

From: [Lucy Temple](#)
To: [Paulo Lopez](#); ["Matthew Grugan"](#); [Sebastian Lew](#)
Cc: [Ben Annen \(bannen@hlacivil.com\)](#); [Mike Engelhart](#); [Robert Omans](#)
Subject: T-Mobile Pre-Application Re-cap
Date: Wednesday, March 20, 2019 1:21:00 PM
Attachments: [19-0320_Pre-App Meeting Re-cap_Fnl.pdf](#)
[1_CEMC17.150_ORD1550-Staff Time.pdf](#)
[2_Consultant Rates-2019.pdf](#)
[3_T Mobile Pre App Invoice 31419.pdf](#)
[4_2016 Fee Schedule.pdf](#)
[5_2019 Fee Schedule.pdf](#)

Hello Paulo, Matthew, and Sebastian,

I have attached the pre-application review meeting re-cap document for your records. The Re-cap package includes the following:

1. Meeting Re-cap
 - a. We don't have the concrete quantity estimate, so the building permit fees were not estimated in this document. If you'd like an estimate, please provide the estimate numbers detailed in the meeting re-cap document to Rob Omans, our Building Official at robert@cityofcleelum.com
2. Ordinance 1550, including staff time
3. Consultant Rates
4. **Pre-Application Meeting Invoice**
 - a. Please arrange payment through our Treasurer, Robin Newcomb at robin@cityofcleelum.com
5. 2016 Fee Schedule
6. 2019 Fee Schedule

Please let me know if you have any comments or edits to the narrative.

We look forward to working with you through the permitting process. Enjoy your day!

Lucy Temple, Planner



119 West First Street
Cle Elum, WA 98922
(509) 674-2262 x102
www.cityofcleelum.com



SUMMARY OF PRE-APPLICATION REVIEW MEETING

CEMC 17.100.050(D)

T-Mobile Tower Pre-Application Meeting March 13, 2019

This is a pre-application meeting summary with estimates and draft projections based upon the amount of information the City has been provided. Formal review of the project and associated mitigation or required actions will take place once applicable project applications are received.

1. Summary of the application;

Application

The applicant, the SAC Wireless, submitted a Pre-Application Review (CEMC 17.100.050) application via email on February 21, 2019.

The applicant proposes to construct a telecommunication tower on a City-owned parcel.

Pre-Application Review Meeting

The Pre-Application Review took place at 1:00 pm on March 13, 2019 with the following attendees:

- Applicant (via phone)
 - Paulo Lopez, SAC Wireless
 - Sebastian Lew, T-Mobile
 - Matt Grugan, Vertical Bridge
- City of Cle Elum
 - Rob Omans, Administrator/Building Official
 - Lucy Temple, Planner
 - Mike Engelhart, Public Works Director

2. Identify the relevant approval criteria, development standards and other relevant laws and policies;

The review for the proposed telecommunication tower will follow a Type III permitting process, which can be reviewed within CEMC 17.100, Project Permit Procedures, and will generally follow the procedures below:

- Pre-Application Meeting (CEMC 17.100.050) – March 13, 2019
- State Environmental Policy Act (SEPA) Checklist

- (please download from the Washington State Department of Ecology's [SEPA webpage](#))
- A combined application package submitted for the following permits:
 - Site and Design Review (CEMC 17.76) for site development and construction
 - Conditional Use Permit ([CEMC 17.16.030](#) - zoning, [CEMC 17.80](#) - CUP) for a Conditional Use within the Residential zone
 - Variance ([CEMC 17.85](#)) for tower height

The combined application should include individual applications and any information that is required by that application. If information, such as a site plan is duplicated between application requirements, only one copy of that item needs to be submitted.

Once staff has reviewed applications and accompanying application fees have been received, the applications will be reviewed for completeness (CEMC 17.100.060). Staff will consolidate permit review processes to increase efficiency and produce a single combined staff report ([CEMC 17.100.040\(B\)](#)).

