro Construction Excise Tax

Collected for Metro (adopted Metro Council, Ordinance 06-1115, March 23, 2006, effective July 1, 2006; extended Metro Council, Ordinance 14-1328, June 19, 2014).

Metro Construction Excise Tax	$ 0.12 per $100 of permit value

Permits for construction projects valued at $100,000 or less will be exempted from this tax as well as permits for development of affordable housing units and permits issued to 501(c)(3) nonprofit organizations for other projects aimed at serving low-income populations. Permits for construction valued at more than $10 million will be assessed a flat $12,000 fee (0.12 percent of $10 million).

[1] Number of employees calculated according to type of business and building square feet. For more information, go to: http://www.clackamas.us/engineering/sdc.html.

[2] Total commercial fee capped at $29,900 per project. Private schools, public improvements, low-income (HUD) housing, hospitals, religious facilities, and agricultural buildings are exempt. Construction under 1,000 square feet is exempt.

Bancroft Financing for Commercial System Development Charges

Bancroft Financing provides the opportunity for property owners of single family, multi-family, not-for-profit, public organizations, and commercial properties, to finance system development charge(s) over a ten year period, or less at the desire of the property owner, subject to the following interest rate (Ordinance 2108, adopted 2015):

Bank Prime Rate	3.50% as of December 16, 2015; subject to change as published by the Federal Reserve System[1]
Administration	2.00%
TOTAL	Current Prime Rate plus 2.00%

For the current bank prime rate visit: **http://www.federalreserve.gov/releases/h15/Current/**

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[1] The bank prime rate established by the Federal Reserve is updated periodically as determined by the Federal Reserve Board. The current bank prime rate can be found on the Federal Reserve website under "bank prime loan".

UTILITIES

The City of Milwaukie provides water, wastewater, stormwater, and street maintenance service to citizens. These services are billed monthly at the following rates[1]:

Water

	Volume Charge (per CCF of consumption)
Water	$ 3.35

Residential & Commercial Meters	
Meter Size	**Fixed Charge[2]**
5/8" - 3/4"	$ 7.40
1"	10.33
1 1/2"	16.66
2"	25.88
3"	63.80
4"	109.67
6"	$ 161.80

Standby Service for Fire Flow Purposes	
Connection Size	**Fixed Charge**
2"	$ 11.03
4"	39.71
6"	57.83
8"	78.49
10"	99.16
12"	$ 119.84

Wastewater

Account Type	Treatment (per EDU)	Billing and Administration (per account)	Volume [3] (per CCF of water consumption)
Residential	$ 29.93	$ 8.77	$ 2.83
Low Income	14.97	4.39	1.41
Commercial	$ 65.06	$ 8.77	$ 2.83

Stormwater

	Single Family Residential	Low Income	Commercial
Stormwater	$ 19.39	$ 9.70	$ 19.39 (per 2,706 sq. ft. of impervious area)

Transportation

Street Maintenance Rate for All Categories	
Account Type	**Rates**
Single Family Residential	$ 3.35
Low Income	Exempt
Commercial	$ .35 per daily trip generated[4]
Multi-Family Residential	2.10 per unit
Elderly Housing/Mobile Homes	1.40 per unit
Congregate Care	$ .70 per unit

[1] The Citizens Utility Advisory Board reviews the existing rate structure and capital improvement plan to advise City Council on utility rates.

[2] Customers participating in the City's Low Income Utility Assistance program are exempt from the monthly fixed charge.

[3] Residential wastewater volume charges are determined by the average monthly water usage from November to February (winter average). The winter average is adjusted annually on March 31st.

[4] Commercial daily trip generated is calculated based on type of use and building square feet. Monthly bill is capped at $250 indexed annually for CPI published by the Bureau of Labor Statistics. Current maximum is $296.88 (Municipal Code Section 3.25.060).

