

CITY OF LAKE OSWEGO



MASTER FEES AND CHARGES 2022



Effective January 1, 2022
(unless otherwise noted)

City of Lake Oswego, Oregon

The City provides a full range of municipal services to the community which includes police and fire protection, emergency medical services, traffic control, street maintenance and improvements, water, sewer, and stormwater management services, planning and zoning regulation, building inspection and regulation, parks and recreational activities, and community library service.

This Master Fees and Charges booklet 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. For easy reference, the current Master Fees and Charges booklet, as well as versions from prior years, are available online at: www.lakeoswego.city/fees.

Fee Variance and Waiver Statement

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), barring requirements by State or local codes, in a particular matter or establish a fee not yet authorized in this resolution. When a new fee is established by the City Manager it may be incorporated into this resolution. It shall be communicated to Council in writing to allow opportunity for comment.

The request for a waiver or reduction must be in writing. If the City Manager or his designee agrees to said waiver or reduction, he/she may inform the City Council, in writing, of the request and his/her decision, except in minor matters such as non-profit signed fee waivers and City tree removal applications.

Effective Dates and Resolution

The 2022 Master Fees and Charges effective dates:

- Utility Fees are effective July 1, 2022.
- All other Fees are effective January 1, 2022 (unless otherwise noted)

Resolution #21-26 — Adopting the 2022 Master Fees & Charges

Cover photo of Sunset at Luscher Farm is courtesy of Corina Laws – the first place winner of the 2020 Lake Oswego photo contest in the category Places in Lake Oswego

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General

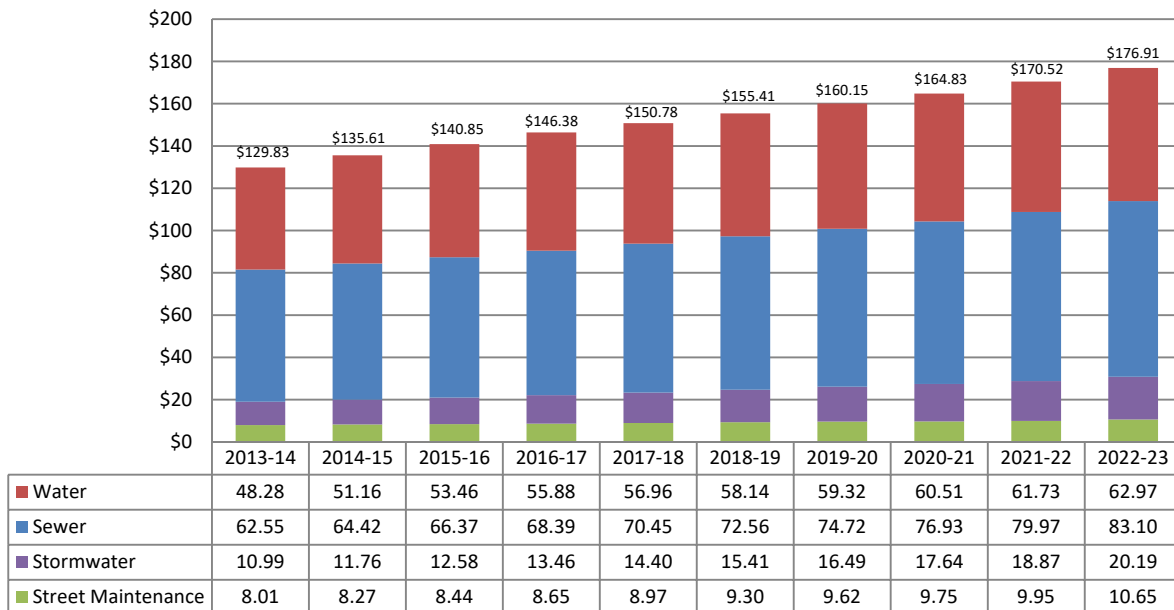
Utility Rates: Water, Sewer, Stormwater, and Street (LOC 37 and 38)

Water and sewer charges for customers outside of the City may be set by specific agreement. For customers outside the City (including Forest Highlands Water District), but not covered by a special agreement, the charge is 150% of standard "in-City" rates. For bulk water users, the City Manager may set "peak" season rates. (LOC 38.04.015)

The utility user charge shall be due and payable on the date specified on the bill, and shall be delinquent thereafter. A late charge shall be imposed on delinquent utility user charges in addition to the amount billed. (LOC 38.06.030)

A late charge of \$5 may be assessed for utility bills not paid within 30 days after billing. If the utility bill is \$200 or more, the late charge is 2.5% of the total amount due. The late charge is divided proportionately among the amounts due for water, sewer, stormwater, and street fee and becomes part of the total user charge amount due for each utility.

Lake Oswego's Typical Monthly Utility Bill



Based on typical use for a single-family home – 10 ccf for water and 8 ccf for sewer

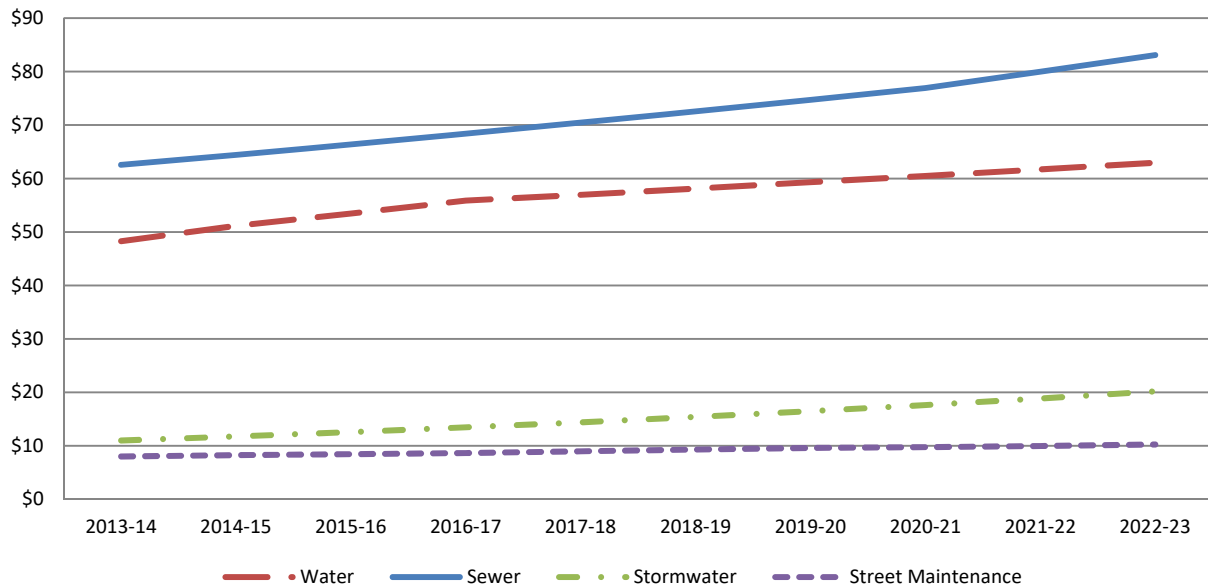
Past and projected average utility rate increases

	7/1/17	7/1/18	7/1/19	7/1/20	7/1/21	7/1/22	7/1/23*
Water	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Sewer	3.0%	3.0%	3.0%	3.0%	3.9%	3.9%	3.9%
Stormwater	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%
Street maintenance	3.7%	3.7%	3.4%	1.3%	2.0%	7.0%	3.0%
Average increase of total utility bill	3.0%	3.1%	3.0%	2.9%	3.5%	3.8%	3.6%

* Adopted rates will be implemented the first full billing cycle following the effective date.

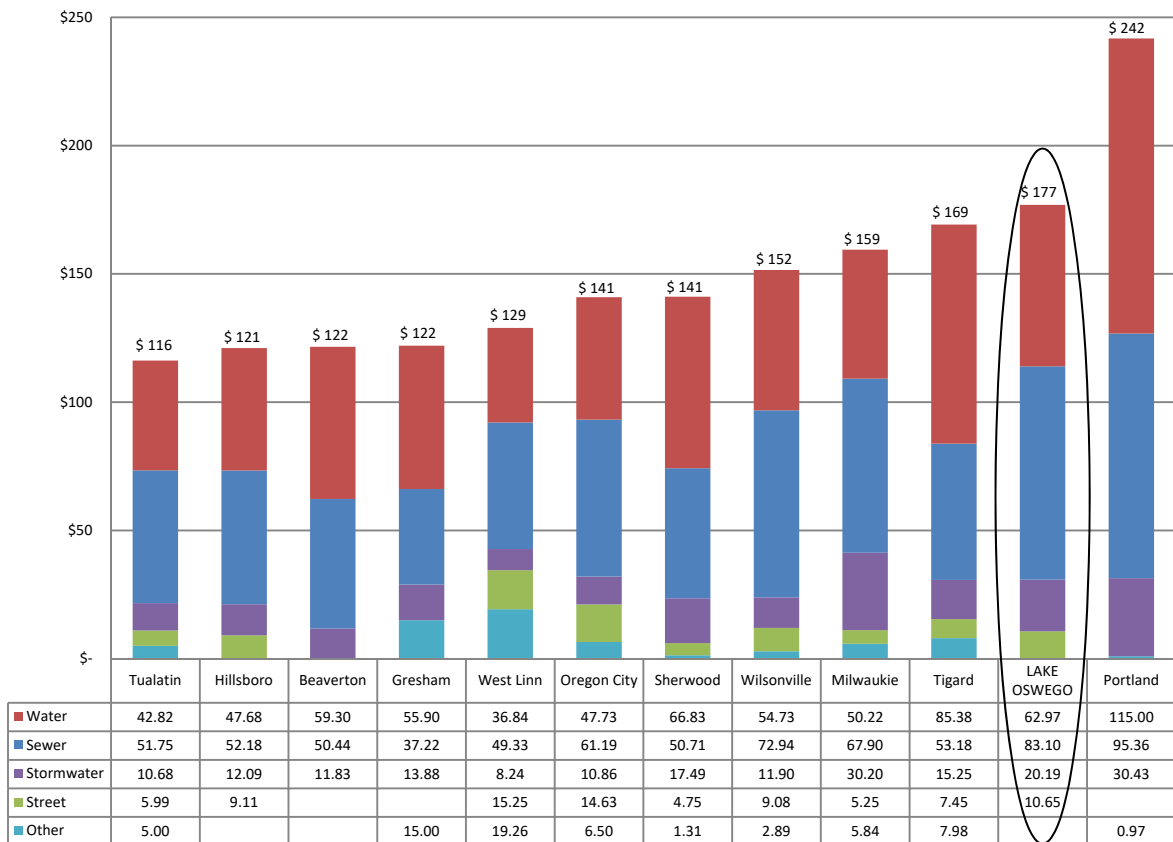
Section 1: General

Components of the Typical Monthly Lake Oswego Utility Bill



Comparison of Neighboring Cities' Typical Monthly Utility Bills

Based on a September 2021 survey of typical single-family homes in other Portland metropolitan area cities.



Water Rates

1. Water connection charge¹ – this charge is in addition to the Water SDC fee, if applicable (LOC 38.10.113). Meter size larger than 2” are charged at cost and materials plus 20% overhead (\$2,740 minimum).

Meter Size	Charge
5/8” – 3/4”	\$ 868
1”	\$ 1,236
1 1/2”	\$ 3,113
2”	\$ 3,483

2. Monthly water standard minimum and volume charges.
 - a. Standard minimum monthly water rates for customers within the City. LOC 38.06.020 (2a).

For all meter sizes:	7/1/20	7/1/21	7/1/22
Single family residential customers	\$ 28.23	\$ 28.79	\$ 29.37
Multi-family customers – First unit	\$ 30.81	\$ 31.43	\$ 32.06
Multi-family customers – Each additional dwelling unit	\$ 27.80	\$ 28.36	\$ 28.93

Meter Size	Non-residential Services			Irrigation customers		
	7/1/20	7/1/21	7/1/22	7/1/20	7/1/21	7/1/22
5/8” - 3/4”	\$ 30.81	\$ 31.43	\$ 32.06	\$ 28.23	\$ 28.79	\$ 29.37
1”	\$ 39.06	\$ 39.84	\$ 40.64	\$ 35.77	\$ 36.49	\$ 37.22
1 1/2”	\$ 46.47	\$ 47.40	\$ 48.35	\$ 42.59	\$ 43.44	\$ 44.31
2”	\$ 70.33	\$ 71.74	\$ 73.17	\$ 64.42	\$ 65.71	\$ 67.02
3”	\$ 78.96	\$ 80.54	\$ 82.15	\$ 72.38	\$ 73.38	\$ 74.85
4”	\$ 102.82	\$ 104.88	\$ 106.98	\$ 94.24	\$ 96.12	\$ 98.04
6”	\$ 126.46	\$ 128.99	\$ 131.57	\$ 115.87	\$ 118.19	\$ 120.55
8”	\$ 190.38	\$ 194.19	\$ 198.07	\$ 174.44	\$ 177.93	\$ 181.49
10”	\$ 219.75	\$ 224.15	\$ 228.63	\$ 201.38	\$ 205.41	\$ 209.52
12”	\$ 310.97	\$ 317.19	\$ 323.53	\$ 284.94	\$ 290.64	\$ 296.45

- b. Volume charges in addition to charges in 2a.

USAGE: Per 100 cubic feet (ccf) ²	7/1/20	7/1/21	7/1/22
Single family residential customers:			
Tier 1: 0 – 8 ccf monthly	\$ 2.97/ccf	\$ 3.03/ccf	\$ 3.09/ccf
Tier 2: 9 – 16 ccf monthly	\$ 4.26/ccf	\$ 4.35/ccf	\$ 4.44/ccf
Tier 3: over 17 ccf monthly	\$ 7.99/ccf	\$ 8.15/ccf	\$ 8.31/ccf
Multi-family customers	\$ 3.42/ccf	\$ 3.49/ccf	\$ 3.56/ccf
Non-residential customers	\$ 3.86/ccf	\$ 3.94/ccf	\$ 4.02/ccf
Irrigation customers	\$ 6.12/ccf	\$ 6.24/ccf	\$ 6.36/ccf

¹ Indexed annually by the Engineering News Record Construction Cost Index (CCI) for 20-City Average.

² Based on water delivered during the period between meter read dates.

Section 1: General

3. If a customer's water is turned off because of noncompliance with the proper use of water or for non-payment of utility bills, a charge of \$60 will be assessed: \$30 for turning the water off and another \$30 for a water turn-on. (LOC 38.16.170).

The City shall turn off and turn on the customer's water supply at the customer's request. The City shall provide this service for free during working hours one time each calendar year. The City shall charge for additional requests and service during non-working hours except in cases of emergency. (LOC 38.16.175)

For customer turn off and turn on requests, after the first turn off then on request in a calendar year, a charge of \$60 will be assessed: \$30 for turning the water off and another \$30 for a water turn-on.

