

# King City Master Fees & Charges

Effective on May 15, 2024

Schedule For Fiscal Year 2024 – 2025

## City Of King City, Oregon

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The City of King City provides a full range of municipal services to the community, including police protection, traffic control, street maintenance and improvements, planning and zoning regulations, building regulations and inspections. This Master Fee Schedule consolidates all City charges adopted by City Council resolution for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year.

## Fee Variance and Waiver Statement

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Based upon an unusual circumstance or event, past practices demonstrated hardship or public benefit; the City Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter or establish a fee not yet authorized in this schedule. When the City Manager establishes a new fee, it shall be incorporated into this document, and it shall be included and specified during the next update to this document.

A waiver or reduction request must be in writing and communicated to the Council to allow an opportunity for comment. If the City Manager or his designee agrees to said waiver or reduction, they shall inform the City Council, in writing, of the request and their decision, except in minor matters (defined as waivers or reductions valued at \$1,000 or less).

## Effective Dates and Resolution

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The FY 2024-2025 Master Fees Schedule fees are effective on passage of Resolution #R-2024-05, adopted by City Council on May 15, 2024, which is incorporated in full by this reference.

## General Methodology Used for Fee Increases

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Unless otherwise noted, the fees throughout the Master Fee Schedule for Fiscal Year 2024-2025 have been increased from Consumer Price Index - All items in West urban, all urban consumers, not seasonally adjusted, Series Id: CUUR0400SA0, Area: WEST Years: 2020 Example Formula below:

|   |             |
|---|-------------|
| Current Rate:                                 | \$100       |
| Current CPI Adjustment Value first half 2024: | 332.202     |
| Last CPI Adjustment Value First Half 2020:    | 273.646     |
| Multiplier:                                   | 1.213984491 |
| Increase:                                     | 21.39844909 |
| New Amount:                                   | 121.3984491 |

## **Building Program Methodology Used for Increases**

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In 2020 the City of King City updated its fee structure for the Building Program. Per OAR 918-020-0220 and ORS 455.210, the City notified the State Building Codes Division on July 27, 2020, that the City was proposing modifications to the Building Inspection Program Fee Schedule to take effect on October 1, 2020. On September 16, 2020, the City Council held a public hearing. Members of the public were able to comment via phone, Zoom, or email. J The City of King City will be reevaluating the Building Program in 2024.

The City increased all building and electrical permit-related fees, including structural, plumbing, electrical, mechanical, and related fees, by 20%. The fee changes were necessary to offset the inflationary increase in program costs, to maintain a fund balance reserve, and maintain our current permit levels, plan review, and inspection services. Additionally, the City set automatic adjustment biennia on July 01 by 2.5% for next two biennia. Below is the schedule:

- July 1, 2024
- July 1, 2026

### **The City Surcharge is broken down as follows:**

1. **Staff time:** For each Application is estimated to be twenty (20) minutes to process. The base fee is 42.00 dollars per Hour for Permit Tech time. Formula:  $(42.00 \times 0.33)$
2. Xpress Bill Pay E-payment, Equipment, services: We use a third party called Xpress Bill Pay via Caselle; the fees are broken down accordingly. The costs are \$19.00 for the Monthly service fee from Xpress + \$75.00 for Support, Maintenance, and Hosting by Xpress + the purchase of two CC Swiping terminals \$75.00 + \$75.00 plus one (1) hour IT time \$125.00 divided by 50 applications then divided by eight Departments. Formula:  $=(((19+75) \times 12 + 275) / 50) / 8$
3. Equipment (computers): the fees are based on the following two computers at the price of \$1500 plus 2 hours of IT time  $(125 \times 2) = \$3250$ . We divided by 50 applications then divided by eight Departments. Formula:  $= (3250 / 8 / 50)$
4. Implementation of Caselle: This is calculated by taking the per month hosted maintenance & support for four workstations \$2,690.00/month, multiplied by 12 months; then we added the \$34,550 for the full implementation of Caselle. We divided that charge by ten years. We again divided by eight departments, then divided by 50 applications. Formula:  $= ((2690 \times 12 + (34550 / 10)) / 8) / 50$
5. We Rounded up to the nearest dollar for the city surcharge fee. For example, the above city surcharges equal \$55.94; we rounded to \$56.00 per permit.
6. Additionally, the City set automatic adjustment biennia on July 01 by 2.5% for next two biennia.

## Table of Contents

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|   |    |
|---|----|
| <i>Preface</i> .....  | 1  |
| City Of King City, Oregon .....   | 1  |
| Fee Variance and Waiver Statement.....                                  | 1  |
| Effective Dates and Resolution.....                                     | 1  |
| General Methodology Used for Fee Increases.....                         | 1  |
| Building Program Methodology Used for Increases.....                    | 2  |
| <b>Section 1: General Fees</b> .....                                    | 8  |
| Billable Hourly Rates .....   | 8  |
| Utility Rates: Water, Sewer, Stormwater, and Street .....               | 9  |
| Water Rates:.....   | 9  |
| Sewer Rates:.....   | 9  |
| Stormwater Rates:.....  | 9  |
| Street Maintenance Fee:.....  | 9  |
| Parks and Recreation Fee .....  | 9  |
| License .....   | 10 |
| Business License: .....   | 10 |
| Metro Business License versus City Business Registration or Both: ..... | 10 |
| Liquor License.....   | 10 |
| Animal License.....   | 11 |
| Passport Fees .....   | 12 |
| U.S. Postage.....   | 12 |
| Newsletter Advertising Rates .....                                      | 12 |

|   |           |
|---|-----------|
| Notary Public Administration Fees .....   | 13        |
| General Record Retention and Archiving Fees .....   | 13        |
| Franchise Fees.....   | 14        |
| Public Records Fees .....   | 15        |
| Miscellaneous Administration Fees .....   | 16        |
| <b>Section 2: City Attorney’s Office .....</b>  | <b>17</b> |
| Discovery Fees.....   | 17        |
| Section 3: Municipal Court .....  | 18        |
| Municipal Court Fees and Traffic Fines .....  | 18        |
| General Fees.....   | 18        |
| Request for Certified Copies of Court Documents .....   | 18        |
| Traffic Fines .....   | 19        |
| Presumptive Fines .....   | 19        |
| ORS 153.650 “Disposition of fines for traffic offenses municipal court” .....                   | 19        |
| Parking Fines.....  | 20        |
| <b>Section 3: Parks &amp; Recreation Fees .....</b>   | <b>21</b> |
| Parks & Recreation Fees.....  | 21        |
| Admission/Event Fees:.....  | 22        |
| Room Rental Fee:.....   | 22        |
| Commercial Filming and Photography .....  | 22        |
| Insurance Requirements: .....   | 23        |
| Cancellation and Refund Policy .....  | 23        |
| Parks and Recreation Cancellation and Refund Policy for all rentals, reservation and permits:.. | 23        |

|  |    |
|--|----|
| <b>Section 4: Police Department</b>                          | 24 |
| Alarm Permit   | 24 |
| Alarm Code Violations Fines                                  | 24 |
| Request for Police Reports                                   | 24 |
| Miscellaneous Police Fee                                     | 25 |
| <b>Section 5: Public Works Department</b>                    | 26 |
| Public Works Support Services                                | 26 |
| General Fees:  | 26 |
| Sign Request:  | 26 |
| <b>Section 6: Planning Department Fees</b>                   | 27 |
| Type 1 – Administrative Actions (KCMC 16.40.010)             | 27 |
| Type II - City Manager Decision (KCMC 16.40.020)             | 28 |
| Type III – Planning Commission Decision (KCMC 16.40.030)     | 28 |
| Type IV – City Council Review                                | 28 |
| Comprehensive Plan and Community Development Code Amendments | 28 |
| Reconsideration and Appeal for Planning                      | 30 |
| Research Fees for Planning                                   | 30 |
| Advance Finance Reimbursement System                         | 31 |
| Annexation   | 32 |
| Planning Record Retention and Archiving Fees                 | 32 |
| Tree Removal Permit  | 33 |
| Sign Review, Permit, and Inspections                         | 34 |
| <b>Section 7: System Development Charges</b>                 | 35 |
| King City System Development Charges                         | 35 |

|   |    |
|---|----|
| King City Transportation System Development Charge (TSDC) ..... | 35 |
| King City Park System Development Charge (PSDC) .....           | 35 |
| King City SDC INSTALLMENT PAYMENT PROVISION .....               | 35 |
| Annual Cost Adjustments to King City SCD Rates.....             | 36 |
| Other Agencies SDC and Taxes .....                              | 37 |
| Transportation Development Tax (TDT).....                       | 37 |
| School Construction Excise Tax .....                            | 37 |
| Metro Construction Excise Tax .....                             | 37 |
| Stormwater System Development Charge .....                      | 37 |
| Sanitary System Development Charge.....                         | 37 |
| Tigard Water System Development Charge .....                    | 37 |
| <b>Section 8: Building Department</b> .....                     | 38 |
| Structural Permit Fee Schedule .....                            | 39 |
| Manufactured Dwelling Permit Fees .....                         | 40 |
| Mechanical Permit Fee Schedule (page 1) .....                   | 41 |
| Mechanical Permit Fee Schedule (page 2) .....                   | 42 |
| Plumbing Permit Fee Schedule (page 1) .....                     | 43 |
| Plumbing Permit Fee Schedule (page 2) .....                     | 44 |
| Electrical Permit Fees .....                                    | 45 |
| <b>Section 9: Engineering, Construction &amp; Streets</b> ..... | 47 |
| Consort Classification and Hourly Rate .....                    | 47 |
| Project Expenses: .....   | 48 |
| Outside Services: .....   | 48 |
| Plan Review and Construction Observation Cost.....              | 48 |

|   |           |
|---|-----------|
| Moratorium Surcharge.....                     | 49        |
| Right-of-Way Permit Fees.....                 | 49        |
| Performance Bonds:.....                       | 49        |
| General Engineering Fees.....                 | 50        |
| Grading/Earthwork Permit Fees.....            | 50        |
| Street Parking Permits (annually).....        | 50        |
| POD Permits .....                             | 51        |
| Appeal for Engineering.....                   | 51        |
| <b>VIOLATIONS OF THE MUNICIPAL CODE .....</b> | <b>52</b> |
| Engineering Penalties.....                    | 52        |



## Billable Hourly Rates

Any work performed during overtime hours shall be billed as the calculated hourly rate multiplied by 125 percent. The City Manager and/or department directors are authorized to adjust calculated billings to reflect the impact of unusual circumstances or situations.

| Department                     | Assistant/Paralegal/Officers | Admin Supervisors rates | Senior/Executive Staff Rates |
|--------------------------------|------------------------------|-------------------------|------------------------------|
| City Manager                   | \$123.00                     | \$193.00                | \$221.00                     |
| Community Development /Planner | \$123.00                     | \$193.00                | \$221.00                     |
| GIS                            | \$123.00                     | \$193.00                | \$200.00                     |
| City Records                   | \$123.00                     | \$160.00                | \$182.00                     |
| Court                          | \$123.00                     | \$160.00                | \$182.00                     |
| Public Works                   | \$123.00                     | \$193.00                | \$200.00                     |
| Parks & Rec                    | \$123.00                     | \$193.00                | \$200.00                     |
| Engineering                    | See Engineering Rates        | See Engineering Rates   | See Engineering Rates        |
| Legal                          | \$225.00                     | \$511.00                | \$655.00                     |
| Operations                     | \$123.00                     | \$193.00                | \$200.00                     |
| Code Compliance                | \$123.00                     | \$193.00                | \$200.00                     |
| Police                         | \$123.00                     | \$193.00                | \$221.00                     |

## Utility Rates: Water, Sewer, Stormwater, and Street

### **Water Rates:**

Reserved

### **Sewer Rates:**

Reserved

### **Stormwater Rates:**

Reserved

### **Street Maintenance Fee:**

Reserved

### **Parks and Recreation Fee**

Reserved

## License

### Business License:

Business Registration is required annually for all entities doing business in the City(KCMC 5.04). There will be no prorating of tax for any business. Delinquent Registration will be charged 10% of the original business tax plus interest at 9% per annum from the due date until full payment is received. Failure to register business see Violation of the Municipal Code on page 53.

Business Registrations are considered delinquent thirty (30) days after July 01 every year.

| Business License Type  | Fee      |
|--|----------|
| Standard first-year base fee (original business tax)                 | \$167.00 |
| Renewal after the first year   | \$105.00 |
| 3 months of any year   | \$75.00  |
| Temporary business (up to 30 days)                                   | \$60.00  |
| Business Replacement Registration                                    | \$20.00  |
| Appel City Council (denial, suspension, or revocation of license)    | \$250.00 |
| Appel to City Manager (denial, suspension, or revocation of license) | \$150.00 |

### Metro Business License versus City Business Registration or Both:

Instead of obtaining separate business licenses/registrations within each Portland-area City that you conduct business in, you can purchase a single license from Metro to construct, alter, and repair structures in 20 cities that have licensing/registration requirements in the metropolitan area, excluding Portland. The license covers all construction trades, both commercial and residential, as well as all landscape contractors. Exception: if your principal place of business is inside the City of King City, the business is required to apply for a City of King City Business Registration in addition to the Metro license.

