



# City of Stayton

## Land Use Application Fees

Land Use Application Fees are designed to offset the costs to the City of processing and reviewing land use applications and subsequent review of construction and engineering plans and inspection of improvements. The City faces costs of mailing notices of hearings, reviewing plans, preparing staff reports, and distributing notices of decisions. The fees have been calculated based on an analysis of the City’s recent past costs and reflect an average cost of reviewing a “typical” application, considering the number of hearings that must be held and other costs.

If the cost to the City does not reach the amount of the fee paid, the excess fee will be refunded to the applicant after the file is closed. If during the processing of the application, the costs to the City exceed 75% of the fee paid, the applicant will be required to pay an additional 50% of the fee amount, to assure that there are adequate funds to continue to process the application.

Some land use applications may involve multiple steps, such as the review of a preliminary plan, construction plans, and final plat for a subdivision. A subsequent phase of the process will not commence unless all balances due from a previous review phase have been paid in full. Approval of building permits will not be authorized if there is an outstanding balance.

❖ Pre-Application Meeting ..... \$400

The pre-application meeting fee will be credited towards the application fee if the application is filed within one year of the preapplication meeting. An additional fee must be paid for subsequent preapplication meetings prior to submitting an application

❖ Applications that require only Staff Review .....\$900 Deposit

- Administrative Site Plan Reviews
- Minor Modifications
- Final Plat for Partitions and Subdivisions

❖ Applications that require only a Planning Commission Hearing .....\$1,700 Deposit

- Site Plan Review
- Partitions
- Subdivisions
- Preliminary Master Planned Development
- Final Master Planned Development
- Conditional Uses
- Variances
- Major Modifications

- ❖ Applications that require both a Planning Commission and City Council Hearing
  - Comprehensive Plan Map Amendment and Zone Change .....\$2,000 Deposit
  - Subdivision, Master Planned Development, Site Plan Review that include an Annexation.....\$2,000 Deposit
  - Major Annexation (in addition to the above fees).....\$4,500 Deposit
  
- ❖ Other Planning Department Applications ..... \$25\*
  - Sign Permits
  - Change of Use Permits
  
- ❖ Appeals
  - Of decisions made by Staff without a public hearing ..... \$250\*\*
  - Of decisions made by the Planning Commission ..... \$400
  
- ❖ Vacation of Streets and Alleys ..... \$700

In the event the application is withdrawn before City action, the applicant shall be responsible to pay for the costs incurred up to the time of its withdrawal.

The Council may, at its discretion, waive some or all charges for the processing of applications determined by the Council to be in the public interest.

\* The complete fee is non-refundable and no additional reimbursement shall be required, regardless of the staff time required.

\*\* Oregon Revised Statutes 227.175 indicates that, “The maximum fee for an initial hearing shall be the cost to the local government of preparing for and conducting the appeal, or \$250, whichever is less. If an appellant prevails at the hearing or upon subsequent appeal, the fee for the initial hearing shall be refunded.”