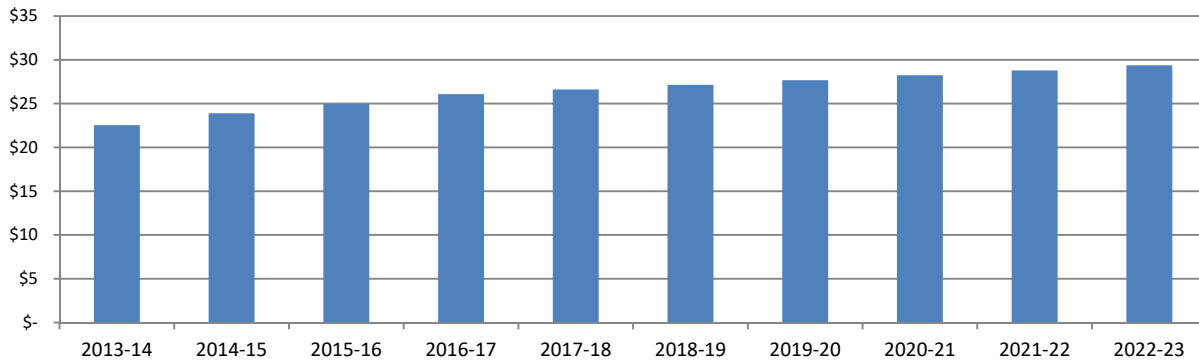
There is a charge for reading meters or making service turn-ons or turn-offs at other than regular working hours. In order to suit the convenience of water purchasers, whenever a City employee is required to read a meter or make a water service turn-on or turn-off during hours other than the regular work hours established for City employees, a flat charge of \$80 shall be required for such service, in addition to all other charges provided for in this resolution, to be payable as other charges for water services.

4. Rates for the temporary use of a fire hydrant include a \$50 installation fee, a \$10 per day charge for meter rentals with a maximum charge of \$50 per month, plus the usage fee for water based on non-residential water rates. In addition, a \$475 refundable deposit will be collected. The deposit is refundable if the meter is returned in good condition and fees have been paid in full.
5. Failure to test backflow prevention assemblies between January 1 to July 15 and submit the test results by July 25 shall be cause for the City to arrange for and conduct the required test. The cost of such a test shall be added to the customer's monthly utility bill at the actual incurred cost plus overhead utilizing a billing multiplier of 2.4 times direct costs. (LOC 38.12.126).
6. If the City is requested to conduct a fire flow test, a flat fee will be charged for each test. (See Section 3).

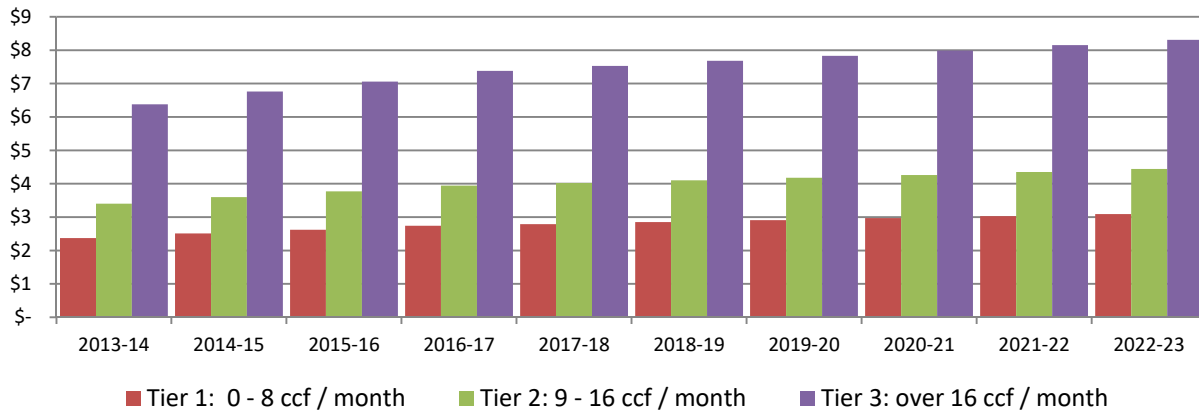
Water Rate History - Monthly

Effective Date	Fixed Rate	Usage Rate	Typical usage in ccf	Typical water portion of bill	% change
3/1/2013	\$ 22.53	\$ 2.37/ \$ 3.40	10	\$ 47.69	12.5%
7/1/2014	\$ 23.88	\$ 2.51/ \$ 3.60	10	\$ 51.16	6%
7/1/2015	\$ 24.96	\$ 2.62/ \$ 3.77	10	\$ 53.46	4.5%
7/1/2016	\$ 26.08	\$ 2.74/ \$ 3.94	10	\$ 55.88	4.5%
7/1/2017	\$ 26.61	\$ 2.79/ \$ 4.02	10	\$ 56.96	2%
7/1/2018	\$ 27.14	\$ 2.85/ \$ 4.10	10	\$ 58.14	2%
7/1/2019	\$ 27.68	\$ 2.91/ \$ 4.18	10	\$ 59.32	2%
7/1/2020	\$ 28.23	\$ 2.97/ \$ 4.26	10	\$ 60.51	2%
7/1/2021	\$ 28.79	\$ 3.03/ \$ 4.35	10	\$ 61.73	2%
7/1/2022	\$ 29.37	\$ 3.09/ \$ 4.44	10	\$ 62.97	2%

Fixed portion of Monthly Water Bill



Water Usage Rate per ccf



Section 1: General

Sewer Rates

1. Sewer monthly rates for customers within the City, served by the City, and outside Clean Water Services (CWS) shall be charged the following rates for sewer service LOC 38.06.020 (2b):

Residential for all meter sizes:	7/1/20	7/1/21	7/1/22
First dwelling unit	\$ 59.41	\$ 61.73	\$ 64.14
Each additional dwelling unit	\$ 53.60	\$ 55.69	\$ 57.86

Meter Size	Non-residential services		
	7/1/20	7/1/21	7/1/22
5/8" - 3/4"	\$ 53.00	\$ 55.07	\$ 57.22
1"	\$ 67.09	\$ 69.71	\$ 72.43
1 1/2"	\$ 79.77	\$ 82.88	\$ 86.11
2"	\$ 120.69	\$ 125.40	\$ 130.29
3"	\$ 135.53	\$ 140.82	\$ 146.31
4"	\$ 176.42	\$ 183.30	\$ 190.45
6"	\$ 217.03	\$ 225.49	\$ 234.28
8"	\$ 258.00	\$ 268.06	\$ 278.51
10"	\$ 298.94	\$ 310.60	\$ 322.71
12"	\$ 421.34	\$ 437.77	\$ 454.84

USAGE: Per 100 cubic feet (ccf) of average winter water usage

	7/1/20	7/1/21	7/1/22
Residential customers	\$ 2.19/ccf	\$ 2.28 / ccf	\$ 2.37 / ccf
Non-residential customers	\$ 3.30/ccf	\$ 3.43 / ccf	\$ 3.56 / ccf

- a. The above Sewer Usage Rate per 100 cubic feet of average monthly water consumption is based on a customer's average water use during three applicable winter billing cycles. If the full three winter billing cycles are not available, whatever billing record is available shall be used for the computation.
- b. Where no average winter water usage is available or where it is deemed inappropriate to use in some unusual circumstance for residential, use the standard City-wide average of 8ccf per month multiplied by the standard sewer rates listed above.
- c. The monthly sewer utility user charge for property within the City and served by Clean Water Services (CWS) of Washington County shall be equal to the monthly service charge established by the agency for similar uses served by the Agency system. The City Manager shall keep on file for public inspection a copy of the current rate structure.

Clean Water Services Charge	7/1/19	7/1/20	7/1/21	7/1/22 ³
CWS Sewer - fixed base charge	\$ 30.03	\$ 30.03	\$ 31.38	n/a
CWS Sewer - usage charge	\$ 1.99	\$ 1.99	\$ 2.08	n/a

³ Not known at this time, usually becomes available on June 1st.

2. If the City is requested to conduct a sewer connection verification test, a fee of \$60 will be charged for each test. Homeowners requesting the test and residing at the residence are exempt from this fee.

3. A line charge shall be assessed upon connection to portions of the sewer system. The City Engineer is authorized to establish additional benefited project areas upon completion of new projects that are constructed under the City's Sewer Extension Program. Customers within the project area shall be assessed the line charge as a condition of receiving a connection permit. The line charge will be reviewed annually and adjusted to reflect actual construction costs of eligible projects or the change in the Engineering News Record Construction Cost Index (20-City Average) as published in October of the preceding year.

The charges shown below are for eligible projects already completed through the date of this resolution:

- a. For the following project areas, the cost per single family connection \$ 25,873 ⁴

Sundeleaf Drive	Deemar Way	Country Club Road
Mardee Avenue	Bryant Road/Old Gate Road	Stonebridge Way
Jean Road	Upper Drive west of Bryant	Carman Drive

- b. A multiple of the above fee in 3a with the multiplier equal to the number of single family connections that could be developed on the subject property under R-5 zoning, as determined by the City Engineer.⁴

4. Special Sewer Connection Charges:

- a. Fairway Road Project (pursuant to Ordinance #2262) \$ 41,737 ⁵

- b. Rivergrove Sewer Connection Charges (pursuant to Zone-of-Benefit [ZOB] Ordinance #2352)
Refer to final ZOB ordinance for fees by lot. Various ⁵

⁴ Indexed annually by the Engineering News Record Construction Cost Index (CCI) for 20-City Average.
Amount is rounded to the nearest dollar.

⁵ Indexed annually by the Engineering News Record Construction Cost Index (CCI) for Seattle.
Amount is rounded to the nearest dollar.

Note: For items 3 through 4, SDC charges may apply and are in addition to the line charges shown.

Section 1: General

Stormwater Rates

1. The stormwater management utility user charge shall be as follows {LOC 38.06.020 2(c)}:
 - a. Each customer using a location for a single-family home or a duplex shall be charged the fee as shown in the table below.
 - b. All other parcels shall be charged per the table below per Equivalent Service Unit (ESU). Total ESUs charged is determined by dividing the total impervious area by 3,030 and rounding to the nearest whole number.

	7/1/20	7/1/21	7/1/22
Fixed monthly rate	\$ 17.64	\$ 18.87	\$ 20.19

2. Tampering Fine. The fine for tampering with the City utility system shall be equal to the total of the cost of correcting the tampering, plus any utility fee revenue estimated by the City to have been lost or affected by the tampering, and a \$100 fine. (LOC 38.26.915).

Street Maintenance Fee (LOC 37)

LOC 37.02.015

A Street Maintenance Fee was established by Ordinance No. 2373 in an amount to be adjusted from time to time, by resolution of the City Council. The fee is based upon the relative direct and indirect use of, or benefit from, the City street system that results from activities within the City, and shall be imposed upon the persons responsible for each developed property upon which such activities occur.

LOC 37.02.020

All funds collected pursuant to this Chapter shall be used to pay costs of operation, maintenance, repair, engineering, improvement, renewal, replacement and reconstruction of the City street system.

LOC 37.04.010

The Street Maintenance Fee shall be billed and collected with and as part of the combined utility user charge billing pursuant to LOC 38.06.020 and LOC 38.06.030. In the event funds received from the City's utility billings are inadequate to satisfy in full all of the water, sewer, stormwater, and street maintenance fees, credit shall be first given in this order: street maintenance fee, stormwater, sewer, and then water.

Rates⁶ and Effective Dates (Per Resolution 10-19 and 10-20):

- a. Residential groups will be billed 100% of the following per resident fees monthly:

	Effective July 1, 2020	Effective July 1, 2021	Effective July 1, 2022
Single family	\$ 9.75	\$ 9.95	\$ 10.65
Multi-family (per unit)	\$ 6.97	\$ 7.11	\$ 7.61

- b. Non-Residential groups will be billed the following fees monthly, multiplied by their square footage:

	Effective July 1, 2020	Effective July 1, 2021	Effective July 1, 2022
Group I	\$ 5.96	\$ 6.08	\$ 6.51
Group II	\$ 13.42	\$ 13.69	\$ 14.65
Group III	\$ 50.12	\$ 51.12	\$ 54.70

General "Group" classification defined as:

- Group I: less than 29 vehicle trip miles per day, per 1,000 sq ft
- Group II: from 29 to 90 vehicle trip miles per day, per 1,000 sq ft
- Group III: greater than 90 vehicle trip miles per day, per 1,000 sq ft

⁶ Indexed annually by the Engineering News Record Construction Cost Index (CCI) for 20-City Average. Per Resolution 10-20, index adjustment shall not be less than a two percent increase or more than a seven percent increase.

Section 1: General

Business License and Liquor License

Business License

A business with anticipated or established gross revenue during a calendar year of no more than \$1,000 and at least 50% owned by a person under 19 years of age, are exempt from the following annual business license fees (LOC 20.02.025):

Business License Fees	3 or fewer employees	4 – 10 employees	11 or more employees
Initial issue fee	\$ 80	\$ 110	\$ 150
Renewal fee received on or before renewal date	\$ 64	\$ 84	\$ 110
Renewal fee received after renewal date	\$ 80	\$ 110	\$ 150
Additional review fee ⁷	\$ 20	\$ 30	\$ 45

1. Renewal Period:
Applications for new business licenses should be submitted at least 30 days before the business opens. New business licenses are in effect for the full twelve months after the month of initial issuance. They are renewed annually thereafter.
2. Appeal Fees:
Appeal of issue, denial, suspension, or revocation of license..... \$ 200
3. Temporary Business License:
License shall be valid for no more than two successive weeks during a calendar year. They are non-renewable with a minimum fee of \$25 per week (or portion thereof) and a maximum fee of \$50 per two-week period. Applicants are restricted to two temporary licenses per year.

Liquor License

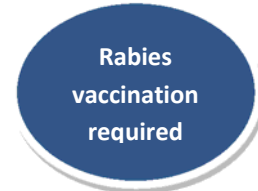
The Oregon Liquor Control Commission (OLCC) solicits the City's recommendation on applications for new, renewed, or changed liquor licenses. The City will no longer charge a fee for this service.

⁷ Additional review fee applies to any application (initial or renewal) that requires additional review.

Dog License (LOC 31.02.115)

Every person keeping a dog that has a set of permanent canine teeth or is 6 months old, whichever comes first, shall procure a license for the dog. The license must be procured by paying the following fee to the City, not later than 30 days after the person becomes keeper of the dog. A dog license shall be valid for up to 1, 2, or 3 years, and shall expire on the appropriate month end of the respective year. To stay within State Law, no license may be issued with an expiration date that is beyond the end of the month of the applicable rabies vaccination expiration date. Licenses are not prorated for partial years.

Dog license fees	Expires on the appropriate month end		
	One year	Two years	Three years
Infertile	\$ 24	\$ 48	\$ 68
Fertile	\$ 41	\$ 82	\$ 119



Delinquent license charge (after 2mo. past due)	\$ 20 plus license fee
Replacement dog tag	\$ 5
Dog impounded without license	License fee plus impoundment fee
Impoundment fee (first pickup)	\$ 30
Impoundment fee (additional within 90 days)	\$ 60
Shelter fee	Set by Clackamas County Dog Control Shelter

Dog license exceptions

1. Seeing-eye or other assistance dog: No fee is charged for certified seeing-eye or other assistance dogs as defined in ORS 346.659A, such as “in-training”, hearing-ear, or other assistance types recognized by a qualified organization.
2. Rabies vaccination due to medical reasons: No rabies vaccination certificate is required as long as (1) the examining veterinarian certifies that the dog should be exempted from the rabies vaccination due to medical reasons and (2) states whether the reason is permanent or the date when exemption ends.
3. Kenneled for commercial sale (and not at large): The fee for a dog that is kept primarily in kennels for commercial sale (and not permitted to run at large) as part of a dog breeder’s inventory is \$0; a dog that is kept primarily in kennels (and not permitted to run at large), but is removed from the dog breeder’s inventory is \$5. The keeper must provide evidence that the keeper is a dog breeder and that the dog is a part of the breeder’s inventory and/or is kept primarily in kennels for commercial sale and not permitted to run at large.
4. New resident or new dog: New dogs are required to be licensed within 30 days of the owner becoming a resident, of acquisition, or of first rabies shot, and for a one, two or three year license, depending on the expiration of the rabies shot. After an additional 60 days, the delinquent license charge is added to the regular license fee.
5. New dog licensed elsewhere: No fee is charged to owners of new dogs currently licensed elsewhere, but are required to register the dog and obtain a City of Lake Oswego dog tag.

