



# 2022 Fee Schedule Update Resolution 2022 – 02 Adopted March 24, 2022

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City of Stanwood, Washington  
Fee and Charges Schedule

The following rates, fees, and charges for various services provided, actions performed, or items sold by the City and/or its contract services providers, and fines levied against code violators, are hereby adopted:

## Section 1: Administration of Fee Resolution

This fee and charges schedule is subject to the following additional fees, conditions, and administration:

ADMINISTRATIVE FEE:	An administrative fee of 10% is added to all fees and charges listed herein whenever outside costs are incurred, except for outside costs incurred from a copying vendor that makes copies of documents for the City pursuant to a public records request.
OUTSIDE COSTS:	All outside costs shall be paid by the applicant as part of a permit application. Outside costs are generally all costs of services and materials billed to the City and shall include, but not be limited to, costs of publication and posting; attorney fees; filing fees; and reproductions costs; outside engineering, surveying and consultant services.
REIMBURSABLE COST RECOVERY:	The City reserve the right to recover all costs associated with corrective measures and enforcement actions taken by City staff, outside services or outside contractors hired by the City. Activities will be invoiced according to the hours of labor, equipment and materials to complete the work.
TECHNOLOGY FEE:	A technology fee of 5% is added to all fees and charges listed in Sections 3 and 4 herein to cover the costs of hardware, software and maintenance agreements. The 5% technology fee is not applied to outside costs as described above as they are already charged a 10% overhead fee.
DEPOSITS:	All deposits required in this resolution shall be held for a period not to exceed three (3) months from the date of the completion of the project to allow for all bills related to the event to be received by the City and billed against the deposit. When costs exceed the original deposit, an additional deposit shall be required; if the actual costs are below the deposit amount the excess funds shall be refunded.
REFUNDS:	Except as may be noted otherwise, fees and charges are non-refundable.
CONVENIENCE FEE	A 3.75% convenience fee is added to all non-utility credit and debit card transactions to cover the City's processing costs.

## Section 2: Hourly Rate Schedule

Fees for administrative review, which involves City staff time in excess of normal permit processing, and for any permit, or staff time, in which a fee is not established shall be as follows:

Department	Hourly Rate
<b>Community Development:</b>	
Community Development Director	\$86
Building Official	\$67
Economic Development and Marketing Manager	\$68
Senior Planner	\$62
Construction Inspector	\$55
Planner	\$56
Associate Planner	\$55
Permit Specialist	\$48
Administrative Assistant	\$51
<b>Executive Department</b>	
Administrative Assistant	\$51
<b>Engineering Department:</b>	
Public Works Director	\$90
Assist PW Director / City Engineer	\$87
Engineering Technician	\$60
Public Works Administrative Assistant	\$51
<b>North County Regional Fire Authority:</b>	
Fire Marshal	\$115
Fire Inspector / Emergency Manager	\$84
Engine / Ladder Crew	\$170
<b>Other:</b>	
Undesignated Staff	\$51

## Section 3: Land Use Fees and Charges

Depending on the project, multiple fees may apply. Check with the Community Development Department for the required fees.

<b>Permit Type / Activity</b>	<b>Fee</b>
<b>Adult Family Home</b>	\$75
<b>Administrative Decision, Modification, Adjustment</b>	\$100 First Application \$125 Each Additional Application
<b>Administrative Interpretation</b>	\$100
<b>Administrative Review (Outside or beyond permit process)</b>	Refer to Hourly Rate Schedule
<b>Annexations</b>	\$1,000
<b>Appeals</b>	\$500; Plus Cost Of Hearing If The Appeal Is Denied
<b>Binding Site Plans</b>	\$3,000; Plus \$300 Per Lot
<b>Building Permit Fees (Various)</b>	See Section 4
<b>Civil Construction - Plan Review</b>	
Residential Short Plat Developments 1-9 Units	\$1,500; Plus \$100 Per Lot For First Two Reviews; Plus Each Additional Review Will Be Charged Per The Hourly Rate Schedule; Plus Actual Costs Of Consultant Time If Applicable
Residential Subdivision Developments 10 or More Units	\$1,500; Plus \$150 Per Lot For First Two Reviews; Plus Each Additional Review Will Be Charged Per The Hourly Rate Schedule; Plus Actual Costs Of Consultant Time If Applicable
Commercial, Industrial and/or Multifamily Developments of 5+ Units:	\$5,000 For First Two Reviews; Plus Each Additional Review Will Be Charged Per The Hourly Rate Schedule; Plus Actual Costs Of Consultant Time If Applicable
Single Family and 2 Unit Duplex/Townhouse Developments:	No Fee; Costs Are Covered By Building Permit Fee

<b>Permit Type / Activity</b>	<b>Fee</b>
Multifamily 3- and 4-Unit Developments:	\$300 If Off-Site Improvements Are Required; No Fee If No Off-Site Improvements Are Needed
Consultant Fees	Applicants Shall Pay Actual Costs Of Charges
<b>Civil Construction -Inspection Fees</b> (Based on Valuation)	
\$0 - \$500,000	3.50% of Estimated Engineers Construction Cost <sup>2</sup>
Greater than \$500,000 <sup>1</sup>	2.00% of Estimated Engineers Construction Cost <sup>2</sup>
Government Facilities	Exempt <sup>3</sup>
Inspection Fee Footnotes:	
1. Minimum Inspection Fee \$19,500 and Maximum Inspection Fee \$60,000	
2. Includes Labor, Equipment, Materials, Overhead, and Profit	
3. "Government Facility" means a facility wholly or partially funded by tax dollars including government of the United States, the governments of the State of Washington, Snohomish county, the City of Stanwood, Regional Fire Authorities, Public Schools, Colleges, and Universities.	
<b>Comprehensive Plan Amendment Request Fee</b> (After Final Docket Approval)	\$1,500
<b>Conditional Use and / or Amendment Fee</b>	
Conditional Use	\$1,000; Plus Cost of Hearing
Conditional Use - Administrative	\$100
<b>Development Agreement</b>	\$2,000; Plus Cost of Hearing
<b>Docket Application</b>	Free
<b>Driveway Permit</b> (Driveway Expansions or Alterations)	\$80
<b>Encroachment Permit</b>	\$50 for New Structures; No Fee for Existing Structure Permitted before 2016
<b>Engineering Deviation Request</b> (Administrative)	\$100 First Application \$125 Each Additional Application

