

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. 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 bureaus for review and comment. The City compiles a standardized written report and presents its findings in a short briefing, conducted by the Public Works Permit process manager. The written report includes specific comments from all of the public works 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 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, detailed statement of the not-to-exceed permit fees based on estimates of actual and usual time and effort at the successful completion of the concept plan review. The statement shall include itemized, not-to-exceed fees for each review phase 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 Concept Plans.
- ii. A payment equal to the balance owed for the concept plan review plus the estimate for the Design Plans review and consultation are due with the filing of Design Plans in advance of the consultation.
- iii. A payment equal to the estimate for the in-take plan review, including a 95% review and check of Final Plans, is due with the filing of in-take plans in advance of the in-take consultation of 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 not-to-exceed fee, 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 Design Plans 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 Concept Plans design review. For example, if a design submitted at the Design Plans 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 Design Plans 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 the scope and complexity of the project that arises after the City provides the not-to-exceed fee, then the City will provide a revised not-to-exceed fee estimate.
- e. In the event that the permit is cancelled prior to its issuance, the applicant shall pay the actual costs to date.

3. Public Works – In-fill Residential Design and Permit Issuance

- a. For public street improvements that meet the following criteria, the Design and Permit Issuance fee are as set forth in part b:
 - i. Identified in the TSP as local residential
 - ii. Less than 150 feet in length
 - iii. Existing paved street
 - iv. No traffic operational change
 - v. No alternative design
 - vi. Not within a special street design district
 - vii. Requires 2 or less stormwater treatment facilities
 - viii. Approved nearby stormwater disposal point
 - ix. Installation of stormwater plantings by BES forces (not included in fee below) – confirm that this means if they are doing the planting themselves, it does not fall in the infill fee grouping?
 - x. No storm or sanitary sewer extension
 - xi. No major utility conflict
- b. The City shall charge a total fixed fee of \$7,150 to intake, review, and issue the permit. The total fee consist of separate fees from the 3 public works infrastructure bureaus. The following are the fees from each bureau:
 - i. Water Bureau - \$450
 - ii. Environmental Services - \$3,000
 - iii. Transportation - \$3,700

If in-fill work does not require stormwater infrastructure, the Environmental Services' fee is reduced to \$300.