

City of St. Helens  
**RESOLUTION NO. 1808**

A RESOLUTION OF THE ST. HELENS CITY COUNCIL TO  
SET PLANNING DEPARTMENT FEES

**WHEREAS**, Ordinance No. 3095 authorizes the City Council to establish Planning Department fees by resolution; and

**WHEREAS**, the City Council and staff finds it necessary from time to time to review these fees and adjust them accordingly based on the current estimated and actual costs of materials, staff time, etc.

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:**

**Section 1.** The Planning Department fees set forth in the exhibit, attached, are hereby adopted.

**Section 2.** This Resolution supersedes Resolution No. 1764 and any previous Resolution setting forth Planning Department fees.

**Section 3.** This Resolution is effective January 1, 2018.

**Approved and adopted** by the City Council on December 20, 2017, by the following vote:

Ayes: Locke, Carlson, Conn, Mörten, Scholl

Nays: None

  
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Rick Scholl, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathy Payne, City Recorder



## PLANNING DEPARTMENT FEE SCHEDULE

Accessory Structure (detached)	\$53
Amended decision (post amendment of proposed decision)	\$264
<b>Amendment</b>	
Quasi-judicial or Legislative	\$1,056
+Deposit for special notice (covers mailing expense); and/or	\$3,131 (D)
+Deposit for proposed text amendments	\$3,131 (D)
<b>Annexation</b>	
Annexation application (consent to annex)	\$1,056 + \$53/acre
+Election deposit (to cover election costs if applicable)	\$3,131 (D)
<b>Appeal</b>	
Administrative decision	\$250 <sup>1</sup>
Non-administrative decision (excludes cost of transcript, see below)	\$528
Expedited Land Partition or Subdivision	\$300 <sup>1</sup> (D)
Home Occupation	60% / applicable fee <sup>2</sup>
+Transcript deposit (for non-administrative appeal)	\$500 <sup>1</sup> (D)
Building Permit Planning Release (fee associated with building permits)	\$55
<b>Conditional Use Permit</b>	
Minor Modification of Major CUP	\$264
Minor Modification of existing use (value of project <\$10,000)	\$264
Minor Modification of existing use (value of project >\$10,000)	\$317
Major (value of project is <\$250,000)	\$528
Major (value of project is \$250,000 to \$500,000)	\$687
Major (value of project \$500,000 to \$1,000,000)	\$845
Major (value of project >\$1,000,000)	Project Value x \$0.000793 + \$264 <sup>3</sup>
Development Agreement or Contract (in add. to other application fees)	\$3,131
Easement Extinguishment (per ORS 221.725)	\$528
Expedited Land Division	Application fees same as Partition or Subdivision <sup>2</sup>

Historic Resource Review	\$53
Home Occupation	
Type I	\$80
Type II	\$158
Land Use Letter / Planning Director Signature	\$13
Lot Line Adjustment	\$264 + \$53/acre
Measure 49	\$3,131
Notice (not as required, but requested—must be renewed annually)	\$23/calendar year
Partition	
Preliminary Plat	\$528 + \$28/parcel
Final Plat	\$53 + \$14/parcel
Planned Development (fee is same as use—e.g., SUB, SDR, CUP)	n/a
Recordation fee	Same as County Clerk
Referral of administrative decision to Planning Commission	+\$158 to base fee(s)
Revocation	\$264
Sensitive Lands Permit	
Administrative (except Tree Removal Permit—see below)	\$264
With public hearing	\$528
Sign Code Adjustment	\$475
Sign Permit	
Permanent [wall painted or adhered (i.e. sticks out less than 1”)]	\$53
Permanent (all except as above)	\$106
Temporary	\$28
Temporary (nonprofit organization)	\$0
Permit issued after sign has begun to be constructed	X2 base fee(s) <sup>2</sup>
Sign Plan, Comprehensive	\$158 + \$28/sign
Site Development Review	
Minor Modification of Major SDR	\$133
Minor Modification of existing use (value of project <\$10,000)	\$133
Minor Modification of existing use (value of project >\$10,000)	\$264

Major (value of project is <\$250,000)	\$317
Major (value of project is \$250,000 to \$500,000)	\$475
Major (value of project \$500,000 to \$1,000,000)	\$633
Major (value of project >\$1,000,000)	Project Value x \$0.000793 <sup>3</sup>
Scenic Resource	\$264
Street Vacation	
Application materials (provided by staff—optional)	\$33
Application fee	\$740
Subdivision	
Preliminary Plat	\$740 + \$28/lot
Final Plat	\$264 + \$14/lot
Supplemental application pursuant to ORS 227.184	\$3,131
Temporary Use Permit	
One year	\$158
One month (within a 30 consecutive day time period)	\$53
One week (within a 7 consecutive day time period)	\$28
Time Extension	\$106
Tree Removal Permit (sensitive lands)	\$158
Unlisted Use / Parking Use	\$158
Variance	\$475

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Document fees:

Development Code, etc.	Per Photocopy / Printout Fee (see Universal Fee Schedule)
Zoning District or Comprehensive Plan Map	\$23 each

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Notes:

(D) = Deposit to cover staff time and materials. Any portion not used is refundable.

<sup>1</sup> Indicates maximum per Oregon Revised Statutes.

<sup>2</sup> Indicates per St. Helens Municipal Code.

<sup>3</sup> Project value requires an estimate from a qualified professional. If value is determined to be greater at time of Building Permit issuance, the difference shall be paid prior to issuance. **Max project value fee is \$5,000** (addition CUP fee still applies).