



**CITY OF PROSSER**

*Washington*

# Master Fee Schedule

**Note:** The Master Fee Schedule was amended on December 3, 2019. Not all city fees are reflected in the Master Fee Schedule. Some fees may be found within the Prosser Municipal Code. Updated by **Ordinance No. 19-3102**.

# MASTER FEE SCHEDULE

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## MASTER FEE SCHEDULE

### Schedule A – Building Department

Please Note: Some fees in the Building Schedule may be affected by the Housing Rate Incentive. For more information, please contact the Department.

<u>Description</u>	<u>Fee Amount</u>
<b>1. MISC Fees</b>	
a. Administrative Exemption Pursuant to 18.81.160	\$200.00
b. Any Other Application Pursuant to Titles 15, 16, 17, 18, or 19 Not Specifically Set Forth Herein	\$250.00 D
c. Failure to Obtain Any Permit Required by Title 15	<ul style="list-style-type: none"> <li>• 1st-Double Permit Fee</li> <li>• 2nd within 12 months-Triple Permit Fee</li> <li>• 3rd within 12 months-Refer to City Attorney for Prosecution and Abatement</li> </ul>
d. Plan Review Fee*	65% of Building Permit Fee
e. Private Construction of Public Improvements Other than Pursuant to a Final Plat or a Reimbursement Agreement	Deposit 5% of Estimated Cost, Actual Costs Billed
f. Re-Inspection Fee	\$50.00
g. Re-Review of Plans	\$50.00
h. Stop Work Order Posting Fee	\$100.00
i. Waiver of Violation (18.81.030 (E))	\$500.00 D
j. Zoning Map Interpretation	\$200.00
<b>2. Permits</b>	
a. Building (*Fees are based on the 1997 Uniform Building Code)	Varies
b. Demolition Permit	\$50.00
c. Fence Permit (Required for new fences or replacement of existing fences that no permit has previously been issued.)	\$50.00
d. Grading (Fees are based on the 1997 Uniform Building Code)	
e. Hot Tub	\$50.00
f. Manufactured Home Permits (Fees are based on the 1997 Uniform Building Code)	Varies
g. Mechanical (Fees are based on the 1997 Uniform Mechanical Code)	Varies
h. Plumbing (Fees are based on the 1997 Uniform Plumbing Code)	Varies
i. Reroof Permit	Based on Value

j. Swimming Pool or Spa Permit (Fees are based on the 1997 Uniform Building Code)	Varies
k. Temporary Occupancy Permit	\$100.00
l. Temporary Structure or Use Permit	\$100.00
m. Under Ground Sprinkler (UGS) System	\$57.00
n. Water Heater Permit	\$57.00
<b>3. Relocation</b>	
a. Relocate Building on Same Parcel (Without Use of Right-of-Way)	\$100.00
b. Move Building from One Lot to Another Lot Within City	\$500.00
c. Move Building Into City from Outside City Limits	\$500.00
d. Move Building From Within City Limits to Point Outside the City	\$500.00
<b>4. Reimbursement Agreements</b>	Based on Value
a. Street Reimbursement Agreement	5% of Estimated Construction Costs + \$250.00 Application Fee
b. Utility Reimbursement Agreement	5% of Estimated Construction Costs + \$250.00 Application Fee

## MASTER FEE SCHEDULE

### Schedule B – Planning

There are two types of fees within the Planning Department's schedule.

**Type #1: Deposit: (D)** A deposit is paid to the City in a fixed amount based on the type of application. Applicants are then billed monthly for the actual costs of their project. For example, the cost of mailings, notifications, or staff time billed hourly increments of 15 minutes. When the project is complete, the deposit is refunded to the applicant.

**Type #2: Flat Fee: (F)** A flat fee paid to the City in the amount based on the type of application.

Please Note: Some fees in the Planning Schedule may be affected by the Housing Rate Incentive. For more information, please contact the Department.