For Metro applications, contact Metro at 503-797-1620 or visit their website at:  
<https://www.oregonmetro.gov/tools-working/regional-contractors-business-license>

### Liquor License

The Oregon Liquor Control Commission (OLCC) solicits the City's recommendation on applications for new, renewed, or changed liquor licenses.

| License Type                          | Fee      |
|---------------------------------------|----------|
| Liquor License (Original Application) | \$100.00 |
| Liquor License (Name or Other Change) | \$75.00  |
| Liquor License (Renewal Application)  | \$35.00  |
| Liquor License (Temporary License)    | \$35.00  |

## Animal License

Per [Title 6.04.020](#) the City of King City has an agreement with Washington County.

Washington County Animal Services charges the following fees: Please note the City of King City does not charge or license animals at this time, this listing is here for reference only. Please go to <https://www.co.washington.or.us/HHS/AnimalServices/Licensing/index.cfm> to find more information on the county's licensing.

Washington County set the below fees. Rates herein are updated as their governing board adopts changes. Please note this charge cannot be waived by the City Manager or the City Council.

**You must provide proof of a current rabies vaccination for your dog for the license to be valid.** Your veterinarian can provide you with this proof.

| License Type       | 1 Year  | 2 Year  | 3 Year   |
|--------------------|---------|---------|----------|
| Intact             | \$51.00 | \$95.00 | \$136.00 |
| Spayed/Neutered    | \$31.00 | \$51.00 | \$72.00  |
| 65 and over owners | \$22.00 | \$37.00 | \$54.00  |

| License Type                                     | Fee      |
|--|----------|
| Replacement License Tag                          | \$5.00   |
| Current Outside County License Transfer          | \$5.00   |
| Late Fee (10 days or more past expiration date)  | \$12.00  |
| Dangerous dog license fee - Class A Restrictions | \$177.00 |
| Dangerous dog license fee - Class B Restrictions | \$118.00 |
| Dangerous dog license fee - Class C Restrictions | \$59.00  |

## Passport Fees

U.S. Department of State set the Passport fees. Rates herein are updated as their governing board adopts changes. Please note this charge cannot be waived by the City Manager or the City Council.

| Payable to "U.S. Department of State"                       | Fee   |
|---|---|
| To be attached to "adult" applications (16 years or older)  | \$130.00                                      |
| To be attached to "minor" applications (under 16 years old) | \$100.00                                      |
| To EXPEDITE any passport application ... add                | \$60.00                                       |
| For "minor" Passport Card only (under 16 years old)         | \$15.00                                       |
| For "adult" Passport Card only (16 years or older)          | \$30.00                                       |
| <b>Passport Fees made payable to "City of King City."</b>   |   |
| For regular passport applications                           | \$35.00                                       |
| For Passport Card applications                              | \$35.00                                       |
| Passport Photo Fee  | No photo services are available at this time. |

## U.S. Postage

All postage will be charged at actual cost plus 40%

| Item   | Fee                  |
|--|----------------------|
| First Class, Priority, Express, and global services. | Actual cost plus 40% |

## Newsletter Advertising Rates

The King City newsletter is published and mailed citywide in January and July. Rates are per newsletter.

| Description  | Rates    |
|--|----------|
| Full page advertisement in City newsletter (in King City)        | \$100.00 |
| Half page advertisement in City newsletter (in King City)        | \$50.00  |
| Quarter page advertisement in City newsletter (in King City)     | \$25.00  |
| Full page advertisement in City newsletter (not in King City)    | \$150.00 |
| Half page advertisement in City newsletter (not in King City)    | \$75.00  |
| Quarter page advertisement in City newsletter (not in King City) | \$40.00  |

## Notary Public Administration Fees

Notary Public Fee Schedule According to OAR 160-100-410

| Item   | Fee  |
|--|------|
| For taking an acknowledgment   | \$10 |
| For taking a verification upon an oath or affirmation.                           | \$10 |
| Municipal code Book  | \$10 |
| For certifying a copy of a document.<br>For witnessing or attesting a signature. | \$10 |
| For administering an oath or affirmation without a signature.                    | \$10 |

## General Record Retention and Archiving Fees

This fee applies to all documents received by customers, residents, and contractors to properly archive general records.

| Item  | Fee                |
|---|--------------------|
| To archive all records per State mandate. Up to 5 pages | \$35.00            |
| Additional Charges per page                             |                    |
| 8 1/2" x 11" or 8 1/2" x 14"                            | \$1.97 per page    |
| 8 1/2" x 17"  | \$ 2.25 per page   |
| 18" x 24" (outsourced)                                  | \$ 50.00 per page  |
| 24" x 36" (outsourced)                                  | \$ 61.50 per page  |
| 36" x 42" (outsourced)                                  | \$ 110.00 per page |

## Franchise Fees

Franchise agreements approved by the city council set franchise fees.

### Electricity and Natural Gas

**Portland General Electric**

Franchise fee: 3.5% of defined gross revenue  
Expires January 6, 2022 (Ordinance O-2011-01)

**Northwest Natural**

Franchise fee: 5% of gross revenue collected  
Expires July 5, 2026 (Ordinance O-06-04)

### Water

**Tigard Water**

IGA: 5% of gross water system revenues generated  
No expiration clause

### Garbage/Solid Waste

**Pride Disposal**

Franchise fee: 3% of gross receipts  
Expires None (Ordinance O-2018-06)  
Municipal Code Chapter 8.16 SOLID WASTE DISPOSAL

### Cable

The Following franchise agreements are managed by Metro Area Communications Commission.

**Comcast (MACC)**

Franchise fee: 5% of gross revenue  
Expires June 30, 2025 (Ordinance O-2015-03)

**Northwest Fiber aka Ziply (MACC)**

Franchise fee: 5% of gross revenue.  
Expires May 24, 2022 (Ordinance 07-02)  
Transferred from Frontier

### Telecommunications Services

**Astound Broadband**

Franchise Fee: 5% of gross revenue  
Expires November 1, 2024 (Ordinance O-2014-05)

**Fatbeam, LLC**

Franchise Fee: 3.5% of gross revenue.  
Expires January 31, 2028 (Resolution 2023-04)

## Public Records Fees<sup>1</sup>

| Item  | Charge   |  |
|---|--|--|
| Color, Black or White Photocopy                 | \$1.97   | Per page single or double-sided  |
| Fax   | Local \$2.00<br>Long Distance \$5.00   | Per Fax  |
| Municipal Code Book                             | \$160  | Per book.   Available online   |
| Community Development Code                      | \$86.00  | Per copy.   Available online   |
| Comprehensive Plan                              | \$86.00  | Per copy.   Available online   |
| Concept Plans                                   | \$86.00  | Per copy.   Available online   |
| Capital Improvement Plan (CIP)                  | \$56.00  | Per copy.   Available online   |
| Building Blueprints/plans                       | \$35.00 up to 5 pages  | Additional Charges per page are dependent on size and paper type.  |
| Annual Budget/Audit Reports                     | \$35.00  | Per copy.   Available online   |
| Monthly Finance Reports                         | \$45.00  | Per copy.   Available online   |
| Police Reports                                  | See Police Dept.   |  |
| <b>Business</b> License Listing                 | \$35.00  | Per copy.   Available online   |
| Postage   | Actual cost plus 40%   | Per item   |
| Other City-created documents                    | See billable hours, plus materials   |  |
| File Transfer Protocol (FTP) or SharePoint      | 6.00   | Per item   |
| Flash Drives                                    | \$8 (8 GB)<br>\$9 (16 GB)<br>\$13 (32 GB)  |  |
| Zoning Letters                                  | See Billable hours   | Per Hour, minimum one Hour   |
| Zoning Maps                                     | See Billable Hourly Rates  | Per Hour, minimum one Hour.  |
| Lien Searches                                   | \$40.00  | Per Search   |
| Police/Admin Policy Manual                      | \$160.00   | Per book   |
| Records Research<br>(Policy number AAP-2018-01) | <b>Level 1</b> request 0.00<br><b>Level 2</b> request<br>\$25.00 per 15 min per request (minimum \$25.00) plus copies and materials charges<br><b>Level 3</b> request will be quoted | Per 15 min/per request (minimum \$25.00) plus copies and materials charges<br><br>Level 3 request requires multiple staff, departments, legal review and more than 30 minutes of staff time. |

<sup>1</sup> Unless otherwise specified under individual department section.



## Miscellaneous Administration Fees

| Item   | Fee   |
|--|---|
| Administration Fee of 25% for insurance claims related to damage to City property. | 25%   |
| NSF check charges  | \$35.00   |
| Fax  | Local \$2.00<br>Long Distance \$5.00  |
| Use Fee for Facilities   | See Parks and Recreation  |
| Construction Bid Documents   | Request for construction contract bidding documents: As established in the Invitation to Bid. |

## Discovery Fees

The following fees shall be charged for the services of the City Attorney's Office in addition to the fees below, the City will also charge for Records Research stated in section one and attorneys billable hours as stated in Section one (1).

| Item   | Fee  |
|--|--|
| Attorneys time   | See Billable Hourly Rates on page 8          |
| Traffic Citation Discovery   |  |
| Copies up to 5 pages   | \$35.00                                      |
| Each additional page   | \$1.97                                       |
| Audio and video copies   | \$50 first tape/DVD/CD                       |
|  | \$20 for each additional copy of tape/DVD/CD |
| Review and Redaction of Audio and Video to comply with ORS 135.815 | \$ 60/hour                                   |
| Copies of Photographs  | \$1.97 per print                             |
| Copies of Photographs on DVD/CD                                    | \$20.00                                      |
| Flash Drives   | \$8 (8 GB)<br>\$9 (16 GB)<br>\$13 (32 GB)    |

## Municipal Court Fees and Traffic Fines

King City Municipal Court collects fines for traffic citations, parking violations, and various programs approved by the Judge and City Council. Traffic fine amounts are set by the state legislature based on the offense classification. The following fees shall be charged for the Municipal Court activities of the City:

### General Fees

| Item   | Fee  |
|--|--|
| Payment Plan Installment Fee (no more than a year)   | \$25.00  |
| Late Fee   | 1.5% added to the agreed amount  |
| Failure to Appear  | \$75.00  |
| DMV Reinstatement City fee   | \$15.00  |
| Returned Check Fee   | \$35.00  |
| Vacate Fee (this fee is a charge when someone requests the Judge to review a file, change the status, and/or vacate a charge from the DMV record.) | \$20.00  |
| Fix-it-ticket Administrative Fee (Violation Correction Program)  | \$35.00  |
| Traffic School   | 50% to the relevant fine provided for the Violation in the Violations Bureau Fine Schedule |
| Certified Copies of Court Documents  | See below  |

### Request for Certified Copies of Court Documents

| Item  | Fee                |
|---|--------------------|
| Certified Copies of Court Documents (Up to 5 pages) | \$35.00            |
| Additional Charges per page                         |                    |
| 8 1/2" x 11" or 8 1/2" x 14"                        | \$1.97 per page    |
| 8 1/2" x 17"  | \$ 2.25 per page   |
| 18" x 24" (outsourced)                              | \$ 50.00 per page  |
| 24" x 36" (outsourced)                              | \$ 61.50 per page  |
| 36" x 42" (outsourced)                              | \$ 110.00 per page |
| Other (larger than 36" x 42")                       | \$ 150.00 per page |

## Traffic Fines

This fee applies to the presumptive fines for the charged Offense. Please note that the issuing officer may fine the maximum fine.

For failure to appear to court, the Judge may adjust the fine to the maximum fine defined by the ORS.

The Police surcharge is used for police training.

## Presumptive Fines

| Penalties | Presumptive<br>Fine ORS<br>153.019 | Police<br>Surcharge | Presumptive<br>Fine ORS<br>153.019<br>w/surcharge | Special<br>Zone<br>Fine<br>ORS<br>153.020 |
|-----------|------------------------------------|---------------------|---|---|
| Class A   | \$440.00                           | \$20.00             | \$460.00  | \$875.00                                  |
| Class B   | \$265.00                           | \$20.00             | \$285.00  | \$525.00                                  |
| Class C   | \$165.00                           | \$20.00             | \$185.00  | \$325.00                                  |
| Class D   | \$115.00                           | \$20.00             | \$135.00  | \$225.00                                  |

## ORS 153.650 “Disposition of fines for traffic offenses municipal court”

### COUNTY

If the full amount of the fine imposed by a municipal court is collected, the last \$16 of the amount collected shall be paid to the county treasurer for the county in which the court is located.