Section 1: General

Rights of Way Usage Fee

On January 2, 2019, the Lake Oswego City Council adopted Ordinance 2804, adding Lake Oswego Code Chapter 51 ("Utilities Facilities in Public Rights of Way"). Chapter 51 established uniform regulations for utility operations in the City's right of way, as well as a licensing and registration process that replaced individually negotiated franchise agreements. Fees associated with Ordinance 2804 and Chapter 51 of Lake Oswego City Code were established via Resolution 19-03, also adopted January 2, 2019.

Utility Service	Annual Rights of Way Usage Fee*
Electric	5% of gross revenue
Natural Gas	5% of gross revenue
Cable	5% of gross revenue, or maximum amount permitted by applicable law
Communications	5% of gross revenue, \$3.28 per linear foot of utilities in the rights-of-way, or a minimum annual fee of \$5,464, whichever is greater; or the maximum amount permitted by applicable law. The per-linear-foot fee and the minimum fee shall increase 3% annually on January 1st of each year, beginning January 1, 2020 ⁸
Any utility operator that does not earn gross revenue within the City.	Based on Total Linear Feet of Utility Facilities in the Rights-of-Way: Up to 5,000: \$6,556 5,001-10,000: \$8,742 10,001-20,000: \$13,112 More than 20,000: \$21,855 The minimum fee shall increase 3% annually on January 1st of each year, beginning January 1, 2020.

"Gross Revenue" means any and all revenue, of any kind, nature or form without deduction for expense, less net uncollectibles, derived from the operation of utility facilities in the City, subject to all applicable limitations in federal or state law.

Rights of Way License Application fee \$250 for a five year license

Rights of Way Annual Registration fee \$150

* Government provided water, sewer, and stormwater utilities are not charged this fee.

⁸ Fees listed incorporate 3% escalator as of January 1, 2021

Attachment Fees

As per City of Lake Oswego Ordinance 2820 and established in Resolution 19-03, wireless providers that deploy infrastructure within the city right of way are subject to the following fees:

Wireless Facility permit fee, charged for each wireless facility application submitted to the City	\$939.00 per application
Additional attachment fee, if placed on City owned pole	\$819.00 annually
Additional fee for optional permit pre-application meeting	\$503.00 per occurrence
Additional fee for knockdown of any pole with wireless facility attachment	\$415.00 per occurrence

All fees shall increase 3% annually on January 1st of each year, beginning January 1, 2020⁹

⁹ Fees listed incorporate 3% escalator as of January 1, 2021

Section 1: General

Franchise Fees (as set by franchise agreements)

Electricity and Natural Gas

Portland General Electric

Franchise fee: 3.5 % of defined gross revenue
Expires January 17, 2023 (Ordinance 2610)

Northwest Natural¹⁰

Franchise fee: 3% of gross revenue collected
Expired January 13, 2021 (Ordinance 2565)

Garbage/Solid Waste

Republic Services

Franchise fee: 5% of gross cash receipts
Expires December 13, 2022 (Ordinance 2600)

Telephone

Verizon Northwest, Inc.

Franchise fee: 4.3% of gross revenue
Expires April 17, 2022 (Ordinance 2484)

Cable

Comcast (MACC)

Franchise fee: 5% of gross revenue
Expires June 30, 2025 (Ordinance 2681)

Ziplay Fiber (MACC)

Franchise fee: 5% of gross revenue
Expires May 25, 2022 (Ordinance 2486)

Telecommunication Services

Clackamas County

No franchise fee (City receives use of 4 strands of fiber)
Expires August 4, 2025 (Ordinance 2691)

Astound Broadband

Franchise Fee: A minimum of \$1,500 per quarter
or 5% of gross revenue – whichever is greater
Expires December 17, 2025 (Ordinance 2693)

¹⁰ Northwest Natural now falls under Rights of Way Usage Fee.

Public Records Fees¹¹

1.	Copies of finance documents:		
	Biennial Budget	\$ 25 per copy	Available online
	Annual Audit (Comprehensive Annual Financial Report)	\$ 25 per copy	Available online
	Biennial LORA Budget	\$ 5 per copy	Available online
	Annual LORA Audit (Year-end Financial Report)	\$ 5 per copy	Available online
2.	Copies of planning and engineering documents:		
	Capital Improvement Plan (CIP)	\$ 56 per copy	Available online
	Community Development Code (City Code Ch 50)	\$ 64 per copy	Available online
	Comprehensive Plan	\$ 56 per copy	Available online
	Public Facilities Plan	\$ 29 per copy	Available online
	Public Facilities Plan Appendix	\$ 56 per copy	Available online
	Neighborhood Plans	\$ 19 per copy	Available online
3.	Copies of maps:		
	Zoning map	\$ 20 per copy	Available online
	Comprehensive Plan map	\$ 20 per copy	Available online
	City Limits map	\$ 20 per copy	Available online
	City Atlas with binder	\$ 50 per copy	
	City Atlas (update w/o binder)	\$ 0.25 per page	
4.	Copies of Lake Oswego City Code:		
	Copies of Lake Oswego City Code – excludes Ch 50 (no binder)	\$ 55	Available online
	Copies of City Code in PDF format (CD)	\$ 20	Available online
	Copies of Community Development Code in PDF format (CD)	\$ 20	Available online
5.	Copies of community surveys	\$ 10 per copy	Available online
6.	General service copies	\$ 0.25 per page	
7.	Flash Drives	\$ 8 8 MB \$ 9 16 MB \$ 13 32 MB	
8.	Records research	\$ 25 per 15 minutes/request (minimum \$25) plus copies and materials charges	
9.	Blueprints	\$ 1 to \$ 7 depending on map size plus \$ 0.50 to \$ 3.50 for overlays	

¹¹ Unless otherwise specified under individual department section.

Section 1: General

Miscellaneous Fees

1. Employment application fee (including assessment tools & testing): Time & materials, not to exceed \$25.
2. Administration Fee of 20% for insurance claims related to damage to City property.
3. Use fees (*as shown in the Administrative Procedures Manual, Procedure No. 2*): First use of City facilities shall be by City or other governmental entities. These use fees will be applicable to private parties using City facilities. Fee will include, but is not limited to, a facility supervisor fee, a janitorial fee, and a building use fee. A security and/or cleaning deposit may also be required. Fee may be waived at the discretion of the City Manager, barring requirements by State or local codes.
 - a. Facility supervisor fee: Based upon employee's hourly rate plus benefits and applicable overhead charges. If overtime is involved, the overtime rate will be charged.
 - b. Janitorial fee: Hourly rate plus benefits of the custodial staff and applicable overhead charges will be charged to the user.
 - c. Building use fee: \$25 per hour, except for certain park facilities in Section 7.
4. Request for construction contract bidding documents: As established in the Invitation to Bid.
5. Filming permit processing fee (LOC 20.06.400) \$ 1,000
Filming permit processing fee appeal \$ 100
See Commercial Filming in City Parks in Section 6 for additional fees (page 33)
6. Lien search fee
Initial search per tax lot \$ 58 for initial search
Subsequent search of same tax lot \$ 15 for next 90 days
7. NSF check charges \$ 20 for first offense
\$ 35 for repeat offenses
8. Parking stall fee \$ 1 per hour per stall
(Stalls could be located in public right-a-way or public parking lots)
9. Passport Fees made payable to **U. S. Department of State**
 - a. For "minor" applications (under 16 years old) \$ 80
 - b. For "adult" applications (16 years or older) \$ 110
 - c. To EXPEDITE any passport application ... add \$ 60
 - d. For "minor" Passport Card only (under 16 years old) \$ 15
 - e. For "adult" Passport Card only (16 years or older) \$ 30
10. Passport Fees made payable to "City of Lake Oswego"
 - a. For regular passport applications \$ 35 per passport application
 - b. For Passport Card applications \$ 35 per PASS Card only
Only one fee charged if applying for both
11. Passport photo fee \$ 15 per set of two

All passport fees are
set by the U.S.
Department of State

City Attorney's Office

The following fees shall be charged for the services of the City Attorney's Office:

Discovery Fees

1.	Copies up to 10 pages	\$ 15
	Each additional page	\$ 0.25
2.	Audio and video copies	\$ 20 first tape/DVD/CD \$ 16 each additional copy
3.	Copies of photographs	\$ 1 per print \$ 20 burned to CD (for up to 30)
4.	Flash Drives	\$ 8 8 MB \$ 9 16 MB \$ 13 32 MB

City Code

1. See Section 1: General, Public Record Fees, on page 19.

Section 3: Fire Department

Fire Department

The following fees shall be charged for the Fire Department activities of the City. Any non-listed expenses to provide services in Section 3 will be charged at cost.

General Fees

1. Fire and Inspection Reports
 - a. Reports up to 10 pages \$ 25
Each additional page over 10 \$ 0.25
 - b. Additional research time past first 15 minutes \$ 25 per 15 minutes
charged to nearest quarter hour.

2. Fire Investigation Information and Other
 - a. Narrative report up to 10 pages \$ 25
Each additional page over 10 \$ 0.25
 - b. Digital disk copies \$ 25
Each additional copy same disk \$ 16
Plus charge for each picture \$ 0.25
 - c. Photo log \$ 25 each
 - d. Staff time past first 15 minutes charged to the \$ 25 per 15 minutes
nearest quarter hour

3. Non-listed expenses to provide services in Section 3 Charged at cost

Medical Services and Transport Fees

1. Advanced Life Support Treatment and Transport \$1,399.13
(+mileage)

2. Basic Life Support Treatment and Transport (+mileage) \$1,399.13

3. Non-Emergent Transport (+mileage) \$667.67

4. Treatment without Transport (per hour, rounded to \$316.35
the quarter hour; 1 hour minimum,) plus supplies used
at cost

5. Mileage \$29.31 per mile
*(Mileage charges begin at the location of the
emergency/incident scene and end at the destination
facility, and are rounded up to the next tenth of a mile.)*

6. Ambulance/Medical Standby Fees
*(Standby fees are assessed on an hourly bases from the
time personnel arrive at the event until the conclusion of
onsite functions in ¼ hour increments.)*
 - a. Paramedics (2 paramedic minimum, 3 hour \$ 63.27 per paramedic per hour
minimum
 - b. Ambulance \$ 55 per hour
 - c. Billing/Administration \$ 100

Emergency Services Rates

1. Apparatus costs: Per current Oregon Fire Service Mobilization Plan fee schedule.
2. Personnel costs: Fire employee’s actual hourly rate plus benefits or the actual personnel costs to replace on-shift firefighters in their assigned capacity.
3. Dive team and boat team operations: Apparatus and personnel costs apply; plus \$60 per hour for specialty equipment maintenance and miscellaneous costs associated with the use of specialty equipment.
4. Emergency standby for hazardous utility incidents where Fire needs to protect life and property: \$289.81 per hour after the first half hour.
5. Non-emergency standby for special events: \$289.81 per hour for Fire Apparatus
6. Calls for emergency services for accidents on highways, public right-of-ways, railways, or resulting from other transportation incidents exceeding 0.5 hours may be billed according to the current payment schedule in the Oregon State Mobilization Plan adopted by the Oregon State Fire Marshal’s Office.

Fire and Life Safety Plan Reviews

- | | |
|---|---------------------|
| 1. Preliminary water and emergency access evaluation for all pre-applications | \$ 70 |
| 2. Detailed water and emergency access evaluation for all development and building permit applications: | |
| a. Minor partitions (up to 3 lots) | \$ 140 |
| b. Subdivisions | \$ 250 |
| c. Commercial | \$ 250 |
| d. All other applications requiring fire review | \$ 140 |
| 3. All fire code construction permits requiring fire review | \$ 250 |
| 4. All Fire Code Operational Permits | \$ 200 |
| 5. Mobile Emergency Responder Radio Coverage (MERRC) | |
| a. 0 to 50,000 sq. ft. | \$ 0.50 per sq. ft. |
| b. Additional sq. ft. from 50,001 to 100,000 | \$ 0.30 per sq. ft. |
| c. Additional sq. ft. exceeding 100,000 | \$ 0.10 per sq. ft. |

Fire and Life Safety Inspections

- | | |
|--|----------------------------------|
| 1. Initial inspection and 1st follow-up | No fee |
| 2. Each additional inspection, required for compliance | \$ 107 per hour |
| 3. After-hours inspections | \$ 150 per hour (1 hour minimum) |
| 4. Re-inspection fee for new construction after the second violation | \$ 107 per hour |

Section 4: Library

Library

The following fees shall be charged for the Library Department activities of the City:

General Fees (LOC 16.08.310)

1. Uniform Library Network Fees
Non-resident card \$ 95 per family per year
2. Library Penalty Fees
Lost and damaged library items Replacement cost, as determined by staff
3. Sale of withdrawn/surplus items
Varies; typically \$ 0.10 - \$3
4. Overdue fine
\$ 0.25 per item per day, with a \$5 maximum fine per item for adult material and a \$3 maximum fine for children's material

\$ 1.00 per item per day, with a maximum fine equal to the replacement cost of the item, for Library of Things material

\$ 5.00 per item per day, with a maximum fine equal to the replacement cost of the item, for equipment
5. Photocopy charges
General photocopy charges \$ 0.10 per page
Reference collection photocopies \$ 0.10 per page (first 5 pages are free)
Black and white internet printing charges \$ 0.10 per page (first dollar used in any combination of color and/or black & white is waived)

Color internet printing charges \$ 0.25 per page (first dollar used in any combination of color and/or black & white is waived)

Municipal Court

The following fees shall be charged for the Municipal Court activities of the City:

General Fees

1. Delayed Payment Fee

This fee is assessed in order to help defray the costs of deferred payment of fines.

Duration of Payments	Amount added to fine
0 to 60 days	\$ 0
Over 60 days	\$ 15

2. Vacate Fee \$ 20

This is a fee charged when someone requests the Municipal Court Judge to review a file, change the status, and/or vacate a charge from the DMV record.

3. Expungement Fee \$ 265

This fee is required by anyone filing an application for expungement.

4. Fix-it-ticket Administrative Fee \$ 35

This fee is charged when the citing officer has designated the citation as one that will be dismissed if proof of correction is provided before the initial appearance date.

5. Good Driver Deferred Sentencing Program Administrative Fee

Fee shall be the equivalent of the reduced presumptive fine for the charged offense.

6. Seatbelt and Child Restraint Violation
Deferred Sentencing Program Administrative Fee \$ 100

7. Civil Compromise Administrative Fee \$ 150

8. Court Appearance Audio Recording \$ 25 each

9. Certified Copies of Court Documents \$ 5 each

10. Copies up to 10 pages \$ 15
Each additional page \$ 0.25

Parks & Recreation

The following fees shall be charged for the Parks & Recreation activities of the City:

Recreation Services and Activities

The services and activity programs within Parks & Recreation are designed to meet the expectations of the Lake Oswego 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.

