

Master Fee Schedule

City of West Richland



Note: The Master Fee Schedule has been updated as of June 4, 2015. Not all city fees are reflected in the Master Fee Schedule. Some fees may be found within the West Richland Municipal Code. City staff is currently working on amending city code to place all city fees within the Master Fee Schedule. Due to the complexity of this project, it is anticipated the Master Fee Schedule will be fully completed by December 31, 2015.

MASTER FEE SCHEDULE

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MASTER FEE SCHEDULE

Schedule A – City Clerk

<u>Description</u>	<u>Fee Amount</u>
1. Black and White Copies	
a. 8 ½ x 11	.15 per page
b. 8 ½ x 14	.15 per page
c. 11 x 17	.15 per page
d. 18x24	.65 per page
e. 22 x 34	.90 per page
f. 24 x 34	.90 per page
2. Color Copies	
a. 8 ½ x 11	.15 per page
b. 8 ½ x 14	.15 per page
c. 11 x 17	.15 per page
d. 18 x 24	2.10 per page
e. 4 ft by 3 ft	7.25 per page
f. 3 ft by 5 ft	9.00 per page
3. Audio Tape Duplication	.70
4. CD – Copy	.80

MASTER FEE SCHEDULE

Schedule B – Finance Department

<u>Description</u>	<u>Fee Amount</u>
1. Animal License Fees	
a. Altered dog annual license (WRMC 6.32.070)	\$10.00
b. Unaltered dog annual license (WRMC 6.32.070)	\$20.00
c. Late fee (WRMC 6.32.090)	\$20.00
d. Guide dogs trained to the visually impaired (WRMC 6.32.070 (A)(1))	\$0.00
e. Dogs owned by low-income senior citizens: the first dog (WRMC 6.32.070 (A)(2))	\$0.00
f. Duplicate license fee (WRMC 6.32.140)	\$5.00
g. Dangerous dog registration fee (WRMC 6.24.030 (B))	\$250.00
h. Commercial kennel (WRMC 6.32.160)	\$50.00
2. Business Licenses	
a. Business license fee (WRMC 5.04.040 (B))	\$40.00
b. Business license annual renewal fee - Home occupation businesses/Businesses located outside West Richland (WRMC 5.04.040 (B))	\$35.00
c. Business license annual renewal fee – Commercial businesses in West Richland (WRMC 5.04.040 (B))	\$45.00
d. Show or Exhibition (WRMC 5.04.040 (A))	\$50.00 per day
e. Itinerant Merchant (WRMC 5.04.040 (C))	\$25.00 per 30-day period
f. Public Places of Adult Entertainment License (WRMC 5.22.030 (D))	\$350.00
g. Manager License (Public Places of Adult Entertainment) (WRMC 5.22.030 (D))	\$25.00

<u>Description</u>	<u>Fee Amount</u>
h. Entertainer License (Public Places of Adult Entertainment) (WRMC 5.22.030 (D))	\$25.00
3. Fireworks	
a. Retail sale of fireworks permit fee (WRMC 8.22.050)	\$100.00
b. Public display fee (WRMC 8.22.090)	\$125.00
4. Outstanding Accounts Receivable	
a. Non-sufficient funds (NSF) check handling fee (WRMC 3.09.010 and WRMC 13.90.190)	\$40.00
b. Accounts receivable late fee (WRMC 3.09.010)	\$20.00
5. Solicitor's License	
a. Application fee – Annual (WRMC 5.12.040 (L)) and (WRMC 5.12.060)	\$100.00
b. Background check – Annual (WRMC 5.12.040 (L))	\$25.00 each solicitor
c. Bond requirement (WRMC 5.12.080)	\$1,000.00
6. Tumbleweed Burner	
a. Tumbleweed burner rental – week day	\$20.00 per week day
b. Tumbleweed burner rental – weekend	\$40.00 weekend
c. Tumbleweed burner rental damage deposit	\$500.00
7. Utility Charges – Billing and Collection	
a. Promissory note interest maximum (WRMC 13.90.020 (A))	\$20.00
b. Promissory note administrative fee (WRMC 13.90.020(B))	\$30.00
c. New account service fee (WRMC 13.90.023 (C)(2))	\$15.00
d. Past due penalty fee (WRMC 13.90.040)	\$20.00
e. Electronic and manual utility lien searches (WRMC 13.90.120 (B))	\$20.00