<b>Permit Type / Activity</b>	<b>Fee</b>
<b>Environmental Review – Critical Areas</b>	
Exemption (Non-Flood)	\$25
Exemption (Flood Areas)	\$50
Single Family / Duplex Critical Area Review	\$250
Subdivision (Short and Long Plats)/Multifamily / Commercial Critical Area Review	\$350
All Geotechnical Evaluations	\$350
Peer Review of Environmental Documents	\$3,000 Deposit Plus Actual Cost
<b>Fire Permits</b>	
Sprinklers – Plan Review	\$345
Sprinklers – Permit Fee	Based on Valuation
Fire Alarm – Plan Review	\$345
Fire Alarm – Permit Fee	Based on Valuation
Commercial Hood (Type I and II) – Plan Review	\$230
Commercial Hood (Type I and II) – Permit Fee	Based on Valuation
Other Fire Safety System – Plan Review	\$230
Other Fire Safety System – Permit Fee	Based on Valuation
Re-Inspections for corrections	\$115
Base Rate for Non- SFR Residential Projects Exceeding 9 Hours of Review Time:	Hourly Rate
<b>Fire Works Permit</b>	\$100
<b>Fire Works Stand Inspection</b>	No Charge
<b>Floodplain Certificate Development Permit</b>	Free
<b>Forest Practice Application Waiver</b>	\$800; Plus \$100 / Acre Over 5 Acres; Plus Cost of Hearing
<b>Franchise Agreements / Renewal Fees</b>	Hourly Cost Based On Hourly Rate
<b>Grading Plan Review</b>	
50 – 499 Cubic Yards	\$250
500 – 1,000 Cubic Yards	\$500
Over 1,000 Cubic Yards	\$750
Grading Permit Fee	No Fee; Costs Are Covered Under the Civil Construction Plan Review and Inspection Fee

<b>Permit Type / Activity</b>	<b>Fee</b>
<b>Hearing Examiner Costs</b>	
Public Hearing	\$3,000 Deposit Plus Actual Cost of Hearing
Reconsideration	\$200; Plus Actual Cost of Hearing
<b>Landscape Plan</b>	
Landscape Plan Review	\$400
Landscape Modification	\$200
Landscape Inspections	\$150
Landscape Re-Inspections	\$200 Per Re-Inspection
Consultant Peer Review (If Applicable)	Actual Cost
<b>Land Use Permit Fee</b>	
Land Use Permits (If Not Otherwise Listed Herein) Requiring a Public Hearing or Public Meeting	\$2,000 for First Two Reviews; Plus Each Additional Review Will Be Charged Per the Hourly Rate Schedule; Plus Actual Costs of Consultant Time
<b>Land Use Permit Fee</b>	Varies by Valuation:
Administrative Land Use Permits If Not Otherwise Listed Herein	Valuation: \$0 - \$5,000: \$125; Plus Actual Cost of Consultant Time
	Valuation: \$5,001 - \$15,000: \$250; Plus Actual Cost of Consultant Time
	Valuation: \$15,001 - \$30,000: \$500; Plus Actual Cost of Consultant Time
	Valuation: Over \$30,000 \$1,000; Plus Actual Cost of Consultant Time

<b>Permit Type / Activity</b>	<b>Fee</b>
<b>Land Use Permit Fee</b>	
General Information Meeting	No Fee
	\$100
Permit Extension	
<b>Lot Line Adjustment (Boundary Line Adjustment)</b>	\$950
<b>Mitigation Fees</b>	
Impact fees listed below are information only; applicants should verify actual fee amounts listed in the Stanwood Municipal Code Chapter 17.151, Public Facilities and Chapter 17.153, School Facilities.	
School	School Impact Fees Will Not Be Assessed For Any Project Approved After 5/31/2017; Any Impact Fees For Schools Noted In A Hearing Examiners Decision Will Still Be Collected.
Parks	
Single Family Residential	\$1,936 / Unit
Duplexes and 2 Unit Townhomes	\$1,148 / Unit
3 or 4 Unit Townhomes or Apartments	\$1,575 / Unit
5+ Multifamily Buildings or Complexes	\$1,293 / Unit
Commercial and Industrial	No Fee At This Time
Traffic	
Single Family Residential	\$3,523.39 / Unit
Duplexes and Townhomes	\$2,253.20 / Unit
Apartments	\$2,584.56 / Unit
Commercial and Industrial	\$368.17 / Average Daily Trip Or Per Traffic Study
Fire	
Single Family Residential	\$200 / Unit
Duplexes and Townhomes	\$150 / Unit
Apartments	\$150 / Unit
Commercial and Industrial	\$0.25 / Square Foot Of Building Area
Deferred Impact Fee Application	\$50
<b>Public Notice / Publications</b>	\$60 Per Required Publication; Plus Actual Costs if Greater
<b>Rezone / Amendment</b>	\$1,000



<b>Permit Type / Activity</b>	<b>Fee</b>
<b>Right-of-Way (ROW)</b> Underground Utilities Boring	\$150 Initial 100 LF \$150 Each Additional 1,000 LF
<b>Right-of-Way Permit Continued</b> Street Cuts	\$150; First 50 - 100 LF of Trenching \$40; Per Additional 100 – up to 1,000 LF; Plus \$18 Per 100 LF or Portion Thereafter
Utilities Poles	\$75 First 6 Poles; Plus \$10 Per Each Additional Pole
Residential Driveway	\$100
Commercial Driveway	\$150
<b>Right to Farm (Under 10 Acres )</b>	\$50
<b>Right to Farm (10 Acres or Over)</b>	\$100
<b>SEPA (State Environmental Policy Act)</b> Environmental Checklist – Non-Project Action Environmental Checklist – Development Permit Environmental Addendum Environmental Exemption Environmental Impact Statement	\$275 \$450 \$75 Free Direct Costs, Including: Consultant and Attorney Fees and Staff Time at Hourly Rate
<b>Shoreline Permits</b> Shoreline Substantial Development	Based on Valuation: \$500: Under \$100,000 Val. \$1,000: \$100K - \$250 Val. \$2,000: Greater than \$250 Val.
Shoreline Conditional Use Shoreline Variance	\$950; Plus Cost of Hearing \$950; Plus Cost of Hearing
<b>Sign Permit Plan Review</b> Monument* Freestanding* Gable* Wall and Projecting* Marquee, Awnings and Canopies*	\$100 \$100 \$100 \$100 \$100