Fees

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

1. Lake Oswego residents are given priority in registration and pricing for recreation services and activities. Non-residents are charged additional fees of up to 1.5 times the base activity rate.
2. 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.
3. Contract service provision of activities include fees to cover total expense plus a program administrative percentage. Service providers are paid a negotiated sum per participant.
4. Refund Policy: If notified five days before the first day of class, a refund will be given less a \$5 processing fee. In lieu of a refund, a voucher may be requested toward a future activity and the \$5 fee is waived. All issued vouchers are nonrefundable and must be used prior to the end of the following fiscal year. Exceptions to the refund policy may be made at staff's discretion depending upon extenuating circumstances.

Indoor Tennis Center

1. Court Fees

	\$22 - \$30/hour
Seasonal	\$20 - \$24/hour
2. Activity Rates
 - a. Staff Instructed Activities – Fees established by determining the instruction hourly rate charged plus an additional administrative program percentage determined by market.
 - b. Private Lessons – Instructors who are employees of the City may teach private lessons. Instructors must pay the City for the use of the courts at the seasonal rate.
 - c. Lake Oswego residents are given priority in registration and pricing for recreation classes and activities. Non-residents are charged additional fees of up to 1.5 times the base class or activity rate.
3. Card Key Fee – A non-refundable fee of \$10 resident, \$20 non-resident annually. An additional fee of \$10 resident, \$20 non-resident is charged for replacement of the card.
4. Additional Fees – The Tennis Center shall be able to add new activities or programs during the year in order to promote marketability of the facility. As with other activities, fees will be based on instruction hourly rate charged plus an additional program administrative percentage determined by market.

Athletic Field User Charges

1. League Cleaning & trash disposal fee \$ 200 per season
(Covers cost of trash pick-up on athletic fields over and above regular trash disposal).
2. Turf Field fees

Category	Natural Turf		Artificial Turf	
	Daytime	With lights	Daytime	With lights
Category 1 (P&R and LOSD)	No Charge	No Charge	No Charge	No Charge
Category 2 (Recognized local youth organizations)	\$ 10/hr	\$ 12/hr	\$ 10/hr	\$ 12/hr
Category 3 (locally sponsored))	\$ 30/hr	\$ 40/hr	\$ 30/hr	\$ 40/hr
Category 4 (non-local & for-profit)	\$ 80/hr	\$ 100/hr	\$ 80/hr	\$ 100/hr

Category 1

Applies to all City affiliated activities, Community School activities, School District sport activities.

Category 2

Recognized local youth leagues/organizations with this category must be based in Lake Oswego and a majority of their memberships/participants must be Lake Oswego residents. Additionally, these Organizations must maintain a “good standing” with the City of Lake Oswego Parks and Recreation Department in order to remain in this category. Groups that have qualified and are currently “recognized local youth leagues/organizations” include L.O. Little League, L.O. Junior Baseball, L.O. Girls’ Softball, Pacer Junior Baseball, Lakeridge & L.O. Youth Football, L.O. Youth Lacrosse and Lake Oswego Soccer Club. Currently no additional local youth leagues/organizations may be added to this category or become recognized due to lack of field space availability.

Category 3

This category applies to tournaments, events, camps, clinics, and activities that are hosted by local organizations including athletic/sport leagues, civic groups, churches, business organizations, neighborhood associations, and individual residents for non-profit purposes. “Local” is defined as those organizations based in Lake Oswego or where a majority of the organization’s participants or members are Lake Oswego residents. (Examples include the Oswego Nike Cup hosted by the Lake Oswego Soccer Club, neighborhood association events, and Chamber of Commerce activities.)

Category 4

This category applies to all clinics, camps, tournaments, and activities hosted by non-local organizations. “Non-local” is defined as those organizations not based in Lake Oswego, or where a majority of the organization’s participants or members are not Lake Oswego residents. (Examples include i9 Sports.) This category also applies to all for-profit entities, regardless of whether or not they are based in Lake Oswego or have a majority of Lake Oswego residents participating in programs. (Examples include a baseball camp offered by Northwest Diamond Sports; and private sport camps.)

Additional Fees:

City may charge additional fees for category 3 and 4 users, over and above the hourly rates listed, to cover costs such as concession stand use, cleaning, garbage, etc.

Section 6: Parks & Recreation

3. Field light turn off fee: \$ 50 per occurrence
A field light turn off fee will be applied to billing when lights are not turned off by field users and must be turned off by City Staff. This fee applies in the following circumstances:
 - a. Cancelled field use, without notification for the purpose of turning off field lights or to cancel requested field lights programming.
 - b. Leaving field earlier than the scheduled reserved time without turning off lights.

4. Field Preparation Fees Local Organizations:

Baseball/Softball Fields	No charge for initial set-up Additional lining \$ 75*
Soccer League Fields	No charge for initial set-up Additional lining (large field) \$ 150* Additional lining (small field) \$ 120*
Football Fields	No charge for initial set-up Additional lining \$ 200*

*Subject to written approval by the Parks and Recreation Director or designee

5. Admission/Event Fees:

Organizations which charge admission or event fees at any City athletic field must notify the Parks and Recreation Department ten days before the scheduled event and will be charged 10% 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. Spectators who do not wish to pay admission or make a donation are to be ADMITTED FREE.

6. Drop-in gym programs \$ 4 Resident
\$ 6 Non-resident

Adult Community Center Fees

1. Human Services Programs
 - a. A per participant donation may be suggested for specified human service programs.
 - b. Fees are designed to cover up to 100% of the expenses associated with the Social Services trips and Respite Program.
 - c. A \$30 per session (per participant) resident, \$35 per session (pre participant) non-resident fee is designed to cover direct expenses associated with the respite program.
 - d. Classes and other programs generating revenue for another entity, but held at LOACC may be charged a per person fee.

2. Shuttle Bus Transportation to and from the Center.

Suggested donation is \$1 per one-way ride.

3. Refund Policy

Notification is required and is indicated by the "cancel by" date for trips and activities. A refund will be given less a \$5 processing fee. If notified after the class has begun, a prorated refund may be given less a \$5 processing fee. All refunds under \$25, unless paid with a credit card, are granted as vouchers toward future use. Exceptions to the refund policy may be made at staff's discretion depending upon extenuating circumstances.

4. Trip Refund Policy

Day Trip Refund Policy: There are no refunds for day trips that include expenses prepaid by the ACC unless a replacement participant can be found. All other day trips may be canceled with a refund up to five working days prior to departure. A \$5 cancellation fee will be deducted from the refund. Full refund is given if the ACC cancels a trip.

5. Room Rental Fees¹²

Adult Community Center	Non-Profit Organization Up to 3 hours	All Others
Oak/Acorn Rooms:		
Non-Refundable Cleaning Fee	\$ 25	\$ 25
Non-Refundable Cleaning Fee (with food)	\$ 50	\$ 50
Refundable Deposit	\$ 75	\$ 200
Hourly Usage Fee	\$ 35/hr	\$ 100/hr
Trillium/Hazel/Dogwood/Birch/Cedar/Madrone Rooms:		
Non-Refundable Cleaning Fee	\$ 10	\$ 10
Non-Refundable Cleaning Fee (with food)	\$ 25	\$ 25
Refundable Deposit	\$ 25	\$ 100
Hourly Usage Fee	\$ 25/hr	\$ 50/hr
TV/DVD	\$ 20 per use	\$ 20 per use
Projector/In Focus	\$ 25 per use	\$ 25 per use
Screen	\$ 10 per use	\$ 10 per use
Microphone	\$ 10 per use	\$ 10 per use

Exceptions to the rental policy may be made at staff's discretion depending upon extenuating circumstances.

6. Additional Fees

The Adult Community Center shall be able to add new activities or programs during the year in order to promote marketability of the facility. As with other activities, the fee will be based on a base rate plus overhead.

Swim Park

Daily usage is free to local residents in compliance with an agreement between the Lake Corporation and the City of Lake Oswego

Water Sports Center

The City contracts with the Lake Oswego Community Rowing for program delivery and operation of the Water Sports Center. User fees are set by the Lake Oswego Community Rowing.

¹² Non-residents are charged fees 1.5 times the resident fees for all rental fees.

Section 6: Parks & Recreation

Park Shelter Fees¹³

1. Facility Rental – Exceptions to Section 1, Miscellaneous Fees, page 20.

Facility	Rate I	Rate II	Rate III
Park Picnic Shelters	\$ 75 / 3 hrs	\$ 90 / 3 hrs	\$ 180 / 3 hrs
Millennium Park pergola area	\$ 100/hr	\$ 150/hr	\$ 450/hr
Millennium Stage/grassy knoll	\$ 50/hr	\$ 100/hr	\$ 300/hr
Foothills Park Pavilion	\$ 100/hr	\$ 150/hr	\$ 350/hr
Foothills amphitheater	\$ 100/hr	\$ 150/hr	\$ 300/hr
Foothills “viewing dolphins”	\$ 50/hr	\$ 70/hr	\$ 210/hr
Roehr Park Amphitheater & “viewing dolphin”	\$ 150/hr	\$ 220/hr	\$ 510/hr
Excursion boat dock – commercial docking	\$ 50/hr	\$ 70/hr	\$ 210/hr
Non-shelter Parks Areas ¹⁴	\$ 50/hr	\$ 70/hr	\$ 210/hr

	<u>Non-refundable cleaning fee</u>	<u>Refundable damage deposit</u>
Park Shelters	\$ 0	\$ 100/use or \$400/use special events
Millennium Plaza, Foothills Park, and Roehr Park	\$ 150/use	\$ 500/use

Rate I: Open or closed to the public; events with no sales, no admission fees, no concession sales, no entry fees, and no pledges of future revenues; no sponsor signage allowed.

Rate II: Open to the public; events which generate sales, admission fees, concessions, entry fees and/or pledges of future revenues; sponsor signage allowed.

Rate III: Closed to the public; events which generate sales, admission fees, concessions, entry fees, and/or pledges of future revenues; sponsor signage allowed.

2. Food trucks with facility reservation¹⁵ \$ 50/hr
3. Inflatables with facility reservation¹⁵ \$ 50/reservation

Miscellaneous Fees

1. All Parks Plans \$ 30 per copy
2. Research fee \$ 25 per 15 minutes (\$25 minimum)
plus copy and material charges

¹³ Non-residents are charged fees 1.5 times the resident fees for all rental fees.

¹⁴ Includes lawn areas, gardens, historical sites, or use of ball fields or parking lots for special events.

¹⁵ Food trucks and inflatables must be closed to the public.

Commercial Filming in City Parks and Special Events

See also Filming Permit in Section 1 for the additional processing fees, page 20.

1. Film/Video rate per venue
 - a. One day fee - no park closure required \$ 250
 - b. One day fee - park closure required \$ 1,000Damage deposit may be required, depending on scope of filming.

2. Still Photography rate per venue
 - a. 1 to 5 hours \$ 55
 - b. 6 to 24 hours \$ 110

3. Annual Photo Pass (All Parks) \$ 150

4. Long-term shoot: Any shoot over 24 hours will be considered a long shoot. Fees will be assessed for each 24 hour period.

5. Special Events Application Fees — other than for City Sponsored events
 - a. Permit Fee when application received at least 45 calendar days prior to event date. \$ 100
 - b. Permit Expedite Fee when application received less than 45 calendar days prior to event date (at least 10 business days advance notice needed, or event will be denied). \$ 200

6. Personnel Fees: City employees needed to assist with Special Events and/or Film Permits \$105/hour/person, subject to availability.

Section 7: Police Department

Police Department

The following fees shall be charged for the Police Department activities of the City:

Security Alarm Permit and Fees (LOC 20.08.606)

Voluntary Annual Alarm Permit Fee \$ 25

Security Alarm Code Violation Fines (LOC 20.08.612)

Fines for excessive false alarms in a permit year shall be as follows:

Second false alarm in any year	\$ 100
Third false alarm in any year	\$ 125
Fourth false alarm in any year	\$ 175
Fifth false alarm in any year	\$ 275
Sixth and any additional false alarms	\$ 425

Fines for excessive false alarms WITH a voluntary alarm permit shall be as follows:

Third and succeeding false alarm in any year	\$ 100
--	--------

Police Reports (LOC 14.06.220)

1. Copies up to 10 pages	\$ 15
Each additional page	\$ 0.25
2. 911 audio recording	\$ 50 per recording
Other audio and video recordings	\$ 50 first recording & \$ 15 each additional recording
CAD Incident Report	\$10

Miscellaneous Police Fees (LOC 14.06.020)

1. Records research	\$ 25 per 15 minutes (\$25 minimum) plus copy and material charges
2. Copies of photographs	\$ 1 per color print \$ 50 (for up to 30) burned to CD, plus \$ 1 each thereafter
3. Storage fee at P.I.T. for vehicles & equipment	\$ 50 per day
4. Hazmat quarantine/investigation	\$ 250 per day
5. Police impounded vehicle fee	\$ 350 per vehicle
6. Overtime charge* for special events requiring police services are determined based upon which of the following positions are utilized for a minimum of 4 hours:	

Community Services Officer (CSO), Police Officer, Sergeant, Lieutenant, and/or Captain.

* Contact the Police Department for this charge.

Public Works Support Services

The following fees shall be charged for the Public Works Support maintenance activities of the City:

General Fees

- | | |
|---|--|
| 1. Public facilities damage (street signs, water lines, etc.) | Billed at cost plus 20% for overhead plus lost revenue |
| 2. Sign installation for new subdivisions | Billed at cost plus 20% for overhead |
| | Second inspection at cost plus 20% for overhead |
| 3. Citizen-requested items (hydrant relocation, water service relocation, etc.) | Billed at cost plus 20% for overhead |

Section 9: Building

Building Division

A 12% surcharge fee as mandated by the State Building Codes Division is applied to all permit fees.

The following fees¹⁶ shall be charged for the Building Division activities of the City (LOC 45.01.040):

Building Permits

Valuation is based on the tables referenced in Oregon Administrative Rule 918-050-0100 and 0110.

1. Total Valuation
 - \$ 1 to \$ 2,000 \$102.82 up to and including \$2,000
 - \$ 2,001 to \$ 25,000 \$102.82 for the first \$2,000 plus \$9.40 for each additional \$1,000 or fraction thereof, up to and including \$25,000
 - \$ 25,001 to \$ 50,000 \$319.02 for the first \$25,000 plus \$6.75 for each additional \$1,000 or fraction thereof, up to and including \$50,000
 - \$ 50,001 to \$ 100,000 \$487.77 for the first \$50,000 plus \$4.70 for each additional \$1,000 or fraction thereof, up to and including \$100,000
 - \$ 100,001 to \$ 500,000 \$722.77 for the first \$100,000 plus \$3.00 for each additional \$1,000 or fraction thereof, up to and including \$500,000
 - \$ 500,001 to \$ 1,000,000 \$1,922.77 for first \$500,000 plus \$2.55 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000
 - \$ 1,000,001 and up \$3,197.77 for first \$1,000,000 plus \$1.65 for each additional \$1,000 or fraction thereof
2. Minimum Structural Permit Fee \$102.82
3. Plan review fees 65% of structural permit fee
4. Fire & life safety review fee 40% of structural permit fee (on commercial only)
5. Other inspections — see also Other Inspection and Fees (pg. 44)
 - a. Inspections for which no fee is specifically indicated \$ 102.82 per hour
 - b. Additional plan review required by changes, additions, or revisions to plans \$ 102.82 per hour
6. Phased Plan Review
Phased Plan Review fees shall be \$250 plus 10% of the total project building permit fee and shall not exceed \$1,500 pursuant to the authority of OAR 918-050-0160. This is in addition to standard plan review fees.