Other Charges

Water:

Connect Service 5/8" or 3/4" Residential Service	$ 2,700
Connect Service 1"	2,800
Connect Service 1 1/2"	3,200
Connect Service 2"	3,300
3/4" Meter Equipment	230
1" Meter Equipment	330
1 1/2" Meter Equipment	560
2" Meter Equipment	680
Hydrant Meter Deposit (refundable less water usage)	$ 2,200

Sewer Connection:

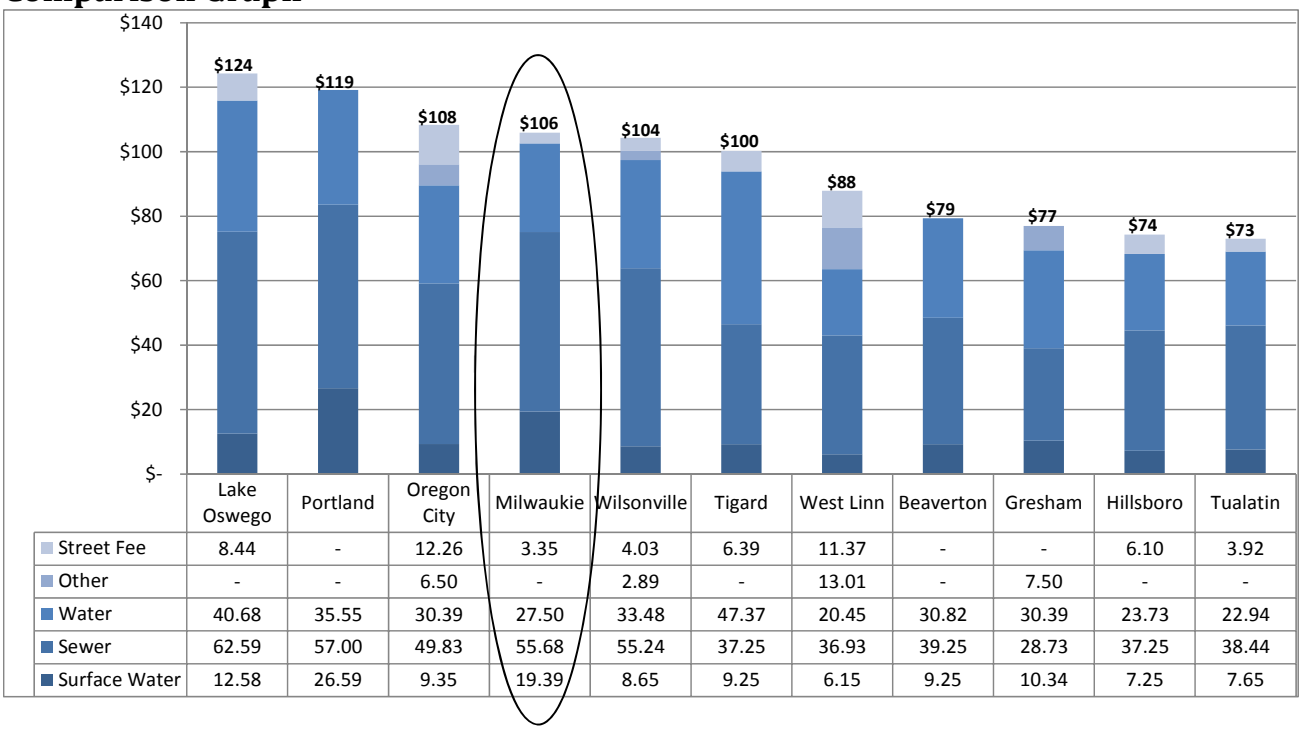
A fee charged to the City by Clackamas County and collected to recover invoiced costs for each new connection to the public sanitary sewer system.	$ 5,970 per EDU[1]

Miscellaneous:

Delinquent Account – Past Due Notice	$ 5
Delinquent Account – Notice of Termination	10
Shut-off/Turn-on	35
After-hours Restoration of Service (Monday-Friday 3:00-8:00 p.m.; Saturday and Sunday 8:00 a.m. – 8:00 p.m.)	$ 85
Reimbursement District Fee	To be determined by the scope of project

[1] An EDU or "equivalent dwelling unit" is a unit of measurement of sewer usage that is assumed to be equivalent to the usage of an average dwelling unit.