- When the application is determined complete, the application materials will be reviewed per the criteria and standards found in, or elsewhere in the code as applicable:
 - Site & Design Review
 - [CEMC 17.76.040\(F\)](#) *Criteria for Design Review Approval*
 - [CEMC 17.76.050](#) *Supplementary development standards.*
 - Conditional Use Permit
 - [CEMC 17.80.050](#) *Criteria for granting Conditional Use Permits*
 - [CEMC 17.80.060](#) *Special Conditions* (if applicable)
 - Variance
 - [CEMC 17.85.040](#) *Criteria*
 - SEPA rules ([RCW 43.21C](#), [WAC 197-11](#))
- Building Permit

The applicant is advised to submit the building permit application after Planning Commission approval of the other permits. The building permit must meet all requirements of the International Building Code 2015 as adopted by the City. Specifically, the City requests information related to the following:

- Fencing, diesel generator
- Quantity of concrete (cy or cf) for (1) pole foundation ; and (2) quantity per slab
 - This will assist with permit fee estimation

3. Evaluate information supplied by the applicant and identify any changes that may be necessary to comply with the approval criteria and development standards;

- No changes are required at this time.
- Subsequent application processes may reveal the need for further information.

4. Applicable application fees*;

The table below lists projected fees. Note that if you submit your applications after 3/28/19 the Variance fee will be increased by \$100, per the 2019 Fee Schedule, which will become official on that date. No other fees should increase. Per the 3/13/19 pre-application review, the building permit fees will be estimated based upon concrete quantities discussed in #2 above.

| T-Mobile Application Fees | | |
|--------------------------------------|--------------------------|----------------------------|
| Permit/Action | Before 3/28 ² | on/after 3/28 ³ |
| Pre-Application Meeting ¹ | \$206.09 | \$206.09 |
| Site & Design Review | \$350.00 | \$350.00 |
| Conditional Use Permit | \$525.00 | \$525.00 |
| Variance | \$500.00 | \$600.00 |
| SEPA Checklist | \$800.00 | \$800.00 |
| Posting/Mailing | \$175.00 | \$175.00 |
| SUBTOTAL | \$2,556.09 | \$2,656.09 |
| Building Permit | TBD | TBD |
| TOTAL FEES | | |

Please also note that per CEMC 17.150 (Ordinance 1550), the Applicant will be responsible for reimbursing the City for staff and/or the costs of consultants, should consultants be required. Exhibit B of the attached ordinance contains the City Staff hourly rates (including benefits).

The estimate of consultant time for the applications required for this project are attached. The following consultant positions may be required: Licensed Principal Engineer, Licensed Professional Engineer, Senior Planner, and Word Processing Technician.

¹ Please find the invoice for the March 13, 2019 Pre-Application Review Meeting attached.

² See attached 2016 Fee Schedule. ³ See attached 2019 Fee Schedule.

5. Public facilities and improvements necessary to serve the development;

- **Roadway improvements**
 - Grading, acceptable base, crushed surfacing maintained by VB
 - From edge of asphalt to tower with space for parking/routine maintenance
 - VB will reach out to landowner, Sean Northrup (206-459-3490, sean@trailsidehomes.com)
- **Gates**
 - The Applicant will install a shared access tamper-proof gate at a location determined by the City near the western end of the access road.
 - The City *recommends* an additional gate on the east end of the access road, which would be between the private landowner mentioned above and the Applicant.

- **Signage**
 - All signage beyond the footprint of the leased project site will be under the direct approval of the City.
- **Traffic**
 - The applicant will need to submit a summary of when, what type, and duration of stay for any vehicles accessing the site, both during and after construction. This information can be included in the application narrative.
- **Lease**
 - signed by 2/26 (preferably by 2/21 with a scan to Lucy Temple)
- Additional requirements may be determined during the review process.

6. Current utility connection charges

- NA – no City utilities required, nor planned.

7. Physical development limitations.

- Road and steep slopes
 - Site access is via a narrow, unimproved gravel road surrounded by steep slopes without safe turnaround space.
- Neighborhood access
 - The site's access road is currently accessed via a steep and winding and quiet dead-end neighborhood street. Presence of any commercial vehicles is apparent to neighbors. Traffic impacts (number of vehicles, speed, and vehicle noise including back-up buzzers) must be minimized to the extent practicable.

**CITY OF CLE ELUM
WASHINGTON**

ORDINANCE NO. 1550

**AN ORDINANCE OF THE CITY OF CLE ELUM,
WASHINGTON, ESTABLISHING CHAPTER 17.150 CEMC;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING
AN EFFECTIVE DATE**

WHEREAS, the City wants to encourage responsible development within the city; and

WHEREAS, the City has experienced an increase in development activity within the city resulting in increased staff time needed for the processing of development applications; and

WHEREAS, it is important for the City's financial viability to obtain monetary contributions from developers for the City's costs in processing development applications; and

WHEREAS, the City desires for developers to pay for the cost of staff and consultant time in reviewing and analyzing development applications as set forth herein.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DO ORDAIN AS FOLLOWS:

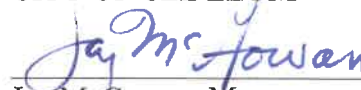
Section 1. Chapter 17.150 CEMC ("Land Use Development Proposals"). Established. The Cle Elum City Council hereby establishes Chapter 17.150 as attached hereto as Exhibit A and Exhibit B.