¹⁶ The Building Division Permit Fees and Plan Review Fees were modified and increased in response to implementation of the State of Oregon Permitting System, per Resolution 20-27.

7. Deferred submittals Plan Review

The fee for processing and Plan Review of deferred submittals shall be 10% of the building permit fee, using the value of the particular deferred portion or portions of the project but not less than \$275. This fee is in addition to standard Plan Review fees.

Architects and Engineer's exemption for plan review of "conventional light frame construction" (allows architects and engineers to perform plan reviews in lieu of the jurisdiction) pursuant to the authority of ORS 455.628

- | | |
|---|------------------|
| 8. Administration fee for processing and facilitating issuance | \$ 250 |
| 9. Commercial Fire Systems — based on valuation, see Structural Permit Fee Table | |
| 10. Residential Fire System — Standalone System, includes plan review | |
| Square footage | Permit fee |
| 0 to 2,000 | \$ 231.00 |
| 2,001 to 3,600 | \$ 313.50 |
| 3,601 to 7,200 | \$ 372.25 |
| 7,200 and above | \$ 437.25 |
| 11. Prescriptive Solar Panel Installation Permit — includes plan review (does not include Electrical Permit)* | \$ 125 |
| 12. Non-Prescriptive Solar Panel Installation — See Building Permit Fee Valuation Schedule | |
| 13. Change of Occupancy | \$ 250 |
| 14. Temporary Certificate of Occupancy | \$ 125 per month |

*Fee is required by Oregon Administrative Rule #918-050-0180

Electrical Permits

- | | |
|--|-----------|
| 1. New residential, one-and two-family dwelling unit | |
| 1,000 square feet or less | \$ 293.60 |
| Each additional 500 square feet or portion thereof | \$ 59.80 |
| Each manufactured home, modular dwelling service, or feeder | \$ 118.50 |
| Limited energy | \$ 100.00 |
| New multi-family largest unit is calculated as per square footage rates above and each additional unit calculated at 50% of the fee for the largest unit | |
| 2. Service or feeders: installations, alterations, or relocation | |
| 200 amps or less | \$ 175.05 |
| 201 amps to 400 amps | \$ 231.60 |
| 401 amps to 599 amps | \$ 349.05 |
| 600 amps | \$ 349.05 |
| 601 amps to 1,000 amps | \$ 524.10 |
| Over 1,000 amps or volts | \$ 958.45 |
| Reconnect only | \$ 110.00 |

Section 9: Building

3. Temporary services or feeders: installations, alterations, or relocation	
200 amps or less	\$ 102.20
201 amps to 400 amps	\$ 217.45
401 amps to 599 amps	\$ 293.60
600 amps	\$ 293.60
601 amps to 1,000 amps	\$ 430.00
Over 1,000 amps or volts	\$ 814.65
4. Branch circuits: new, alteration, or extension per panel	
With purchase of service or feeder, each	\$ 13.45
Without purchase of service or feeder	
First circuit	\$ 97.85
Each additional circuit	\$ 13.45
5. Miscellaneous (service or feeder not included)	
Each pump or irrigation circle	\$ 118.50
Each sign or outside lighting	\$ 118.50
Signal circuit(s) or a limited energy panel, alteration, or extension	\$ 118.50
Renewable energy for electrical systems – 5kva or less	\$ 151.15
Renewable energy for electrical systems – 5.01kva through 15kva	\$ 180.45
Renewable energy for electrical systems – 15.01kva through 25kva	\$ 293.85
Renewable energy – solar generation over 25kva (permit charge will not increase beyond the calculation for 100kva)	\$ 293.85 + \$ 11.74 per added kva
Renewable energy for wind system – 25.01kva through 50kva	\$ 587.75
Renewable energy for wind system – 50.01kva through 100kva	\$ 1,175.55
Renewable energy for wind system – misc. fee, hourly rate	\$ 110.00
6. Each additional inspection over the allowable in any of the above, per inspection	\$ 110.00
–see also Other Inspections and Fees (pg. 44)	
7. Special inspections per hour	\$ 110.00
8. Master Electrical Permit – on time applications fee	\$ 100.00
9. Master Electrical Inspections – per hour	\$ 110.00
10. Initial Electrical permit plan review fee is 25% of the electrical permit fee.	
11. Addition plan review – electrical – per hour	\$ 110.00

Mechanical Permits (Residential)

Unit Fee Schedule

1. Furnace	
Less than 100,000 BTU input	\$ 36
Greater than 100,000 BTU input	\$ 36
2. For the installation or relocation of each floor furnace, including vent	\$ 36
3. Furnace/burner including duct work/vent/liner	\$ 20
4. For the installation or relocation of each suspended heater, recessed wall heater, or floor mounted unit heater	\$ 29
5. For the installation, relocation, or replacement of each appliance vent or chimney installed and not included in an appliance permit	\$ 20
6. For the repair, alteration, or addition of an Air Handler or Heat Exchanger	
up to 10,000 cfm	\$ 36
10,001 cfm and over	\$ 36
7. Wood or Pellet stove, including hearth and wall shield	\$ 36
8. Gas or wood fireplace insert	\$ 36
9. Pool or spa heaters/kilns	\$ 20
10. Flue vent for water heater or gas fireplace	\$ 20
11. Decorative gas fireplace	\$ 36
12. Oil tank/gas/diesel generators	\$ 21
13. Installation or relocation of domestic type incinerator	\$ 20
14. Hydronic hot water system	\$ 50
15. Ventilation fan connected to a single duct	\$ 14
16. Installation of hood served by mechanical exhaust, including ducts for hood	\$ 22
17. Range hood/other kitchen equipment	\$ 22
18. Heat pumps	\$ 50
19. Air conditioners	\$ 50
20. Mini split system	\$ 50
21. Evaporative cooler other than portable	\$ 50
22. Water heater includes vent/flue only	\$ 21
23. Repair, alteration, or addition to mechanical appliance including installation of controls	\$ 21
24. Ventilation system not a portion of heating or air conditioning authorized by permit	\$ 21
25. Attic/crawl space fans	\$ 14
26. Radon mitigation	\$ 14
27. Clothes dryer exhaust	\$ 13
28. Ductwork – no appliance/fixture	\$ 20
29. Barbecue	\$ 21
30. Chimney/line/flue/vent	\$ 20
31. Other heating /cooling	\$ 21

Section 9: Building

32. Other fuel appliance	\$ 21
33. Other environment exhaust/ventilation	\$ 21
34. Permit fees for fuel gas-piping shall be	
For each gas-piping system of one to four outlets	\$ 14
For each gas-piping system of more than four outlets, per outlet	\$ 2.20
35. Appliance or equipment regulated by code, but not classified in other appliance categories	\$ 21
36. A minimum charge for mechanical permits	\$ 102.82
37. Each additional inspection over the allowable, per inspection – see also Other Inspections and Fees (pg. 44)	\$ 102.82
38. Residential Plan Review 25% of total permit fee	

Mechanical Permits (Commercial)

Use this section for commercial installation, replacement, or relocation of non-portable mechanical equipment or mechanical work not covered previously. Indicate the value of all mechanical labor, materials, and equipment.

<u>Value</u>	<u>Permit Fee Amount</u>
\$ Less than \$5,000	\$ 102.82
\$ 5,001 to \$ 10,000	\$ 102.82 plus \$ 1.50 for each additional \$ 100 over \$ 5,000
\$ 10,001 to \$ 100,000	\$ 177.82 plus \$ 10.20 for each additional \$ 1,000 over \$ 10,000
\$ 100,001 and above	\$ 1,095.82 plus \$ 7.00 for each additional \$ 1,000 over \$ 100,000
Plan review Fees	A mechanical plan review shall be paid. The fee is equal to 25% of the total permit fee.

Plumbing Permits (LOC 46.02)

These fees do not apply when solely replacing fixtures without re-plumbing and/or relocating them (except for water heaters, item ee.).

1. Fixture fees are as follows – note, there is a minimum Residential Plumbing permit fee of \$97	
a. Roof Drains (commercial)	\$ 24
b. Absorption valve	\$ 24
c. Hose bibb	\$ 24
d. Backwater valve	\$ 24
e. Catch basin or area drain	\$ 24
f. Drinking fountain	\$ 24
g. Trench drain, per 100’ or any portion thereof	\$ 102.82
h. Expansion tank	\$ 24
i. Fixture cap off	\$ 24
j. Storm water retention/detention tank/facility	\$ 24
k. Manufactured home utilities, per 100’ or any portion thereof	\$ 102.82
l. Ice maker	\$ 24
m. Rainwater harvesting	\$ 24
n. Alternate potable water heating system	\$ 24
o. Other – plumbing	\$ 24
p. Septic abandonment	\$ 24
q. Interceptor/grease trap	\$ 24
r. Manhole	\$ 24
u. Sink/basin/lavatory	\$ 24
v. Swimming pool piping to backflow only per 100’ or any portion thereof	\$ 102.82
w. Tub/shower/shower pan	\$ 24
x. Urinal	\$ 24
y. Water closet	\$ 24
z. Dishwasher	\$ 24
aa. Garbage disposal	\$ 24
bb. Clothes Washer	\$ 24
cc. Floor drain/floor sink/hub drain	\$ 24
dd. Sewer, per 100’ or any portion thereof	\$ 102.82
ee. Water heater	\$ 24
ff. Water service, per 100’ or any portion thereof	\$ 102.82
gg. Storm drain, per 100’ or any portion thereof	\$ 102.82
hh. Sewage ejector pump and sump pump	\$ 24
ii. Primer	\$ 24
jj. Backflow prevention device or anti-pollution device	\$ 24
kk. Any trap or waste not connected to a fixture	\$ 24
ll. Any other plumbing installation, not otherwise listed in this schedule, having a sanitary waste or potable water supply	\$ 24
mm. Re-piping of existing fixtures	
First fixture	\$ 17
Each additional fixture	\$ 10

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|-----|---|-----------|
| nn. | Minimum fee for plumbing permits – Commercial/Residential | \$ 102.82 |
| 2. | For NEW one-and two-family dwellings only, the fees are per bathroom as follows (this fee includes 100 feet for each utility connection, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include piping, gutters, downspouts, and perimeter system): | |
| a. | One bath | \$ 333.50 |
| b. | Two baths | \$ 362.25 |
| c. | Three baths | \$ 402.50 |
| d. | Each additional bath/kitchen | \$ 130.80 |
| 3. | Each additional inspection over the allowable, per inspection – see also Other Inspections and Fees (pg. 44) | \$ 102.82 |
| 4. | Plumbing Plan Review - Add 30% of fees as calculated above for plan review, if required. | |
| 5. | Commercial Plumbing - Medical gas fees: | |
| a. | Medical gas permit fees shall be based on the value of installation costs and the system equipment, including but not limited to inlets, outlets, fixtures, and appliances, Med Gas permits are subject to the Commercial Plumbing minimum permit fee. Medical gas plan review – see Commercial Plumbing plan review. | |
| 6. | Residential Fire System – Multipurpose/Continuous Loop system, includes plan review | |

<u>Square footage</u>	<u>Permit Fee Amount</u>
0 to 2,000	\$ 231.00
2,001 to 3,600	\$ 313.50
3,601 to 7,200	\$ 372.25
7,200 and above	\$ 437.25

Grading and Fill Permits

Plan Review	\$ 125
50 to 1,000 cubic yards	\$ 150
1,001 to 10,000 cubic yards	\$ 250
10,001 to 100,000 cubic yards	\$ 350
100,001 cubic yards or more	\$ 450

Demo and Deconstruction Permits

Residential one-and two-family structures	\$ 300
Commercial buildings	\$ 400

Manufactured Home Permits

Installation permit fee includes the concrete slab, runners or foundations when prescriptive, electric feeder and plumbing connections and all cross-over connections.

Installation Permit Fee	\$ 445
State Fee	\$ 30

ORS 446.176(1) and OAR 918-5000105 require all local governments providing construction permits or inspections for manufactured dwelling and cabana installations to collect and remit to the Department of Consumer and Business Services a \$30 fee for each installation permit issued. This fee is to be added to manufactured dwelling and cabana installation permits only and should not be added to accessory structures or building, electrical, plumbing, mechanical permits or plan reviews.

Manufactured Dwelling/RV Parks

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.

Community Development Code Enforcement Charges

Single family	\$ 154
Multi-family	\$ 154 plus \$154 per each 12 units
Office/Retail	
0 – 5,000 square feet	\$ 154
5,001 - 10,000 square feet	\$ 308
10,001 - 25,000 square feet	\$ 460
25,001 - 50,000 square feet	\$ 612
50,001+ square feet	\$ 766
Industrial/Public/Institutional	
0 – 20,000 square feet	\$ 154
20,001 - 30,000 square feet	\$ 308
30,001+ square feet	\$ 460

Record Retention and Archiving Fees

For purposes of archiving records per State mandate	\$30.00 Flat fee on all permits
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Section 9: Building

Research and Consultation Fees

Records Research	\$ 25 per 15 minutes/request, minimum 15 minutes
Fee Estimates - new residential and commercial projects	\$ 100 per hour per request, minimum one-hour
Consultation for code review, hypothetical projects	\$ 100 per hour, minimum 1/2 hour
Supplemental Plan Review	\$ 100 per hour, minimum 1/2 hour

Other Inspections and Fees

1. Inspections outside of normal business hours (minimum charge = 1 hour) \$ 120 per hour
2. Re-inspection fee assessed under provisions Section 305 (f) \$ 102.82 per inspection
3. Inspections for which no fee is specifically indicated \$ 102.82 per hour
4. Additional plan review required by changes, additions, or revisions to approved plans (minimum charge = 1 hour) \$ 102.82 per hour
5. Work commencing before permit issuance

Any person who commences any work on a building or structure before obtaining the necessary permits shall be subject to an investigation fee of \$125 per hour, which is equal to the average cost of an inspection.

Exception: A one-time exemption shall apply to homeowners applying for their own permits.

Seismic Surcharge – Structural/Mechanical – review 1% of building permit fee required on all essential structures

Additional Miscellaneous Fees

1. The fee to a governmental agency shall be determined by the provisions set forth under ORS 190.003 to 190.110 for the purpose of carrying out the respective responsibilities of each agency. \$ 102.82 per hour or portion thereof
2. Re-inspection fee for structural, electrical, mechanical, and plumbing permits shall be charged for inspection of violations found by the Building Official after the second violation. \$ 102.82 per hour
3. The fee to any governmental agency or person for specifically requested inspections or surveys. \$ 102.82 per hour or portion thereof
4. Housing moving permit (LOC 45.12.510):
 - Relocating within Lake Oswego \$ 452
 - Moving out of Lake Oswego \$ 224

Refunds

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 or permit has expired.
2. Plan Review Refund
 - a. Where a permit has not been issued, 80% of the plan review fee will be refunded.
 - b. There are no refunds when a plan review has been started by any department.