Comparison Graph



	Lake Oswego	Portland	Oregon City	Milwaukie	Wilsonville	Tigard	West Linn	Beaverton	Gresham	Hillsboro	Tualatin
Street Fee	8.44	-	12.26	3.35	4.03	6.39	11.37	-	-	6.10	3.92
Other	-	-	6.50	-	2.89	-	13.01	-	7.50	-	-
Water	40.68	35.55	30.39	27.50	33.48	47.37	20.45	30.82	30.39	23.73	22.94
Sewer	62.59	57.00	49.83	55.68	55.24	37.25	36.93	39.25	28.73	37.25	38.44
Surface Water	12.58	26.59	9.35	19.39	8.65	9.25	6.15	9.25	10.34	7.25	7.65

This graph compares the average utility bills for the neighboring cities surrounding Milwaukie. As some cities bill monthly, some bill every two months, and some bill every three months, these amounts are converted to average monthly amounts so they are comparable to Milwaukie. Cities increase different rates at different times during the year; therefore, this graph is simply a picture in time reflecting the rates when the survey was conducted. Cities have different average water consumption amounts per household; so for the sake of this comparison, these rates are computed using an average 6ccfs of water used per month to be comparable to Milwaukie's overall average. Below are Milwaukie's calculations:

	July 1, 2014			July 1, 2015			July 1, 2016		
	increased		avg bill	increased		avg bill	increased		avg bill
Water Service Fee									
Base	12.8%	0.77	$ 6.81	5.0%	0.34	$ 7.15	3.5%	0.25	$ 7.40
Plus per 6ccf	12.8%	2.10	18.54	5.0%	0.90	19.44	3.5%	0.66	20.10
Avg water per house (6ccfs)			25.35			26.59			27.50
Sewer Service Fee									
Base fee	5.6%	1.44	27.54	4.5%	1.24	28.78	4.0%	1.15	29.93
Plus per 6ccf	5.6%	1.26	23.67	4.5%	1.08	24.75	4.0%	1.00	25.75
Avg sewer per house			51.21			53.53			55.68
Storm Water Management Fee	14.1%	1.84	14.89	14.1%	2.10	16.99	14.1%	2.40	19.39
Street Maintenance Fee	0%	N/A	3.35	0%	N/A	3.35	0%	N/A	3.35
Average bill per residence		$ 7.41	$ 94.80		$ 5.66	$ 100.46		$ 5.46	$ 105.92

MUNICIPAL CODE VIOLATIONS

Violation of the Milwaukie Municipal Code may result in the following fees or penalties. Each day that a violation exists is a separate offense.

General

General penalty (applies to any Municipal Code violation where no other penalty is specified)[1]	$ 150 to 200
Third or subsequent violation (applies to any Municipal Code violation)[1]	1,000
Nuisance violation[2]	Maximum 500
Shopping cart retrieval programmatic violation[3]	Maximum 500
Noise control violation[4]	Maximum 500
Adult business code violation[5]	Maximum 500
Public urination or defecation[6]	up to 750
Curfew violation[7]	up to 300
Failure to retrieve shopping cart within 72 hours[8]	50
Solid waste regulation/un-franchised violation[9]	up to 500
Abatement[10] (applies to any Municipal Code violation citation)[11]	$ 50

Building Penalties

Violation of vacant building standards[12]	up to $ 300
Interference with fire control device[13]	up to 750
Swimming pool barrier violation[14]	up to 100 per week[15]
Building relocation violation[16]	Not less than 1,000
Failure to comply with stop work order[17]	up to 1,000
Any violation of Title 15 for which a specific penalty has not been expressly provided[18]	up to $ 1,000

[1] Ord. #1935, adopted 2004, Ord. #1758, adopted 1994, and Ord. #1591, adopted 1986.
[2] Ord. #1503, adopted 1981, and Ord. #1028, adopted 1964.
[3] Ord. #1980, adopted 2008.
[4] Ord. #1528, adopted 1982.
[5] Ord. #1533, adopted 1982.
[6] Ord. #1953, adopted 2005.
[7] Ord. #1503, adopted 1981, and Ord. #995, adopted 1963.
[8] Ord. #1980, adopted 2008.
[9] Ord. #1955, adopted 2005, Ord. #2092 adopted 2015.
[10] All violations of the Municipal Code are additionally subject to the Code Enforcement abatement fee, additional state and county assessments and the general penalty for third or subsequent violations.
[11] Ord. #1998, adopted 2009, Ord. #1758, adopted 1994, and Ord. #1659, adopted 1989.
[12] Ord. #1464, adopted 1980.
[13] Ord. #1515, adopted 1982.
[14] Ord. #1430, adopted 1979.
[15] Each week that this violation exists is a separate offense.
[16] Ord. #1952, adopted 2005.
[17] Ord. #1881, adopted 2000.
[18] Ord. #2011, adopted 2010.