Section 2. Severability. Should any portion of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE
12th DAY OF February, 2019.

CITY OF CLE ELUM



Jay McGowan, Mayor

ATTEST/AUTHENTICATED:

A handwritten signature in blue ink, appearing to read "Kathi Swanson", is written over a horizontal line.

Kathi Swanson, City Clerk

Approved as to form:

Alexandra L. Kenyon, City Attorney

Filed with the City Clerk: 2/12/19

Passed by the City Council: 2/12/19

Date of Publication: 2/20/19

Effective Date: 2/6/19

Chapter 17.150

LAND USE DEVELOPMENT PROPOSALS

Sections:

17.150.010 Purpose.

17.150.020 Definitions.

17.150.030 Application fees.

17.150.040 Application processing costs – Deposit required.

17.150.050 Review rates and costs.

17.150.060 Fees.

17.150.070 Use of consultants.

17.150.010 Purpose.

The purpose of this chapter is to assure that applicants of all land development proposals pay the city costs associated with the review and processing of the proposals and to provide procedures for administering said costs.

17.150.020 Definitions.

- A. “Director” means the planning director for the city of Cle Elum, Washington.
- B. “Flat fee permits” means permits or services for which a fixed sum or charge shall be paid by the applicant.
- C. “Land use development proposal” means those proposals defined as a “land use permit” or a “flat fee permit.”
- D. “Land use permit” means and includes, but is not limited to, applications for approval of permits relating to the use of land within the city, and shall be construed broadly to include all reviews, permits, or approvals sought under CEMC Title 15 to Title 18.
- E. “Processing costs” means all costs related to the processing of a land use permit including, but not limited to, actual time and materials costs for application review, assessment, engineering, inspections, legal, secretarial, administrative, publication, and other city processing costs, as well as consultant costs. Processing costs do not include flat fee charges for services.

17.150.030 Application fees.

Application for all land use development proposals shall be accompanied by fees as established by the current fee schedule as adopted by the city council and hereinafter amended. Said fees must accompany the application as one element in the determination as to whether the application is deemed complete.

17.150.060 Fees.

Fee amounts for all flat fee permits shall be as established by the city council and are listed in the current City fee schedule.

17.150.070 Use of consultants.

A. The city shall have the right to determine when to use outside consultants to provide any or all of the necessary work related to processing land use development proposals.

B. Whenever review of a land use application requires retention by the city for professional consulting services, the applicant shall reimburse the city the cost of such professional consulting services.

ORD 1550, EXHIBIT B



**CITY OF CLE ELUM 2019
STAFF TIME**

| STAFF POSITION | STAFF TIME (Salary + Benefits) |
|---|---|
| City Hall | |
| ADMINISTRATOR / BUILDING OFFICIAL | 78.12 |
| CLERK | 47.11 |
| BILLING CLERK | 34.26 |
| TREASURER | 53.11 |
| PLANNER | 47.16 |
| PLANNING TECH | 35.85 |
| Public Works | |
| PW DIRECTOR | 62.07 |
| PUBLIC WORKS CREW | 38.42 |
| Library | |
| LIBRARIAN | 34.08 |
| Police | |
| POLICE CHIEF | 72.07 |
| POLICE SERGEANT | 53.09 |
| POLICE CORPORAL | 46.59 |
| POLICE OFFICER | 47.95 |
| POLICE CLERK | 46.42 |
| ANIMAL CONTROL | 34.34 |
| POLICE RESERVE | 32.27 |
| Per ORD 1550/CEMC 17.150, a 10% administrative fee will be added to all Staff Time. | |

SCHEDULE OF RATES

FOR

HLA Engineering and Land Surveying, Inc.