<b>Permit Type / Activity</b>	<b>Fee</b>
A Board and Other Portable Signs	\$10
Temporary Promotional Display	\$25
Sign Permit Modification	\$10
Sign Permit Variance	\$65
*Building Permit Fees Are Also Required	
<b>Street Vacation</b>	\$350
<b>Subdivisions (2-9 Lots – Short Subdivision)</b>	\$3,600
<b>Subdivision (10+ Lots – Formal Subdivision)</b>	
Long Subdivision	\$7,000; Plus Cost of Hearing
PRD / PUD Subdivision	\$5,500; Plus \$250 Per Lot and Cost of Hearing
<b>Subdivision – Final Plat (Short &amp; Long Subdivisions)</b>	\$700; Plus \$125 Per Lot
<b>Subdivision – Plat Amendment (Short &amp; Long Subdivisions)</b>	Staff Time Per Hourly Rate Plus Cost of Hearing
<b>Temporary Structures / Use</b>	1 Hour of Staff Time Per Section 2: Hourly Rates
<b>Transportation Concurrency</b>	
Concurrency Evaluation	\$400; Plus Engineering and Consulting Fees
Concurrency Reconsideration	\$200; Plus Engineering and Consulting Fees
<b>Unclassified Use Determination</b>	\$1,000; Plus Cost of Hearing
<b>Variances</b>	
Administrative	\$600
Hearing Examiner Public Hearing	\$1,200; Plus Cost of Hearing
<b>Water and Sewer Availability</b>	
Site Specific Water and Sewer Availability Evaluation (Determination of Flow and Infrastructure Needs)	Actual Consultant Costs
Water Availability Letter Only	\$500
Sewer Availability Letter Only	\$500

<b>Permit Type / Activity</b>	<b>Fee</b>
<b>Wireless Communication Facility (WCF)</b> WCF and / or Small Cell Facility	\$2,000
<b>Zoning Text Amendment (After Final Docket Approval)</b>	\$800

## Section 4: Building Permit Fees

Building Permit Type / Activity	Fee
<b>Building Permit</b>	<p>Building Valuation Shall Be Based on the Building Valuation Data Sheet Released Annually in the May Issue of the Building Safety Journal Magazine Published by the International Code Council (ICC), Including the Regional Cost Modifier for Washington State.</p> <p>After Determining the Building Valuation, Building Permit Fees Shall Be Determined Using the Following Chart:</p>
<b>Building Valuation</b>	<b>Fee</b>
\$1.00 - \$500	\$25
\$501 - \$2000	\$25.00 for the first \$500; plus \$3.05 for each additional \$100.00 or fraction thereof up to and including \$2000.00
\$2,001 - \$25,000	\$69.25 for the first \$2,000; plus \$14.00 for each additional \$1,000.00 or fraction thereof up to and including \$25,000.00
\$25,001 - \$50,000	\$391.75 for the first \$25,000; plus \$10.10 for each additional \$1,000.00 or fraction thereof up to and including \$50,000.00
\$50,001 - \$100,000	\$643.75 for the first \$50,000; plus \$7.00 for each additional \$1,000.00 or fraction thereof up to and including \$100,000.00
\$100,001 - \$500,000	\$993.75 for the first \$100,000; plus \$5.60 for each additional \$1,000.00 or fraction thereof up to and including \$500,000.00
\$500,001 – 1,000,000	\$3,233.75 for the first \$500,000; plus \$4.75 for each additional \$1,000.00 or fraction thereof up to and including \$1,000,000.00
\$1,00,001 and up	\$5,608.75 for the first \$1,000,000; plus \$3.65 for each additional \$1,000.00 or fraction thereof

<b>Building Permit Type / Activity</b>		<b>Fee</b>	
<b>Plan Check Fee</b>		Plan Review Fees Shall Be Paid at the Time of Submitting Plans and Equal to 65% of the Building Permit Fee (Additional Fee – Not A Portion of the Building Permit Fee)	
<b>Commercial Mechanical &amp; Plumbing</b>		Fee is Based on Valuation of Plumbing and/or Mechanical Work; The Valuation Used for Building Permits (Shown Above) Shall Also Be Used For Determining the Fees for Commercial Mechanical & Plumbing Permits	
<b>Residential Mechanical &amp; Plumbing</b>		Base Fee of \$25; Plus Charges Identified in the Following:	
<b>Type of Fixture</b>		<b>Type of Equipment</b>	
Water Closet (Toilet)	\$15	Air Conditioner Unit	\$25
Bathtub	\$15	Boilers	\$20/\$30/\$40
Lavatory (Wash Basin)/Sink	\$15	Forced Air System	\$25
Shower	\$15	Wall Heaters	\$16
Kitchen Sink & Disposal	\$15	Unit Heaters	\$16
Dishwasher	\$15	Evaporative Coolers	\$15
Laundry Tray	\$15	Ventilation Fans	\$15
Clothes Washer	\$15	Refrigeration Unit	\$25
Water Heater	\$15	Range Hood	\$20
Urinal	\$15	Air Handling Unit	\$25
Drinking Fountain	\$15	Stove	\$40
Floor Drain	\$15	Fireplace and Chimney	\$25
Backflow Prevention	\$20	Gas Piping	\$15
Roof Drains (Rail Leaders)	\$15	Above Ground Tank	\$100
Vacuum Breaker	\$15	Underground Tank	\$75
Water Service Line	\$15		
<b>State Building Code Council Fee</b>		<b>Fee</b>	
Residential Building Permits		\$6.50 Per Permit, Plus an Additional Surcharge of \$2.00 for Each Residential Unit After the First Unit	
Commercial Building Permits		\$25 Per Permit, Plus an Additional Surcharge of \$2.00 for Each Residential Unit After the First Unit	