If the full amount of the fine imposed is **not collected** (e.g., “fine reduced”), the \$16 payment required by this subsection shall be reduced by one dollar for every dollar of the fine that is not collected. Also referencing ORS 153.633 “Distribution to state.”

### STATE

\$50 of fine collected, or the amount of the fine if the fine is less than \$50 . Exceptions to this subsection not added

Per ORS 153.650 Disposition of fines for traffic offenses The above traffic fines are broken up as follows:

| Agency                      | Disposition of Fines |
|-----------------------------|----------------------|
| State of Oregon             | \$50.00              |
| Washington County           | \$16.00              |
| King City Police Department | \$20.00              |
| City of King City           | Remaining amount     |

## Parking Fines

In accordance with Chapter 10.08 and other State of Oregon ORS, the fines below will be the minimum for the Police department. Please note the Police Department may charge the maximum that the State allows per ORS.

| Item  | Fee      |
|---|----------|
| Abandoned Vehicle   | \$100.00 |
| Angle Parking   | \$50.00  |
| Parked in Bicycle Lane  | \$100.00 |
| Blocking Driveway   | \$80.00  |
| Blocking Mailbox  | \$35.00  |
| Blocking/parked in Disabled Parking Space                     | \$300.00 |
| Blocking Emergency Vehicles                                   | \$100.00 |
| Bank Zone/Bus Zone/Taxi Zone                                  | \$60.00  |
| Parked in Construction Zone                                   | \$80.00  |
| Hotel/Motel Zone  | \$35.00  |
| Double Parking  | \$60.00  |
| During Prohibited Times                                       | \$60.00  |
| Emergency/Safety Zone   | \$100.00 |
| 10 ft. from Fire Hydrant                                      | \$35.00  |
| Head in Only Parking  | \$60.00  |
| Leaving Motor Running   | \$35.00  |
| Leaving Keys in Vehicle                                       | \$35.00  |
| Loading Zone  | \$35.00  |
| No Parking Zone/Tow Away Zone                                 | \$80.00  |
| On Crosswalk/Sidewalk (ROW)                                   | \$80.00  |
| Over 1 Ft. from Curb  | \$30.00  |
| Over Space Line   | \$30.00  |
| Overtime Parking  | \$30.00  |
| Permit Only Parking (residential and commercial) <sup>2</sup> | \$50.00  |
| Traffic Hazard  | \$100.00 |
| Reserved/Restricted Area                                      | \$35.00  |
| Vehicle Facing Wrong Way                                      | \$50.00  |
| Where prohibited  | \$80.00  |
| Parking not listed  | \$50.00  |

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<sup>2</sup> Per O-2015-4 the fine for parking without a permit in residential areas violation is set to \$50.00 per day.

## **Parks & Recreation Fees**

The services and activity programs within Parks & Recreation are designed to meet the expectations of the King City community. A wide range of recreational activities are offered to all ages and ability levels. Services and activity programs are offered to families and individuals at an affordable price and well within market value.

Each division shall determine fees based upon marketability and associated expenses for the specific program or service.

Fees are designed to cover 100% of the expenses associated with activities. Factors included in rates are: Instructor wages and benefits, supplies/materials, entrance/admission fees, advertising, and transportation.

### **Service Contracts for classes and activities:**

The City of King City will at times enter into a contract service with a provider. City Fees for each class and activity shall be set at 15% of the total amount of the program gross earnings.

See below for insurance requirements.

### **Reservations charges:**

All fields, courts, shelter reservations will be charged at four-hour (4) blocks. There will be open play/field\* for residents; please check the online reservation scheduler/calendar.

See below for insurance requirements.

All rates listed below are for King City Residents (proof of address required.) Out of city guests add 25% to the fee.

**3% plus \$0.75 per transaction charge associated with all Credit/Debit payment options \$0.75 per transaction charge for all EFT's payment options**

| Item                                | Fee - Weekdays | Fee – Peak Season, weekends & Holidays* |
|-------------------------------------|----------------|---|
| Tennis Court                        | \$13.00        | \$35.00                                 |
| basketball Court                    | \$13.00        | \$35.00                                 |
| Baseball / Softball Fields*         | \$75.00        | \$95.00                                 |
| Soccer East Field*                  | \$75.00        | \$95.00                                 |
| Soccer West Field*                  | \$75.00        | \$95.00                                 |
| Soccer Full Field (east and West) * | \$75.00        | \$95.00                                 |
| Shelter Gazebo*                     | \$50.00        | \$60.00                                 |

\* Peak season pricing is for weekends and holidays between May 1 and September 30.

\*Shelter rental time is charged at four (4) hour blocks

\* Gold Star Sponsor > than \$10,000 subject to terms of use.

\* Open Play/field – Open to everyone (no reservations needed or there are currently no reservations)

## Admission/Event Fees:

Organizations that charge admissions or event fees at any City facilities must notify the Parks and Recreation Department ten days before the scheduled event and will be charged 15% of the gross income received. The group will be required to provide Parks and Recreation with financial records of their event within five working days after the completion of the event. See below for insurance requirements.

## Room Rental Fee:

All room rentals are charged a per hour rate. Exceptions to the rental policy may be made at the staff's discretion, depending upon extenuating circumstances.

| Room                                    | Fee – Weekdays           | Fee – Peak Season, weekends & Holidays* |
|---|--------------------------|---|
| Council Chambers                        | \$40.00 Hourly Usage Fee | \$72.00 Hourly Usage Fee                |
| Non-Refundable Cleaning Fee             | \$30.00                  | \$32.00                                 |
| Non-Refundable Cleaning Fee (with food) | \$200.00                 | \$232.00                                |
| Refundable Deposit                      | \$100.00                 | \$100.00                                |

\* Peak season pricing is for weekends and holidays between May 1 and September 30.

All rates are listed for King City Residents (proof of address required.)

Out of city guests add 25% to the fee.

## Commercial Filming and Photography

Permits are required for all film, video, and photography productions in the public right-way and city-owned property. See below for insurance requirements. All one-day permits are considered 24 hours long.

| Film/Video rate for ROW                   | Fee   |
|---|---|
| Permit Processing Fee (Street Closure)    | \$800.00 plus billable hour rate for police.                  |
| Permit Processing Fee (No Street Closure) | \$650.00  |
| Film/Video rate for KC Park               | Fee   |
| Park One Day Permit (Park Closure)        | \$800.00 plus billable hour rate for police and public works. |
| Park One Day Permit (No Park Closure)     | \$250.00  |
| Still Photography rate                    | Fee   |
| Park One Day Permit                       | \$35.00   |
| Annual Photo Park Permit                  | \$175.00  |

### Insurance Requirements:

- All companies will need to provide comprehensive general liability insurance a minimum of one (1) week prior to services, naming The City of King City as an additional insured in the following amount: \$2 million per occurrence and \$3 million general aggregate. Services shall not be granted until the required certificate has been received and approved by the City.
- For Room, Gazebo, Services contracts, and admission/events, Certificate of Liability Insurance: \$2 million per occurrence and \$3 million general aggregate (conditions and limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260-300), naming the City of King City as an Additional Insured If no Certificate of Liability Insurance is submitted within five (5) days prior to the reservation date, the reservation will be cancelled and no refund will be provided.
- For Room, Gazebo, Liability Waiver and Release Form: If you choose not to obtain a Certificate of Liability Insurance you must sign the Liability Waiver and Release from Local, Federal and State Claims.

### Cancellation and Refund Policy

#### **Parks and Recreation Cancellation and Refund Policy for all rentals, reservation and permits:**

##### **Cancellation Notice:**

Full Refund: Cancellations made 72 hours or more before the reserved date will receive a full refund, minus any applicable credit card service fees.

No Refund: No refunds will be issued for cancellations made less than 72 hours prior to the reservation date.

##### **Procedure for Cancellation:**

To cancel a reservation or permit, please submit written notice to the Parks and Recreation Department at [drunyon@ci.king-city.or.us](mailto:drunyon@ci.king-city.or.us) or deliver it in person to our office at 15300 SW 116<sup>th</sup> Ave, King City, OR 97224. Ensure that your notice includes your full name, the reservation/permit number, and the scheduled date of the event.

##### **Refund Processing:**

Refunds will be processed to the original form of payment within 30 business days of the cancellation notice. Please note that credit card refunds will be less any processing fees charged by the card issuer.

##### **Pandemic and Weather-Related Cancellations:**

In the event of inclement weather, where the City deems the facilities unusable or unsafe, a full refund will be issued. This decision will be communicated to the reservation holder as promptly as possible.

##### **Changes to Reservations:**

If you need to change the date or location of your reservation, please contact our office as soon as possible. Changes are subject to availability and are not guaranteed.

##### **Contact Information:**

For any questions or additional information about our cancellation and refund policy, please contact the Parks and Recreation Department at 503-639-4082 or [drunyon@ci.king-city.or.us](mailto:drunyon@ci.king-city.or.us).



## Police Department

### Alarm Permit

Per the [KCMC 5.16.030, Alarm user permits are required](#). The King City Police Department issues and maintains permits for alarm systems for residential and commercial properties that are located within the city's boundary. This includes all robbery or burglary alarm systems, both monitored and unmonitored. The annual permit fee for operating an alarm system will be as followed.

| Item                          | Fee               |
|-------------------------------|-------------------|
| Commercial Permit             | \$20.00 per year  |
| Residential Permit            | \$10.00 per year  |
| Updating information          | \$5.00 per update |
| Replacement Registration Card | \$5.00 per card   |
| Renewal Late Fee              | \$5.00            |

### Alarm Code Violations Fines

Per the [KCMC 5.16.140 Violation – Penalty](#). The King City Police Department will assess a fine. Fines for excessive false alarms in a permit year shall be as followed.

| Violation  | Fee  |
|--|--|
| <b>Four alarms in any calendar year</b><br>Per the <a href="#">KCMC 5.16.080 (A) Excessive false alarms and fee assessment</a> . | <b>Notice to take corrective action by city manager.</b> |
| Fifth false alarm in a year <a href="#">KCMC 5.16.080 (C) Excessive false alarms and fee assessment</a> .                        | \$425.00 per false alarm                                 |

### Request for Police Reports

This fee applies to all documents requested by requesting parties.

| Item                          | Fee   |
|-------------------------------|---|
| Police Report. Up to 5 pages. | \$35.00 (except for victims named in reports) |
| Additional charges per page   |   |
| 8 1/2" x 11" or 8 1/2" x 14"  | \$1.97 per page                               |
| 8 1/2" x 17"                  | \$ 2.25 per page                              |
| 18" x 24" (outsourced)        | \$ 50.00 per page                             |
| 24" x 36" (outsourced)        | \$ 61.50.00per page                           |
| 36" x 42" (outsourced)        | \$ 110.00 per page                            |
| Other (larger than 36" x 42") | \$ 167.00 per page                            |

## Miscellaneous Police Fee

| Item   | Fee  |
|--|--|
| Records Research                               | See Section 1 Public Record – Records Research |
| Police/Admin Policy Manual                     | \$160.00 per binder                            |
| File Transfer Protocol (FTP) or SharePoint     | See Public Record – Records Research           |
| Video (tape,CD,FTP,DVD,SharePoint)             | See Section 1 Public Record – Records Research |
| Photographs (hard copies, FTP, CD, SharePoint) | See Section 1 Public Record – Records Research |
| Traffic Citation Discovery                     | See Section 2: City Attorney's Office          |
| Storage Fee (Equipment, bikes, personal items) | \$35.00 (per day)                              |
| Vehicle Impound                                | \$100.00 (per vehicle)                         |

Special events requiring police services are determined based upon which of the following positions are utilized for a minimum of 4 hours see billable hours in section 1 general fees.

Overtime charge\* For special events/work performed during overtime hours shall be billed as the calculated hourly rate multiplied by 150 percent.

*\* Contact the Police Department for this charge*

## Public Works Support Services

Any work performed during overtime hours shall be billed as the calculated hourly rate multiplied by 150 percent. The following fees shall be charged for the Public Works Support maintenance activities of the City:

### General Fees:

| Item   | Fee  |
|--|--|
| Public facilities damage (street signs, fences, etc.)  | Billed at cost plus 20% for overhead plus lost revenue |
| Sign installation for new subdivisions                 | Billed at cost plus 20% for overhead                   |
| Citizen-requested items (street tree relocation, etc.) | Billed at cost plus 20% for overhead                   |
| Not specified in this section                          | See billable hours                                     |

### Sign Request:

Public Notice is required to be sent out to residents that are within 250 feet of the affected area.