Effective January 1, 2019, through December 31, 2019

| | |
|-------------------------------------|-------------------|
| Senior Principal Engineer | \$208.00 per hour |
| Licensed Principal Land Surveyor | \$201.00 per hour |
| Licensed Principal Engineer | \$187.00 per hour |
| Licensed Professional Engineer | \$170.00 per hour |
| Other Licensed Professional | \$170.00 per hour |
| Licensed Professional Land Surveyor | \$155.00 per hour |
| Project Engineer | \$140.00 per hour |
| Senior Planner | \$128.00 per hour |
| Contract Administrator | \$128.00 per hour |
| CAD Technician | \$123.00 per hour |
| Resident Engineer/Inspector | \$116.00 per hour |
| Senior Engineering Technician | \$116.00 per hour |
| Surveyor | \$116.00 per hour |
| Surveyor on Two Man Crew | \$110.00 per hour |
| Surveyor on Three Man Crew | \$98.00 per hour |
| Engineering Technician | \$81.00 per hour |
| Word Processing Technician | \$81.00 per hour |
| Vehicle Mileage | Federal Rate |



City of Cle Elum
119 West First Street
Cle Elum, WA 98922
509-674-2262

T-Mobile/SAC Wireless
Paulo Lopez -- Site Development Spec.
8880 Cal Center Drive Suite 130
Sacramento, CA 95826

| Account Information | | | |
|---------------------|--------------------------|------|------------|
| Cust #: | 1325 | | |
| Date: | 03/14/2019 | Due: | 04/13/2019 |
| Invoice #: | 478 | | |
| For: | Planning And Development | | |

| Item | Taxed | Quantity | Amount | Total |
|------------------------|-------|---------------|--------|---------------|
| Permit #PREAP-2019-002 | N | 1.0000 | 206.00 | 206.00 |
| | | Non Taxed: | | 206.00 |
| | | Taxed: | | 0.00 |
| | | Tax @ 6.00%: | | 0.00 |
| | | Payments: | | 0.00 |
| | | Total: | | 206.00 |

HAVE A NICE DAY!!

Cle Elum Community Development Rates, Fees and Charges
Effective 5/16/2016
Page 1 of 2
Adopted by Ordinance No. 1421 and Amended by Ordinance No. 1450

| Permit | COST | NOTES |
|---|-------------|--|
| Vacations (Street/Plat/Alley) | \$500.00 | ± Plus Appraisal costs, legal fees & 100% appraised land value when |
| Rezone | \$1,000.00 | ± , ¥ when required by CEMC 17.100.110, SEPA NOT INCLUDED |
| Rezone with Comp Plan Amendment | \$1,500.00 | ± , ¥ when required by CEMC 17.100.110, SEPA NOT INCLUDED |
| Comp Plan Map/Text Amendment | \$1,000.00 | ± , ¥ when required by CEMC 17.100.110, SEPA NOT INCLUDED |
| Conditional Use Permit | \$525.00 | ± , ¥ when required by CEMC 17.100.110** |
| Shoreline Permit (Substantial Dev, Cond, Var) | \$1,000.00 | ± , ¥ when required by CEMC 17.100.110** |
| Preliminary Short Plat/Binding Site Plan | \$850.00 | ± , ¥ when required by CEMC 17.100.110** |
| Preliminary Long Plat | \$2,000.00 | ± , ¥ when required by CEMC 17.100.110** |
| Plat Revision After Preliminary Approval | HOURLY RATE | |
| Final Plat Approval (All TYPES) | | \$75.00 per lot plus Engineering |
| Boundary Line Adjustment | \$500.00 | |
| Segregation of Platted Lots | \$500.00 | |
| Home Occupation Permit | \$250.00 | ± , ¥ when required by CEMC 17.100.110 |
| Cle Elum Municipal Code Amendment | \$2,000 | Plus legal costs, ± , ¥ when required by CEMC 17.100.110** |
| Annexation | \$2,500 | Deposit Required. Staff time and professional services billed hourly** |
| Appeal of Administrative Decision | \$550.00 | |
| Appeal of Land Use Decision | \$550.00 | |
| SEPA Appeal | \$550.00 | |
| SEPA Checklist (Single Parcel-Non Commercial) | \$650.00 | ± , ¥ when required by CEMC 17.100.110 |
| SEPA Checklist | \$800.00 | ± , ¥ when required by CEMC 17.100.110 |
| Temp (adm.) Use Permit | \$300.00 | ± , ¥ when required by CEMC 17.100.110 |
| Variance from Development Standards | \$500.00 | ± , ¥ when required by CEMC 17.100.110 |
| Site and Design Review | \$350.00 | ± , ¥ when required by CEMC 17.100.110 |
| Sign Permit | \$100-\$175 | 1-2 signs \$100, 3 or more signs \$175.00 |
| ± Public Notice Posting | \$100.00 | As may be required pursuant to CEMC 17.100.110 |
| ¥Mailing/Newspaper Ad/Notification Charge | \$75.00 | As may be required pursuant to CEMC 17.100.110 |
| Development Agreement | VARIES | Requires Cost Reimbursement Agreement |
| Pre Application Conference | VARIES | Based on type and # of staff involved--billed actual hourly rates |
| Grading Permit | \$450.00 | SEPA billed in addition to (when required) ± , ¥ when required |
| Digital Municipal Code | \$15.00 | |
| Data CD/DVD Charge | \$10.00 | |