<b>Description</b>	<b>Fee Amount</b>
1. <b>Annexation</b>	\$500.00 D
2. <b>Environmental Review</b>	
a. Review for Exemption	\$150.00 F
b. Shoreline	
• Substantial Development Permit (SMP)	\$1,000.00 D
• Conditional Use Permit	\$1,000.00 D
• Variance	\$500.00 D
c. SEPA	
• Checklist	\$500.00 D
• Review (No Hire)	\$50,000.00 D
• Review (Hired Professional)	\$100,000.00 D
d. Review for Exemption (16.10.120)	\$250.00 F
e. Other Critical Area Review	\$1,000.00 D
3. <b>Line Adjustments</b>	
a. Boundary Line Adjustments (17.04.100(C))	\$250.00 F
b. Segregation/Consolidation of Parcel (17.04.100(D))	\$100.00 F
c. Other Exemptions (17.04.100)	\$100.00 F
4. <b>Meetings and Appeals</b>	
a. Project Conceptual Meeting	No Charge
b. Project Conceptual Meetings with Developers	No Charge
c. Pre Application Conferences	No Charge 1 <sup>st</sup> Meeting, \$25.00 Each Subsequent
d. All Appeals (Including Appeals Pursuant to PMC 19.06)	\$500.00 D

5. <b>Signs</b>	
a. 0-6 Square Feet	No Fee, Exempt
b. 6-40 Square Feet	\$50.00 1st Sign, \$10.00 Each Additional
c. 41-99 Square Feet	\$100.00 1st Sign, \$50.00 Each Additional
d. Freeway	\$300.00 F
e. Variance from Sign Code	\$250.00 D
f. Sandwich Board Signs	\$150.00 F
g. Impound Fee	\$150.00 F
h. Appeal of Sandwich Sign Impound (Confiscation 18.72.075)	\$200.00 D
6. <b>Site Review 18.75.040</b>	\$250.00 D
7. <b>Subdivisions</b>	
a. Preliminary Plat	\$1,000.00 D
b. Alterations to Preliminary Plats	\$500.00 D
c. Subdivision Final Plats	5% of Estimated Cost D
d. Short Plats or Short Plat Amendments	
• Without Dedication of Right-of-Way	\$500.00 D
• With Dedication of Right-of-Way	\$500.00 D + \$500.00 F
e. Planned Area Developments (17.20)	\$1,000.00 D
f. Vacation of Subdivision 17.28.020	\$500.00 D
g. Vacation of Street 17.28.020	\$500.00 D
h. Alteration of Subdivision	\$500.00 D
i. Binding Site Plans	\$1,000.00 D
j. Planned Unit Development with Subdivision	\$1,000.00 D
8. <b>Uses/Vacations/Variances</b>	
a. Conditional Use Permits	\$500.00 D
b. Home Occupation Permit	
• With Notification	\$100.00 F
• Without Notification	\$0.00 F
c. Determination of Similar Use	\$250.00 D
d. Variances	\$300.00 D
e. Other Amendment Pursuant to 18.78	\$500.00 D
f. Accessory Dwelling Unit	\$250.00 D
g. Adult Family Home	\$250.00 D
h. Continuation and/or Minor Alteration of Nonconforming Use	\$250.00 D
i. Written Interpretation of Development Code	\$100.00 F
9. <b>Zoning</b>	
a. Change of Zone Application	\$750.00 D
b. Overlay Zone	\$1,000.00 D
c. Site Specific Comprehensive Plan Amendment	\$500.00 F

## MASTER FEE SCHEDULE

### Schedule C – Recreation Programs (Includes Aquatic Center/Parks/Community Center)

\*All fees identified as “Cost recovery” shall be established at a rate of at least 50% and no more than 200% of the estimated or known cost to deliver the service. These fees may and are likely to change each year according to operational costs or market conditions.