#### For Deposits that are required:

If the cost to review, inspect, and account for the improvements or requests exceeds the deposit, then the Applicant shall pay the difference. All deposits received by the City Recorder under this provision shall be deposited in the appropriate Fund for appropriation to the proper expenditure (consultant, staff time, or reimbursement).

| Item                             | Fee and Deposits                   |
|----------------------------------|------------------------------------|
| Citizen Requested Sign Removal   | \$150.00 Deposit                   |
| Citizen Requested Sign Placement | \$200.00 Deposit                   |
| Traffic Studies                  | See billable hours for Engineering |

## Development Actions

### Definitions:

Fee: a sum paid or charged for a city service;

Deposit: an act of placing an amount of money with the city to use for development expenditure.

### For Deposits that are required:

If the cost to review, inspect, and account for the improvements or requests exceeds the Deposit, then the Applicant shall pay the difference. All deposits received by the City Recorder under this provision shall be deposited in the appropriate Fund for appropriation to the proper expenditure (consultant, staff time, or reimbursement).

Most land use application types are usually not standalone applications. For example, a Conditional Use usually includes site plan review and Goal 5 Safe Harbor. If this is the case, the city will ask for the highest deposit amount.

| Pre-application conference ( <a href="#">KCMC Chapter 16.44.022</a> )  | Fee   |
|--|---|
| First Meeting (conference)   | 450.00  |
| Second Meeting (follow up Meeting with Staff to discuss issues addressed at the pre-application conference)  | No Fee for second Meeting                     |
| Third Meeting and subsequent meetings  | \$370.00                                      |
| Consultation Fee: A private meeting to discuss a project outside the context of a pre-application conference or at-the-counter services by a planner | See billable hours for Community Development. |

## Type 1 – Administrative Actions ([KCMC 16.40.010](#))

| Land Use – building review  | Fee or Deposit                           |
|---|--|
| Single Family Dwelling  | \$350.00 fee per lot                     |
| Accessory Dwelling Units ADU's ( <a href="#">KCMC 16.176</a> & <a href="#">16.178</a> )               | \$150.00 fee per lot                     |
| Duplex  | \$550.00 fee per lot                     |
| Neighborhood Mixed Use  | \$550.00 fee per lot                     |
| Multi-Family  | \$150 fee per EDU                        |
| Commercial  | \$550.00 fee per lot                     |
| Home Occupation Type 1 applications ( <a href="#">KCMC Chapter 16.172</a> )                           | \$350.00 fee per application             |
| Demolition (Notice of Demolition Approval) with building permits                                      | \$100.00 fee per building                |
| Residential remodels interior & exterior additions less than 500 sq ft                                | \$150.00 fee per lot                     |
| Fence Permit ( <a href="#">KCMC Chapter 16.180</a> )  | \$40.00 fee per lot                      |
| Exterior addition more than 500 sq ft (same fee as if new construction) – Building permits apply too. | \$350.00 fee also see Structural Permits |
| Any Administrative action not listed  | \$500.00 deposit                         |
| Inspection Fee  | 87.13/hour                               |

## Type II - City Manager Decision ([KCMC 16.40.020](#))

| Land Use – building review  | Deposit                              |
|---|--------------------------------------|
| Conditional/Review Use  | \$2,000.00 Deposit                   |
| Tree Permit   | See Tree Removal Permit              |
| Any City Manager Decision not listed  | \$500.00 Deposit                     |
| Inspection Fee  | 87.13/hour                           |
| Temporary structure, Use permit ( <a href="#">KCMC Chapter 16.168</a> )                                   | \$350.00 Fee per application         |
| Final Plat Review ( <a href="#">KCMC Chapter 16.196.070</a> )   | \$1,000.00 fee plus \$150.00 per lot |
| Major Partition more than 3 lots (includes the creation of a street <a href="#">KCMC Chapter 16.200</a> ) | \$2,000 Deposit                      |
| Minor Partition less than 3 lots ( <a href="#">KCMC Chapter 16.200</a> )                                  | \$2,000.00 Deposit                   |
| Lot Line Adjustment ( <a href="#">KCMC Chapter 16.200</a> )   | \$2,000.00 Deposit                   |

## Type III – Planning Commission Decision ([KCMC 16.40.030](#))

| Type   | Deposit or Fee                        |
|--|---------------------------------------|
| Planning Commission Review and Consideration   | \$7,283.00 Deposit                    |
| Street Tree Permit   | See Tree Removal Permit               |
| Subdivision (with or without Planning Department) ( <a href="#">KCMC Chapter 16.196</a> )              | \$6,000.00 Deposit plus \$250 per lot |
| Goal 5 Safe Harbor ( <a href="#">KCMC Chapter 16.142</a> )   | \$2,000.00 Deposit                    |
| For major revisions that don't comply with the Planning Commission Decision will have to reapply       | \$7,283.00 Deposit                    |
| Variances ( <a href="#">KCMC Chapter 16.148.160</a> )  | \$3,000 Fee                           |
| City and Planner Review for Floodplain and Drainage Hazard ( <a href="#">KCMC Chapter 16.140.030</a> ) | \$7,283.00 Deposit                    |
| Home Occupation Type 2 applications  | \$550.00                              |

## Type IV – City Council Review

## Comprehensive Plan and Community Development Code Amendments

Per [KCMC Chapter 16.44](#) the fees will be the following.

### **For Deposits that are required:**

If the cost to review, inspect, and account for the improvements or requests exceeds the Deposit, then the Applicant shall pay the difference. All deposits received by the City Recorder under this provision shall be deposited in the appropriate Fund for appropriation to the proper expenditure (consultant, staff time, or reimbursement).

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## *Section 6: Planning Department Fees*

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| <b>Legislative Amendments</b>                 | <b>Deposit</b>     |
|---|--------------------|
| Comprehensive Plan, Amendments Only           | \$7,283.00 Deposit |
| Comprehensive Plan Amendments and Zone Change | \$7,283.00 Deposit |
| Comprehensive Plan Text Only, Amendments      | \$7,283.00 Deposit |
| Community Development Code text Amendment     | \$7,283.00 Deposit |
| Zoning Changes                                | \$7,283.00 Deposit |

| <b>Quasi-judicial Amendments</b>                 | <b>Deposit</b>     |
|--|--------------------|
| Comprehensive Plan amendments only               | \$7,283.00 Deposit |
| Zone change only <sup>26</sup>                   | \$7,283.00 Deposit |
| Comprehensive Plan amendments and Zone Change    | \$7,283.00 Deposit |
| Minor modifications to approved amendment        | \$7,283.00 Deposit |
| Substantial modifications to approved amendments | \$7,283.00 Deposit |

## Reconsideration and Appeal for Planning <sup>3</sup>

The appeal of staff decision or hearing body to the next higher authority.

| Authority   | Fee      |
|---|----------|
| If no opportunity for a hearing has been offered, the first hearing fee shall be \$250, all others are as below. This also includes formal code interpretation. | \$250.00 |
| Reconsideration of Administrative, City Manager, or Planning Commission Decision ( <a href="#">KCMC Chapter 16.64</a> )   | \$850.00 |
| Reconsideration of City Council Decision ( <a href="#">KCMC Chapter 16.72</a> )   | \$850.00 |
| Appeal of Administrative or City Manager decisions (with hearing) to the Planning Commission.   | \$750.00 |
| Planning Commission appeal with hearing ( <a href="#">ORS 227.175(10)(D)(b)</a> ) <sup>4</sup>  | \$350.00 |

## Research Fees for Planning

| Item   | Fee                                    |
|--|--|
| Letter of Zoning Verification  | \$182.00 per Hour, minimum one Hour    |
| Letter of verification of compliance with the Community Development Code of an existing Development. | \$ 182.00 per Hour, minimum one Hour   |
| Deed research to determine the legality of a lot.  | See Section 1 for billable legal hours |
| Research/Interpretation of old planning files and informal code interpretation.                      | \$ 182.00 per Hour, minimum one Hour   |

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<sup>3</sup> ([ORS 227.175\(10\)\(D\)\(b\)](#)) If a local government provides only a notice of the opportunity to request a hearing, the local government may charge a fee for the initial hearing. The maximum fee for an initial hearing shall be the cost to the local government of preparing for and conducting the appeal, or \$250, whichever is less. If an appellant prevails at the hearing or upon subsequent appeal, the fee for the initial hearing shall be refunded. The fee allowed in this paragraph shall not apply to appeals made by neighborhood or community organizations recognized by the governing body and whose boundaries include the site.

## Advance Finance Reimbursement System

The purpose of this King City Municipal Code [Chapter 3.03](#) is to provide a method of financial reimbursement to developers for a share of costs incurred in installation or construction of public improvements that will benefit intervening or future property owners.

If the cost to review, inspect, and account for the improvements or requests exceeds the deposit, then the Applicant shall pay the difference. All deposits received by the City Recorder under this provision shall be deposited in the appropriate fund for appropriation to the proper expenditure (consultant, staff time, public notice, or reimbursement).

| Items   | Deposit            |
|---|--------------------|
| City Council Consideration for a reimbursement district | \$7,283.00 Deposit |



## Annexation

See King City Municipal Code [Chapter 16.192](#) and [Metro Fee schedule](#). The Metro fee cannot be waived by the City Manager or the City Council.

| Annexation Application   | Fee   |
|--|---|
| Annexation for less than .99 acres   | \$850.00 plus (+) application Metro Fees \$150.00   |
| Annexation for 1 to 5 acre   | \$1031.00 plus (+) application Metro Fees \$250.00  |
| Annexation for 5.1 to 40 acre  | \$2,000.00 plus (+) application Metro Fees \$300.00 |
| Annexation for greater than 40 acres   | \$6000.00 plus (+) application Metro Fees \$400.00  |
| Expenses related to additional noticing caused by delays brought on by the Applicant(s). | \$450.00  |
| Copies of Planning Documents   | See Public Records                                  |

## Planning Record Retention and Archiving Fees

These fees are in addition to all the planning application fees. These apply to all documents received by customers, residents, and contractors.

The following fees will be applied to the customer's account and will be deducted from the deposit or posted payment received

Documents that are not submitted electronically will need to be scanned into the system. Anything larger than 8 1/2" x 17" will need to be outsourced for scanning by a third party.

| Item  | Fee                 |
|---|---------------------|
| Type I – Administrative Actions and use applications. | \$25.00             |
| Type II – City Manager Decision                       | \$35.00             |
| Type III – Planning Commission Decision               | \$45.00             |
| Type IV – City Council Review                         | \$55.00             |
| <b>Additional Charges per page</b>                    |                     |
| 8 1/2" x 11" or 8 1/2" x 14"                          | \$1.97 per page     |
| 8 1/2" x 17"  | \$ 2.25 per page    |
| 18" x 24" (outsourced)                                | \$ 50.00 per page   |
| 24" x 36" (outsourced)                                | \$ 61.50.00per page |
| 36" x 42" (outsourced)                                | \$ 110.00 per page  |

## Tree Removal Permit

Within the boundary of King City, there are three (3) different types of trees are recognized by the King City Development Code:

- **Naturally occurring or planted trees** – that are not related to any development approval. These could either be on private property, public property, or public ROW. These are generally the ones referred to in CDC 16.128 that are greater or equal to 6” dbh.
- **Landscape trees** – these were required as a condition of development approval. These would be on private property. The requirements would be based on CDC 16.124 and the relevant conditions for development approval. These trees need Planning Commission approval to be removed.
- **Street trees** – within the public ROW. These are the property of the city and can’t be removed or pruned without city approval. It is still the abutting homeowner’s responsibility to repair and maintain the street tree per King City Municipal Code 12.08. Note: this might include “yard trees” in the original portion of King City, which was developed in the 1960 through 1980.

| Application Category   | Application Type   | Base Fee          |
|--|--------------------|-------------------|
| Hazardous Tree (inspection)  | Type II            | \$15.00 per tree  |
| Naturally occurring or planted Tree Removal Permit                             | Type II            | \$50.00 per tree  |
| Landscape Tree Removal Permit  | Type III           | \$350.00 per tree |
| Street Tree Removal Permit   | Type III           | \$350.00 per tree |
| Appeal of Administrative or City Manager decisions to the Planning Commission. | Appeal Application | \$250.00          |
| Inspection Fees  |                    | 87.13/hour        |



In any case, the City manager may ask the Applicant to consult with an [ISA certified arborist](#) about preserving the tree and file the report with the permit application to the City.

For all street trees and complex tree removal permits, the Applicant must consult with an [ISA certified arborist](#) about preserving the tree and file the report with the permit application to the City.

Please note all Street trees require a tree removal permit. In accordance with King City CDC 16.128.040§B – The City Manager may require additional information from the Applicant to properly evaluate the Application. If an independent review is deemed necessary, the City may require a deposit from the Applicant sufficient to cover an independent evaluation by an ISA Certified Arborist of the City’s choosing.

A Public Right-of-Way permit application is required for the repair of the sidewalk.