Adopted by Ordinance No. 1421 and Amended by Ordinance No. 1450

| Photocopies* / Printouts* | Black & White | Color |
|--|--|----------|
| Letter (8 1/2" x 11") | \$0.25 | \$0.50 |
| Legal (8 1/2" x 14") | \$0.50 | \$1.00 |
| Ledger (11" x 17") | \$0.75 | \$1.50 |
| Larger than Ledger Size up to Arch D Size (24" x 36") | \$3.00 | \$5.00 |
| *Duplex Counts as two (2) Copies | | |
| Zoning Map | \$3.00 | |
| FEMA FIRMette | \$7.00 | |
| Public Notice 300' Radius | \$35.00 | |
| Hearing Examiner | Actual Rates, Fees and Charges Established by Contract/Professional Services Agreement | |
| Engineering | Actual Rates, Fees and Charges Established by Contract/Professional Services Agreement | |
| Hourly Staff Time Rate | \$90.00 (City Administrator, City Planner, Public Works Director, Building Official & Finance) | |
| Zoning Letter/Rebuild letter/Insurance Letter/Administrative Decision | | \$100.00 |
| Time Extension Letter | | \$100.00 |
| EIS Preparation/Review | \$900.00 Plus Actual Staff/Consultant Hourly Reimbursement | |
| Recording Fees for any Required Recording | Billed at Actual Cost from County Auditor | |
| Code Enforcement | | |
| Voluntary Compliance Agreement -Agreement and 1-year Monitoring | | \$275.00 |
| Code Compliance Investigation*&* | | \$450.00 |
| *&* A code compliance investigation includes site inspection, time spent by city stall in research of site history, research of regulation history, and staff communication with law enforcement personnel, city staff, or with employees of other public agencies, and members of the public. If the investigation results in a determination that a violation exists, the expense of the investigation will be assessed to the violating person, firm and/or corporation pursuant to CEMC 8.60.040. A code compliance and investigation fee is only charged if person, firm and/or corporation does not comply with the provisions for voluntary correction enumerated in CEMC 8.60.030. | | |
| | | |
| NSF CHECK FEE -CITY WIDE-- | | \$35.00 |
| | | |
| | | |