<u>Description</u>	<u>Fee Amount</u>	
	<b>Resident</b>	<b>Non-Resident</b>
<b>1. Daily Admission</b>		
a. Toddler (With Paying Adult)	\$0.00	\$0.00
b. Youth 4-17	\$5.00	\$6.00
c. Adult 18-54	\$6.00	\$7.00
d. Senior 55+	\$4.00	\$5.00
e. Family (up to 5)	\$25.00	\$30.00
f. Additional Family Member	\$5.00	\$6.00
g. Group of 8	\$35.00	\$40.00
h. Additional Group Member	\$5.00	\$6.00
<b>2. Season Swim Passes</b>		
a. Youth 4-17	\$90.00	\$95.00
b. Adult 18-54	\$115.00	\$120.00
c. Senior 55+	\$75.00	\$80.00
d. Family	\$210.00	\$225.00
e. Additional Person (up to 3)	\$35.00	\$40.00
f. Swim Team	\$40.00	\$40.00
g. Return Discount	10% before 4/30 5% before 5/31	10% before 4/30 5% before 5/31
<b>3. Wellness (Lap Swim Only)</b>		
a. Month Pass (Unlimited)	\$30.00	\$35.00
<b>4. Punch Card (10 Visits)</b>		
a. Youth 4-17	\$35.00	\$40.00
b. Adult 18-54	\$50.00	\$55.00
c. Seniors 55+	\$25.00	\$30.00
<b>5. Rentals Aquatic Center</b>		
a. Grill Rental		
• All Day	\$25.00	\$25.00
• Per Hour	\$5.00	\$5.00
b. Party Rental		
• 25 or Fewer People	\$150.00	\$175.00
• 26-50 People	\$200.00	\$225.00
c. Pavilion Rental		
• All Day	\$75.00	\$80.00

	<b>Resident</b>	<b>Non-Resident</b>
d. Pool Rental		
• Additional 25 People	\$50.00	\$75.00
• Both Pools, Up to 100 People, Per Hour	\$250.00 1 <sup>st</sup> Hour, \$170.00 Per Each Additional Hour	\$275.00 1 <sup>st</sup> Hour, \$195.00 Per Each Additional Hour
• Lap Pool, Up to 50 People, Per Hour	\$150.00 1 <sup>st</sup> Hour, \$85.00 Per Each Additional Hour	\$175.00 1 <sup>st</sup> Hour, \$110.00 Per Each Additional Hour
• Rec Pool, Up to 50 People, Per Hour	\$150.00 1 <sup>st</sup> Hour, \$85.00 Per Each Additional Hour	\$175.00 1 <sup>st</sup> Hour, \$110.00 Per Each Additional Hour
<b>6. Other Fees Aquatic Center</b>		
a. Replacement Swim Pass (Lost)	\$5.00	\$5.00
b. Swim Lessons	\$40.00	\$45.00
c. Life Jacket Rental	FREE	FREE
d. Swim Diapers	FREE	FREE
e. Locker Rental	FREE	FREE
f. \$1 Swim	\$1.00 Per Person	\$1.00 Per Person
g. Theme Day	\$3.00 Per Person	\$3.00 Per Person
h. Take a Senior Night	\$2.00	\$2.00
i. Specialty Classes	Cost Recovery	Cost Recovery
j. Senior Swim/Sensory Swim	FREE	FREE
<b>7. Recreation Fees</b>		
a. Little League	\$15.00	\$20.00
b. NFL Flag Football	Cost Recovery	Cost Recovery
c. Recreation Sponsorship	\$200.00	\$200.00
d. Advertising Opportunities	\$600/\$450/\$250	\$600/\$450/\$250
e. Youth Programs	Cost Recovery	Cost Recovery
f. Adult Programs	Cost Recovery	Cost Recovery
g. Senior Programs	Cost Recovery	Cost Recovery
h. Late Registration Fee	\$10.00	\$10.00
<b>8. Event and Program Sponsorship</b>		
a. Title Sponsor	\$750.00	\$850.00
b. Platinum Sponsor	\$500.00	\$600.00
c. Gold Sponsor	\$350.00	\$450.00
d. Silver Sponsor	\$200.00	\$300.00
e. Vendor Booth	\$75.00	\$85.00
f. Name Recognition	\$50.00	\$60.00
<b>9. Parks</b>		
a. Reservations		
• Pavilion	\$25.00	\$40.00
• Sylvan Stage	\$25.00	\$40.00
b. League Use (Up to 4 Hours/Week and 6	\$25.00 Monthly	\$30.00 Monthly