<b>Building Permit Type / Activity</b>	<b>Fee</b>
<b>Miscellaneous Permits</b>	<b>Fee</b>
<b>Certificate Of Occupancy</b> or Change of Occupancy	\$25; Fee May be Applied to Building Permit If Required
<b>Consultant Review</b> – Plan Check and /or Inspections by Outside Consultants	Actual Costs
<b>Deck, Carports, Ramps, Unheated Sunrooms, covered Porches, and Stairs</b>	\$15 per square foot per submittal
<b>Demolition Permits</b>	\$50 Shed \$150 Per Single Facility Residential Unit \$250 Per Multifamily Building \$250 Per Commercial / Industrial Building \$60 Other Not Listed
<b>Inspection</b> - For Which No Fee is Specifically Indicated	\$50 per hour; Minimum of ½ hour charge
<b>Mobile Home</b> – Base Fee	
Single Wide	\$200
Double Wide	\$300
<b>Re-Inspection</b> - When Access is Not Provided or Work Not Complete	Building Official Hourly Rate; Minimum of ½ Hour
<b>Revision Fees</b> – For Additional Plan Review or Inspections When the Work is Authorized by Permit Changes	Building Official Hourly Rate; Minimum of ½ Hour
<b>Unfinished Basements</b> – no heat, insulation and or sheetrock	\$20 a square foot

## Section 5: Animal Fees and Charges

<b>Activity</b>	<b>Fee</b>
Animal Shelters, Kennels, Pet Shops, Grooming Service License	\$175
Commercial Kennel License	\$175
Dog License – Altered Annual Fee	\$10
Dog License – Dangerous Annual Fee	\$200
Dog License – Potentially Dangerous Annual Fee	\$100
Dog License – Replacement Tag/License	\$10
Dog License – Unaltered Annual Fee	\$50
<b>Impoundment Fees</b>	<b>Fee</b>
Impoundment – Livestock (SMC 8.02.080)	\$500 (to include all city costs per animal – including room and board) and double for each impoundment of the same animal during any one-year period.
Impoundment – Small Animals (Dogs and Cats) (SMC 8.02.170)	\$235 Monday – Friday during regular business hours and \$412 for after-hours (plus license fee to include all city costs per animal) and double for each impoundment of the same animal during any one-year period.
<b>Violations &amp; Infractions</b>	<b>Fine</b>
Animal Control Civil Infraction Fine (SMC 8.02.490(2))	\$100 for first violation in 365 day period; \$200 for second violation in 365 day period.
Animal Control – 3 or More Violations in a 365 Day Period	Third or subsequent offenses of SMC 8.02 within a 365-day period shall be: A misdemeanor subject to jail term of not more than 90 days, a fine of not more than \$1,000 or both such fine and imprisonment.

## Section 6: Code Violations - Penalties

<b>Class A Violations</b>	<b>Fine</b>
Class A Code Violation – First Offense (SMC 13.01.045 & 8.02.490(1) re: 8.02.440 -.480)	\$250
Class A Code Violation – Second Offense (SMC 13.01.045 & 8.02.490(1) re: 8.02.440 -.480)	\$500, Within First Year of Violation
Class A Code Violation – Third Offense (SMC 13.01.045 & 8.02.490(1) re: 8.02.440 -.480)	\$1,000, Within First Year of Violation
<b>Class B Violations</b>	<b>Fine</b>
Class B Code Violation – First Offense (SMC 13.01.045 & 8.02.490(1))	\$50
Class B Code Violation – Second Offense (SMC 13.01.045 & 8.02.490(1))	\$250, within First Year of Violation
Class B Code Violation – Third Offense (SMC 13.01.045 & 8.02.490(1))	\$500, Within First Year of Violation
<b>Misdemeanors</b>	<b>Fine</b>
Violation Misdemeanor	A jail term of not more than 90 days, a fine of not more than \$1,000, or both such fine and improvement plus costs
Gross Misdemeanor	A jail term of not more than 364 days, a fine of not more than \$5,000 or both such fine and imprisonment plus costs
<b>Parking</b>	<b>Fine</b>
Civil Infraction Fine (SMC 10.46.135)	\$35
If Paid Within 10 Days	\$10
Handicapped Violation (SMC 10.46.115)	\$350
If Paid Within 10 Days	\$175



## Section 7: Utility Billing Fees & Charges

<b>Fees for Properties With Existing Services</b>	
<b>Water Disconnection</b>	<b>Fee</b>
Disconnection Fee – After Hours	\$150; Shut Off After 4:00 pm on Weekdays, Weekends, and Holidays
Disconnection Fee – Frequent	\$40; Shut Off More Than Once in a 12-Month Period
Disconnection – Regular	\$27.50
Meter Removal	\$150
<b>Water Re-Connection (After Disconnection)</b>	
<b>Water Re-Connection (After Disconnection)</b>	<b>Fee</b>
Connection Fee – After Hours	\$150; Turn on After 4:00 pm on Weekdays, Weekends, and Holidays
Connection Fee – Frequent	\$40; Turn on More Than Once in a 12-Month Period
Connection Fee – Regular	\$27.50
Meter Reinstallation	\$150
<b>Other</b>	
<b>Other</b>	<b>Fee</b>
Irregular Check Fee; Post Dated, Unsigned or Otherwise Not Acceptable for Bank Deposit	\$25
Lien Recording or Release	Actual Cost of Recording
Meter Read Outside Normal Cycle Requested by Customer	\$15
Returned for Non-Sufficient Funds Check Fee	\$25
Water Meter - Acts of Vandalism	Reimburse City for Actual Cost of Repairs

## Section 8: Sewer Fees & Charges

All sewer fees and charges shall be per Ordinance 1461. The fees listed below are provided for ease of use only. Refer to Stanwood Municipal Code Chapter 12.04 for all terms and conditions related to the rates.