| Abbr. | Permit | App. Type | Base Fee | Conditional Fee ¹ | Related Permit ² | NOTES | CEMC Reference |
|-----------------------|--|-------------|-------------------------|--|-----------------------------|--|--|
| COMMUNITY DEVELOPMENT | | | | | | | |
| ANX | Annexation | IV | \$2,500 | Staff Time ³ | RZN, RZN + Amend, CODE+AM | Deposit Required. Requires Cost Reimbursement Agreement or equivalent (unless waived by Planning Director). Staff time ² and professional services billed hourly. | Covered under 35.13 RCW, 35A.14 RCW, 35.10 RCW, WAC 173-26-150, WAC 173-26-160 |
| BSP | Binding Site Plan | II | \$850.00 | plus \$25 per lot Staff Time ³ Recording Fees ⁴ \$175.00 ^{5,6} (± , ¥) | SEPA | SEPA Checklist required | CEMC 16.46 |
| BLA | Boundary Line Adjustment (includes combining parcels) | I | \$500.00 | Staff Time ³ Recording Fees ⁴ | | Staff time will be charged if staff required to record with County, or if the process is unusually complicated. | CEMC 16.40.010, CEMC 16.40.020 |
| CPA | Comp Plan Map/Text Amendment | IV | \$1,000.00 | Recording Fees ⁴ \$175.00 ^{5,6} (± , ¥) | SEPA | SEPA Checklist required | CEMC 17.120.020 |
| CUP | Conditional Use Permit (CUP) | III | \$525.00 | \$175.00 ^{5,6} (± , ¥) | CUP-AR | | CEMC 17.80 |
| CUP-AR | CUP Annual Review | III | \$75.00 | | CUP | As applicable - not all CUPs will need an annual review. | CEMC 17.80 |
| CA | Critical Areas Permit | TBD | Applicable SEPA fees | \$175.00 ^{5,6} (± , ¥) | SEPA | SEPA Checklist used for projects with potential impacts to critical areas. SEPA fees apply. | CEMC 18.01.050 |
| DA | Development Agreement | IV | \$2,500 | Staff Time ³ | RZN, RZN + Amend, CODE+AM | Deposit Required. Requires Cost Reimbursement Agreement or equivalent (unless waived by Planning Director). Staff time ² and professional services billed hourly. | CEMC 17.40 |
| EIS | EIS Preparation/Review | | \$1,000.00 | Staff Time ³ | | Staff does not prepare EIS documents for private projects. This will need to be completed by a hired consultant and coordinated through Staff. | CEMC 15.28 |
| F-PLAT | Final Plat Approval (Except BSP) | I | \$75 per lot | Recording Fees ⁴ | | \$75 per final recorded lot | CEMC 16.30 |
| FP | Floodplain Development Permit | II | 1000 | Staff Time ³ \$175.00 ^{5,6} (± , ¥) | | | CEMC 15.24.110 |
| GP | Grading Permit | II | \$450.00 | \$175.00 ^{5,6} (± , ¥) | SEPA | SEPA Checklist may be required | CEMC 15.30 |
| HPC | Historic Preservation - Certificate of Appropriateness | II | \$50.00 | | Building Permit, or other | Primarily relates to historic register properties. This process requires Historic Preservation Commission review and decision. | CEMC 15.22.050 |
| HOC | Home Occupation Permit (HOC) | I | \$250.00 | \$175.00 ^{5,6} (± , ¥) | HOC_AR | | CEMC 17.16.100 |
| HOC-AR | HOC Annual Renewal | I | \$25.00 | | HOC | | CEMC 17.16.100 |
| PMU | Planned Mixed Use Approval | IV | TBD | Staff Time ³ Recording Fees ⁴ | SEPA | Staff time ² and professional services billed hourly, or as negotiated. | CEMC 17.45 |
| PLAT-Rev | Plat Revision After Preliminary Approval | I-IV | Staff Time ³ | Staff Time ³ \$175.00 ^{5,6} (± , ¥) | | Revisions to plats after preliminary approval may trigger further public notice and/or reassessment of SEPA threshold. | For Short Plats: CEMC 16.14.050 Processed as BLA (16.40) with no increase in number of lots. Increase in lots shall be processed as Subdivision (16.12A) |
| PreAp | Pre Application Conference | II, III, IV | Staff Time ³ | | Type II, III, IV Permit | Required for Type II-IV permits unless waived by Planning Director | CEMC 17.100.050 |
| SP | Preliminary Short Plat (<9 parcels) | II | \$850.00 | Recording Fees ⁴ \$175.00 ^{5,6} (± , ¥) | SEPA | SEPA Checklist required | CEMC 16.14 |
| SUB | Preliminary Subdivision (<10 parcels) | IV | \$2,000.00 | Staff Time ³ \$175.00 ^{5,6} (± , ¥) | SEPA | SEPA Checklist required | CEMC 16.12.A |
| RZN | RZN - Rezone | IV | \$1,000.00 | Recording Fees ⁴ \$175.00 ^{5,6} (± , ¥) | | | CEMC 17.120.020 |