<u>Description</u>	<u>Fee Amount</u>
f. Special water meter reading for property closings (WRMC 13.90.120 (B))	\$30.00
g. Calibration test when water meter is reading within the manufacturer's acceptable tolerance (WRMC 13.90.230 (C))	\$60.00
Water disconnection charges:	
h. Voluntary/Involuntary	\$15.00
i. Special trip	\$40.00
j. After hours	\$70.00
Water reconnection charges:	
k. Voluntary	\$15.00
l. Special Trip	\$40.00
m. After hours (WRMC 13.90.130 and WRMC 13.90.140)	\$70.00

Note: To qualify as a voluntary disconnection or reconnection, notice must be submitted to the city at least two working days prior to the requested turn-off/turn-on date. Involuntary disconnection assumes shutoff for nonpayment which has been scheduled with Public Works.

MASTER FEE SCHEDULE

Schedule C – Police Department

<u>Description</u>	<u>Fee Amount</u>
1. Animals - Adoption	
a. Altered Cat	\$50.00 includes vaccinations
b. Unaltered Cat/Kitten	\$70.00 includes vaccines and spay/neuter
c. Altered Dog	\$50.00 includes vaccines
d. Unaltered Dog/Puppy	\$90.00 includes vaccines and spay/neuter
2. Animals - Miscellaneous	
a. Impound	\$30.00
b. Kenneling	\$10.00 per day
c. Euthanasia	\$75.00 city or actual veterinary costs plus mileage
3. Concealed Pistol License	
a. Original	\$50.75
b. Renewal	\$32.00
c. Late renewal	\$42.00
d. Replacements	\$10.00
e. Laminate	\$1.00
4. Fingerprinting	
a. First and second card	\$15.00 both
b. Each additional card	\$3.00
5. Impoundment of Vehicles	
a. Redemption of impounded vehicle administrative fee (WRMC 10.20.030 (A))	\$75.00
b. Early or hardship release of vehicle administrative fee (WRMC 10.20.040)	\$75.00

MASTER FEE SCHEDULE

Schedule D – Community Development Department

<u>Description</u>	<u>Fee Amount</u>
1. Final Plat Review Fee (WRMC 16.04.120(A)(3))	\$200.00 up to 4 lots \$350.00 5 lots \$450.00 6 lots \$525.00 7 lots \$590.00 8 lots \$635.00 9 lots \$675.00 10 lots \$710.00 11 lots \$500.00 plus \$20.00 per lot 12 lots
2. Park Use Fees	
Refundable Key/ Damage Deposit	Flat Top Park Pavilion (key) Residents: \$75.00 Non-residents: \$75.00 Sports Assoc: \$75.00 Large Event(100-500): \$75.00 Larger Event (500+): \$75.00 Sports Complex Bldg. (key) Residents:\$75.00 Non-residents: \$75.00 Sports Assoc: \$0.00 Large Event(100-500): \$75.00 Larger Event (500+): \$75.00 AND Park or Shelter Use Residents:\$0.00 Non-residents: \$0.00 Sports Assoc: \$0.00 Large Event(100-500): \$75.00 Larger Event (500+): \$150.00 AND

Description

Fee Amount

Use Fees

(choose 1)

(Period of use: 1/2 day ends by 2 p.m. or begins at 3 p.m.)