Engineering Division

The following fees shall be charged for the Engineering Division activities of the City:

Minor Utility Facilities, Installed or Constructed by Public¹⁷ or Private Entities

Street Opening Permit Fee*	Improved surfaces	Unimproved surfaces
1. Minor utility structures, except substations, but including poles, lines, pipes or other such facilities	\$ 300	\$ 150
2. Sewer, storm drainage, or water system structures, excluding treatment plants, reservoirs or pump stations; but including reconstruction of manholes, valves, hydrants, or other portions of the collection, treatment, and distribution systems located within public property, right-of-way, or easements. This includes sewer, storm and water lateral installations or taps	\$ 300	\$ 300
3. Street improvements within existing development, including sidewalks, curbs, gutter, catch basins, paving, signs, and traffic control devices and street lights	\$ 300	\$ 150
4. Permit and inspection of new driveway approach or relocation of an existing approach		\$ 50

General Engineering Fees

- | | |
|---|--|
| <p>1. Engineering plan review and inspection of public or private infrastructure, grading, or other incidental work that is not reviewed and inspected under State Building Specialty Codes and delegated to Engineering.</p> | <p>9% of the final estimated construction costs, as approved by the City Engineer or \$1,000 whichever is greater. A deposit of \$1,000 must be submitted with the initial plan submittal prior to review beginning. Fee will include the cost for City to install any sign or pavement marking installations within the right-of-way, as delineated in Section 8: Public Works Support Services, unless extenuating circumstances require the City Engineer to recover the cost of such items for large public improvement projects. Final payment of the balance of the 9% fee will be based on final estimated construction costs, and must be received by the City prior to issuance of the permit for construction. <i>*Performance bonds may be required for large projects.</i></p> |
| <p>2. Appeal of a staff decision or hearing body to the next higher authority.</p> | <p>\$ 100</p> |
| <p>3. Street vacation</p> | <p>\$ 1,500</p> |
| <p>4. Quitclaim</p> | <p>\$ 175</p> |
| <p>5. Blasting Permit</p> | <p>\$ 250 application fee plus engineering costs to administer and observe blasting operations billed at labor and materials plus overhead billed at 2.4 times direct costs.</p> |
| <p>6. Document recording to comply with conditions of development approval (i.e., easements, agreements, etc.)</p> | <p>Actual County recording costs</p> |

¹⁷ Quasi-public agencies other than the City and Franchise Utilities.

Section 10: Engineering

Other Engineering Fees

1.	Drinking water analysis	\$ 60
2.	Encroachment Permit	
	Type 1 – Minor	\$ 300
	Easily removable structures, such as fences, driveway, entrances, monument walls, or timbers, less than 3’ tall, or other non-loadbearing structures.	
	Type 2 – Major	\$ 750
	Relatively large structures that may need engineering, such as driveway decking, reinforced concrete structures, boathouses, decks and hatches over in-lake manholes, or other structures that are not typically found in rights-of-way or public easements.	
3.	Encroachment Appeal	\$ 500 per appeal
4.	Zone of Benefit Formation, exclusive of LID Boundaries	\$ 2,000
5.	Rivergrove Sewer Connection Fee ¹⁸	\$ 200
6.	Lien segregation	
	One parcel into two	\$ 200
	Each additional parcel	\$ 100
7.	Street widening	\$ 300
8.	Street name change	\$ 250
9.	Change of address request for reasons other than fire and life safety, or as a result of land use procedures.	\$ 500
10.	Erosion control permit, plan review and inspection fee ¹⁹	
	Dwelling Type:	
	Single family residential	\$ 350
	Multi-family/Commercial	500 sf up to 1 acre \$ 700
		1 acre ²⁰ or greater \$ 1,500
11.	Single-family residential landscaping erosion control permit, plan review and inspection fee	\$ 97
12.	Site re-inspection fee (after two inspection site visits)	\$ 100
13.	Investigation fees: Work without a permit	

Investigation - Whenever any work for which an erosion control permit is required has commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for the work.

Fee - An investigation fee equal in amount and in addition to the permit fee shall be collected whether or not a permit is issued.

¹⁸ Check with engineering department for additional connection fee related to new zone of benefits established for certain properties.

¹⁹ Check with engineering department for additional connection fee related to new zone of benefits established for certain properties.

²⁰ Effective 1/1/03, impact areas 1 acre and greater will require a 1200-C permit per the Oregon Department of Environmental Quality (ODEQ).

14. Erosion control enforcement fees:
For violations of LOC Chapter 52 and in addition to penalties prescribed under LOC 52.06, enforcement fees may also be assessed on a time and materials basis plus overhead billed at 2.4 times direct costs.
15. Illicit Discharge Enforcement Fees:
For violations of LOC Chapter 38 (Utility Code) and in addition to penalties prescribed under LOC 38.26.930 and LOC 38.26.935, enforcement fees may also be assessed on a time and materials basis plus overhead billed at 2.4 times direct costs.

Section 11: Planning

Planning Division

The following fees shall be charged for the Planning Division activities of the City (LOC 50.07.003.2):

Ministerial Developments (LOC 50.07.003.13)^{21,22}

1. Accessory building which requires a building permit (e.g., garage, carport)	No Fee
2. Accessory structure or use (e.g., driveway, fence)	No Fee
3. Duplex	No Fee
4. Exterior remodeling of duplex or single-family dwelling requiring a building permit	No Fee
5. Home Occupations	Business License
6. Lot Line Adjustment	\$ 1,986
Process to correct an illegal Lot Line Adjustment	\$ 1,986
7. Temporary Structures, Use	Business License & Sign Permit, if applicable
8. Sidewalk Display	\$ 34
9. Accessory dwelling unit	No Fee

Minor Developments (LOC 50.07.003.14)^{22,23}

1. Change of use	\$ 4,215
2. Development in DD Zone:	
Duplex in R-DD zone (hearing body action)	\$ 5,926
Exterior remodeling of duplex or single-family dwelling requiring a building permit in R-DD Zone (hearing body action)	\$ 5,926
Single-Family Dwelling in R-DD Zone (hearing body action)	\$ 5,926
Zero lot line dwelling in R-DD Zone (hearing body action)	\$ 5,926
3. Development within the Greenway Management Overlay District Boundary ²⁴	\$ 4,473
4. Development Review:	
Multi-family, Commercial, Industrial, Institutional, Townhouses	\$ 5,926 + 37% of building permit fee.
Substantial revisions to a <u>complete</u> application requiring new public notice	33% of the original application fee
5. Alterations with minimal impacts such as exterior exit stairs; exterior remodeling that does not expand building footprint or increase height; and accessory structures 300 square feet or less	\$ 1,964
6. Exterior painting of any structure that was the subject of a Major or Minor Development Permit including all structures in the R-DD zone, with the exception of detached single-family dwellings, duplexes, zero lot line dwellings, or structures accessory to those dwelling types. Exception: Exterior painting that is the same color palette as the existing color(s).	\$ 959
7. Lot Line Adjustment	\$ 1,986
8. Minor Partition	\$ 4,880

²¹ See page 52 for Affordable Housing.

²² Site review and inspection fees may apply at building permit review. See page 52 under Other Planning Fees.

²³ See page 50 Historical Preservation.

²⁴ No fee applies for the Greenway Management Overlay review associated with dead, hazardous, emergency, or invasive tree removal.

Section 11: Planning

Expedited Minor Partition	\$ 7,714
Process to correct creation of an illegal lot	\$ 3,544
9. Major Partition (includes the creation of a street)	\$ 5,592 + \$278/lot
Expedited Major Partition	\$ 8,546 + \$278/lot
Process to correct creation of an illegal lot	\$ 3,544
10. Modification of approved minor development permits	
Without public hearing	\$ 1,986
With public hearing	\$ 3,544
11. Request for formal Code interpretation under LOC 50.01.005 and Authorization for Similar Use Application under LOC 50.03.002	\$ 675
12. Residential Infill Design (RID) Variance	\$ 4,472 for 1 st plus \$575 for each additional variance
13. Subdivision (with or without P.D.)	\$ 6,390 + \$278/lot
Expedited Subdivisions	\$ 11,930 + \$278/lot
14. Minor Variances	\$ 3,880 for 1 st + \$426 for each additional variance
Fence and Wall Variance	\$ 1,637 for 1 st + \$179 for each additional variance
15. Major Variance	\$ 4,472 for 1 st + \$575 for each additional variance
16. Seasonal Restaurant Enclosure	\$ 1,964
Seasonal Restaurant Enclosure (During State of Oregon Emergency Covid-19 Restrictions)	\$ 0

Sign Code Fees (LOC 47)

Signs	\$ 499
Signs (awning, window, blade)	\$ 137
Special event sign	\$ 21
Variance to Sign Code	\$ 1,637
Sign Retrieval Fee (violations)	\$ 34
Sign Removal Hearing Fee (refundable if sign was removed improperly)	\$ 34
Refundable deposit for Public Notice Signs	\$ 103

Comprehensive Plan and Community Development Code Amendments

1. Legislative amendments to a map	
Comprehensive Plan amendments only	\$ 12,986
Comprehensive Plan amendments and Zone Change	\$ 12,986
Zone Change only	\$ 12,986
2. Legislative amendments to a text	
Comprehensive Plan text amendment	\$ 6,496
Community Development Code text amendment	\$ 6,496
3. Quasi-judicial amendments to a map	
Comprehensive Plan amendments only	\$ 12,986
Zone change only ²⁵	\$ 12,986
Comprehensive Plan amendments and Zone Change	\$ 12,986
Minor modifications to approved amendment	\$ 1,739
Substantial modifications to approved amendments	\$ 2,236

²⁵ Not required for zone changes that conform to the Comprehensive Plan following annexations.

Section 11: Planning

Major Developments (LOC 50.07.003.15)²⁶

1. Conditional Uses	\$ 6,374
2. Overall Development Plan and Schedule	\$ 5,926
3. Modification of approved major development permits	
Without public hearing	\$ 1,986
With public hearing	\$ 3,544

Sensitive Lands Overlay Districts (LOC 50.05.010 and LOC 50.07.004.8)

There are no fees for actions relating to Sensitive Lands Overlay Districts (Council action 10/21/14).

Fees Relating to Historical Preservation (LOC 50.06.009 and LOC 50.07.004.4)

1. Designation of Landmark	No fee
2. Exterior alteration of Landmark, including building paint color change	No fee
3. Historic District Designation	No fee
4. New construction (not attached to historic structure; e.g., detached garage, secondary dwelling, garden shed)	No fee
5. Removal or deconstruction of Landmark	\$ 4,941
6. Withdrawal of historic landmark designation	\$ 4,941

Appeals²⁷

1. Appeals of a formal Code Interpretation to a Hearing Body	\$ 704
2. Appeals of a staff decision to a Hearing Body	\$ 704
3. Appeals of a Hearing Body decision to City Council	½ original Application Fee not to exceed \$6,494

Pre-Application Conference/Consultations²⁸

1. Pre-application Conference: ²⁹	
Residential Infill Design Review:	
Pre-application with Planning Staff	\$ 426
Pre-application with the Infill Advisors Team	\$ 2,279
All other applications	\$ 426
2. Pre-application Consultation:	
One follow-up meeting with staff to discuss issues addressed at the pre-application conference.	No fee
For any meetings after the follow-up (3rd meeting on)	50% of pre-application fee
3. 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	\$ 107/hour

²⁶ Site review and inspection fees may apply at building permit review. See page 52 under Other Planning Fees.

²⁷ Appeal fee shall not apply to appeals filed by DLCD or to appeals filed by recognized Neighborhood Association entitled to receive notice of a pre-application neighborhood meeting pursuant to LOC 50.07.003.1.f.iii (1)(a) and (b).

²⁸ In addition to planning fees noted in this sub-section, the Fire Department also levies a pre-application fee. Please refer to Fire Department, Section 3 for the correct amount.

²⁹ There is no pre-application conference fee for a permit for an ADU, actions relating to Sensitive Lands, Greenway Management Overlay review associated with dead, hazardous, emergency, or invasive tree removal, or designation of Historic Landmark.

Research Fees

1. Letter of zoning verification	\$ 107/hour
2. Letter of verification of compliance with Community Development Code of an existing development	\$ 165/hour
3. Deed research to determine the legality of a lot of record	\$ 165/hour
4. Research/Interpretation of old planning files and informal Code Interpretation <i>(often requested by the applicants before filing of a development application)</i>	\$ 107/hour

Tree Code Fees (Resolution 00-07)

1. Tree Cutting Permit Fees	
Type I Permit	\$ 22
Dead or Hazard Tree Permit	\$ 22
Type II Permit	\$ 177 + \$ 22 per tree
Emergency Tree Permit	\$ 0
Type II Permit in conjunction with major or minor development application	\$ 0
Minor Forest Management	\$ 22
Major Forest Management	\$ 177 + \$ 22 per tree, not to exceed \$ 602
Verification Permit	\$ 35 + \$ 10 per tree
Topping Permit	\$ 22 per request
2. Mitigation [as provided in LOC 55.02.084(3)]	\$ 153
3. Enforcement Fees - For violations under LOC 55.02.130 (3), enforcement fees will be assessed as follows:	
Type I Permits violations, dead or hazard tree violations	\$ 104
All other Permit Type violations	\$ 672 + \$45 per tree
Tree Protection Enforcement fee for violations under LOC 55.08.050(3)	
Standard tree protection enforcement fee	\$ 652
Enhanced tree protection enforcement fee	\$ 1,304
4. Restoration	
Standard City Tree Fund Fee [as provided in LOC 55.02.130(4)(a)]	\$ 94 per caliper inch
Increased City Tree Fund Fee [as provided in LOC 55.02.130(4)(b)]	\$ 191 per caliper inch
5. Public Hearing Review ³⁰	
Request for DRC Hearing on Tree Cutting Permit	\$ 219
Appeal of DRC's decision to City Council	½ of original application fee
6. Heritage Tree Program	
The City may charge for providing the plaque marking a heritage tree. The fee will be the actual cost of providing the plaque.	
7. Tree Protection Inspection Fee	\$ 107 per inspection
8. County Tree Removal Certification	
Type 2 Permits	\$ 113 + \$ 11 for each additional tree
Over-the-Counter Permits – Type 1	\$ 22
Over-the-Counter Permits – Dead	\$ 22

³⁰ Fee shall not apply to requests/appeals filed by City of Lake Oswego recognized Neighborhood Associations.

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Over-the-Counter Permits – Hazard	\$ 22
Invasive and/or Emergency tree removal permits	No Fee

Fee Exemptions for Multi-family Affordable Housing

No Ministerial Development, Minor Development, Major Development, Sign Code, Historic Preservation, Tree Code (for tree removal and mitigation for development of the multi-family structure) or Pre-application Conference fees will be charged under this Section 11 for Multi-family Developments of 20 or more units where at least 10% of the proposed dwelling units are affordable to those earning 80% or less of Area Median Income and spending not more than 30% of household income on housing, consistent with Clackamas County Housing Authority’s “Income Limits” for Affordable Housing, provided that all of the requirements of the covenant required by LOC 39.06.105(5) as amended by Ordinance 2810 are met.

Other Planning Fees (Resolution 04-12)

1. Annexation Application Fee³¹

Parcel less than 3 times minimum lot area for the zone designation that will apply upon annexation.	\$ 0 + Applicable Metro Fees
Parcel 3 times or greater than the minimum lot area for the zone designation that will apply upon annexation.	\$ 920 per no. of lots into which the parcel could be divided under the zone designation that will apply upon annexation + Metro fees
Parcel for which there is no minimum lot area for the zone designation that will apply upon annexation.	\$ 1,841 + Applicable Metro Fees
Expenses related to additional noticing caused by delays brought on by the applicant(s).	\$ 266
2. Copies of Planning Documents
See Section 1, Public Records Fees, page 19.
3. Site review and inspection fees
 - a. Single family dwelling on infill lots (i.e., lots or parcels not approved as part of a land partition/subdivision) \$ 246
 - b. Single family dwelling or townhomes approved as a part of a land partition/subdivision/planned development application \$ 617
 - c. Non-single family residential development, including apartments, commercial, industrial, and institutional uses \$ 1,233
 - d. Re-inspection fee \$ 130
 - e. Residential remodels

Interior remodels and accessory structures	\$ 136
Exterior addition of no more than 500 sq ft	\$ 182
Exterior addition exceeding 500 sq ft (same fee as if new construction)	See a. – c. above

³¹ See Annexation Application Form.