| Abbr. | Permit | App. Type | Base Fee | Conditional Fee ¹ | Related Permit ² | NOTES | CEMC Reference |
|--------------|--|-----------|---|--|-----------------------------|--|---|
| RZN-CPA | RZN + Amend - Rezone with Comp Plan Amendment | IV | \$1,775.00 | Recording Fees ⁴ \$175.00 ^{5,6} (± , ¥) | SEPA | SEPA Checklist required | CEMC 17.120.020 |
| SEPA-TD | SEPA Threshold Determination | I | \$150 | Staff Time ² | SEPA | Staff time2 and professional services billed hourly, or as needed. | CEMC 15.28.090 |
| SEPA | SEPA Checklist (Single Parcel, Non Commercial) | III or IV | \$650.00 | \$175.00 ^{5,6} (± , ¥) | | | CEMC 15.28.150 |
| SEPA | SEPA Checklist | III or IV | \$800.00 | \$175.00 ^{5,6} (± , ¥) | | | CEMC 15.28.150 |
| SHP | Shoreline Permit (Substantial Dev, Cond, Var) | I-IV | \$1,000.00 | Staff Time ³ \$175.00 ^{5,6} (± , ¥) | | | CEMC 18.02.020 |
| SHPE | Shoreline Exemption | I | \$250.00 | | | | CEMC 18.02.010 |
| SD | Sidewalk Displays and Advertisement permit | I | \$50/year | | | Check Zoning | CEMC 17.90 |
| S | Sign Permit | I | 1-2 signs \$100 \$75 each additional sign | | | 1-2 signs \$100, 3 or more signs \$175.00 | CEMC 15.20.070 |
| S-TEMP | Temporary Sign Deposit | I | \$50 deposit | | | Fee charged if signs not removed. Fee returned if signs removed. | CEMC 15.20.170 |
| SDR | Site and Design Review | I | \$350.00 | \$175.00 ^{5,6} (± , ¥) | Building Permit | Required for all new construction or as required by Building Official and/or Planning Director. | CEMC 17.76.010 |
| MP | Telecom/Cable Master Permit | IV | \$2,500 | Staff Time ³ Recording Fees ⁴ \$175.00 ^{5,6} (± , ¥) | | Required for uses of Right of Way | CEMC 12.02.050 |
| UP | Telecom/Cable Use Permit | III | \$100.00 | Staff Time ³ Recording Fees ⁴ \$175.00 ^{5,6} (± , ¥) | | Required for uses of Right of Way | CEMC 12.02.030, CEMC 12.02.040 |
| VAC IV | VAC - Right of Way Vacations (Street/Plat/Alley) | IV | \$800.00 | \$175.00 ^{5,6} (± , ¥) plus Appraisal costs, legal fees & 100% appraised land value | | | Covered under 35.79 RCW, 36.87.130 RCW, 36.87.090 RCW |
| VAR I | Variance from Devel. Standards | I | \$300.00 | | | | CEMC 17.85 |
| VAR II | Variance from Devel. Standards | II | \$450.00 | \$175.00 ^{5,6} (± , ¥) | | | CEMC 17.85 |
| VAR III | Variance from Devel. Standards | III | \$600.00 | \$175.00 ^{5,6} (± , ¥) | | | CEMC 17.85 |
| SEG | Segregation of Platted Lots | I | \$500.00 | | | This process segregates previously platted lots into separate tax parcels. Process per BLA process | CEMC 16.40 |
| APPEALS | | | | | | | |
| | Appeal of Administrative or Land Use Decision | NA | \$550.00 | | | Appeal before Council | CEMC 18.01.110, CEMC 17.100.130 |
| | Critical Areas Appeal | NA | \$250.00 | | | Appeal before Council | CEMC 18.01.110, CEMC 17.100.130 |
| | CUP Appeal | NA | \$250.00 | | | Appeal before Council | CEMC 17.80.070 |
| | SEPA Appeal | NA | \$550.00 | | | Appeal before Council | CEMC 15.28.250 |
| | Telecom/Cable Master Permit Appeal | | \$550.00 | | | Appeal before Council | CEMC 12.02.160 |
| | Telecom/Cable Use Permit Appeal | | \$250.00 | | | Appeal before Council | CEMC 12.02.160 |
| PUBLIC WORKS | | | | | | | |
| | Street Excavation Permit | | \$50.00 | | | | CEMC 12.01.020 |
| | Water Filling Station - use fee | | \$15 per 1,000gal | | | | CEMC 13.12.100 |
| | Oversized Load Permit Fee | | \$200.00 | | | | CEMC 10.44 |
| | Fireworks Display Permit | | \$250.00 | | | | CEMC 8.28.050 |