Park use (no structure)

Residents:\$0.00

Non-residents: 1/2 day \$10.00

Non-residents: 1 day \$15.00

Sports Assoc: Waived in lieu of maintenance

Large Event(100-500): 1/2 day \$20.00

Large Event(100-500): 1 day \$30.00

Larger Event (500+): 1/2 day \$60.00

Larger Event (500+): 1 day \$90.00

OR

Park Shelter (ext. access only)

Residents:\$0.00

Non-residents: 1/2 day \$25.00

Non-residents: 1 day \$40.00

Sports Assoc: Waived in lieu of maintenance

Large Event(100-500): 1/2 day \$50.00

Large Event(100-500): 1 day \$80.00

Larger Event (500+): 1/2 day \$80.00

Larger Event (500+): 1 day \$128.00

OR

Buildings w/ Interior Access

Residents:\$0.00

Non-residents: 1/2 day \$40.00

Non-residents: 1 day \$66.00

Sports Assoc: Waived in lieu of maintenance

Large Event(100-500): 1/2 day \$70.00

Large Event(100-500): 1 day \$118.00

Larger Event (500+): 1/2 day \$120.00

Larger Event (500+): 1 day \$192.00

AND

Athletic Fields/pr field/pr hr

Residents:\$0.00

Description

Fee Amount

	Non-residents: 2.50 pr hr
	Sports Assoc: Waived in lieu of maintenance
	Large Event(100-500): Negotiated on a case by case basis
	Larger Event (500+): Negotiated on a case by case basis
	Residents:\$0.00
Reservation Fee – Non-Refundable	Non-residents: \$25.00
	Sports Assoc: \$0.00
	Large Event(100-500): \$25.00
	Larger Event (500+): \$25.00
	Residents:\$30.00 pr/hr
Staff Fees: For cleaning, etc.	Non-residents: \$30.00 pr/hr
	Sports Assoc: \$0.00
	Large Event(100-500): Negotiated – case by case basis
	Larger Event (500+): Negotiated – case by case basis
	Residents:\$15.00
Utility Fees: Access to electrical/water vault	Non-residents: \$25.00
	Sports Assoc: \$0.00
	Large Event(100-500): \$25.00
	Larger Event (500+): \$50.00

Notes:

- Large event fees may be negotiated on a case by case basis with option to waive fees if City co-sponsors or if event is of substantial benefit or interest to citizens of WR.
- High impact events may be negotiated on a case by case basis with option to increase use fees based on impact to facilities.

Description

Fee Amount

- Person making reservation must be present (on site) for the duration of the event.
- City reserves the right to deny, restrict, or cancel use based on proposed or actual activity.

Yellowstone Trail Community Garden

\$10.00 per garden plot

3. Preliminary Plat Application Fee
(WRMC 16.04.120(A)(2))

\$30.00 per lot
\$650.00 minimum
\$950.00 maximum

4. Short Plat Application Fee
(WRMC 16.04.120(A)(1))

\$300.00

5. Signs – General Permit Provisions Fees
(WRMC 19.04.040 (C) and (E))

In addition to the permit fee, a plan check fee equal to 50 percent of the permit fee is required on all freestanding signs and signs costing over \$1,000 is required.

A reinspection fee, in addition to the permit fee, may be charged equal to 50 percent of the permit fee.

6. Trailer coach camp permits/mobile home park permits license transfer fee
(WRMC 8.12.100 (C))

\$5.00

7. Vegetation and debris abatement
(WRMC 8.16.090 (C) (5))

\$50.00 per hour for the use of city equipment and one equipment operator,
\$20.00 per hour for each city employee working without equipment

8. Zoning – Application Fees, Fee Schedule for Public Hearings
(WRMC 17.71.010)

Description

Fee Amount

Application For:	
Variance	\$200.00
Conditional/special use permit	\$200.00
Rezone	\$350.00
Comprehensive plan amendment	\$700.00
Shoreline permit	\$500.00

If it is necessary to reschedule a public hearing at the applicant's request, the applicant shall be required to pay \$2.39 for each name required to be provided with a separate mailing of notice.