4. Plat Review Fee	
a. Final Plat Review Fee	\$ 515
b. Lot Line Adjustment Plat Review Fee	\$ 53
5. Ballot Measure 49 Claims	
Fees for claims under LOC Article 12.55 (Resolution 05-31)	
Pre-filing conference fee	\$ 489
Filing fee	\$ 1,351
6. Application Mailing List Fee	\$ 76
7. Records Retention Fees - For purposes of archiving records per State mandate	
a. Ministerial land use applications	\$ 42
b. Minor land use applications (without public hearing)	\$ 69
c. Minor land use applications (with public hearing) and major land use applications	\$ 145
d. Type II and verification tree removal permits	\$ 27
e. Sign permits	\$ 27
8. Demolition (Notice of Demolition Approval)	\$ 58
9. Additional Plan Review Fee for Issued Building Permits (minimum 1 hour)	\$ 107/hour

Section 12: Systems Development Charges

Systems Development Charges

Fees shall be assessed for Systems Development Charges (SDC) and will reflect the following:

- For each type of SDC, the fees assessed to each unit of a duplex shall be the same as those assessed to a single-family residence.
- For an Accessory Dwelling Unit (ADU) each type of SDC will be waived, even if a larger meter is required to accommodate an ADU, provided that the ADU complies with all the requirements of the covenant required by LOC 39.06.105(5) as amended by Ordinance 2810.

If within 10 years from the first use of the ADU as a dwelling unit, the requirements of this covenant are not maintained, the City may declare the ADU exemption from payment of all System Development Charges (SDCs) revoked and the Owner shall immediately pay to the City the monies due under LOC 39.06.105(5), to wit:

Processing fee per Council Resolution; and

- SDC amounts for ADU per Lake Oswego Master Fees and Charges at time of payment *(previously exempted system development charges, with interest based upon inflation rate using the Engineering News – Record Construction Cost Index 20-City Average, are reflected in the SDC amounts then due).*
- **Processing fee \$500**
- Pursuant to and following the procedure set forth in LOC 39.06.105(5)(f)(iii), (iv), (v), the processing fee and SDC amounts shall be a lien upon the Real Property, entered in the municipal lien docket, and are enforceable in the manner provided by ORS Ch. 223. Exempt from SDCs are Multifamily developments of 20 or more units where at least 10% of the proposed dwelling units are affordable to those earning 80% or less of Area Median Income and spending not more than 30% of household income on housing, consistent with Clackamas County Housing Authority's ["Income Limits" for Affordable Housing](#), provided that the development complies with all of the requirements of the covenant required by LOC 39.06.105(5) as amended by Ordinance 2810.
- The rate for Hotel/Transient Lodging includes Short-Term Rentals (Transient Lodging in residential zones).

These SDC's shall be indexed for inflation annually using the Engineering News – Record Construction Cost Index (20-city average). Accordingly, as of January 1, 2022, the SDC fees have been increased by 8.0% which is equal to the last recorded change in this index as based on October 2020 to October 2021 data. Calculated amount is rounded to the nearest dollar.

Section 12: Systems Development Charges

Systems Development Charges (LOC 39.04)

Water SDC				
Water Meter Size	Reimbursement Fee 14.79%	Improvement Fee 78.72%	Administrative Fee 6.49%	Total 100%
5/8 - 3/4 inch	\$ 1,339	\$ 7,128	\$ 588	\$ 9,055
3/4 inch	\$ 1,339	\$ 7,128	\$ 588	\$ 9,055
1 inch	\$ 2,232	\$ 11,879	\$ 979	\$ 15,090
1 1/2 inch	\$ 4,464	\$ 23,760	\$ 1,959	\$ 30,183
2 inch	\$ 7,150	\$ 38,056	\$ 3,137	\$ 48,343
3 inch	\$ 14,317	\$ 76,202	\$ 6,282	\$ 96,801
4 inch	\$ 22,390	\$ 119,171	\$ 9,825	\$ 151,386
6 inch	\$ 44,815	\$ 238,529	\$ 19,665	\$ 303,009
8 inch	\$ 71,750	\$ 381,888	\$ 31,484	\$ 485,122
10 inch	\$ 103,237	\$ 549,478	\$ 45,301	\$ 698,016

Sewer SDC			
Water Meter Size	Reimbursement Fee 22.16%	Improvement Fee 77.84%	Total 100%
5/8 - 3/4 inch	\$ 730	\$ 2,566	\$ 3,296
3/4 inch	\$ 730	\$ 2,566	\$ 3,296
1 inch	\$ 1,218	\$ 4,278	\$ 5,496
1 1/2 inch	\$ 2,436	\$ 8,555	\$ 10,991
2 inch	\$ 4,871	\$ 17,109	\$ 21,980
3 inch	\$ 11,691	\$ 41,068	\$ 52,759
4 inch	\$ 20,461	\$ 71,870	\$ 92,331
6 inch	\$ 44,818	\$ 157,428	\$ 202,246
8 inch	\$ 77,944	\$ 273,789	\$ 351,733
10 inch	\$ 121,786	\$ 427,791	\$ 549,577

Section 12: Systems Development Charges

Stormwater Management SDC			
	Reimbursement Fee 0%	Improvement Fee 100%	Total 100%
Single family	\$ 0	\$ 180	\$ 180

Multi-family, commercial/industrial, institutional, and other land use fees are determined as follows:

Improvement Fee equals the total impervious area of the property in units of 3,030 square feet or portion thereof multiplied by the fee.

Transportation SDC
Refer to methodology and rate schedule in the Appendix

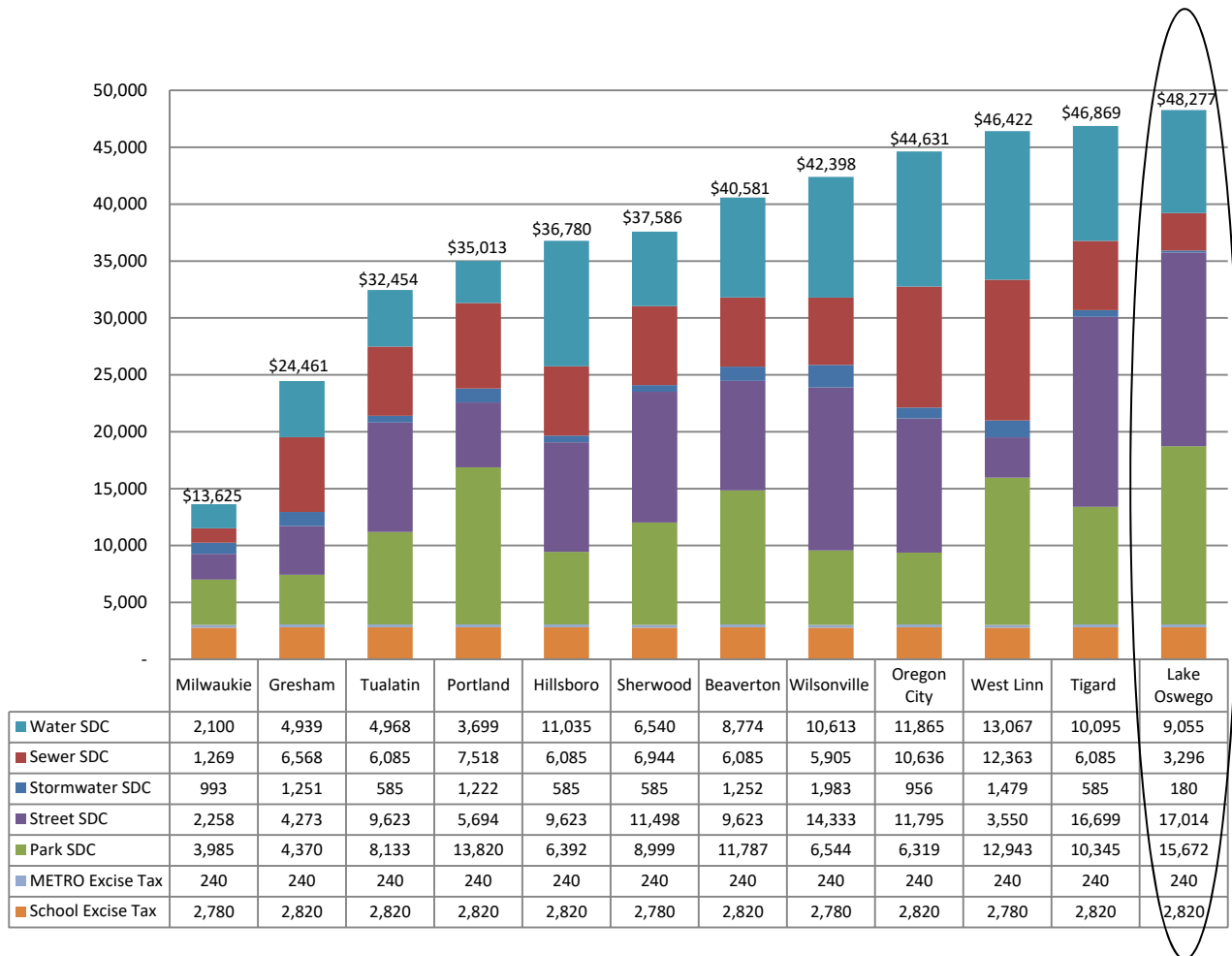
Parks & Recreation SDC			
	Reimbursement Fee 0%	Improvement Fee 100%	Total 100%
Residential			
Single family	\$ 0	\$ 15,672	\$ 15,672
Multi-family/secondary dwellings	\$ 0	\$ 8,717	\$ 8,717
"Congregate Housing" units are charged at 50% of the Multi-family rate*.			
Non-residential	\$ 0	\$ 1,008	\$ 1,008 per employee
"Residential Care Housing" units are charged at 100% of the Non-residential rate*.			

*See Appendix for definitions of Congregate Housing and Residential Care Housing.

Section 12: Systems Development Charges

Comparison of Neighboring Cities' New Single-Family Systems Development Charges

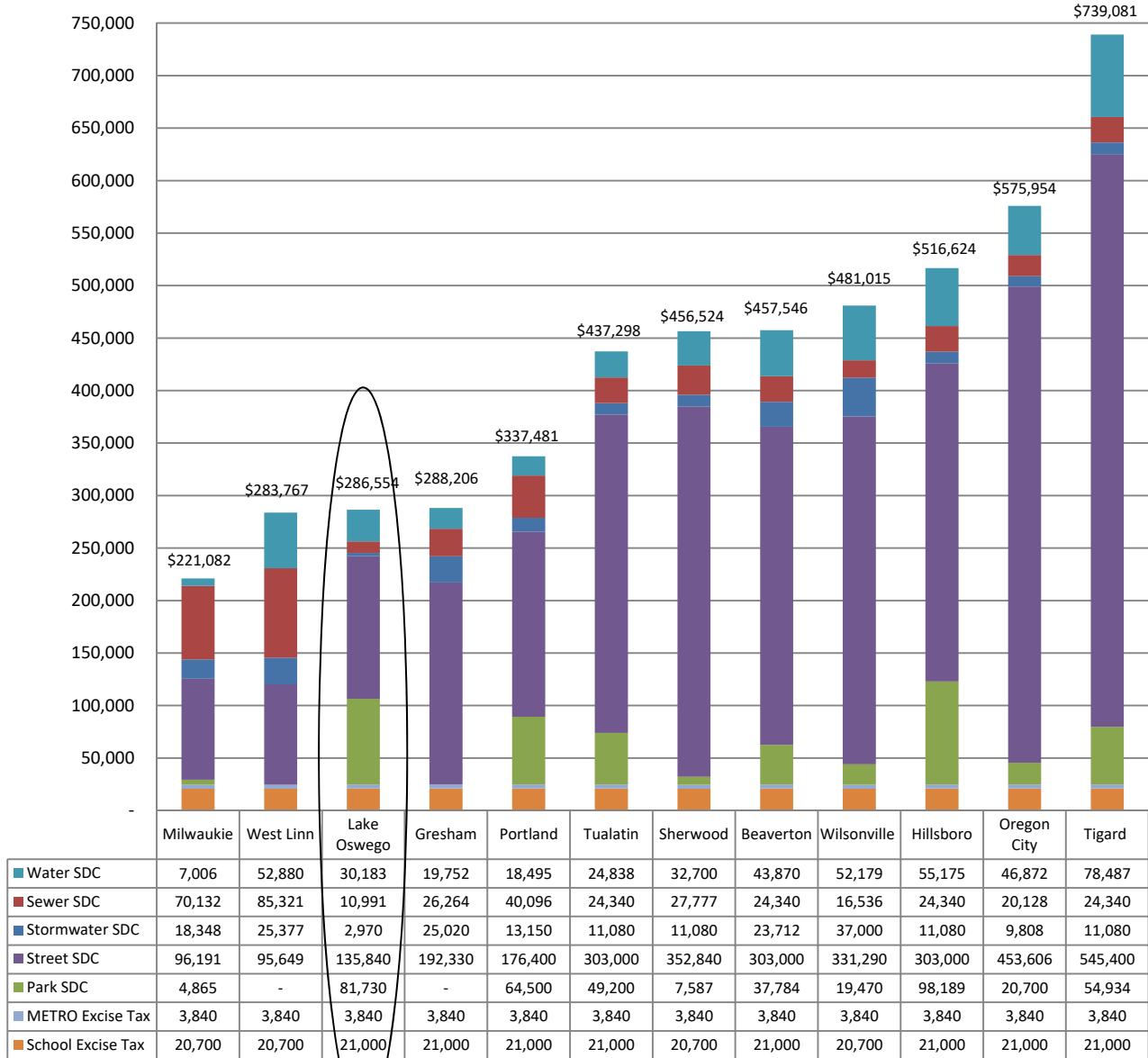
Based on a 2,000 sq. ft. house with 500 sq. ft. garage, and \$200,000 value.



Section 12: Systems Development Charges

Comparison of Neighboring Cities' New Commercial Systems Development Charges

Based on a 30,000 sq. ft. commercial office building, a total 50,000 sq. ft impervious area, and \$3,200,000 value.



