**CITY OF KOOTENAI**

**OFFICIAL FEE SCHEDULE – EXHIBIT A**

**ADOPTED BY CITY COUNCIL, RESOLUTION #90**

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| **LAND USE APPLICATION FEES (PL)** | | | |
| **Fee Code** | **Type of application** | **Initial Fee** | **Plus (+)** |
| **PL1** | Administrative applications, including: zoning permits; administrative exceptions; development agreements not related to subdivisions; written compliance reviews; written code review or interpretation | $100.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **PL2** | Annexation/de-annexation, including agreements and zoning map changes | $2,000.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **PL3** | Appeal of administrative decision | $100.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **PL4** | Comprehensive plan amendment | $500.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **PL5** | Request by applicant to reschedule hearing | Actual cost of professional services, legal notices, and materials |  |
| **PL6** | Pre-application/pre-construction meeting with staff | $100.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **PL7** | Special use permit application | $500.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **PL8** | Variance application | $500.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **PL9** | Zone change application | $1,000.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **PL10** | Modification of terms of approved special use permit or variance | Actual cost of professional services, legal notices, and materials |  |
| **PL11** | Application to amend city code | $500.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **PL12** | Investigatory fees for violation of land use codes | Actual cost of professional services, materials, mileage, and legal notices |  |
| **PL 13** | Development and building agreements not associated with subdivision applications | $600.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |

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| **BUILDING PERMIT FEES (BP)** | | | |
| **Fee Code** | **Type of application** | **Fee** | **Plus (+)** |
| **BP1** | Accessory structure, storage shed larger than 200 square feet, including temporary and permanent. | Value based on Exhibit C  Fee based on Exhibit B\* | + 65% of permit fee for plan review |
| **BP2** | Building permit plan review, applications, and site inspections | Value based on Exhibit C  Fee based on Exhibit B\* | + 65% of permit fee for plan review |
| **BP3** | Alterations, repairs, remodels, change of use | Value based on qualified applicant estimate, confirmed by building official. Fee based on Exhibit B\* | + 65% of permit fee for plan review |
| **BP4** | Site plan and standards review by planning and zoning administrator, for all permits |  | Actual cost of professional services |
| **BP5** | Cell tower | Value based on qualified applicant estimate, confirmed by building official. Fee based on Exhibit B\* | + Actual cost for engineering review; + 65% of permit fee for plan review |
| **BP6** | Commercial coach setting permit | $350.00\* |  |
| **BP7** | Deck | Valuation calculated at $15.00/sq. ft., applied to Exhibit B | + 65% of permit fee for plan review |
| **BP8** | Demolition permit | $100.00 |  |
| **BP9** | Manufactured home setting permit | $250.00\* | +Cost of snow roof based on Exhibits B & C, if proposed |
| **BP10** | Modular home setting permit | $600.00\* |  |
| **BP11** | Retaining walls greater than 4’ high, measured from bottom of footing to top of wall | Fee based on qualified estimate. Fee based on Exhibit B | + 65% of permit fee for plan review |
| **BP12** | Modification of existing sign, excluding changeable copy | $50.00 | + Permit fees based on value & Exhibit B |
| **BP13** | Sign permits | $150.00\* | + Permit fees based on value & Exhibit B |
| **BP14** | Temporary certificate of occupancy, residential | $100.00 each occurrence |  |
| **BP15** | Temporary certificate of occupancy, commercial, industrial, public | $250.00 | + Surety at $500.00 each item, $1000.00 minimum |
| **BP16** | Northside Fire District Impact Fee, new residential | $785.00 per unit |  |
| **BP17** | Northside Fire District Impact Fee, new non-residential | $0.39 per square foot |  |
| **\*** | A non-refundable initial fee to be credited toward final cost of permit is due upon application, as follows:  Residential additions, accessory structures, remodels: $150.00; Residences (site built or manufactured): $200.00; Commercial/Industrial: $250.00; Signs: $150.00. | | |

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| **SUBDIVISION, PLAT, PROPERTY ADJUSTMENT (SUB)** | | | |
| **Fee Code** | **Type of application** | **Initial Fee** | **Plus (+)** |
| **SUB1** | Pre-application/pre-construction meeting and additional meetings for same project | $200.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SUB2** | Preliminary plat application, minor subdivision | $500.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SUB3** | Preliminary plat application, regular subdivision, up to 50 lots, and concurrent stormwater plan review | $1,000.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SUB4** | Preliminary plat application, regular subdivision, greater than 50 lots, and concurrent stormwater plan review | $2,500.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SUB5** | Subdivision construction plan review | $500.00 for each phase | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SUB6** | Construction oversight/inspections, up to 25 lots | $750.00 for each phase | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SUB7** | Construction oversight/inspections, greater than 25 lots | $1,000.00 for each phase | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SUB8** | Traffic analysis review/mitigation analysis | Actual cost of professional services |  |
| **SUB9** | Final plat draft and mylar review, up to 10 lots | $500.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SUB10** | Final plat draft and mylar review, greater than 10 lots | $750.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SUB11** | Development agreement | $500.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SUB12** | Surety agreement | Actual cost of professional services to review |  |
| **SUB13** | Property line adjustment, replat application | $500.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended  + Applicable final plat fees |
| **SUB14** | Modification of preliminary or final plat terms and conditions | $200.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SUB15** | Condominium plat application | $500.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SUB16** | Time extension request | $250.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SUB17** | Vacation application | $500.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |

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| **GRADING, EROSION CONTROL, STORMWATER & SITE PLAN REVIEW (SP)** | | | |
| **Fee Code** | **Type of application** | **Initial Fee** | **Plus (+)** |
| **SP1** | Site plan review | $200.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SP2** | Minor and major stormwater management plans – Non-refundable. To be collected at time of application. | $100.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |
| **SP3** | Site plan inspection | Actual cost of professional services |  |
| **SP4** | Infrastructure plan review/inspections | Actual cost of professional services |  |
| **SP5** | Additional stormwater/erosion control or grading reviews and inspections | Actual cost of professional services |  |
| **SP6** | Additional site inspections | Actual cost of professional services | + Mileage at current IRS rate |

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| **ADMINISTRATIVE & MISCELLANEOUS FEES (M)** | | | |
| **Fee Code** | **Type of application** | **Initial Fee** | **Plus (+)** |
| **M1** | Alcohol, beer, or wine license application/transfer | $25.00 |  |
| **M2** | Alcohol, beer, off-premise | $50.00 |  |
| **M3** | Alcohol, beer, on-premise | $200.00 |  |
| **M4** | Alcohol, catering permit | $25.00 |  |
| **M5** | Alcohol, liquor license | $225.00 |  |
| **M6** | Alcohol, wine, on- and off-premise | $100.00 |  |
| **M7** | Animal impoundment | $25.00 | + Daily shelter costs and costs of shelter requirements (e.g., spay/neuter) |
| **M8** | Business license, home occupation business license | $50.00 for initial license and annual renewals. $25.00 for renewals filed by December 31st or within 30 days of opening a new business | |
| **M9** | CD/DVD of public meeting recordings | $5.00 each |  |
| **M10** | Check return fee | $35.00 |  |
| **M11** | City hall rental | Up to 4 hours = $50.00; More than 4 hours = $100.00; Non-profit commercial use (charging for event or donations) = $50.00/day; Non-profit (free/open to public) = No charge. $50.00 cleaning deposit for all uses | |
| **M12** | Comprehensive plan book | $25.00 each |  |
| **M13** | Dog license, annual (January through December) | $10.00 for spayed/neutered; $35.00 non-spayed/neutered | |
| **M14** | Kennel business license | $250.00 initial fee; annual business license thereafter | |
| **M15** | Park rental fee | Same as city hall rental, except for $75.00 deposit; includes non-profits | |
| **M16** | Public records request – copies | 0.10 each after 100 copies, per subject requests; city clerk hourly rate for requests requiring more than 2 (two) hours | |

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| **ENGINEERING – LAND USE APPLICATIONS AND SERVICES (EL)** | | | |
| **Fee Code** | **Type of application** | **Initial Fee** | **Plus (+)** |
| **EL1** | Encroachment permit – new culverts, inspection and engineering review | $50.00 | + $500.00 deposit toward actual costs; funds not expended will be refunded |
| **EL2** | Encroachment permit – existing (permitted) culvert inspection and engineering review | $185.00 | + Actual costs, as identified in Note 3, after initial fee is expended |
| **EL3** | Encroachment permit – Utility and street excavations | $400.00 | + Actual costs, as identified in Note 3, after initial fee is expended + surety as set forth by KCC Title 6, Chapter 2 |
| **EL4** | Infrastructure plan review/inspections | Actual cost of professional services |  |
| **EL5** | Professional engineer review, including code interpretation, code enforcement | Actual cost of professional services |  |
| **EL6** | Public infrastructure construction oversight and inspection | $500.00 | + Actual costs, as identified in Note 3 below, after initial fee is expended |

**NOTE:**

1. **The City of Kootenai has the right to bill periodically for costs incurred once the initial fee has been expended. The City may suspend action on applications if payment is delinquent.**
2. **All fees are non-refundable.**
3. **Fees cover costs including legal advertising, professional services, materials, clerical costs, mileage, and other similar expenditures to process an application, request, or action.**