8. Zoning – Planned Unit Development Fee (WRMC 17.80.250)	\$500.00
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MASTER FEE SCHEDULE

Schedule E – Public Works Department

<u>Description</u>	<u>Fee Amount</u>
1. Construction Inspection Fee (WRMC 16.04.120(A)(5))	5% of the total cost of the improvements \$500.00 minimum
2. Nonvehicle Temporary Special Permit Fee (WRMC 10.12.045 (B))	\$75.00
3. Oversized Vehicle-Load Permits	
a. Application Fee – Gross Weight Limits (WRMC 12.30.030 (E))	\$250.00
b. Application Fee – Width and/or Height Limits (WRMC 12.30.040)	\$250.00
4. Plat Improvement Plan Review Fee (WRMC 16.04.120(A)(4))	\$200.00 per lot \$2,500.00 maximum
5. Sanitary Sewer Connection Fees	
a. Fee for inspection of new sewer service for users discharging domestic strength sewage into the city sewer system (WRMC 13.09.020 (C))	\$60.00
b. Sewer system development fee	
i. Sewer system development fee for a single-family residential unit and each dwelling unit of a duplex inside the city limits (WRMC 13.09.030 (C))	\$2,525.00 per dwelling unit
ii. Sewer system development fee for a single-family residential unit and each dwelling unit of a duplex	\$3,788.00 per dwelling unit

Description

Fee Amount

- iii. outside the city limits (WRMC 13.09.030 (C))
- The sewer system development fee for all other users discharging domestic strength sewage not listed above shall be based on the size of the water services as shown in the table below (WRMC 13.09.030 (D))

Water Meter Size	Property Inside City Limits	Property Outside City Limits
3/4"	\$1,200	\$1,800
1"	\$2,400	\$3,600
1 1/2"	\$4,500	\$6,750
2"	\$6,000	\$9,000
3"	\$12,000	\$18,000
4"	\$15,000	\$22,500
Greater than 4"	to be determined	to be determined

6. Sewage Disposal – Private, Permit and Inspection Fee (WRMC 13.06.040) \$60.00

7. Sewer – Excavations (WRMC 13.14.020 (B))

In the event that the repairs do not meet city specifications and it becomes necessary for the city to make repairs to streets which have been improperly repaired after installation of sewer line, an additional charge of \$6.00 per square foot of surfacing will be assessed to defray the cost of replacing said surface.

8. Sewer Line Development Fee (WRMC 13.09.040 (C))

The sewer line development fee imposed herein for a parcel of property is computed

Description

Fee Amount

as the sum of the following front foot charge and area charge:

1. The lineal feet of property adjacent to and fronting the existing or proposed sewer line to a maximum of 330 linear feet, as determined by the public works director, is multiplied by \$30.00 per foot with the total linear foot charge not to exceed \$9,900.

2. The number of square feet of property to be served by the sewer system to a maximum of 108,900 square feet (2.5 acres), as determined by the public works director, is multiplied by \$0.02 per square foot with the total area charge not to exceed \$2,178.

9. Street Cut Permit Fee (WRMC 12.02.010 (C)) \$75.00

10. Telecommunications – Fees and Compensation, Right-of-way license, franchise or facilities lease – Application and review fee (WRMC 20.06.020 (A)) Any applicant for an initial, renewal or transfer of right-of-way license, franchise or facilities lease pursuant to this title shall make an initial deposit with the city, of one-half of one percent of the estimated cost of applicant’s proposed facilities, as certified by the applicant, up to a maximum of \$5,000. The minimum deposit shall be \$250.

Nonrefundable filing charge (WRMC 20.06.020 (E)) \$50.00

11. Utility and/or Street Extension Plan Review Fee (WRMC 16.04.120(B)) \$500.00 minimum

12. Utility and/or Street Extension Inspection Fee (WRMC 16.04.120(B)) 5% of the total cost of the improvements \$500.00 minimum