| Abbr. | Permit | App. Type | Base Fee | Conditional Fee ¹ | Related Permit ² | NOTES | CEMC Reference |
|--------------------|---|-----------|---|----------------------------------|---|-------------------------------|------------------------------|
| BUSINESS LICENSING | | | | | | | |
| | BASIC LICENSE FEES | | Fees not applicable to businesses with an annual income less than \$5,000 | | | | |
| | Contractors | | \$60.00 | | | | CEMC 5.02.040 |
| | 1-2 employees | | \$30.00 | Amusement device fee (see below) | | (owners counted as employees) | CEMC 5.02.040 |
| | 3-5 employees | | \$60.00 | Amusement device fee (see below) | | (owners counted as employees) | CEMC 5.02.040 |
| | 6-10 employees | | \$100.00 | Amusement device fee (see below) | | (owners counted as employees) | CEMC 5.02.040 |
| | 11-25 employees | | \$150.00 | Amusement device fee (see below) | | (owners counted as employees) | CEMC 5.02.040 |
| | 26-50 employees | | \$275.00 | Amusement device fee (see below) | | (owners counted as employees) | CEMC 5.02.040 |
| | 51 or more employees | | \$375.00 | Amusement device fee (see below) | | | CEMC 5.02.040 |
| | SPECIALTY LICENSE FEES | | | | | | |
| | Mall/Market license - manager/owner: | | \$60.00 | | | | CEMC 5.02.040 |
| | Mall/Market license - each booth or participant | | \$35.00 | | | | CEMC 5.02.040 |
| | Solicitor's 1-day license, first day | | \$15.00 | | | | CEMC 5.02.040 |
| | Solicitor's 1-day license, additional days | | \$10.00 | | | | CEMC 5.02.040 |
| | Annual Solicitor's license | | \$35.00 | | | | CEMC 5.02.040 |
| | Weekend booth fee (per 3-day weekend) | | \$25.00 | | | | CEMC 5.02.040 |
| | AMUSEMENT DEVICE FEES | | | | | (per device per year) | |
| | Pool tables, electronic games, vending machines (food, merchandise), jukeboxes, crane type machines | | \$20.00 each | | This gets added onto a business license | | CEMC 5.02.090, CEMC 5.02.100 |
| | LATE FEES AND PENALTIES | | | | | | |
| | Unpaid license fees after 90-days | | \$25.00 | | | | CEMC 5.02.220 |
| OFFICE | | | | | | | |
| | Data CD/DVD Charge | | \$10.00 | | | | |
| | Larger than Ledger Size up to Arch D Size (24" x 36") | | \$3.00 | | | | |
| | NSF CHECK FEE -CITY WIDE-- | | \$35.00 | | | | |
| | Reissuance of City check | | \$35.00 | | | | |
| PRR | Public Records Copies | | \$0.15 | | | | |
| | Zoning or Land Use Map | | \$3.00 | | | | |
| | Letter (8 1/2" x 11") | | BW-\$0.25 C-\$0.50 | | | | |
| | Legal (8 1/2" x 14") | | BW-\$0.50 C-\$1.00 | | | | |
| | Ledger (11" x 17") | | BW-\$0.75 C-\$1.50 | | | | |
| | FEMA FIRMette | | \$7.00 | | | create and print | |

| Abbr. | Permit | App. Type | Base Fee | Conditional Fee ¹ | Related Permit ² | NOTES | CEMC Reference |
|--|---|-----------|----------|--|-----------------------------|---|----------------|
| ¹ CONDITIONAL FEE, ² RELATED PERMITS, ³ STAFF TIME, ⁴ RECORDING FEES, ⁵ MAILING/NEWSPAPER, ⁶ PUBLIC NOTICE FEES | | | | | | | |
| 1 | A conditional fee may be required in addition to a base fee. | | | | | | |
| 2 | Some permits may require other related permits . | | | | | | |
| 3 | Staff time reimbursement may be required, per the attached staff salary/hourly rates (Fee Schedule Exhibit B). | | | | | | |
| 4 | Recording fees are the Kittitas County recording fees | | | | | | |
| 5 | (¥) Mailing/Newspaper Ad/Notification Charge | | \$100.00 | Applicable to Type II, III, or IV Permit | | These fees can be combined if multiple permits are required and notices/postings/mailings can be combined. | |
| 6 | (±) Public Notice Posting | | \$75.00 | Applicable to Type II, III, or IV Permit | | These fees can be combined if multiple permits are required and notices/postings/mailings can be combined. | |
| BUILDING | | | | | | | |
| For building permit fees please consult our Building Permit Fee Schedule on our website at: http://cityofcleelum.com/city-services/building-department/permit-fee-schedule/ or contact Building Official Rob Omans at 509-674-2262 ext 101 | | | | | | http://cityofcleelum.com/city-services/building-department/permit-fee-schedule/ | |
| CEMETERY | | | | | | | |
| For cemetery fees please consult the Cemetery Pricing Information webpage at http://cityofcleelum.com/city-services/cemetery/cemetery-pricing-information/ or contact Cemetery Sextent Kathi Swanson at 509-674-2262 ext 103 | | | | | | http://cityofcleelum.com/city-services/cemetery/cemetery-pricing-information/ | |
| POLICE | | | | | | | |
| For police reports, animal or weapon licensing, or paper servicing, please refer to the City Police Department at http://cityofcleelum.com/city-services/police/records/ or (509) 674-2991 | | | | | | http://cityofcleelum.com/city-services/police/records/ | |