

**RESOLUTION NO. 1866**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKE FOREST PARK, WASHINGTON, ESTABLISHING  
2023 USER FEES FOR PERMITS AND SERVICES**

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**WHEREAS**, the City Council of the City of Lake Forest Park has determined that establishing fees for various services, applications, and permits by resolution allows for the centralization of such fees and charges; and

**WHEREAS**, the City Council has determined that the annual review and adjustment of some of the fees for City services, applications, and permits are appropriate to aid in the cost recovery of providing services; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Lake Forest Park, as follows:

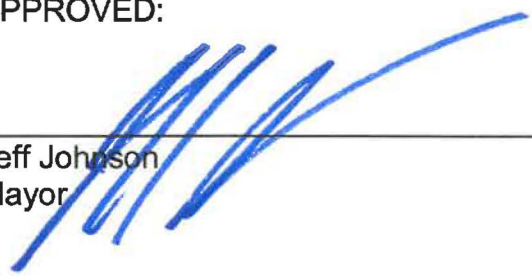
Section 1. AMENDMENT. The City Council of the City of Lake Forest Park approves the fee schedule attached as Exhibit A, which shall remain in effect until revised by future Council action.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution, including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Section 3. EFFECTIVE DATE. This fee schedule in this Resolution shall go into effect on January 1, 2023.

**PASSED BY A MAJORITY VOTE** of the members of the Lake Forest Park City Council this 17<sup>th</sup> day of November, 2022.

APPROVED:

  
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Jeff Johnson  
Mayor

ATTEST/AUTHENTICATED:

  
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Matt McLean  
City Clerk

FILED WITH THE CITY CLERK: October 13, 2022  
PASSED BY THE CITY COUNCIL: November 17, 2022  
RESOLUTION NO.: 1866

## 2023 User Fee Schedule

	Fees
<b>Licensing &amp; Permits</b>	
Adult Cabaret License Application	\$ 1,500
Adult Cabaret Manager License	250
Adult Cabaret Entertainer License	200
Business License, Calendar Year (Non-refundable)	
Business located in the City	40
Business located outside of the City	80
Coin operated Amusement Devices	60
Initiative Filing	250
Referendum Filing	250
(to be refunded if the ordinance is overturned)	
Open House Sign Removal Fee	25
Outdoor Promotion Permit	50
Secondhand Dealer Permit	70
Solicitor Permit	100
<b>Services</b>	
Returned Payment Fee	40
Fingerprinting	20
False Alarm Fines	50-100
1st offense	52.00
2nd offense	103.00
	\$10/per notary block
Notary services	
Personal Floatation Device Fine	25-50
<b>Pet License Fees</b>	
Altered	30
Unaltered	60
Juvenile Pet	15
Senior Citizen	15
Replacement tag	5
Transfer Fee	5
Service Animal	0
<b>Passport Fees</b>	
City Processing Fee	35
City Photo Fee	20
<b>Photocopies, Records / Reports</b>	
Accident Reports (non-participants)	10
Certified Copies	10
Photocopy of paper records, or printed copies of electronic records (per page)	0.15
Electronic copy of scanned paper records (per page)	0-10 0.15
Duplication of Audio Recording	10
Audio/Video Disc	10
Sending of electronic files	.10/gb
Copies requiring outside copy services	At Cost
<del>Police Reports (non-participants)</del>	<del>5</del>
Body worn camera recordings/footage	.60 per minute
Credit Card Surcharge - A three percent (3%) credit card surcharge will be added to all fees paid by credit card.	3%
Technology Surcharge - A ten percent (10%) technology surcharge will be added to all fees.	10%
<b>Municipal Court</b>	

Municipal Court fees are set by the Court based on the actual costs incurred, subject to a maximum set by State statute. The Municipal Court may adjust the court fees from time to time to correlate to actual costs incurred and/or changes in State law concerning the maximum fee that may be charged.