## Sign Review, Permit, and Inspections

Per the King City Municipal Code chapter 16.148, the fees will be the following.

**For Deposits that are required:**

If the cost to review, inspect, and account for the improvements or requests exceeds the Deposit, then the Applicant shall pay the difference. All deposits received by the City Recorder under this provision shall be deposited in the appropriate Fund for appropriation to the proper expenditure (consultant, staff time, or reimbursement).

| Item   | Fee or Deposit             |
|--|----------------------------|
| Administration Sign Review ( <a href="#">KCMC Chapter 16.148.140</a> )                       | \$370.00 per sign area Fee |
| Type II Planning Commission Review ( <a href="#">sign variance KCMC Chapter 16.148.160</a> ) | \$7283.00 Deposit          |
| Temporary Sign Permit (30 days or less)  | \$60.00                    |
| Sign Retrieval Fee. Illegal sign removal plus storage.                                       | \$55.00 per day            |
| <b>Inspections (<a href="#">KCMC Chapter 16.148.170</a>)</b>                                 |                            |
| Planning Staff   | 87.13/hour                 |
| Structural inspection  | See Building Department    |

## Section 7: System Development Charges

### King City System Development Charges

The City of King City adopted Resolution R-2023-10 which adopted the King City Transportation and Park System Development Charge Methodology Report and was adopted pursuant to King City Municipal Code 3.02 and ORS 223-297 through 223.314.

The City Council also adopted Resolution R-2024-01 which implements the System Development Charge Administrative Procedures Guide.

### King City Transportation System Development Charge (TSDC)

| Land Use Type                              | TSDC Rate        |
|--|------------------|
| Single Family (1 or 2 Units per structure) | \$4.14 per SF *  |
| Multifamily (3+ units per structure)       | \$4.74 per SF    |
| Non-Resident                               | \$8,620 per PHVT |

SF = gross square feet of heated floor area.

PHVT = PM peak hour vehicle trip per ITE Handbook.

### King City Park System Development Charge (PSDC)

| Land Use Type                              | TSDC Rate       |
|--|-----------------|
| Single Family (1 or 2 Units per structure) | \$5.31 per SF * |
| Multifamily (3+ units per structure)       | \$6.95 per SF   |
| Non-Resident                               | \$N/A           |

SF = gross square feet of heated floor area. \* Maximum charge reached at 2,605 SF.

### King City SDC INSTALLMENT PAYMENT PROVISION

The permittee, or the one paying the SDC, can apply to make installment payments on the SDC per KCMC Section 3.02.100 according to the following provisions. Approval of SDC installment payment applications must be approved by the city manager or designee.

The SDC Installment Payment option only applies to new non-residential development and multifamily development projects with over 20,000 SF of floor area or at least 20 dwelling units.

#### **Installment Payment Provisions (applies only to non-residential and multifamily development that meets minimum development requirements)**

- A. When a system development charge is due and payable, the permittee may apply for payment in twenty semiannual installments, secured by a lien on the property upon which the development is to occur or to which the utility connection is to be made, to include interest on the unpaid balance, if that payment option is required to be made available to the permittee by ORS 223.
- B. Installment payment principal amounts shall include the SDC along with the following:

## *Section 7: System Development Charges*

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1. Interest on the obligation at the prime rate as published by the Wall Street Journal the day of application plus 4%;
  2. Any and all costs, as determined by the Administrator, incurred in establishing payment schedules and administering the collections process;
- C. The city manager or designee shall provide application forms for installment payments, which shall include a waiver of all rights to contest the validity of the lien, except for the correction of computational errors.
- D. A permittee requesting installment payments shall have the burden of demonstrating the permittee's authority to assent to the imposition of a lien on the property and that the interest of the permittee is adequate to secure payment of the lien.
- E. The city manager or designee shall docket the lien in the lien docket. From that time, the city shall have a lien upon the described parcel for the amount of the system development charge, together with interest on the unpaid balance at the rate established by the council. The lien shall be enforceable in the manner provided in ORS Chapter 223 and shall be superior to all other liens pursuant to ORS 23.230.
- F. Upon written request of City Manager, the Finance Manager is authorized to cancel assessments of system development charges, without further city council action, where a new development approved by a building permit is not constructed and the building permit is cancelled. Any system development charges paid to the city pursuant to the cancelled permit shall be refunded upon request of the applicant. Such refund will be in the amount paid at the time of the payment to the city, unadjusted for inflation.
- G. Any outstanding loan principal of the installment payment plan shall be paid upon transfer or sale of subject property.

## **Annual Cost Adjustments to King City SCD Rates**

Oregon law dictates that the City is allowed to adjust SDCs based on escalation factors.

Please refer to the respective SDC methodology for specific cost escalations. Refer to the Administrative Procedures Guide dated January 11, 2024.

## Other Agencies SDC and Taxes

### Transportation Development Tax (TDT)

This is a non-city fee that is assessed as part of a building permit. Please note this charge cannot be waived by the City Manager or the City Council.

Washington County sets this charge. To see a full list of the TDT [see exhibit B](#).

### School Construction Excise Tax

This is a non-city fee that is assessed as part of a building permit. Please note this charge can not be waived by the City Manager or the City Council. Tigard-Tualatin School District sets this charge. Rates are updated as their governing board adopts changes. Please contact the Tigard-Tualatin School District for current rates.

### Metro Construction Excise Tax

This is a non-city fee that is assessed as part of a building permit. Please note this charge can not be waived by the City Manager or the City Council. This charge is set by Metro. Rates herein are updated as their governing board adopts changes.

#### Metro Construction Excise Tax

**.12% of Valuation (Value\* .0012=Tax)**

Permits for construction projects valued at \$100,000 or less will be exempted from this tax as well as permits for the development of affordable housing units and permits issued to 501(c)(3) nonprofit organizations for other projects aimed at serving low-income populations. Permits for construction valued at more than \$10 million will be assessed a flat \$12,000 fee (0.12 percent of \$10 million). To learn more about the construction excise tax, go to the [Metro construction excise tax webpage](#).

### Stormwater System Development Charge

Clean Water Services (CWS) set this charge. Rates are updated as their governing board adopts changes. Please note this charge cannot be waived by the City Manager or the City Council. Please contact CWS for current rates.

### Sanitary System Development Charge

Clean Water Services (CWS) set this charge. Rates are updated as their governing board adopts changes. Please note this charge cannot be waived by the City Manager or the City Council. Please contact CWS for current rates.

### Tigard Water System Development Charge

The City of Tigard set this charge. Rates are updated as their governing board adopts changes. Please note this charge cannot be waived by the City Manager or the City Council. Please contact the City of Tigard for current rates.

## *Section 8: Building Department*

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Building fees include structural, mechanical, plumbing, and electrical charges. Fees apply to residential, commercial, and industrial properties unless otherwise specified.

To maintain program funding, permit-related fees will be automatically adjusted biennially on July 01 by 2.5% for the next three biennial periods. For example, For example July 1, 2024, and July 1, 2026.

### **Refund Policy:**

#### **1. Permit Refunds**

- a. Where a permit has been issued and no inspections have been completed, 80% of the permit fee will be refunded.
- b. There are no refunds when a permit has been issued and inspections performed.

#### **2. Plan Review Refund**

- a. Where a plan review has not begun, 80% of the plan review fee will be refunded.
- b. There are no refunds when plan review efforts have been expended for a permit.

3% plus \$0.50 per transaction charge associated with all Credit/Debit payment options.  
\$0.50 per transaction charge for all EFT's payment options.

## Structural Permit Fee Schedule (effective 7/1/22, rev 1)

| <b>1. Building Permit Fees shall be as follows.</b>   |  |
|---|--|
| <b>Total Valuation</b>  | <b>Fee</b>   |
| \$1.00 - \$2,000  | \$79.44  |
| \$2,001 - \$25,000  | \$79.44 for the first \$2,000 in value plus \$11.81 for each additional \$1,000 or fraction thereof  |
| \$25,001 - \$50,000   | \$351.07 for the first \$25,000 in value plus \$9.23 for each additional \$1,000 or fraction thereof   |
| \$50,001 - \$100,000  | \$581.82 for the first \$50,000 in value plus \$6.72 for each additional \$1,000 or fraction thereof   |
| \$100,001 - \$250,000   | \$917.82 for the first \$100,000 in value plus \$4.80 for each additional \$1,000 or fraction thereof  |
| \$250,001 - \$600,000   | \$1,637.82 for the first \$250,000 in value plus \$4.74 for each additional \$1,000 or fraction thereof  |
| \$600,001 - \$1,200,000   | \$3,296.82 for the first \$600,000 in value plus \$4.32 for each additional \$1,000 or fraction thereof  |
| \$1,200,001 - \$2,000,000   | \$5,888.82 for the first \$1,200,000 in value plus \$3.36 for each additional \$1,000 or fraction thereof  |
| \$2,000,001 and up  | \$8,576.82 for the first \$2,000,000 in value plus \$3.34 for each additional \$1,000 or fraction thereof.   |
| <b>2. State Surcharge</b>   | 12% of the building permit fee   |
| <b>3. City Surcharge Fee</b>  | \$57.40 per permit   |
| <b>4. Building Plan Review Fee</b>  | 65% of the building permit fee   |
| <b>5. Fire and Life Safety Plan Review Fee</b>  | When required, Fire and Life Safety plan review shall be 40% of the building permit fee  |
| <b>6. Solar Installation Permit Fee</b>   | a) Prescriptive system installation permit fee - \$184.50<br>b) Non-prescriptive systems shall have permit fees and plan review calculated in accordance with the above fee schedule   |
| <b>7. Phased Projects</b>   | \$246 plus 10% of the total project building permit fee not to exceed \$1,500 for each phase.  |
| <b>8. Deferred Submittals</b>   | 65% of the building permit fee calculated according to OAR 918-050-0110 (2) and (3) using the value of the particular deferred portion or portions of the project, with minimum fee of \$246. This is in addition to the project plan review fee based on the total project value. |
| <b>9. Residential Fire Suppression Permits (Stand Alone System)</b><br><i>See plumbing permit for multipurpose or continuous loop system.</i> | 0 to 2,000 square feet - \$141.45<br>2,001 to 3,600 square feet - \$196.80<br>3,601 to 7,200 square feet - \$270.60<br>7,201 square feet and greater - \$380.07  |
| <b>10. Other Inspections and Fees</b>   | <ul style="list-style-type: none"> <li>▪ Re-inspection fee - \$87.13/inspection</li> <li>▪ Each additional inspection over the allowable - \$87.13/inspection</li> <li>▪ Inspections for which no fee is specifically indicated - \$87.13/inspection.</li> </ul>                   |



|   |  |
|---|--|
| <b>10. Other Inspections and Fees (continued)</b> | <ul style="list-style-type: none"> <li>▪ Investigation fee - \$87.13/hour</li> <li>▪ Additional plan review - \$87.13/hour</li> <li>▪ Inspections outside normal business hours - \$130.69/hour (minimum charge of 2 hours)</li> <li>▪ Records Research - \$87.13/hour per request (minimum one hour)</li> <li>▪ Fee Estimates for new commercial projects - \$87.13/hour per request (min. one hour)</li> <li>▪ Consultation for code review, hypothetical projects - \$153.75/hour (minimum one hour)</li> <li>▪ 3% plus \$0.50 per transaction charge associated with all Credit/Debit payment options.</li> <li>▪ \$0.50 per transaction charge for all EFT's payment options</li> </ul> |
|---|--|

## Manufactured Dwelling Permit Fees

Manufactured Home Placement Permit (includes plan review) \$317.09

State Manufactured Home Fee - \$30 (OAR 918-500-0105)

State Surcharge – 12 %

City Surcharge - \$57.40

3% plus \$0.50 per transaction charge associated with all Credit/Debit payment options.

\$0.50 per transaction charge for all EFT's payment options.