<u>Description</u>	<u>Fee Amount</u>
13. Vacation of Streets and Alleys	
a. Prehearing Fee (WRMC 12.40.015 (A))	\$230.00
b. Appraisal Fees to Be Paid after Council Recommends Vacation (WRMC 12.40.015 (B))	\$1,500.00
14. Water Connection Hookup Fees (WRMC 13.45.020)	
	<p>A. For a three-fourths-inch meter or one-inch meter: \$1,500 for the meter and service connection; provided, that in the event the city’s only requirement is to insert a meter into a properly constructed meter box, the fee shall be \$430.00. The three-fourths-inch meter will be issued only with the approval of the public works director. The aforementioned hookup fees exclude the cost of asphalt pavement, concrete curb and gutter, landscaping and sidewalk restoration. A fee for restoration shall be in addition to the hookup fee.</p> <p>B. For a one-and-one-half-inch meter: \$2,765 for the meter and service connection; provided, that in the event the city’s only requirement is to insert a meter into a properly constructed meter box, the fee shall be \$725.00. The aforementioned hookup fees exclude the cost of asphalt pavement, concrete curb and gutter, landscaping and sidewalk restoration. A fee for restoration shall be in addition to the hookup fee.</p>

Description

Fee Amount

C. For a two-inch meter: \$3,290 for the meter and service connection; provided, that in the event the city's only requirement is to insert a meter into a properly constructed meter box, the fee shall be \$950.00. The aforementioned hookup fees exclude the cost of asphalt pavement, concrete curb and gutter, landscaping and sidewalk restoration. A fee for restoration shall be in addition to the hookup fee.

D. For a three-inch meter or larger: the actual cost of making the connection, including labor, materials, meter, valve fittings and other appurtenances and a fee for restoration of asphalt pavement, concrete curb and gutter, sidewalk and landscaping.

15. Water System Development Fee (WRMC 13.45.025 (C & D))

Water system development fee for a single-family residential unit and each dwelling unit of a duplex inside the city limits

\$3,200 per dwelling unit

Water system development fee for a single-family residential unit and each dwelling unit of a duplex outside the city limits

\$4,800 per dwelling unit

Water system development fee shall be reduced by \$1,000 for parties that provide a separate irrigation system that does not rely on city potable water for irrigation purposes

Description

Fee Amount

Prior to approval of the construction plans for a preliminary plat, or approval of a short plat or binding site plan, the owner and/or developer shall pay \$750.00

Water system development fee for all other users not listed in subsection C shall be based on the size of the water meter service. Fees are reflected in the table below.

Water Meter Size	Property Inside City Limits	Property Outside City Limits
3/4"	\$1,280	\$1,920
1"	\$2,560	\$3,840
1 1/2"	\$4,800	\$7,200
2"	\$6,400	\$9,600
3"	\$12,800	\$19,200
4"	\$16,000	\$24,000
Greater than 4"	to be determined	to be determined

16. Water Line Development Fee (13.45.026 (C))

The water line development fee imposed herein for a parcel of property is computed as:

1. The lineal feet of property adjacent to and fronting the existing or proposed water line to a maximum of 330 linear feet, as determined by the public works director, is multiplied by \$30.00 per foot with the total linear footage charge not to exceed \$9,900.
2. The number of square feet of property to be served by the water

Description

Fee Amount

system to a maximum of 108,900 square feet (2.5 acres), as determined by the public works director, is multiplied by \$0.02 per square foot with the total area charge not to exceed \$2,178.

17. Bulk Water Rates

- a. Bulk Unmetered Rate – Construction Water (WRMC 13.56.040(A)) \$100.00 minimum per bulk load (bulk load = 4,000 gals)

- b. Bulk Metered Rate – Construction Water (WRMC 13.56.040(B)(2))
Bulk Water Consumption Rate (per 100 gallons)
2015 - \$0.465
2016 - \$0.485
2017 - \$0.505
2018 - \$0.525
2019 - \$0.545
2020 - \$0.565
2021 - \$0.585

- c. Bulk (Fire Hydrant) Meter Deposit (WRMC 13.56.040(B)) \$1,350.00

- d. Bulk Meter Account Setup Service Charge (WRMC 13.56.040(B)(2)) \$15.00

- e. Bulk Meter Rental Rate (WRMC 13.56.040(B)(2)) \$100 per month