Hours/Weekend)		
c. Concession Stand	<b>Resident</b>	<b>Non-Resident</b>
• With Grill	\$100.00	\$200.00
• Without Grill	\$50.00	\$100.00
<b>10. Community Center</b>		
a. All Day	\$250.00	\$275.00
b. 4 Hour Rental (Minimum)	\$150.00	\$175.00
c. Additional Hour	\$35.00	\$35.00
d. Refundable Cleaning Deposit	\$250.00	\$250.00

## MASTER FEE SCHEDULE

### Schedule D – Special Event

<u>Description</u>		<u>Fee Amount</u>	
	<b>Resident</b>	<b>Non-Resident</b>	
<b>1. Location of Event</b>			
a. City Park	\$100.00	\$150.00	
• Add Concessions with Grill	\$35.00	\$40.00	
• Add Concessions without Grill	\$25.00	\$30.00	
• Add Closure of Sommers Street	\$25.00	\$30.00	
• Add Use of Sylvan Stage	\$25.00	\$30.00	
b. E.J. Miller Park	\$100.00	\$150.00	
c. Crawford Park	\$100.00	\$150.00	
d. Downtown Area	\$200.00	\$300.00	
e. Parade – Event Route	\$100.00	\$150.00	
f. Street Block	\$150.00	N/A	
g. Private Property	\$100.00	\$150.00	
<b>2. Additional Items Available Upon Request</b>			
a. Expedited Processing	\$75.00	\$75.00	
b. Police Officer-Per Officer, Per Hour	\$85.00	\$85.00	
c. (Minimum of 2 Hours)			
d. Public Works-Per Employee, Per Hour (Minimum of 2 Hours)	\$55.00	\$55.00	

## MASTER FEE SCHEDULE

### Schedule E – Code Enforcement

<u>Description</u>	<u>Fee Amount</u>	
1. <b>Abatement</b>	Actual Costs + 10% Admin	
a. Noxious Weeds	Actual Costs + 10% Admin	
2. <b>Animal Trap Rental</b>	\$15.00 D	
	\$10.00 F	
3. <b>Civil Infraction</b>	Escalating Daily Rate Based on Civil Infraction Tiers	
4. <b>Dangerous Dog Registration</b>		
(Must Have Insurance Certificate)		
a. 1st Quarter of Year	\$300.00	
b. 2nd Quarter of Year	\$225.00	
c. 3rd Quarter of Year	\$150.00	
d. 4th Quarter of Year	\$75.00	
e. Appeal to Benton County	\$100.00 Filing Fee	
5. <b>Dog Adoption</b>		
a. Spayed or neutered	\$25.00	
b. Unaltered	\$50.00	
6. <b>Dog Licenses</b>	<b>Spayed/Neutered</b>	<b>Unaltered</b>
a. 1 Year License	\$20.00 New Renewal	\$35.00 New Renewal
	\$10 Before 3/1	\$25 Before 3/1
	\$20 After 3/1	\$35 After 3/1
b. 2 Year License	\$25.00 New Renewal	\$60.00 Renewal
	\$15 Before 3/1	\$50 Before 3/1
	\$25 After 3/1	\$60 After 3/1
c. 3 Year License	\$30.00 New Renewal	Not Available
	\$20 Before 3/1	
	\$30 After 3/1	
d. Tag Replacement	\$5.00	
7. <b>Impound Fee</b>	\$75.00	
a. Daily Boarding Fee	\$10.00	
b. Parvo Inoculation Fee	\$15.00	
8. <b>Kennel License Application</b>		
a. 1st Quarter of Year	\$200.00	
b. 2nd Quarter of Year	\$150.00	
c. 3rd Quarter of Year	\$100.00	
d. 4th Quarter of Year	\$50.00	
e. Renewal	\$50.00	
f. Appeal of Revoked License	\$250.00 + Publication Costs	