## Mechanical Permit Fee Schedule (page 1)

| <b>Commercial Fee Schedule</b>                                      |   |
|---|---|
| <b>Total Valuation</b>  | <b>Fee</b>  |
| \$1.00 - \$5,000  | \$89.18   |
| \$5,001 to \$10,000   | \$89.18 for first \$5,000 and \$1.62 for each additional \$100 or fraction thereof, to and including \$10,000   |
| \$10,001 to \$25,000  | \$170.18 for first \$10,000 and \$1.64 for each additional \$100 or fraction thereof, to and including \$25,000 |
| \$25,001 to \$50,000  | \$416.18 for first \$25,000 and \$1.55 for each additional \$100 or fraction thereof, to and including \$50,000 |
| \$50,001 and up   | \$803.68 for first \$50,000 and \$1.28 for each additional \$100 or fraction thereof                            |
| <b>Residential Fee Schedule</b>                                     |   |
| <b>Heating/Cooling</b>  |   |
| Furnace up to 100,000 BTU (including ducts and vents)               | \$17.22   |
| Furnace 100,000 BTU and over (including ducts and vents)            | \$21.40   |
| Floor furnace (including vent)                                      | \$17.22   |
| Air conditioner   | \$17.22   |
| Heat pump   | \$17.22   |
| Mini-split system   | \$17.22   |
| Ductwork  | \$17.22   |
| Hydronic hot water system   | \$17.22   |
| Residential boiler (radiator or hydronic)                           | \$17.22   |
| Unit heaters (fuel-type, not electric), in-wall, in-duct, suspended | \$17.22   |
| Suspended heater, wall heater, or floor mounted heater              | \$17.22   |
| Flue / vent for any of above  | \$12.30   |
| Repair units  | \$14.94   |
| Vent not included in appliance permit                               | \$8.36  |
| Other heating / cooling   | \$17.22   |
| <b>Other Fuel Appliances</b>  |   |
| Water heater  | \$12.30   |
| Gas fireplace   | \$12.30   |
| Flue vent for water heater or gas fireplace                         | \$12.30   |
| Log lighter (gas)   | \$12.30   |
| Wood / pellet stove   | \$12.30   |
| Wood fireplace / insert   | \$12.30   |
| Chimney / liner / flue / vent                                       | \$12.30   |
| Other fuel appliances   | \$12.30   |
| <b>Environmental Exhaust &amp; Ventilation</b>                      |   |
| Range hood / other kitchen equipment                                | \$12.30   |
| Clothes dryer exhaust   | \$12.30   |
| Single-duct exhaust (bathrooms, toilet compartments, utility rooms) | \$8.36  |
| Attic / crawlspace fans   | \$12.30   |
| Other environmental exhaust & ventilation                           | \$12.30   |
| <b>Fuel Piping</b>  |   |
| For first four (4)  | \$6.64  |
| Each additional over four (4)                                       | \$1.23  |

## Mechanical Permit Fee Schedule (page 2)

|   |  |
|---|--|
| <b>Boiler / Compressor / Absorption System</b>      |  |
| <3HP: absorb unit to 100K BTU                       | \$17.22  |
| 3-15 HP: absorb unit 100K to 500K BTU               | \$31.49  |
| 15-30 HP: absorb unit .5-1 mil BTU                  | \$43.05  |
| 30-50 HP: absorb unit 1-1.75 mil BTU                | \$64.21  |
| >50 HP: absorb unit >1.75 mil BTU                   | \$107.26   |
| <b>Other</b>  |  |
| Air handling unit to 10,000 CFM                     | \$12.30  |
| Air handling unit 10,000 CFM+                       | \$21.16  |
| Non-portable evaporate cooler                       | \$12.30  |
| Vent fan connected to a single duct                 | \$8.36   |
| Ventilation system not included in appliance permit | \$12.30  |
| Hood served by mechanical exhaust                   | \$12.30  |
| Domestic incinerators                               | \$21.40  |
| Commercial or industrial type incinerator           | \$86.04  |
| Other units, including wood stoves                  | \$12.30  |
| <b>Minimum Permit Fee</b>                           | \$89.18  |
| <b>State Surcharge</b>                              | 12% of the mechanical permit fee   |
| <b>City Surcharge Fee</b>                           | \$57.40 per permit   |
| <b>Mechanical Plan Review Fee</b>                   | 25% of the mechanical permit fee   |
| <b>Other Inspections and Fees</b>                   | <ul style="list-style-type: none"><li>▪ Re-inspection fee - \$87.13 /inspection</li><li>▪ Each additional inspection over the allowable – \$87.13 /inspection</li><li>▪ Inspections for which no fee is specifically indicated – \$87.13 /inspection</li><li>▪ Investigation fee - \$87.13 /hour</li><li>▪ Additional plan review - \$87.13 /hour</li><li>▪ Inspections outside normal business hours - \$130.69 /hour (minimum charge of 2 hours)</li><li>▪ 3% plus \$0.50 per transaction charge associated with all Credit/Debit payment options.</li><li>▪ \$0.50 per transaction charge for all EFT's payment options</li></ul> |

## Plumbing Permit Fee Schedule (page 1)

| <b>Medical Gas</b> - Plumbing permit fees for medical gas shall be determined, based on the value of installation costs and the system equipment, including, but not limited to, inlets, outlets, fixtures, and appliances, and applied to the City's fee schedule with a set minimum fee. The plan review fee shall be equal to 25% of this permit fee |   |
|---|---|
| Total Valuation   | Fee   |
| \$1.00 to \$5,000   | \$89.18   |
| \$5,001 to \$10,000   | \$89.18 for first \$5,000 and \$1.62 for each additional \$100 or fraction thereof, to and including \$10,000   |
| \$10,001 to \$25,000  | \$170.18 for first \$10,000 and \$1.64 for each additional \$100 or fraction thereof, to and including \$25,000 |
| \$25,001 to \$50,000  | \$416.18 for first \$25,000 and \$1.55 for each additional \$100 or fraction thereof, to and including \$50,000 |
| \$50,001 and up   | \$803.68 for first \$50,000 and \$1.28 for each additional \$100 or fraction thereof                            |
| <b>New 1-2 family dwellings (includes 100 feet for each utility connection)</b>   |   |
| SFR (1) bath  | \$306.52  |
| SFR (2) bath  | \$430.50  |
| SFR (3) bath  | \$490.77  |
| Each additional bath/kitchen  | \$55.35   |
| Rain drain, single family dwelling  | \$80.26   |
| <b>Site Utilities</b>   |   |
| Catch basin or area drain   | \$20.42   |
| Drywell, leach line, or trench drain  | \$20.42   |
| Manufactured home utilities   | \$135.30  |
| Manholes  | \$20.42   |
| Rain drain connector  | \$20.42   |
| Footing drain – 1 <sup>st</sup> 100'  | \$67.65   |
| Footing drain – each additional 100'  | \$57.07   |
| Sewer – 1 <sup>st</sup> 100'  | \$67.65   |
| Sewer – each additional 100'  | \$57.07   |
| Water service – 1 <sup>st</sup> 100'  | \$67.65   |
| Water service – each additional 100'  | \$57.07   |
| Storm & rain drain – 1 <sup>st</sup> 100'   | \$67.65   |
| Storm & rain drain – each additional 100'   | \$57.07   |
| Interior mainline (sewer or water piping) – 1 <sup>st</sup> 100'  | \$67.65   |
| Interior mainline (sewer or water piping) – each addtl 100'   | \$57.07   |
| <b>Fixture or item</b>  |   |
| Absorption valve  | \$20.42   |
| Commercial backflow prevention device   | \$57.07   |
| Residential backflow prevention device  | \$33.89   |
| Backwater valve   | \$20.42   |
| Clothes washer  | \$20.42   |
| Dishwasher  | \$20.42   |
| Drinking fountain   | \$20.42   |
| Ejectors/sump   | \$20.42   |

## Plumbing Permit Fee Schedule (page 2)

| Fixture or item   |  |
|---|--|
| Expansion tank  | \$20.42  |
| Fixture/sewer cap   | \$20.42  |
| Floor drain / floor sink / hub  | \$20.42  |
| Garbage disposal  | \$20.42  |
| Hose bib  | \$20.42  |
| Ice maker   | \$20.42  |
| Interceptor / grease trap   | \$20.42  |
| Primer  | \$20.42  |
| Roof drain (commercial)   | \$20.42  |
| Sink / basin / lavatory   | \$20.42  |
| Tub / shower / shower pan   | \$20.42  |
| Urinal  | \$20.42  |
| Water closet  | \$20.42  |
| Water heater  | \$20.42  |
| <b>Minimum Permit Fee</b>   | \$89.18  |
| <b>State Surcharge</b>  | 12% of the plumbing permit fee   |
| <b>City Surcharge Fee</b>   | \$57.40 per permit   |
| <b>Plumbing Plan Review Fee</b>   | 25% of the plumbing permit fee when applicable (OAR 918-780-0040)  |
| <b>Residential Fire Suppression Permits (<i>multipurpose or continuous loop system</i>)</b> | 0 to 2,000 square feet - \$141.45<br>2,001 to 3,600 square feet - \$196.80<br>3,601 to 7,200 square feet - \$270.60<br>7,201 square feet and greater - \$380.07  |
| <b>Other Inspections and Fees</b>   | <ul style="list-style-type: none"> <li>▪ Re-inspection fee - \$87.13 /inspection</li> <li>▪ Each additional inspection over the allowable - \$87.13 /inspection</li> <li>▪ Inspections for which no fee is specifically indicated - \$87.13 /inspection</li> <li>▪ Investigation fee - \$87.13 /hour</li> <li>▪ Additional plan review - \$87.13 /hour</li> <li>▪ Inspections outside normal business hours - \$130.69 /hour (minimum charge of 2 hours)</li> <li>▪ 3% plus \$0.50 per transaction charge associated with all Credit/Debit payment options</li> <li>▪ \$0.50 per transaction charge for all EFT's payment options</li> </ul> |

## Electrical Permit Fees

|   |  |
|---|--|
| <b>New 1-2 family dwellings (includes attached garage)</b>                        |  |
| 1,000 square feet or less   | \$178.53   |
| Each additional 500 square feet or portion  | \$41.08  |
| Limited energy, residential   | \$92.25  |
| Limited energy, non-residential   | \$92.25  |
| Each manuf. or modular dwelling, service and/or feeder                            | \$111.81   |
| <b>Services or feeders installation, alteration, and/or relocation</b>            |  |
| 200 amps or less  | \$98.77  |
| 201 amps to 400 amps  | \$131.43   |
| 401 amps to 600 amps  | \$197.54   |
| 601 amps to 1,000 amps  | \$295.97   |
| Over 1,000 amps or volts  | \$559.22   |
| Reconnect only  | \$82.23  |
| <b>Temporary services or feeders installation, alteration, and/or relocation</b>  |  |
| 200 amps or less  | \$82.23  |
| 201 amps to 400 amps  | \$123.37   |
| 401 amps to 600 amps  | \$164.51   |
| <b>Branch circuits – new, alteration, or extension, per panel</b>                 |  |
| Fee for branch circuits <i>with</i> service or feeder fee, each branch circuit    | \$8.18   |
| Fee for branch circuits <i>without</i> service or feeder fee, each branch circuit | \$57.63  |
| Each additional branch circuit  | \$8.18   |
| <b>Miscellaneous (service or feeder not included)</b>                             |  |
| Pump or irrigation circle   | \$65.68  |
| Sign or outline lighting  | \$65.68  |
| Signal circuit(s) or lim-energy panel, alteration, or exten.                      | \$92.25  |
| Renewable Energy  | 5KVA - \$98.77<br>5.01-15KVA - \$131.43<br>15.01-25KVA - \$197.54<br>Wind generation 25-50KVA - \$295.94<br>Wind generation 50-100KVA - \$559.22<br>Solar generation excess of 25KVA, charge an additional \$9.84 /KVA, no increase beyond the calculation for 100KVA. |
| <b>Minimum Permit Fee</b>   | \$89.18  |
| <b>State Surcharge</b>  | 12% of the electrical permit fee   |
| <b>City Surcharge Fee</b>   | \$57.40 per permit   |
| <b>Electrical Plan Review Fee</b>   | 25% of the electrical permit fee when applicable (OAR 918-780-0040)  |
| <b>Other Inspections and Fees</b>   | <ul style="list-style-type: none"> <li>▪ Re-inspection fee - \$87.13 /inspection</li> <li>▪ Each additional inspection over the allowable - \$87.13/insp</li> <li>▪ Inspections for which no fee is specifically indicated - \$87.13 /inspection</li> </ul>            |

|   |   |
|---|---|
| <b>Other Inspections and Fees (continued)</b> | <ul style="list-style-type: none"> <li>▪ Investigation fee - \$87.13 /hour</li> <li>▪ Additional plan review - \$87.13 /hour</li> <li>▪ Inspections outside normal business hours - \$130.69/hour (minimum charge of 2 hours)</li> <li>▪ 3% plus \$0.50 per transaction charge associated with all Credit/Debit payment options</li> <li>▪ \$0.50 per transaction charge for all EFT's payment options</li> </ul> |
|---|---|

## Conсор Classification and Hourly Rate

Engineering fees consist of inspections, permits, printed and electronic maps, as well as erosion control charges. Labor will be invoiced by Conсор staff classification. The City will add 20% City admin cost to the billed hourly rate total, which are valid from January 1, 2024, to December 31, 2024. After this period, the rates are subject to adjustments by Conсор with out notice.