### Monthly Sewer System Rates – Year 2019 - 2021

Classification	January 1, 2019		January 1, 2020		January 1, 2021	
	Base Rate	Incremental Rate	Base Rate	Incremental Rate	Base Rate	Incremental Rate
<b>Residential</b>						
Individually Metered	\$44.12	\$6.16	\$47.43	\$6.62	\$50.99	\$7.12
Master Metered	\$44.12 X No. Units	\$6.16	\$47.43 X No. Units	\$6.62	\$50.99 X No. Units	\$7.12
<b>Commercial</b>						
Light Commercial	\$44.12	\$6.16	\$47.43	\$6.62	\$50.99	\$7.12
Heavy Commercial	\$50.15	\$7.17	\$53.91	\$7.71	\$57.95	\$8.29
General Industrial	\$56.19	\$8.17	\$60.40	\$8.78	\$64.93	\$9.44

### Monthly Sewer System Rates – Year 2022 - 2024

Classification	January 1, 2022		January 1, 2023		January 1, 2024	
	Base Rate	Incremental Rate	Base Rate	Incremental Rate	Base Rate	Incremental Rate
<b>Residential:</b>						
Individually Metered	\$54.30	\$7.58	\$57.83	\$8.07	\$58.70	\$8.20
Master Metered	\$54.30 X No. Units	\$7.65	\$57.83 X No. Units	\$8.15	\$58.70 X No. Units	\$8.27
<b>Commercial:</b>						
Light Commercial	\$54.30	\$7.58	\$57.83	\$8.07	\$58.70	\$8.20
Heavy Commercial	\$61.72	\$8.82	\$65.73	\$9.40	\$66.72	\$9.54
General Industrial	\$69.16	\$10.06	\$73.65	\$10.71	\$74.76	\$10.67

**Sewer System Plant Investment Charge**

Service Connection Size	Equivalent Connection	Charge
Up to ¾ Inch	1	\$7,719
1 Inch	1.67	\$12,891
1 – ½ Inch	3.33	\$25,704
2 Inch	5.33	\$41,142
3 Inch	10	\$77,190
4 Inch	16.67	\$128,676
6 Inch	33.33	\$257,274
8 Inch	53.33	\$411,654

Note: Prior to January 1, 2019 and for all projects for which a complete application has been submitted or a letter of completeness has been issued for any development permit prior to January 1, 2019, the plant investment charge shall be \$6,476 for each equivalent connection.

**Sewer Service Connection Charge (New Connection Where No Service Has Been Previously Provided)**

Activity	Fee
Base Connection Fee	\$50
Service Connection Charge	
Single Family Residence (Including Mobile Homes)	\$500
Duplex (2- Dwelling Units)	\$750
Triplex (3 – Dwelling Units)	\$1,000
Multifamily (4 + Units)	\$1,000; Plus \$250 Per Unit
Commercial (6 Inch Service Connection)	\$1,000
Connections Other Than 6 Inches	Determine by Public Works Director

**Users of High Strength Waste**

The City shall have the right to charge an additional monthly sewer service charge for a high strength waste, which is defined as one with pollutant concentrations in excess of typical domestic wastewater. A surcharge is appropriate for waste strength conditions including, but not limited to, a total five-day biochemical oxygen demand and/or suspended solids concentration in excess of 300 milligrams per liter. The Public works Director will recommend to the City Council an appropriate monthly surcharge.

**Low Income Senior and Low Income Disabled Rate**

Contact the City regarding eligibility discounts.

## Section 9: Water Billing Fees & Charges

All water fees and charges shall be per Ordinance 1461. The fees listed below are provided for ease of use only. Refer to Stanwood Municipal Code Chapter 12.16 for all terms and conditions related to the rates.

### Monthly Water System Rates

		Jan 1, 2019	Jan 1, 2020	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023	Jan 1, 2024
Meter Size (Inches)	Quantity Allowed (Hundreds of Cubic Feet Per Mo.)	Base Monthly Rate	Base Monthly Rate	Base Monthly Rate	Base Monthly Rate	Base Monthly Rate	Base Monthly Rate
¾ Inch	6	\$28.21	\$29.06	\$29.93	\$30.83	\$31.75	\$32.23
1 Inch	10	\$47.09	\$48.50	\$49.96	\$51.46	\$53.00	\$53.80
1 – ½ Inch	20	\$93.91	\$96.73	\$99.63	\$102.62	\$105.70	\$107.28
2 Inch	40	\$150.31	\$154.82	\$159.46	\$164.25	\$169.18	\$171.71
3 Inch	80	\$286.99	\$290.45	\$299.16	\$308.14	\$317.38	\$322.14
4 Inch	150	\$470.07	\$484.17	\$498.70	\$513.66	\$529.07	\$537.00

### Water Charges for Consumption in Excess of Quantity Allowed

All amounts in excess of quantity allowed, unless included in the monthly minimum base charge shall be charged at the following rate per each 100 cubic feet over the base quantity allowed:

	Jan 1, 2019	Jan 1, 2020	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023	Jan 1, 2024
Incremental Rate	\$3.69	\$3.80	\$3.91	\$4.03	\$4.15	\$4.22

### Water Service Outside City Limits

Rates for services outside the City of Stanwood shall be city rates as adopted, plus 45 percent.

### Water System Plant Investment Charge

Service Connection Size	Equivalent Connection	Charge
Up to ¾ Inch	1	\$6,912
1 Inch	1.67	\$11,543
1 – ½ Inch	3.33	\$23,017
2 Inch	5.33	\$36,841
3 Inch	10	\$69,120
4 Inch	16.67	\$115,223
6 Inch	33.33	\$230,377
8 Inch	53.33	\$368,617

Note 1: Prior to January 1, 2019 and for all projects for which a complete application has been submitted or a letter of completeness has been issued for any development permit prior to January 1, 2019, the plant investment charge shall be \$5,280 for each equivalent connection.

**Water System Plant Investment Charge – Additional Charge For Cedarhome Benefit Area**

Service Connection Size	Equivalent Connection	Charge
Up to ¾ Inch	1	\$2,570
1 Inch	1.67	\$4,292
1 – ½ Inch	3.33	\$8,558
2 Inch	5.33	\$13,698
3 Inch	10	\$25,700
4 Inch	16.67	\$42,842
6 Inch	33.33	\$85,658
8 Inch	53.33	\$137,058

Note: This fee is an additional charge to the Cedarhome Benefit District and is additive to the regular Water System Plan Investment Charge noted above.

**Other Water Service Fees:**

**Hydrant Use Fee:**

Persons may request to draw water from the public works yard hydrant on a daily pay per use basis. Such use shall require a use fee of \$50.00 per day and allow up to 5,000 gallons or 668.4 cubic feet of water withdrawal. Water withdrawal over 5,000 gallons or 668.4 cubic feet per day shall be charged an added \$5.34 per each additional 100 cubic feet or any portion thereof.