## 2023 User Fee Schedule

	Fees	
<b>Sanitary Sewer</b>		
Copy of Sewer Comp. Plan		
Color		125
Black and White		45
Sewer Availability		100
Onsite Wastewater License Application Fee		25
Sewer Connection		
Single Family		5,034
Multi-Family		
Each Additional Unit		
5/8" x 3/4" Meters		5,034
3/4" x 3/4" Meters		7,551
1" Meters		12,584
1 1/2" Meters		25,169
2" Meters		40,270
3" Meters		80,541
4" Meters		125,845
Sewer Permit (2 inspections)		300
Sanitary Sewer Grinder Pump Review		300
Additional Inspection		100
Lien Filing and Removal Fee		185
Credit Card Surcharge - A three percent (3%) credit card surcharge will be added to all sewer availability, sewer permit review and inspection fees paid by credit card.		3%
Development Review Technology Surcharge - A five percent (5%) <del>ten percent (10%)</del> technology surcharge will be added to all sewer availability, sewer permit review and inspection fees. Surcharge is not applied to Sewer Connection Fees.	5%	10%
<b>Sewer Monthly Service</b>		
Residential	<del>69.43</del>	72.88
Sewer Excise Tax	<del>20.16</del>	20.77
Commercial / Multi-Family Residential (per ccf)	<del>10.30</del>	10.78
Credit Card Transaction Fee <sup>1</sup>		3.95
<sup>1</sup> The credit card transaction fee is charged for sewer payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City.		
<b>Streets</b>		
Street Excavation (2 inspections)		200
Additional Inspection		100
Street and Alley Vacation Fee		500
Right-of-Way Permit		250
(may be waived by City Council)		
<b>Telecommunications Right-of-Way (ROW) Rental Fee</b>		
Master Use Permit Application Fee		2,500
Master Use Permit Renewal Fee		2,500
Lease Application Fee		2,500
Lease Renewal Fee		2,500
City Property-Minimum Monthly Rent		825
Credit Card Surcharge - A three percent (3%) credit card surcharge will be added to all right-of-way and street excavation permit and inspection fees paid by credit card.		3%
Development Review Technology Surcharge - A five percent (5%) <del>ten percent (10%)</del> technology surcharge will be added to all right-of-way and street excavation permit and inspection fees.	5%	10%
<b>Land Use</b>		
For land use, development, and surface water and drainage plan reviews and applications that exceed the scope of the established fees, the applicant will be responsible for reimbursement of the actual costs of specialty consultant or staff review. For land use, development, and surface water and drainage plan applications for City projects the application fee is \$0.		



## 2023 User Fee Schedule

	Fees
Administrative Appeal	500
(refunded if appeal is sustained and the administrative decision is overturned)	
Administrative Variance	500
Copy of Comprehensive Plan	80
Comprehensive Plan Amendment	No extra charge for Rezone
Conditional Use Application	2,500
Land Clearing/Grading/Excavation/ Filing	
Major	300
Minor	85
<b>Tree Removal Permits (after 4/30/2011)</b>	
Administrative	No fee
Arborist Consult	100.00
Arborist Review	100 deposit + hourly rate
Tree Permits	72.50
Arborist Review - Based on Actual Cost (per hour)	95.00
Land Use Public Notice & Signage (per notice)	250
Boundary Line Adjustment	2,000
Property Profile, Pre-application meetings, special requests (per hour), minimum 0.5 hour	100
Rezone Application	No extra charge for Comp. Plan Amend.
SEPA / Regulatory Review	
Checklist	750
EIS administration/supervision/preparation	5,000
Critical Area Work Permit	
Major	550
Minor	85
Tree-related	125
Critical Area and Tree Reasonable Use Exception	(plus review consultant costs)
Public Agency and Utility Exception (plus review consultant costs)	3,500
Copy of Shoreline Master Plan	15
Shoreline Substantial Development Permit	3,500
Shoreline Conditional Use Permit	3,500
Shoreline Variance	3,500
Shoreline Exemption	500
Shortplat Application	\$4,000 flat fee
Subdivision	\$12,000 + \$300 per lot
Variance	2,500
Wireless Communication Facility Permit (not requiring conditional use)	2,000
Zoning/Land Use Code Text Amendment	3,500
Town Center Design Review	
Major (plus all notice, review consultant, hearing examiner costs)	4,000
Minor (plus review consultant costs)	2,000
Commercial site development permit	
Type I Review (Hearing Examiner)	3,500
Type III Review (Code Administrator)	2,000
Credit Card Surcharge - A three percent (3%) credit card surcharge will be added to all land use permit fees paid by credit card.	3%
Development Review Technology Surcharge - A five percent <del>ten percent (10%)</del> technology surcharge will be added to all land use permit fees.	5% 10%

### Building Fees

Building fees for Standard Home and Utility/Garage ~~mechanical, and plumbing fees~~ are based on the International Code Council, Building Valuation Data table (February 2022). ~~the most current version of the International Building Code, the International Residential Code, the International Mechanical Code, and the Uniform Plumbing Code.~~ The individual project fees will vary on a project by project basis.