| <u>Billing Classifications</u>        | <u>Rates</u> | <u>Billing Classifications</u>    | <u>Rates</u> |
|---------------------------------------|--------------|-----------------------------------|--------------|
| Principal Engineer VI                 | \$353        | Construction Manager X            | \$298        |
| Principal Engineer V                  | \$330        | Construction Manager IX           | \$278        |
| Principal Engineer IV                 | \$312        | Construction Manager VIII         | \$263        |
| Principal Engineer III                | \$293        | Construction Manager VII          | \$254        |
| Principal Engineer II                 | \$277        | Construction Manager VI           | \$236        |
| Principal Engineer I                  | \$264        | Construction Manager V            | \$217        |
| Professional Engineer IX              | \$252        | Construction Manager IV           | \$206        |
| Engineering Designer IX               | \$243        | Construction Manager III          | \$188        |
| Professional Engineer VIII            | \$240        | Construction Manager II           | \$173        |
| Engineering Designer VIII             | \$229        | Construction Manager I            | \$154        |
| Professional Engineer VII             | \$227        | Construction Coordinator III      | \$200        |
| Engineering Designer VII              | \$219        | Construction Coordinator II       | \$169        |
| Professional Engineer VI              | \$216        | Construction Coordinator I        | \$150        |
| Engineering Designer VI               | \$208        | Construction Admin Specialist IV  | \$185        |
| Professional Engineer V               | \$204        | Construction Admin Specialist III | \$166        |
| Engineering Designer V                | \$195        | Construction Admin Specialist II  | \$144        |
| Professional Engineer IV              | \$192        | Construction Admin Specialist I   | \$122        |
| Engineering Designer IV               | \$192        | Inspector VII                     | \$217        |
| Professional Engineer III             | \$186        | Inspector VI                      | \$200        |
| Engineering Designer III              | \$186        | Inspector V                       | \$181        |
| Engineering Designer II               | \$171        | Inspector IV                      | \$169        |
| Engineering Designer I                | \$158        | Inspector III                     | \$150        |
| Principal III                         | \$357        | Inspector II                      | \$134        |
| Principal II                          | \$312        | Inspector I                       | \$116        |
| Principal I                           | \$275        | Technician IV                     | \$185        |
| Project Manager IV                    | \$260        | Technician III                    | \$166        |
| Project Manager III                   | \$248        | Technician II                     | \$144        |
| Project Manager II                    | \$221        | Technician I                      | \$122        |
| Project Manager I                     | \$193        | Project Coordinator IV            | \$174        |
| Cost Estimator III                    | \$290        | Project Coordinator III           | \$162        |
| Cost Estimator II                     | \$232        | Project Coordinator II            | \$145        |
| Cost Estimator I                      | \$174        | Project Coordinator I             | \$128        |
| Quality Control Compliance Specialist | \$181        | Administrative III                | \$128        |
|                                       |              | Administrative II                 | \$118        |
|                                       |              | Administrative I                  | \$104        |



## Project Expenses:

Expenses incurred that are directly attributable to the project will be invoiced at actual cost.

These expenses include the following:

|                                    |                  |
|------------------------------------|------------------|
| CADD Hardware/Software             | \$18.00/hour     |
| Modeling and GIS Hardware/Software | \$10.00/hour     |
| Mileage                            | Current IRS Rate |
| Postage and Delivery Services      | At Cost          |
| Printing and Reproduction          | At Cost          |
| Travel, Lodging, and Subsistence   | At Cost          |

## Outside Services:

Outside technical, professional, and other services will be invoiced at actual cost-plus 10 percent to cover administration and overhead.

## Plan Review and Construction Observation Cost<sup>5</sup>

When a developer constructs public improvements including but not limited to streets, water and sewer lines, with the development of land using private funds and the developer elects to utilize the services of the City Engineer in connection with the design, installation, and inspection of such improvements; the developer shall deposit with the City Recorder for payment of such services a sum equal to 12 percent of the estimated cost of construction of said improvements or, if the City Engineer does not prepare bid documents for the construction or improvements, then the Deposit shall be in an amount equal to 10 percent of the actual cost of construction as determined by the award of a successful bid.

In the event a developer elects to utilize the services of a licensed engineer to design or supervise the installation of the improvements of streets, water and sewer lines or other public improvements that are to be installed in the City of King City in conjunction with the development of land using private funds, then such plans and construction of improvements shall be reviewed and inspected by the City Engineer for determination that the same complies with the applicable standards of the City for such improvements.

The developer shall deposit with the City Recorder an amount equal to five (5) percent of the estimate of the "actual cost" of the total project, all public and private improvements, excluding buildings, to cover the actual cost of the City Engineer, Planning Consult and city staff services (review, inspection, and accounting) but in no event less than the sum of \$150.00 for such services. The appropriate cost estimate and fee must accompany all engineering plans before the review is undertaken.

For all projects \$50,000.00 or greater city staff will document and keep an accounting of the actual time and costs spent to process the review and inspection of all public improvements, including staff and consultant time at final inspection. Any portion of the Deposit not used will be refunded.

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<sup>5</sup> Engineering Services Pursuant to ORS 92.097

## Section 9: Engineering, Construction & Streets

If the cost to review, inspect, and account for the improvements exceeds the Deposit, then the Applicant shall pay the difference.

All deposits received by the City Recorder under the provisions of Section 1 and 2 above shall be deposited in the appropriate Capital Improvement Fund for appropriation to the proper expenditure (consultant, staff time, or reimbursement).

### Moratorium Surcharge<sup>6</sup>

Using [KCMC 12.08.095](#), the 5-Year Moratorium Surcharge for early excavation is as followed.

| Years     | Fee                      |
|-----------|--------------------------|
| One (1)   | Not Allowed              |
| Two (2)   | \$250.00 per square foot |
| Three (3) | \$200.00 per square foot |
| Four (4)  | \$150.00 Per Square foot |
| Five (5)  | \$100.00 per square foot |

### Right-of-Way Permit Fees

[Per KCMC 10.35.010](#) – “A permit is required prior to performing any work affecting a public right-of-way including, but not limited to, installation or construction of any structure, pipe, pole, conduit, culvert, facility, including a communications facility (telecommunications facility, cable system or open video system) or other wire line utilities in or on a public way, construction, reconstruction grading, oiling, repair, opening or excavation of a public way for any purpose”.

**Performance Bonds:** A public improvements performance bond is to be provided to the City prior to construction in an amount equal to 125 percent of the final accepted engineer’s estimate. 2) A maintenance bond in the amount of 20 percent of the final accepted engineer’s estimate is required prior to final City acceptance of constructed public improvements. The maintenance bond shall remain in effect for a period of not less than one year after all public improvements are accepted by the City.

| Item  | Improved Surfaces Fee<br>(5 years or less) | Unimproved surfaces<br>Fee (6 years or more) |
|---|--|--|
| Construction Permit                               | \$350.00                                   | \$300.00                                     |
| Sidewalk Permit                                   | \$350.00                                   | \$300.00                                     |
| Street Opening Permit                             | \$350.00                                   | \$300.00                                     |
| Any other right of way use<br>permit <sup>7</sup> | \$135.00                                   | N/A  |

<sup>6</sup> (Ord. No. O-2019-02, § 1, 10-16-2019)

<sup>7</sup> Large truck where prohibited or anything that isn’t defined in the Right-of-Way permit section.

## General Engineering Fees

### For Deposits that are required:

If the cost to review, inspect, and account for the improvements or request exceeds the Deposit, then the Applicant shall pay the difference. All deposits received by the City Recorder under this provision shall be deposited in the appropriate Fund for appropriation to the proper expenditure (consultant, staff time, or reimbursement).

| Item  | Deposit/Fee             |
|---|-------------------------|
| Street Vacation                                   | \$2,500.00 Deposit      |
| Street Name Change                                | \$500 Deposit           |
| Franchise Application - <a href="#">KCMC 5.12</a> | \$2,500.00 <b>Fee</b>   |
| Parking Permit Review Study                       | \$500.00 Deposit        |
| Transportation Review Study <sup>8</sup>          | \$2,500.00 Deposit      |
| Flood Plain Review – <a href="#">KCMC 16.140</a>  | See Planning Department |
| Inspections                                       | 87.13/hour              |

## Grading/Earthwork Permit Fees

| Item               | Fee        |
|--------------------|------------|
| Minor (0 to 100cy) | \$200.00   |
| Major (100 + cy)   | \$350.00   |
| Inspections        | 87.13/hour |

## Street Parking Permits (annually)

Per Ordinance number O-2015-04 chapter 10.08 of KCMC the city can establish a residential parking zone and permit procedures.

| Place/Item                   | Fee                             |
|------------------------------|---------------------------------|
| SW Queen Anne Avenue:        | No Fee per Resolution R-2015-10 |
| SW Royalty Parkway:          | No Fee per Resolution R-2015-10 |
| SW King Charles Avenue:      | No Fee per Resolution R-2015-10 |
| SW King Charles Avenue:      | No Fee per Resolution R-2015-10 |
| SW 124th Avenue:             | No Fee per Resolution R-2015-10 |
| SW King Richard Drive:       | No Fee per Resolution R-2015-10 |
| SW Queen Mary Avenue:        | No Fee per Resolution R-2015-10 |
| Parking Stalls               | \$2/hr \$15/day                 |
| Other Street Parking Permits | \$66.00 per year                |
| E/V charging                 | Reserved                        |

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<sup>8</sup> This would include street widening, and traffic studies that are not defined in this section.

## POD Permits

POD permits are good for up to two (2) weeks. If the pod is needed long, it will fall into a Temporary Use Permit, see Planning Division **Error! Bookmark not defined.** for more information (public notification is required for Temporary Use permits)

| Type       | Fee     |
|------------|---------|
| POD Permit | \$56.00 |

## Appeal for Engineering

The appeal of staff decision or hearing body to the next higher authority

| Authority   | Fee      |
|---|----------|
| If no opportunity for a hearing has been offered, the first hearing fee shall be \$250, all others are as below. This also includes formal code interpretation. | \$250.00 |
| Reconsideration of Administrative, City Manager, or Planning Commission Decision ( <a href="#">KCMC Chapter 16.64</a> )   | \$850.00 |
| Appeal of Administrative or City Manager decisions (with hearing) to the Planning Commission.   | \$750.00 |
| Planning Commission appeal ( <a href="#">ORS 227.175(10)(D)(b))</a>   | \$250.00 |

## *Section 10: Violations of the Municipal Code Penalties*

### VIOLATIONS OF THE MUNICIPAL CODE

Violation of the King City Municipal Code may result in the following fees or penalties. Each day that a violation exists is a separate offense.

| Item  | Fee or Penalties   |
|---|--|
| General penalty (applies to any Municipal Code violation where no other penalty is specified)                                   | \$150.00 per day   |
| Third or subsequent Violation (applies to any Municipal Code violation where no other penalty is specified)                     | \$1,000 per day  |
| Nuisance violations of <a href="#">KCMC Title 8 Health and Safety</a>   |  |
|   | \$100 per day – First civil infraction                   |
|   | \$150 – Seconded civil infraction                        |
|   | All subsequent offenses, not less than \$200.00 per day  |
| Animal Control <a href="#">KCMC 6.04.070 – Violation-Penalty</a>  |  |
|   | First Violation - Not less than \$50.00 per day          |
|   | Second Violation - Not more than \$100.00 per day        |
|   | All subsequent offenses, not less than \$200.00 per day  |
| Dog and Cats <a href="#">Violation KCMC 6.08</a> plus County fees and penalties   | \$500.00 per day   |
| <b>Engineering Penalties</b>  |  |
| Flood hazard violation  | \$1,000 per day  |
| Right-of-way (ROW) encroachment   | \$250.00 per day   |
| Unpermitted work (any kind)   | 100.00 per day   |
| <b>Planning Penalties</b>   |  |
| Violation of sign ordinance   | \$100.00 per day   |
| Removal and Storage of Nuisance Signs   | \$50.00 per day  |
| Unpermitted work (any kind)   | \$150.00 per day   |
| <b>Police Penalties</b>   |  |
| <b>Four alarms in any calendar year</b><br>Per the <a href="#">KCMC 5.16.080 (A) Excessive false alarms and fee assessment.</a> | <b>Notice to take corrective action by city manager.</b> |
| Fifth false alarm in a year <a href="#">KCMC 5.16.080 (C) Excessive false alarms and fee assessment.</a>                        | \$425.00 per false alarm                                 |
| Business Registration Penalties <a href="#">per KCMC 5.04.120</a>   |  |
|   | First - Warning  |
|   | Second - \$100.00 per day                                |
|   | Third - \$250.00 Per day                                 |
|   | Fourth and all subsequent offenses - \$500.00 per day    |

# Resolution 2024-05 Exhibit A:



## ***RESOLUTION NO. R-2024-05***

### **A RESOLUTION REVISING FEES, CHARGES, FINES, AND ASSESSMENTS OF THE CITY OF KING CITY, OREGON, AND RESCINDING RESOLUTION R-2020-03.**

#### **RECITALS:**

**WHEREAS**, the City adopted Resolution R-2020-18, which outlined a City policy revising fees, charges, fines, and assessments of the City of King City and rescinding Resolution R-2020-03; and

**WHEREAS**, the City is allowed by law to establish fees, charges and fines that may be assessed individuals requesting services and materials to be supplied by the City staff, or for costs that may be incurred by the City on behalf of any member of the public, or that may be assessed as a fine; and

**WHEREAS**, the City of King City provides a full range of municipal services to the community, including police protection, traffic control, and improvement, street maintenance and improvement, planning and zoning regulation, and building inspection and regulation. This Master Fee Schedule consolidates all City fees and charges adopted by City Council resolution for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year; and

**WHEREAS**, prudent use of the City's financial resource requires that the City charge fees sufficient to recover the cost in personnel time and materials to render the service requested; and

**WHEREAS**, based upon an unusual circumstance or event, demonstrated hardship, or public benefit, the City Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter or establish a fee not yet authorized in this schedule. When a new fee is established by the City Manager it shall be incorporated into the Master Fee Schedule, and it shall be included and specified during the next update to the Master Fee Schedule; and

**WHEREAS**, the City Manager is authorized to make non-substantive changes to Master Fee Schedule (e.g., typographical errors) following passage by City Council; and

**WHEREAS**, the City Council desires to update its prior master fee schedule to include new fees, charges and fines established by the City Manager and Council; and

**WHEREAS**, the proposed fee changes are necessary to offset the inflationary increase in program costs, to maintain a fund balance reserve, and to maintain current levels services; and

#### **THE CITY OF KING CITY RESOLVES AS FOLLOWS:**

1. Rescind Resolution R-2020-18
2. Adopt the Master Fees, charges, and assessments schedule as authorized in the King City Municipal Code, as stated in Exhibit A, which is incorporated in full by this reference.
3. This resolution will take effect on passage.