<b>9. Public Nuisances</b>	Actual Costs + \$150.00 + 10% Admin
<b>10. Yard Sale Permit</b>	\$2.00
<b>11. Late Fee</b>	\$10.00
<b>12. Rental Housing</b>	
a. Inspections	\$50.00 Each Unit Inspected
b. Late Fee	\$10.00 Each Unit
c. License	\$50.00 1st Unit, \$5.00 Each Additional Unit
d. License Renewal	\$10.00 1st Unit, \$5.00 Each Additional Unit

## MASTER FEE SCHEDULE

### Schedule F – Clerk’s Department

<b><u>Description</u></b>	<b><u>Fee Amount</u></b>
<b>1. Copies</b>	
a. Standard Black/White and Letter/Legal Size	\$0.15 per page
b. All Other Copies	Actual Cost
c. Fee Waiver, City Clerk May Waive Copy Charges If Less Than:	\$2.00, or Charge Flat Rate of \$2.00 if Costs exceed \$2.00 per RCW 42.56.120
<b>2. Digital Storage Media/Device</b>	Actual Cost
<b>3. Electronic Files</b>	
a. Attachments (Per 4 Files)	\$0.05
b. Size (Per Gigabyte)	\$0.10
<b>4. Postage/Shipping</b>	Actual Cost
<b>5. Scanned Pages</b>	\$0.10
<b>6. Business Registration</b>	\$50.00
<b>7. For Hire Vehicle</b>	\$25.00 Per Vehicle + Business Registration
<b>8. Itinerant Merchant</b>	\$100.00 Application Fee + \$25.00 Per Day
<b>9. Nomadic Vendor</b>	\$0.00

## MASTER FEE SCHEDULE

### Schedule G – Police Department

<b><u>Description</u></b>	<b><u>Fee Amount</u></b>
1. <b>Fingerprints</b>	\$20.00 First Card, \$5.00 Each Additional Card
2. <b>Concealed Pistol License (DOL)</b>	
a. Original License	\$36.00
b. Renewal License	\$32.00
c. Late Renewal License	\$42.00
d. Replacement License	\$10.00

## MASTER FEE SCHEDULE

### Schedule H – Finance Department

<u>Description</u>	<u>Fee Amount</u>
1. Billing Fee	10% Assigned to Invoices Issued and/or Past Due Notices
2. Past Due Invoices	10% of Total Bill or \$25 Whichever is Less

## MASTER FEE SCHEDULE

### Schedule I – Utilities

Please Note: Some fees in the Utilities Schedule may be affected by the Housing Rate Incentive. For more information, please contact the Department.

<u>Description</u>	<u>Fee Amount</u>
<b>1. Garbage</b>	
a. Admin Fee	8%
b. Billing Fee	\$1.00
c. ELI Discount	50% (for single can accounts only)
d. Service Rates	Actual BDI, Inc. Rates
e. Temporary Dumpster Deposit	\$250.00
<b>2. Irrigation</b>	
a. Base Rate	\$0.003039
b. Connection Fee	\$250.00
c. Service Rate	\$0.021051
<b>3. Sewer</b>	
a. <b>Equivalent Residential Units (ERU)</b>	\$3.68 Per Employee or \$51.55 Monthly Minimum
b. <b>Industrial</b>	
• Discharge	\$3.555 Per 1,000 Gallons of Flow
• BOD	\$0.3630 Per Pound
• TSS	\$0.4672 Per Pound
• Ammonia	\$13.3899 Per Pound
• Sewer Availability Fee	(Allocated Flow Capacity x \$4.8359) + (Allocated BOD Capacity x \$0.6538) + (Allocated TSS Capacity x \$0.6720) + (Allocated Ammonia Capacity x \$0.8749)
	Rounded to the Nearest \$25.00
c. <b>Installation/Inspection Fee</b>	\$272.75
d. <b>Connection Fee (Based on Meter Size)</b>	¾" and 5/8" \$591.00
	1" \$591.00
	1 ½" \$822.00
	2" \$1,104.00
	3" \$1,994.00
	4" \$2,697.00
	6" \$5,044.00
e. <b>Residential</b>	
• Base Charge	\$37.64
• Consumption Charge	\$2.59 Per 100 Cubic Feet
• No Established Average	\$50.15