## 2023 User Fee Schedule

	<b>Fees</b>
<u>Standard Home</u>	<u>\$150.87/square foot</u>
<u>Custom Home (a house designed for a particular lot)</u>	<u>\$185.00/square foot</u>
<u>Utility/Garage</u>	<u>\$60.43/square foot</u>
<b>Mechanical Permit Fees</b>	
<u>Base Permit Fee</u>	<u>150</u>
<u>Furance</u>	<u>30</u>
<u>A/C or Heat Pump</u>	<u>30</u>
<u>Gas Hot Water Heater Installation/vent / expansion tank</u>	<u>30</u>
<u>Gas Log Fireplace Insert</u>	<u>30</u>
<u>Gas Piping - up to 10 outlets</u>	<u>30</u>
<u>Gas piping - each additional outlet</u>	<u>5</u>
<u>Gas range - piping hookup</u>	<u>30</u>
<u>Residential hood &gt;400 CFM</u>	<u>30</u>
<u>Commercial hood: Class 1 hood</u>	<u>30</u>
<u>Dryer exhaust duct</u>	<u>30</u>
<u>Vent/duct Installation, relocation, or replacement vent</u>	<u>30</u>
<u>New/removal/replacement of ducting</u>	<u>30</u>
<u>Installation, relocation of boiler or absorption system</u>	<u>30</u>
<u>Installation, relocation of compressor or absorption system</u>	<u>30</u>
<u>Appliance or equipment regulated by IMC</u>	<u>30</u>
<u>Plan Review (hourly)</u>	<u>125</u>
<u>Additional Inspections (hourly)</u>	<u>125</u>
<b>Plumbing Permit Fees</b>	
<u>Permit Base Fee</u>	<u>150</u>
<u>Sinks</u>	<u>30</u>
<u>Toilets</u>	<u>30</u>
<u>Showers</u>	<u>30</u>
<u>Tubs</u>	<u>30</u>
<u>Washing machine</u>	<u>30</u>
<u>Hot Tub/Spa</u>	<u>30</u>
<u>Other Plumbing fixtures on one trap</u>	<u>30</u>
<u>Electric Water Heater Installation/vent/expansion</u>	<u>30</u>
<u>Hot /Cold rough-in addition or alteration</u>	<u>30</u>
<u>Waste &amp; vent rough-in addition or alteration</u>	<u>30</u>
<u>Water service line</u>	<u>30</u>
<u>Lawn sprinkler on any one meter (backflow device)</u>	<u>30</u>
<u>Each addition or alteration of drainage</u>	<u>30</u>
<u>Waste (sewage ejector pump)</u>	<u>30</u>
<u>Grease Trap</u>	<u>30</u>
<u>Backflow protective device</u>	<u>30</u>

## 2023 User Fee Schedule

	Fees
Heat pump	30
Hydronic heating (loop vent system)	30
Additional Inspections (hourly)	125
Commerical Projects (Plan review required - hourly)	125
Grease Interceptor (Plan review required - hourly)	125
Credit Card Surcharge - A three percent (3%) credit card surcharge will be added to all building, mechanical, and plumbing permit fees paid by credit card.	3%
Development Review Technology Surcharge -A five percent (5%) <del>ten percent (10%)</del> technology surcharge will be added to all building, mechanical, and plumbing permit fees.	5% <del>10%</del>

### SurfaceWaterand Drainage Plan Review Fees

Single Family Building Permit		
Requiring Engineering Plan		600
Without Engineering Plan		300
Multi-family site development	per 1,000 square feet of	300
	impervious surface	0
Commercial site development	per 1,000 square feet of	300
	impervious surface	0
Land Use Permits*		0
Subdivisions / Shortplats	per lot	500
Reasonable use exemptions	per lot	500
Conditional Use Permit	per lot	500
Variances	per lot	500
* These would be preliminary review fees, where additional drainage review fees may be applied for future development or to other permit applications necessary for development.		

### Surface Water Utility Assessments

1	Single Family Residential	<del>223.85</del>	246.24
	Class      % Impervious Surface		
2	Very Light      0%-10%	<del>223.85</del>	246.24
3	Light      11%-20%	<del>538.05</del>	591.86
4	Medium      21%-45%	<del>1,082.12</del>	1,190.32
5	Medium High      46%-65%	<del>2,089.57</del>	2,298.52
6	High      66%-85%	<del>2,649.23</del>	2,914.15
7	Very High      86%-100%	<del>3,470.15</del>	3,817.17

### Facility Fees

Lake/Forest Room	
Evening Use (6 p.m. - 10 p.m.)	50.00
Emergency Operations Center (EOC) Room	
Evening Use (6 p.m. - 10 p.m.)	50.00
Council Chambers	
Evening Use (6 p.m. - 10 p.m.)	\$50 per hour plus \$50 setup/cleanup

*The fee for use of the Lake/Forest Room or Emergency Operations Center by other governmental organizations and non-profit organizations may be waived or negotiated.*