

City of Portland, Oregon
Public Works Permitting Fees
January 3, 2010 to June 30, 2011

183911

1. Public Works Inquiry

- a. Basic Guidance \$150 fixed charge per meeting

Basic Guidance is offered to interested persons who have development proposals that involve a specific development site but are not sufficiently detailed to warrant a more substantive investigation by City staff. Also, persons may use this level of service for infill developments that are relatively simple in scope and complexity. Persons submit a written request for this service that includes information about the location and nature of the proposed development. The request is routed to public works and development bureaus for review and comment. The City compiles a standardized written report and presents its findings in a 30-45 minute briefing, conducted by a public works permit process manager. The written report includes specific comments from all of the public works and development bureaus.

- b. Detailed Consultation \$3,000 fixed charge per meeting

Detailed Consultation is offered to interested persons who have a well-formed development concept for a specific development site and are seeking detailed guidance about the public works improvements required by the proposed development. In most cases, the property owner or developer will have already assembled a development team and will include members of the team in any consultations with the City. Detailed Consultation is similar in most respects to a pre-design meeting conducted for private developments. Interested persons submit a written request for this service that includes concept plans and detailed information about the development site and proposed private improvements. The City routes the plans and documents to public works and development bureaus for review and comment. The City conducts a comprehensive consultation, attended by the interested persons, private development team members, and representatives of public works and development bureaus. The City documents the consultation in a detailed report that includes specific comments for all participating City bureaus.

2. Public Works Design and Permit Issuance

- a. The City shall provide a guaranteed, not-to-exceed, and detailed statement of permit fees based on estimates of actual and usual time and effort based on the successful completion of the concept plan review at 30% of project design. The statement shall include itemized, fixed, not-to-exceed charges for each review leading to permit issuance. Payments are made in installments as follows:

- i. A deposit of \$2,500 is due with the filing of concept plans in advance of the concept plan review and consultation. The balance of the estimate for the concept plan review is due prior to the submission of plans for the design review at 60% of project design. In the event that the estimate for concept plan review is less than the \$2,500 deposit by more than 10% of the estimate, a credit will be made against the estimate of fees that are due prior to the review and consultation at 60% of project design.
 - ii. A payment equal to the balance owed for the concept plan review plus the estimate for the design plan review and consultation are due with the filing of design plans in advance of the consultation at 60% of project design.
 - iii. A payment equal to the estimate for the in-take plan review, including a 95% review and check of mylars, is due with the filing of in-take plans in advance of the in-take consultation at 90% of project design.
 - iv. A final payment of the estimate for final plan review and permit issuance is due prior to the issuance of public works permits. In the event that usual and actual time and effort amount to less than 90% of the original estimate, the City shall adjust the final payment to reflect the usual and actual time and effort expended by the City.
- b. In the event that the concept plan review and consultation must be repeated, the City shall charge a \$2,500 deposit for each successive review and consultation.
- c. In the event that the City requires additional reviews and consultations at 60% and 90% of project design, the City may charge additional permit fees based on the itemized fee schedule that is calculated at the successful conclusion of the 30% design review. For example, if a design submitted at the 60% review meeting is not adequate and requires an additional review, the applicant may be required to provide a revised design and pay the same fee for a second 60% review meeting. The City shall rely on published criteria and administrative rules to determine if submitted plans are incomplete or do not meet the criteria, and must be resubmitted for an additional review.
- d. In the event that City must expend additional time and effort for review and consultation due to the applicant's changes in changes in the scope and complexity of the project that arises after the City provides estimates of permit fees, the City may increase the estimates if the additional time and effort required exceeds 10% of the original estimates.