**Water Service Connection Charge (New Connection Where No Service Has Been Previously Provided)**

Activity	Fee
Base Connection Fee	\$50
Service Connection Charge	
¾ Inch or Smaller (SFR)	\$600
1 Inch (MF & Com)	\$700
1 – ½ Inch (MF & Com)	\$2,000
2 Inch (MF & Com)	\$2,500
Greater Than 2 Inch	Determined by Public Works Director

**Large Seasonal Users**

Large seasonal users shall pay a demand and / or consumption charge, which shall be determined by the Public Works Director at such time as a potential large seasonal user applies for water service.

**Low Income Senior and Low Income Disabled Rate**

Contact the City regarding eligibility discounts.

## Section 10: Drainage Fees & Charges

All drainage fees and charges shall be per Ordinance 1461. The fees listed below are provided for ease of use only. Refer to Stanwood Municipal Code Chapter 12.12 for all terms and conditions related to the rates.

### Bi - Monthly Drainage System Rates

Classification	Effective Jan 1, 2019	Effective Jan 1, 2020	Effective Jan 1, 2021	Effective Jan 1, 2022	Effective Jan 1, 2023	Effective Jan 1, 2024
Single Family Residence	\$28.39	\$34.78	\$42.60	\$46.54	\$50.85	\$54.03
Multi-Family Residential Per ERU (3,500 sf)	\$28.39	\$34.78	\$42.60	\$46.54	\$50.85	\$54.03
Non-Residential Per ERU (3,500 sf)	\$28.39	\$34.78	\$42.60	\$46.54	\$50.85	\$54.03

### Drainage Plant Investment Charge

Prior to January 1, 2019, and for all projects for which a complete application has been submitted or a letter of completeness has been issued for any development permit prior to January 1, 2019:	
Capital Cost Per ERU	\$802.00
After January 1, 2019:	
Capital Cost Per ERU	\$1,414.00

### Drainage Service Connection Charge (New Connection Where No Service Has Been Previously Provided)

Activity	Fee
Base Administration Fee	\$50
Base Connection Fee – All Permit Types	\$200

### Drainage Fees and Charges for Property Outside City Limits

When property outside of the city is served by storm sewers, drainage ditches, drainage channels, or pumping facilities, charge for such drainage services, filing of liens or other fees or charges covered in this chapter shall be payable at the rate of 150 percent of the applicable charge or rate of service within the City.

### Low Income Senior and Low Income Disabled Rate

Contact the City regarding eligibility discounts.

## Section 11: Special Events, Banner Hanging Fee & Other Events

<b>Activity</b>	<b>Fee</b>
Application Fee	\$50
Banner Hanging Fee (See Policy Below)	\$180
Off Duty Police When Need Is Determine by Police Chief (See Policy Below)	\$50 an Hour Per Officer \$60 an Hour For Traffic Control
Overtime For Police When Need Is Determined By Police Chief (See Policy Below)	\$56 an Hour For On-Duty Officer
<p>City Policy:</p> <ol style="list-style-type: none"> <li>1. The event sponsor shall pay the cost of off duty police and overtime for police as determined by the Stanwood Police Chief.</li> <li>2. The City will cover the cost of Public Works and Community Development employees work created by the special event if during normal work schedule, over time will be billed to the applicant.</li> <li>3. For special events which request City contribution, the City will sponsor 75% of the cost of the Banner Hanging Fee when the event: 1) is held in the City and 2) attracts the general public to the commercial areas.</li> </ol>	

## Section 12: Business Licenses, Temporary Merchants & Fireworks

<b>General Business License</b>	<b>Fee</b>
Business License	\$50; City of Stanwood Business Licenses Are Administrated By the Washington State Department of Revenue (DOR) Business Licensing Services. See <a href="http://bls.dor.wa.gov/">http://bls.dor.wa.gov/</a> to Obtain a License. DOR Information Line: 1-800-451-7985
<b>Taxicabs</b>	
	<b>Fee</b>
Taxicab Operator License	\$50 Plus Cost of Background Check
Per Vehicle Fee	\$25
Per Driver Fee	\$25
<b>Temporary Merchants Licensees</b>	
Charitable Solicitations	\$45
Mobile Unit Vending	\$45
Peddlers & Solicitors (Per Person)	\$20
Temporary Merchant	\$35

## Section 13: Public Records Act – Related Fees (Copying, Faxing & Transmission)

Activity or Item	Fee
Electronic files	Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service or other means of electronic delivery.
Photocopies or Printed Copies	Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment of photocopy public records.
Scanning	Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records.
Storage Devices	The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.
Transmission of Electronic Files	The cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The agency shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations.
Customized Electronic Access or Data Fee	A customized service charge to recover actual costs for requests that require information technology expertise to prepare data or provide customized electronic access.

## Section 14: Miscellaneous Fees

Activity or Item	Fee
Postage	Actual Costs
Copies	Fifteen Cents per Page (8.5 x 11 or 11x17) Six Cents Per Square Foot for Plotter Paper



## Section 15: Athletic Field Rental Fees and Charges

The City adopted athletic field rental fees and charges via Resolution 2013 - 03 and then subsequently updated those fees in 2017. Fees are updated annually

Church Creek Park resident = Stanwood Camano School District Boundaries

Heritage Park resident = Snohomish County Residents including Camano Island

<b>FIELD USE RATE: REGULAR SEASON – GAMES and PRACTICES</b>		
ATHLETIC FIELD	YOUTH	YOUTH SELECT, ADULT, NON-RESIDENT
Baseball/Softball Fields	\$5.00 per hour	\$15.00 per hour
Soccer Field *	\$5.00 per hour	\$15.00 per hour
Lacrosse Field*	\$5.00 per hour	\$15.00 per hour

\*2 teams on 1 field max for hourly rate; if scheduling 3 or more teams on 1 field add either \$5 or \$15 per additional team.