**PRESENTED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF KING CITY  
THIS 15<sup>th</sup> DAY OF MAY, 2024.**

{Signature Page Follows}

Signature on the original resolution

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Shawna Thompson, Mayor

Signature on the original resolution

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Mike Weston, City Manager

ATTEST:

Signature on the original resolution

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Ronnie L. Smith, City Recorder

APPROVED AS TO FORM:

Signature on the original resolution

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Ed Trompke, City Attorney



## **Transportation Development Tax (TDT) - Exhibit B:**

This is a non-city fee that is assessed as part of a building permit. Please note this charge cannot be waived by the City Manager or the City Council.

Washington County sets this charge.




# LAND USE & TRANSPORTATION MEMORANDUM

Office of the Director

Date: April 18, 2024

To: Interested Parties

From: Stephen Roberts, Director of Land Use & Transportation 

Subject: TRANSPORTATION DEVELOPMENT TAX – ANNUAL ADJUSTMENT

On April 16, 2024, the Board of County Commissioners adopted Resolution and Order 24-29 which will increase the Transportation Development Tax (TDT) rates by 8.29%, effective July 1, 2024. The TDT rates and index adjustment have been established by the TDT Ordinance (as amended). The resulting rate table is attached. All building permits submitted on or after July 1, 2024, will be subject to the new rates. All building permits in process prior to July 1 are subject to the current rates.

If you have any questions, please contact Julie Sosnovske at [julie\\_sosnovske@washingtoncountyor.gov](mailto:julie_sosnovske@washingtoncountyor.gov).

cc: TDT Coordinators

Attachment: TDT Rate Table (2023-2025)

# TRANSPORTATION DEVELOPMENT TAX RATE SCHEDULE

| Land Use Category                                | ITE Code | Unit*          | Rates 7/1/2023 - 6/30/2024 | Rates 7/1/2024 - 6/30/2025 |
|--|----------|----------------|----------------------------|----------------------------|
| <b>Residential</b>                               |          |                |                            |                            |
| Single Family Detached                           | 210      | /dwelling unit | \$10,599                   | \$11,478                   |
| Apartment  | 220      | /dwelling unit | \$6,935                    | \$7,510                    |
| Residential Condominium/Townhouse                | 230      | /dwelling unit | \$6,340                    | \$6,866                    |
| Manufactured Housing (in Park)                   | 240      | /dwelling unit | \$5,304                    | \$5,744                    |
| Assisted Living                                  | 254      | /bed           | \$3,277                    | \$3,549                    |
| Continuing Care Retirement                       | 255      | /unit          | \$3,313                    | \$3,588                    |
| <b>Recreational</b>                              |          |                |                            |                            |
| Park   | 411      | /acre          | \$1,778                    | \$1,925                    |
| Golf Course                                      | 430      | /hole          | \$18,841                   | \$20,403                   |
| Golf Driving Range                               | 432      | /tee           | \$14,907                   | \$16,143                   |
| Multipurpose Recreational/Arcade                 | 435      | /T.S.F.G.F.A.  | \$3,319                    | \$3,594                    |
| Bowling Alley                                    | 437      | /lane          | \$1,079                    | \$1,168                    |
| Multiplex Movie Theater                          | 445      | /screen        | \$148,871                  | \$161,212                  |
| Health/Fitness Club                              | 492      | /T.S.F.G.F.A.  | \$10,439                   | \$11,304                   |
| Recreation/Community Center                      | 495      | /T.S.F.G.F.A.  | \$12,311                   | \$13,332                   |
| <b>Institutional/Medical</b>                     |          |                |                            |                            |
| Elementary School (Public)                       | 520      | /student       | \$511                      | \$553                      |
| Middle/Junior High School (Public)               | 522      | /student       | \$580                      | \$628                      |
| High School (Public)                             | 530      | /student       | \$797                      | \$863                      |
| Private School (K-12)                            | 536      | /student       | \$592                      | \$641                      |
| Junior College                                   | 540      | /student       | \$834                      | \$903                      |
| University/College                               | 550      | /student       | \$1,381                    | \$1,495                    |
| Church   | 560      | /T.S.F.G.F.A.  | \$4,390                    | \$4,754                    |
| Day Care Center/Preschool                        | 565      | /student       | \$1,635                    | \$1,771                    |
| Library  | 590      | /T.S.F.G.F.A.  | \$20,596                   | \$22,303                   |
| Hospital   | 610      | /bed           | \$4,176                    | \$4,522                    |
| Nursing Home                                     | 620      | /bed           | \$1,435                    | \$1,554                    |
| Clinic   | 630      | /T.S.F.G.F.A.  | \$29,788                   | \$32,257                   |
| <b>Commercial/Services</b>                       |          |                |                            |                            |
| Hotel/Motel                                      | 310      | /room          | \$3,010                    | \$3,260                    |
| Building Materials/Lumber                        | 812      | /T.S.F.G.F.A.  | \$10,581                   | \$11,458                   |
| Free-Standing Discount Superstore with Groceries | 813      | /T.S.F.G.F.A.  | \$20,225                   | \$21,902                   |
| Specialty Retail Center                          | 814      | /T.S.F.G.L.A.  | \$14,065                   | \$15,231                   |
| Free-Standing Discount Store without Groceries   | 815      | /T.S.F.G.F.A.  | \$21,703                   | \$23,502                   |
| Hardware/Paint Store                             | 816      | /T.S.F.G.F.A.  | \$17,659                   | \$19,123                   |
| Nursery/Garden Center                            | 817      | /T.S.F.G.F.A.  | \$12,505                   | \$13,542                   |
| Shopping Center                                  | 820      | /T.S.F.G.L.A.  | \$14,556                   | \$15,763                   |
| Factory Outlet Center                            | 823      | /T.S.F.G.F.A.  | \$11,417                   | \$12,363                   |
| New Car Sales                                    | 841      | /T.S.F.G.F.A.  | \$16,392                   | \$17,751                   |
| Automobile Parts Sales                           | 843      | /T.S.F.G.F.A.  | \$15,787                   | \$17,096                   |
| Tire Superstore                                  | 849      | /T.S.F.G.F.A.  | \$12,403                   | \$13,431                   |
| Supermarket                                      | 850      | /T.S.F.G.F.A.  | \$29,343                   | \$31,776                   |
| Convenience Market (24-hour)                     | 851      | /T.S.F.G.F.A.  | \$34,576                   | \$37,442                   |
| Convenience Market with Fuel Pump                | 853      | /N.F.P.        | \$33,201                   | \$35,953                   |
| Wholesale Market                                 | 860      | /T.S.F.G.F.A.  | \$8,439                    | \$9,139                    |
| Discount Club                                    | 861      | /T.S.F.G.F.A.  | \$22,785                   | \$24,674                   |
| Home Improvement Superstore                      | 862      | /T.S.F.G.F.A.  | \$8,488                    | \$9,192                    |

# TRANSPORTATION DEVELOPMENT TAX RATE SCHEDULE

| Land Use Category   | ITE Code | Unit*          | Rates 7/1/2023 - 6/30/2024 | Rates 7/1/2024 - 6/30/2025 |
|---|----------|----------------|----------------------------|----------------------------|
| Electronics Superstore                                    | 863      | /T.S.F.G.F.A.  | \$11,743                   | \$12,716                   |
| Office Supply Superstore                                  | 867      | /T.S.F.G.F.A.  | \$15,787                   | \$17,096                   |
| Pharmacy/Drugstore without Drive-Thru Window              | 880      | /T.S.F.G.F.A.  | \$15,787                   | \$17,096                   |
| Pharmacy/Drugstore with Drive-Thru Window                 | 881      | /T.S.F.G.F.A.  | \$15,787                   | \$17,096                   |
| Furniture Store   | 890      | /T.S.F.G.F.A.  | \$1,993                    | \$2,158                    |
| Bank/Savings: Walk-in                                     | 911      | /T.S.F.G.F.A.  | \$32,685                   | \$35,395                   |
| Bank/Savings: Drive-in                                    | 912      | /T.S.F.G.F.A.  | \$34,576                   | \$37,442                   |
| Quality Restaurant (not a chain)                          | 931      | /T.S.F.G.F.A.  | \$31,382                   | \$33,984                   |
| High Turnover, Sit-Down Restaurant (chain or stand alone) | 932      | /T.S.F.G.F.A.  | \$26,325                   | \$28,507                   |
| Fast Food Restaurant (No Drive-Thru)                      | 933      | /T.S.F.G.F.A.  | \$34,576                   | \$37,442                   |
| Fast Food Restaurant (With Drive-Thru)                    | 934      | /T.S.F.G.F.A.  | \$34,576                   | \$37,442                   |
| Drive-Thru Restaurant (No Seating)                        | 935      | /T.S.F.G.F.A.  | \$34,576                   | \$37,442                   |
| Drinking Place/Bar  | 936      | /T.S.F.G.F.A.  | \$28,287                   | \$30,632                   |
| Quick Lubrication Vehicle Shop                            | 941      | /Service Stall | \$24,184                   | \$26,189                   |
| Automobile Care Center                                    | 942      | /T.S.F.G.L.A.  | \$16,430                   | \$17,792                   |
| Gasoline/Service Station (no Market or Car Wash)          | 944      | /V.F.P.        | \$20,746                   | \$22,466                   |
| Gasoline/Service Station (with Market and Car Wash)       | 946      | /V.F.P.        | \$20,746                   | \$22,466                   |
| <b>Office</b>   |          |                |                            |                            |
| General Office Building                                   | 710      | /T.S.F.G.F.A.  | \$11,125                   | \$12,047                   |
| Medical-Dental Office Building                            | 720      | /T.S.F.G.F.A.  | \$37,692                   | \$40,817                   |
| Government Office Building                                | 730      | /T.S.F.G.F.A.  | \$73,809                   | \$79,928                   |
| U.S. Post Office  | 732      | /T.S.F.G.F.A.  | \$94,622                   | \$102,466                  |
| Office Park   | 750      | /T.S.F.G.F.A.  | \$14,711                   | \$15,931                   |
| <b>Port/Industrial</b>                                    |          |                |                            |                            |
| Truck Terminal  | 030      | /T.S.F.G.F.A.  | \$5,655                    | \$6,124                    |
| General Light Industrial                                  | 110      | /T.S.F.G.F.A.  | \$7,519                    | \$8,142                    |
| General Heavy Industrial                                  | 120      | /T.S.F.G.F.A.  | \$1,618                    | \$1,752                    |
| Manufacturing   | 140      | /T.S.F.G.F.A.  | \$4,138                    | \$4,481                    |
| Warehouse   | 150      | /T.S.F.G.F.A.  | \$5,311                    | \$5,751                    |
| Mini-Warehouse  | 151      | /T.S.F.G.F.A.  | \$2,754                    | \$2,982                    |
| Utilities   | 170      | /T.S.F.G.F.A.  | \$7,147                    | \$7,739                    |

\* Abbreviations used in the "Unit" column:

T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area

T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area

V.F.P. = Vehicle Fueling Position

Note: all index adjustments per 3.17.050F