f. <b>Commercial</b>		
• Base Charge (Based on Meter Size)	3/4" and 5/8"	\$45.35
	1"	\$90.66
	1 1/2"	\$136.00
	2"	\$272.01
	3"	\$407.98
	4"	\$543.99
	6"	\$906.54
• Consumption		\$2.59 Per 100 Cubic Feet
4. <b>Water</b>		
a. <b>Voluntary Disconnection/Reconnection Fee</b>		\$25.00
b. <b>Bulk Water (Hydrant Rental)</b>		
• Application Fee		\$25.00
• Base Fee		\$75.75
• Deposit		\$150.00
• Usage		\$1.75 Per 100 Cubic Feet
c. <b>Installation/Inspection Fee (Based on Meter Size)</b>	3/4" and 5/8"	\$537.02
	1"	\$646.71
	1 1/2"	\$897.57
	2"	\$2,000.64
	3"	\$1,418.85
	4"	\$1,909.72
	6"	\$4,036.11
	2" Compound	\$3,772.08
	3" Compound	\$2,766.58
	4" Compound	\$4,063.26
	6" Compound	\$5,609.73
d. <b>Connection Fee (Based on Meter Size)</b>	3/4" and 5/8"	\$591.00
	1"	\$591.00
	1 1/2"	\$822.00
	2"	\$1,104.00
	3"	\$1,994.00
	4"	\$2,697.00
	6"	\$5,044.00
e. <b>Meter Rental (Base Fee)</b>	3/4" and 5/8"	\$27.87
	1"	\$50.13
	1 1/2"	\$111.34
	2"	\$198.36
	3"	\$445.36
	4"	\$778.97
	6"	\$1,781.52
f. <b>Consumption Charge</b>		\$1.75 Per 100 Cubic Feet
g. <b>Meter Rental (Base Fee) OUTSIDE CITY</b>	3/4" and 5/8"	\$41.81

LIMITS	1"	\$75.21
	1 1/2"	\$167.01
	2"	\$297.54
	3"	\$668.04
	4"	\$1,168.46
	6"	\$2,672.28
h. <b>Consumption Charge</b> OUTSIDE CITY LIMITS		\$2.59 Per 100 Cubic Feet
i. <b>Stand Pipe Charges</b>		\$35.00 for 500 Cubic Feet
j. <b>Cross Connection</b>		
• Past Due Notice(s)		\$25.00 Per Notice
• Inspection		\$25.00 Per Device
5. <b>Street</b>		
a. Encroachment Permit		
• Inspection Needed		\$75.00
• No Inspection Needed		\$50.00
6. <b>Disconnection Fee</b>		\$50.00
7. <b>Deferral Agreement</b>		\$5.00 Per Month
8. <b>Late Penalty</b>		5% or \$100, Whichever is Less
9. <b>Penalty Fee (Meter Tampering)</b>		\$100.00
10. <b>Returned Payment</b>		\$20.00
11. <b>Service Penalty</b>		\$25.00
12. <b>Utility Variances</b>		\$500.00

## MASTER FEE SCHEDULE

### Schedule J – Staff Billing Rates

Please Note: Some fees in Staff Schedule may be affected by the Housing Rate Incentive. For more information, please contact the Department.

#### Description

#### Fee Amount

1. Department Head/City Administrator	\$ Actual Benefited Rate
2. Planning and Permit Technician	\$ Actual Benefited Rate
3. Secretarial Services	\$ Actual Benefited Rate
4. Other	\$ Actual Benefited Rate
5. Finance (Billing and Support)	10% of Billed Amount
6. Equipment	FEMA Equipment Rates