<b>FIELD USE RATE: TOURNAMENT, CAMPS, and COMMERCIAL</b>		
	YOUTH	YOUTH SELECT, ADULT, NON-RESIDENT
Reservations	\$300.00 per day \$200 Refundable Damage Deposit	\$450.00 per day \$200 Refundable Damage Deposit
Cancellation Refund	\$100.00 of the Field Use Fee \$200 Damage Deposit	\$250.00 of the Field Use Fee \$200 Damage Deposit

<b>OTHER FEES</b>		
Energy Rate	\$5.00 per hour	
PW Crew (i.e. open park early, clean up and repairs)	\$50.00 per hour with 2 hour minimum	
Litter – Garbage Control	\$50.00 per hour Users will be held responsible for excessive litter and garbage left after games and practices by participants and spectators.	
Church Creek Park Covered Picnic Area	Resident \$30.00 ½ day 9:00am - 2:00pm or 3:00pm - Close	Non-Resident \$50.00 ½ day 9:00am - 2:00pm or 3:00pm - Close
* To reserve the picnic shelter visit the city's website at <a href="http://www.ci.stanwood.wa.us/reservations">http://www.ci.stanwood.wa.us/reservations</a>		

\* Fees subject to change

\* City sponsored events may have all or partial fees waived

Priority for Youth Recreational Sports during the "Traditional Season" applies.

Baseball/Softball	Mid Feb – June w/post season tournament in July
Lacrosse	Mid Feb – May w/post season tournaments in
Soccer	June Mid Aug – Mid November
Football	Mid Aug – Mid November

**CANCELLATION FEES**

Regular Season:

- 20 days or more Full Refund
- 19 days or less No Refund

Tournament, Camps, and Commercial:

- See above for refund amount for tournaments, camps and commercial reservations

**Section 16: Police Department Fees and Charges**

<b>PERMIT, LICENSE OR SERVICES</b>	<b>FEES</b>
Concealed Pistol License - New	\$49.25
Concealed Pistol License - Renewal	\$32
Concealed Pistol License – Late Renewal	\$42
Parking Permits	\$20
Fingerprints	\$17.00 / Two Cards



# Park Impact Fee Methodology Study February 2022

## Introduction

The Growth Management Act requires cities to plan and provide parks and recreation facilities that are adequate to accommodate growth. In 2018 the City of Stanwood adopted their Parks, Recreation and Open Space (PROS) Plan that includes a vision for a future parks department and priorities for park development. The application of Park Impact Fees (PIF) is one financial tool available to cities to help facilitate the implementation of the PROS plan.

RCW 82.02.050 authorizes cities to impose an impact fee on new residential developments as part of the financing of park facilities. Park impact fees are one-time payments imposed on new residential developments to cover a portion of their impact on Stanwood's park system.

The purpose of the Park Impact Fee is for new development to share in the development and acquisition costs of facilities that new residents will be using.

### What are Impact Fees?

Impact fees are **one-time charges** assessed by a local government against a new development project to **help pay for new or expanded public facilities** that will directly address the increased demand for services **created by that development.**

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Fees are charged at the time of building permit issuance and are used to pay for new or redevelopment park and recreational facilities in the City of Stanwood. Fees can only be used on system improvements included in the City's adopted six-year Capital Improvement Plan (CIP) as listed in the Comprehensive Plan.

The purpose of this report is to document the process that the City used to calculate its 2022 Park Impact Fee.

## Methodology

The City adopted its PIF methodology in 1993 (Ordinance 886) as a way to help fund needed park related capital improvements. Using this same formula, the fee has been updated over the years to account for changing project priorities and development cost.

Park Impact Fee Formula:

$$PIF = \frac{C \times S \times U \times A}{P}$$

Where:

“C” means the average cost per acre for land appraisal and acquisition plus an average development cost.

“S” means the parks standard of 5 acres per 1,000 residents for parks.

“P” means 1,000 people.

“U” means the average number of occupants per dwelling unit.

“A” means an adjustment of rate portion of anticipated tax revenues resulting from a development that is proportional to system improvements.

The “A” adjustment factor of 40% was established in 1993 as part of their financial analysis at the time: meaning the City adjusts the rate based on an estimate of future expected tax revenues related to the development.

In 2017, after nearly twenty years of applying an out of date impact fee, the City updated its PIF and in that process amended the formula to represent half of the impact fee generated by applying the above listed formula. This policy direction changed the formula as follows:

$$PIF = \left[ \frac{C \times S \times U \times A}{P} \right] \times 0.50$$

To update the PIF using 2022 data, the City has applied a multistep process based off of the formula adopted in 1993. This process includes using the updated 2022-2027 Park CIP list, new construction cost estimates, and updated housing demographics.

The fee calculation process below does not include dividing the resulting fee in half per the Council’s 2017 policy. By applying a growth factor to the construction costs, the PIF update results in a fee that provides a clear nexus between future growth and need; and it does not need to be arbitrarily divided in half to meet the “reasonableness” test.

## 2022 Park Impact Fee Calculation

The following section provides a step by step process used by the City of Stanwood to update the 2022 Park Impact Fee.

### Step 1: 2022 – 2027 Park Capital Improvement Plan (CIP)

Each year the City Council updates a Capital Improvement Plan; part of that plan includes a project list and projected costs over a six year period. Below is the 2022-2027 Park CIP.

Step 1: 2022-2027 CIP

Capital Improvement Plan 2022-2027 Project Costs							
Project Name	Total 2022-2027	2022	2023	2024	2025	2026	2027
Port Susan Trail	\$4,897,000	\$1,554,000	\$1,338,000	\$200,000	\$1,805,000	\$-	\$-
Heritage Park	\$900,000	\$100,000	\$200,000	\$100,000	\$250,000	\$250,000	\$-
Hamilton Park	\$1,090,000	\$90,000	\$1,000,000	\$-	\$-	\$-	\$-
Ovenell Park	\$2,305,000	\$200,000	\$250,000	\$355,000	\$1,500,000	\$-	\$-
Johnson Farm Park	\$350,000	\$-	\$-	\$-	\$-	\$350,000	\$-
Church Creek Park	\$866,750	\$455,000	\$-	\$-	\$-	\$82,350	\$329,400
Downtown Park	\$1,340,000	\$340,000	\$-	\$1,000,000	\$-	\$-	\$-
<b>Total:</b>	<b>\$11,748,750</b>	<b>\$2,739,000</b>	<b>\$2,788,000</b>	<b>\$1,655,000</b>	<b>\$3,555,000</b>	<b>\$682,350</b>	<b>\$329,400</b>

**Step 2: Remove Non-Park Impact Eligible Projects From the Adopted CIP List**

In reviewing the 2022-2027 project list, there are several projects that contain non-eligible project elements or grant funding that should be removed from the calculation of eligible costs. As such the CIP list has been adjusted as follows:

**New 2022-2027 CIP Grant Deductions (Non-Eligible Costs)**

Project Name	Total 2022-2027	Park Impact Fee Grant Debits					
		2022	2023	2024	2025	2026	2027
<b>Port Susan Trail</b>							
Dept of Commerce	\$727,160	\$727,160					
RCO	\$948,000	\$448,000			\$500,000		
State Ped/Bike Program	\$2,416,750		\$305,000	\$1,700,000		411,750	
<b>Heritage Park</b>	\$0	\$0	\$0	\$0	\$0	\$0	0
<b>Hamilton Park</b>	\$0						
RCO	\$500,000		\$500,000				
<b>Ovenell Park</b>	\$0						
RCO	\$500,000				\$500,000		
<b>Johnson Farm Park</b>	\$0	0	0	0	0	\$0	0
<b>Church Creek Park</b>	\$0	\$0	0	0	0	\$0	\$0
<b>Downtown Park</b>	\$0						
Dept of Commerce	\$200,000	200000					
<b>Total:</b>	<b>\$5,291,910</b>	<b>\$1,375,160</b>	<b>\$805,000</b>	<b>\$1,700,000</b>	<b>\$1,000,000</b>	<b>\$411,750</b>	<b>\$0</b>

Once the deducts are determined, those costs are then subtracted from the 2022-2027 CIP cost by project to determine eligible CIP costs.

PIF Eligible Costs =  
6-Year CIP – Grants

Project	Eligible PIF Cost
Port Susan Trail	\$805,090
Heritage Park	\$900,000
Hamilton Park	\$590,000
Ovenell Park	\$1,805,000
Johnson Farm Park	\$350,000
Church Creek Park	\$866,750
Downtown Park	\$1,140,000
<b>Total:</b>	<b>\$6,456,840</b>

**Step 3 A: Calculate Construction and Acquisition Costs - “C” Factor in Formula**

Using the revised project list and project costs, the next step is to determine the development and acquisition costs per acre as provided below.

Project	Eligible PIF Costs	Acres or Fixed	Development Cost/Acre
Port Susan Trail	\$805,090	9 Acres	\$89,454.44
Heritage Park	\$900,000	44.05 Acres	\$20,431.33
Hamilton Park	\$590,000	2.84 Acres	\$207,746.48
Ovenell Park	\$1,805,000	17.65 Acres	\$102,266.29
Johnson Farm Park	\$350,000	15 Acres	\$23,333.33
Church Creek Park	\$866,750	15.39 Acres	\$56,319.04
Downtown Park	\$1,140,000	0.11 Acres	\$125,400.00
<b>Total:</b>	<b>\$6,456,840</b>		<b>\$624,950.91</b>

### Step 3 B: Apply the Proportionate Share Factor to the Construction Cost Figure

To address the nexus issue between parks needed for new growth versus the needs of the existing population, a multiplier has been applied to the construction cost formula that reflects the expected percent of projected growth. The theory is that existing development pays X% of the construction / acquisition costs associated with the adopted Park Capital Improvement Plan and new growth pays the remaining X% of the cost.

Per the 2015 Comprehensive Plan, the City & Urban Growth Area are expected to grow from 7,187 people to 11,085. This is a difference of 3,898 people or 35% of the 2035 expected population. Applying the concept that the fee should reflect the cost to new development only, the estimated future development costs are multiplied by 35% to get the cost attributed to new growth.

Applying the growth factor of 35% to the 2022-2027 CIP construction costs results in the following “C” factor in the formula. Note that there are no acquisition costs in this update as there are no proposed property acquisitions within the 6-year CIP planning horizon.

Proportionate Share Calculation	Development Cost / Acre
Total PIF Eligible Construction Costs:	\$624,950.91
Growth Factor	35%
<b>Construction Cost Attributed to New Growth</b>	<b>\$218,732.82</b>

### Step 3 C: Update the “U” Factor in Formula

Since the last update, the Office of Financial Management (OFM) has provide the City with updated data on the number of persons per household (PPH). This number is the “U” in the formula and referred to as: average occupancy rate.

The 2017 PIF Formula only included two housing types: single family residential and multifamily residential. By applying the updated OFM occupancy rate by structure, more housing types have been added. This creates an impact fee that is more responsive to the impacts associated with different housing types. The following OFM occupancy rates have been applied to the formula as follows:

Persons Per Household Data

Unit Type	2021 PPH
Single Family Residence	2.95
2 Unit Duplex / Townhome	1.75
3 & 4 Unit Townhomes	2.4
5+ Multifamily Complexes	1.97

**Step 4: Apply the Adopted City Formula**

The City currently has a 40/60 percent ratio applied to the proportionate share adjustment figure: or “A” in the formula. Using the adopted City formula with the 40% adjustment factor the Park Impact Fee is calculated as follows:

$$PIF = \frac{C \times S \times U \times A}{P}$$

- C = Average Development and Acquisition Cost per Acre = \$188,739
- S = Level of Service Standard: 2.5 acres per 1,000 residents for each neighborhood and community parks = 5.0 acres per 1,000 residents
- P = 1,000 (People)
- U = Average Occupancy: 2.95 / SFR, 1.75 Duplex, 2.4 3&4 Unit Townhouses and 1.97 MFR (These are updated numbers based on the Comprehensive Plan and Office of Financial Management’s 2021 population projections for Stanwood).
- A = Adjustment Rate of 60%

$PIF = \frac{C \times S \times U \times A}{P}$
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- C = Average Development and Acquisition Cost per Acre \$218,732.82
- S = Adopted Level of Service Standard 5
- U = Average Occupancy by Unity Type Varies
- A = Adjustment Factor Adopted by City Council 60%
- P = 1,000 Persons 1,000

Single Family Residential	PIF = (\$218,732.82 X 5 X 2.95 X .60)/1,000	\$1,935.79
2 Unit Duplex / Townhome	PIF = (\$218,732.82 X 5 X 1.75 X .60)/1,000	\$1,148.35
3 & 4 Unit Townhomes	PIF = (\$218,732.82 X 5 X 2.4 X .60)/1,000	\$1,574.88
5+ Multifamily Complexes	PIF = (\$218,732.82 X 5 X 1.97 X .60)/1,000	\$1,292.71