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Systems Development Charges Methodologies (LOC 39.04.041)

Water Systems Development Charge Methodology 61
Sewer Systems Development Charge Methodology 63
Stormwater Systems Development Charge Methodology 64
Transportation Systems Development Charge Methodology 65
Parks and Recreation Systems Development Charge Fee Methodology..... 67

Resolution

Resolution – Updating the Master Fees and Charges Schedule 70

Water Systems Development Charge Methodology

Reimbursement Fee

- [A] Eligible cost of unused capacity in the existing water system.
- [B] Current (2009) customer base expressed as 3/4" meter equivalents.
- [C] Future customer base expressed as 3/4" meter equivalents.

$$\frac{[A]}{[C] - [B]} = [D] \quad \text{Water SDC Reimbursement Fee}$$

Reimbursement Fee Calculation

- [A] = \$ 6,148,588
- [B] = 15,204 MEs
- [C] = 21,695 MEs

$$\frac{[A]}{[C] - [B]} = [D] \quad \$ 947$$

Improvement Fee

- [E] Cost in current (2009) dollars of water system capital improvements that will increase system capacity to meet the needs of future users.
- [B] Current (2009) customer base expressed as 3/4" meter equivalents.
- [C] Future customer base expressed as 3/4" meter equivalents.

$$\frac{[E]}{[C] - [B]} = [F] \text{ Water SDC Improvement Fee}$$

Improvement Fee Calculation

[E]	=	\$ 32,714,947
[B]	=	15,204 MEs
[C]	=	21,695 MEs

$$\frac{[E]}{[C] - [B]} = [F] \text{ \$ 5,041}$$

Water System Development Charge

- [D] Water SDC Reimbursement Fee
- [F] Water SDC Improvement Fee
- [G] Water SDC Administrative Fee
- [H] Water System Development Charge**

$$[D] + [F] + [G] = [H]$$

Sewer Systems Development Charge Methodology

Sewer SDC Fee

- [M] Value of the sewer collection system capital improvement program to provide capacity to serve new customers.
- [N] Value of the sewer wastewater treatment plant capital improvement program to provide capacity to serve new customers.
- [O] Current dry weather demand.
- [P] Future dry weather demand.
- [Q] Future WWTP capacity dedicated to Lake Oswego.
- [R] Average single family home dry weather demand.

$$\frac{[P]-[O]}{[P]} \times \frac{[M]}{[P]} \times [R] = [S] \quad \text{Portion of fee for collection system capital improvements to provide capacity to serve new customers.}$$

$$\frac{[P]}{[Q]} \times \frac{[N]}{[P]-[O]} \times [R] = [T] \quad \text{Portion of fee for wastewater treatment plant capital improvements to provide capacity to serve new customers.}$$

$$[S] + [T] = [U] \quad \text{Sewer Fee.}$$

Sewer SDC Fee Calculation

[M] =	\$ 19,351,000	$\frac{[P]-[O]}{[P]} \times \frac{[M]}{[P]} \times [R] = [S]$	\$ 244
[N] =	\$ 11,499,000	$\frac{[P]}{[Q]} \times \frac{[N]}{[P]-[O]} \times [R] = [T]$	\$ 1,186
[O] =	3.9 mgd		
[P] =	5.69 mgd		
[Q] =	7.025 mgd		
[R] =	0.000228 mgd	$[S] + [T] = [U]$	\$ 1,430

Sewer System Development Charge

- [U] * 22.16% = [V] Sewer SDC Reimbursement Fee
- [U] * 77.84% = [W] Sewer SDC Improvement Fee
- [X] Sewer System Development Charge**

$$[V] + [W] = [X]$$

Stormwater Systems Development Charge Methodology

Improvement Fee – Water Quantity Portion

- [A] Portion of the Stormwater quantity management capital improvement program attributable to future development. Determined on a project-by-project basis and equal to the percentage increase in the design flow of each project in the Stormwater quantity management capital improvement multiplied by project cost.
- [B] Projected increase in Equivalent Service Units (ESUs). One ESU is equal to 3,030 square feet of impervious area. Total projected increase in ESUs is determined by dividing the total projected increase in impervious area of the City of Lake Oswego by 3,030.

$$[A] / [B] = [C] \quad \text{Improvement Fee – quantity portion, per ESU.}$$

Improvement Fee – Quality Portion

- [D] Portion of the stormwater quality management capital improvement program attributable to future development. Equal to the percentage increase in total runoff multiplied by the total cost of the stormwater quality management capital improvement program.

$$[D] / [B] = [E] \quad \text{Improvement Fee – quality portion, per ESU.}$$

Improvement Fee Calculation

$$[C] + [E] = [F] \quad \text{Stormwater improvement fee.}$$

Stormwater Management System Development Charge

Only includes an Improvement Fee - No Reimbursement Fee.

Transportation Systems Development Charges Rate Tables

Transportation SDC				
ITE Code	Land Use	Unit [A]	Maximum Allowable SDC Rate per Unit ³² [B]	Approved SDC Rate per Unit [C= B x .30] ³³
110	General Light Industrial	1,000 SFGFA	\$9,482	\$2,845
130	Industrial Park	1,000 SFGFA	9,615	2,885
140	Manufacturing	1,000 SFGFA	5,457	1,637
151	Mini-Warehouse	1,000 SFGFA	4,274	1,282
160	Data Center	1,000 SFGFA	1,784	535
210	Single-Family Detached Housing/Duplex	Dwelling unit	17,014	17,014
220	Apartment Residential	Dwelling unit	11,707	3,512
230	Condominium/Townhouse	Dwelling unit	10,179	3,054
240	Mobile Home Park	ODU	8,827	2,648
254	Assisted Living	Bed	4,616	1,385
310	Hotel/Transient Lodging	Room/Unit	14,148	4,244
320	Motel	Room	10,139	3,042
411	City Park	Acre	11,046	3,314
417	Regional Park	Acre	8,990	2,697
430	Golf Course	Acre	9,494	2,848
492	Health/Fitness Club	1,000 SFGFA	54,610	16,383
495	Recreational Community Center	1,000 SFGFA	49,348	14,804
520	Elementary School	1,000 SFGFA	12,831	3,849
522	Middle School/Junior High School	1,000 SFGFA	11,460	3,438
530	High School	1,000 SFGFA	10,719	3,216
540	Junior/Community College	1,000 SFGFA	38,567	11,570
560	Church	1,000 SFGFA	23,812	7,144
565	Day Care Center	1,000 SFGFA	32,464	9,739
590	Library	1,000 SFGFA	90,885	27,266
610	Hospital	1,000 SFGFA	21,918	6,575
620	Nursing Home	1,000 SFGFA	12,988	3,896
710	General Office Building	1,000 SFGFA	15,093	4,528
720	Medical-Dental Office Building	1,000 SFGFA	49,184	14,755
731	State Motor Vehicles Department	1,000 SFGFA	217,744	65,323
732	United States Post Office	1,000 SFGFA	159,122	47,737
750	Office Park	1,000 SFGFA	15,309	4,593
760	Research and Development Center	1,000 SFGFA	11,209	3,363
770	Business Park	1,000 SFGFA	16,993	5,098
812	Building Materials and Lumber Store	1,000 SFGFA	77,676	23,303

³² Indexed annually by the Engineering News Record Construction Cost Index (CCI) for 20-City Average, per Resolution 17-08.

³³ The 30% factor for the approved SDC Rate per Unit applies to all codes except ITE Code 210. Maximum Allowable was phased-in for ITE Code 210 (Single-Family Detached Housing/Duplex), per Resolution 17-65.

Transportation SDC				
ITE Code	Land Use	Unit [A]	Maximum Allowable SDC Rate per Unit ³⁴ [B]	Approved SDC Rate per Unit [C= B x .30]
813	Free-Standing Discount Superstore	1,000 SFGFA	69,272	20,782
814	Variety Store	1,000 SFGFA	55,065	16,520
815	Free-Standing Discount Store	1,000 SFGFA	50,817	15,245
816	Hardware/Paint Store	1,000 SFGFA	46,671	14,001
817	Nursery (Garden Center)	1,000 SFGFA	149,231	44,769
820	Shopping Center	1,000 SFGFA	37,245	11,174
826	Specialty Retail Center	1,000 SFGFA	73,089	21,927
841	Automobile Sales	1,000 SFGFA	52,709	15,813
843	Automobile Parts Sales	1,000 SFGFA	49,061	14,718
848	Tire Store	1,000 SFGFA	30,757	9,227
850	Supermarket	1,000 SFGFA	85,266	25,580
851	Convenience Market (Open 24 Hours)	1,000 SFGFA	444,504	133,351
857	Discount Club	1,000 SFGFA	76,265	22,880
862	Home Improvement Superstore	1,000 SFGFA	30,137	9,041
880	Pharmacy/Drugstore without Drive-Through	1,000 SFGFA	68,664	20,599
881	Pharmacy/Drugstore with Drive-Through	1,000 SFGFA	66,324	19,897
890	Furniture Store	1,000 SFGFA	3,291	987
912	Drive-in Bank	1,000 SFGFA	60,408	18,122
931	Quality Restaurant	1,000 SFGFA	67,389	20,217
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	94,700	28,410
934	Fast-Food Restaurant with Drive-Through	1,000 SFGFA	394,559	118,368
937	Coffee/Donut Shop with Drive-Through	1,000 SFGFA	603,640	181,092
938	Coffee/Donut Kiosk	1,000 SFGFA	551,116	165,335
944	Gasoline/Service Station	VFP	106,254	31,876
945	Gasoline/Service Station with Convenience Market	VFP	37,462	11,239
946	Gasoline/Service Station with Car Wash	VFP	65,759	19,728

Source: ITE Trip Generation Manual, 9th Edition, compiled by FCS GROUP

Abbreviations: SFGFA - square feet of gross floor area

ODU - occupied dwelling unit

VFP - vehicle fueling position

³⁴ Indexed annually by the Engineering News Record Construction Cost Index (CCI) for 20-City Average, per Resolution 17-08.

Parks and Recreation Systems Development Charge Fee Methodology

I. Residential Development

- a. An applicant for a building permit should complete a Lake Oswego Parks System Development Charges Application and SDC Calculation Worksheet indicating the type and number of new Dwelling Units to be included in the project.
- b. The Building Department enters the SDC rates per dwelling on the application form and calculates the SDCs to be paid by the Applicant.

Type of Dwelling Unit	SDC Improvement Fee* per Dwelling Unit
Single Family Dwelling Unit	\$ 15,672
Multi-Family Dwelling Unit	\$ 8,717

II. Non-Residential Development

- a. An applicant for a building permit should complete a Lake Oswego Parks System Development Charges Application and SDC Calculation Worksheet indicating the type and number of square feet of building space for each non-residential use to be included in the project. Guidelines for the number of square feet required for each employee are included in the table on the following page for major Standard Industry Classifications. Where a proposed use does not specifically match one of the classifications listed in the table, the listed classification which most closely matches the proposed use, as determined by the City Manager, may be substituted.
- b. The Building Department calculates the non-residential SDC Improvement Fee by:
 - i. Dividing the building space (square feet) for each non-residential use in the development by the number of square feet per employee (from the guidelines in the Square Feet Per Employee table), and
 - ii. Multiplying the result (from step 1) by the SDC rate Per New Employee (\$ 1,008 as of January 1, 2022). Any proposed use which constitutes 10% or less of the total building space should be considered an ancillary use and does not require a separate calculation; however, the building space for such uses must be included in the total for other non-residential uses.

**Rates are based on Improvement Fee only (no Reimbursement Fee).*

III. Senior and Affordable Housing Definitions (Per Resolution 08-42):

- a. "Congregate Housing" is defined as "multi-unit housing with self-contained apartments that contain cooking facilities which support independent lifestyles for those that have life-function disabilities due to age, medical, or mental condition, which do not require residential care or skilled nursing services. Congregate housing provides varying levels of support services, such as meals, laundry, housekeeping, transportation, and social, recreation, cultural and education activities. The full range of services normally associated with residential care facility, are not provided in association with congregate housing." (Section 50.02.005 Definitions, City Code)

Rate Provision: Charged at 50% of the Multi-Family residential rate.

- b. "Residential Care Housing" is considered to be non-residential in nature and is defined as a facility that houses and provides services for 6 or more persons who may have a range of physical and mental health problems, including chronic and debilitating conditions requiring assistance with daily activities. This term is synonymous with other terms such as "assisted living facilities" and "adult care housing" used to describe housing which provides the range of services described below. Living units within residential care housing do not have cooking facilities. A range of services is provided including staff supervised meals, housekeeping and personal care medication supervision, recreation, cultural, social activities and transportation. Residential care housing facilities may include housing for persons needing intermediate care. These are persons who do not require around-the-clock nursing, but who do need preventative care, therapies at levels less than continuous licensed nursing care or observation. Intermediate care emphasizes personal, social and emotional/mental health care, but involves the availability of 24 hour service with physicians and nurses in supervisory roles. Skilled nursing services, including convalescent care, may be provided as an accessory and subordinate use in conjunction with residential care facilities. (Section 50.02.005 Definitions, City Code).

Rate Provision: Charged at 50% of the Non-Residential rate.

SQUARE FEET PER EMPLOYEE
(Recommended guidelines from *Metro Employment Density Study*)

Standard Industry Classification (SIC)*	Square Feet Per Employee	Standard Industry Classification (SIC)*	Square Feet Per Employee
1 – 19 Agriculture., Fish & Forest Services; Construction; Mining	590	37 Transportation Equipment	700
20 Food & Kindred Products	630	40-42, 44, 45, 47 Transportation and Warehousing	3,290
22, 23 Textile & Apparel	930	43, 46, 48, 49 Communications and Public Utilities	460
24 Lumber & Wood	640	50, 51 Wholesale Trade	1,390
25, 32, 39 Furniture; Clay, Stone, & Glass; Misc.	760	52 - 59 Retail Trade	470
26 Paper and Allied	1,600	60 – 68 Finance, Insurance & Real Estate	370
<u>27</u> Printing, Publishing & Allied	450	70 – 79 Non-Health Services	770
28 – 31 Chemicals, Petroleum, Rubber, Leather	720	80 Health Services	350
33, 34 Primary & Fabricated Metals	420	81 - 89 Educational, Social, Membership Services	740
35 Machinery Equipment	300	90 – 99 Government	540
36, 38 Electrical Machinery, Equipment	400		

* Source: U.S. Department of Commerce Standard Industrial Classification Manual

IV. Modification, Expansion, or Redevelopment

If the development is a modification or expansion of an existing structure, or redevelopment of a property from a previous use, the SDC amount is based on the net increase in the number of Dwelling Units and/or employees, calculated as follows:

- a. Calculate an SDC on the development as though the entire development was subject to the SDC;
- b. Calculate an SDC on the existing development, before modification, expansion, or redevelopment, as though the existing development was subject to the SDC;
- c. Calculate the net SDC amount by subtracting the result of Step b from the result of Step a; if the result is zero or less than zero, no SDC is due.

Master Fees and Charges Resolution

RESOLUTION 21-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE OSWEGO REVISING FEES AND CHARGES AND UPDATING THE LAKE OSWEGO MASTER FEES AND CHARGES SCHEDULE

WHEREAS, the City has adopted from time to time various fees and charges for services;
and

WHEREAS, the City has found it necessary to add, revise, or delete various fees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lake Oswego that:

Section 1. The revisions to fees and charges shown in Exhibit A are hereby adopted effective January 1, 2022, except where noted otherwise.

Section 2. The revision to fees and charges shall be incorporated into the City's Master Fees and Charges schedule.

Section 3. Effective Date. This Resolution shall take effect upon passage.

Considered and enacted at the regular meeting of the City Council of the City of Lake Oswego on the 7th day of December, 2021.


AYES: Mayor Buck, Nguyen, Wendland, Verdick, Rapf, Mboup, Manz

NOES: None


EXCUSED: None

ABSTAIN: None

ATTEST:



Joseph M. Buck, Mayor



Kari Linder, City Recorder

APPROVED AS TO FORM:



Jason Loos, City Attorney

City of Lake Oswego
380 A Avenue
PO Box 369
Lake Oswego, OR 97034

503-635-0260
www.lakeoswego.city/fees