Specialty Code Penalties

Violation of various Specialty Codes: building, plumbing, mechanical, and electrical[1]	up to $1,000 per day (maximum $5,000)
Appeal of Specialty Code violation[2]	$ 250

Engineering Penalties

Violation of capital improvement regulations[3]	up to $ 500
Basketball hoop regulation violation[4]	up to 250
Vegetation too low in the right-of-way[5]	up to 100
Clear vision violation[6]	up to 250
Failure to repair sidewalk[7]	up to 250
Sidewalk bench violation[8]	up to 100
Failure to remove street bench after permit termination[9]	25
Flood hazard violation[10]	up to 1,000
Access management violation[11]	up to 250
Right-of-way encroachment[12]	up to 250
Erosion control violation[13]	up to 300
Unpermitted tree cutting in the public right-of-way[14]	$ 1,000

Police Penalties

No active alarm permit on file for property (when dispatched)	$ 25
Weapon discharge violation[15]	up to 750
Public consumption of alcohol[16]	up to 250
Failure to pay Fire and Emergency Services Fee[17]	up to 300
Security Alarm Violation[18]	Maximum $ 500
Traffic violation penalty[19]	At least 50% of maximum under Oregon Statute

[1] Ord. #1814, adopted 1997, and Ord. #2011, adopted 2010.
[2] Ord. #2011, adopted 2010.
[3] Ord. #1707, adopted 1991.
[4] Ord. #1503, adopted 1981, and Ord. #1405, adopted 1978.
[5] Ord. #1999, adopted 2009.
[6] Ord. #1679, adopted 1990.
[7] Ord. #1697, adopted 1991.
[8] Ord. #1503, adopted 1981, and Ord. #1289, adopted 1974.
[9] Ord. #1289, adopted 1974.
[10] Ord. #1983, adopted 2008, and Ord. #1899, adopted 2002.
[11] Ord. #2004 adopted 2009.
[12] Ord. #2004 adopted 2009, and Ord. #1866 adopted 2000.
[13] Ord. #1899 adopted 2002.
[14] (Title 16) Ord. #1836, adopted 1998.
[15] Ord. #1515, adopted 1982.
[16] Ord. #1746, adopted 1993.
[17] Ord. #1767, adopted 1994, and Ord. #1764, adopted 1994.
[18] Ord. #1568, adopted 1984.
[19] Ord. #1922, adopted 2003.

Planning Penalties

Violation of Sign Ordinance[1]	up to $ 100
Violation of Land Division Ordinance[2]	200
Violation of Zoning Ordinance[3]	up to $ 200

Utility Penalties

Low income utility rate violation[4]	up to $ 200
Water, wastewater, or storm system regulation violation[5]	25 to 500
Sewer violation[6]	Maximum 500
Fats, oils, and grease violation [7]	Maximum $ 500

Business Registration Penalties

Violation of business registration requirements[8]	up to $ 200
Violation of "Milwaukie Junk Dealers, Secondhand Dealers, Pawnbrokers and Transient Merchants Ordinance"[9]	up to $ 300

[1] (Title 14) Ord. #1965, adopted 2006, and Ord. #1733, adopted 1993.
[2] (Title 17) Ord. #1907, adopted 2002.
[3] (Title 19) Ord. #2025, adopted 2011.
[4] Ord. #1424, adopted 1979.
[5] Ord. #1418, adopted 1978, Ord. #1548, adopted 1986 and Ord. #1755, adopted 1994.
[6] Ord. #1548, adopted 1983.
[7] Ord. #1990, adopted 2008, Ord. #1985, adopted 2008, and Ord. #1972, adopted 2007.
[8] Ord. #1863, adopted 1999, and Ord. #1349, adopted 1976.
[9] Ord. #1552, adopted 1983.

City of Milwaukie
10722 SE Main St
Milwaukie, OR 97222

503-786-7555
http://www.milwaukieoregon.gov/finance/current-year-fy16-fee-schedule