



Fees and Charges Effective July 1, 2026

The fee schedule is updated at least once per year. These fees were adopted by the Stayton City Council in Resolution 26-014 (June 2026). For more information, see the SMC (Stayton Municipal Code) at www.staytonoregon.gov or call the City Hall at 503-769-3425.

ADMINISTRATIVE			
	Fee	Unit	Notes (and Stayton Municipal Code references)
Lien Search	\$10	per search	
Notary Public	\$5	per action	Subject to Notary availability, appointments recommended
Residential Rental	\$10	per year	SMC 15.06.120
Permits for Events (includes Promotional/Processional Events)	\$60	per event	SMC 5.44; SMC 10.36 \$100 if form is not fully complete and received at least 45 days prior to event
Permits for Recurring Events	\$30	per event	\$75 if form is not fully complete and received at least 45 days prior to event
Event Street Marking	\$200	per event	Refundable deposit
Transient Occupancy Tax	7%	of gross rent charged	SMC 3.06
Returned Payments	\$35	per item	Equal to the bank fee
Credit Card Processing	3%	of amount owing	For balances over \$3,000 (excludes monthly utility bill)
Use of City Hall Conference Room	\$25	per hour	Call 503-769-3425 for availability (City has priority)
All Other Services not Identified	actual cost		
MUNICIPAL COURT (SMC 2.20.300)			
	Fee		
Payment Plan Agreement	\$30		
License Reinstatement	\$30		
Failure To Appear for Arraignment	\$25		
Failure to Appear for Trial	\$100		
Trial	\$40		
Warrant	\$55		
Appeal Filing	\$55		
Delinquent bills sent to Collections	25% of fine		

PUBLIC RECORDS			
	Fee	Unit	Notes
Printing / Copies – 8.5x11, 8.5x14, 11x17	\$0.25	per page	
Printing / Copies – larger than 11x17	\$10	per page	
Digital Copies (PDF)	\$0.10	per page	
Certified Copies	\$5	each	
Printed Copies of Digital Photos	\$1	per photo	
Thumb drive, or other digital media	\$15	each item	
Postage		per transaction	Actual cost of postage
Public Records Requests	varies	time	Free for 1st 15 minutes. Additional time will be charged at actual staff cost for all staff involved in fulfilling the request.
Open Records Check	\$20	each	Includes 1st 30 minutes. Additional time will be charged at actual staff costs. \$10 search fee included.
Police Reports	\$33 + \$.25 per printed page	per report	Includes 1st 30 minutes. Additional time will be charged \$33 per 30-minute increment. \$20 non-refundable search fee included. Free for the victim's first copy.
Fingerprinting	\$30	per person	Service for Stayton residents and business only
Visa Letter	\$40	per letter	
Record Check Letter	\$15	per letter	
PERMITS ISSUED BY POLICE			
	Fee	Unit	Notes
Carnival, Amusement Park & Concession	\$300	per year	SMC 5.08
Alarm Permit (Residential/Commercial)	\$20	one-time registration	SMC 8.08 (late fee is \$25 per year)
OLCC/OHA License Application	\$100	per application	
OLCC/OHA License Renewal	\$35	per year	
OLCC/OHA Change of Ownership	\$75	per incident	
OLCC/OHA License Privilege Change	\$75	per incident	
Dispensary License Application	\$100	per application	Plus background checks for each employee SMC 5.12.030
Dispensary License Renewal	\$100	per year	Includes background checks SMC 5.12.030
Dispensary Employee Background Check	\$15	per person	
Temporary permit for non-OLCC Licensed Business	\$35	per application	
Temporary permit for OLCC Licensed Business	\$15	per application	

FINES FOR ORDINANCE VIOLATIONS

	Fee	Notes
Business Regulations	\$1,000	SMC 5.08
Medical Marijuana Facilities	\$1,000	SMC 5.12
Pharmaceutical Disposal	\$500	SMC 5.50
Garage Sales	\$500	SMC 5.16.020
Solicitors	\$1,000	SMC 5.20
Private Security Enterprises	\$1,000	SMC 5.28
Secondhand Dealers and Pawnbrokers	\$1,000	SMC 5.32.100
Animal Control	up to \$500	SMC 6.04.290
Nuisances	up to \$1,000	SMC 8.04 & 8.20.080
False Alarms		SMS 8.08 (per fiscal year)
<ul style="list-style-type: none"> • First 5 Alarms 	\$0	
<ul style="list-style-type: none"> • Alarms 6-15 	\$25	
<ul style="list-style-type: none"> • Alarms 16+ 	\$50	
Any other Violation of SMC 8.08 (Public Alarm Systems) not listed previously	\$500	SMC 8.08
Use of Public Parks, Public Property and Waterways	\$500	SMC 8.12
Violation of Public Peace and Welfare	\$1,000	SMC 9
Violation of Prohibited Parking Parking in Alley No Parking Zone	\$50	SMC 10.12.040 ORS 811.550
Violation of Loading Zone	\$50	SMC 10.12.070
Violation of Promotional / Processional / Event Permit	\$1,000	SMC 10.36
Parking on a Sidewalk Damaging Sidewalks and Curbs	\$50 + cost of repairs	SMC 10.12.040 SMC 10.40.1040 ORS 811.570(1)
Crossing Private Property	\$110	SMC 10.40.1010
Violation of Truck Routes	\$110	SMC 10.40.1060
Prohibited Parking for Certain Purposes: Displaying a Vehicle for Sale Repairing a Vehicle Displaying Temporary Advertising Selling from a Vehicle	\$50	SMC 10.12.050

Unlawful Storage on the Street	\$110	SMC 10.12.060
Violation of Bus and Taxi	\$50	SMC 10.12.080/ 10.12.090
Skateboards, Skis, Toboggans, and Sleds	\$25	SMC 10.40.1030
Violation of Bicycle	\$25	SMC 10.28
Violation of Pedestrian	\$25	SMC 10.32
Overtime Parking	\$50	SMC 10.12.040 / SMC 10.12.100
Parking Permit Violation	\$50	SMC 10.12.150
Parking Spaces – Correct Use and in the Direction of Travel	\$50	SMC 10.12.020
Violation of Prohibited Parking Contrary to a Parking Control Device	\$50	SMC 10.12.040(g)
Impound Charge per Day for City Owned Storage	\$50 + towing	SMC 10.16.430
Impound Tow	\$125	SMC 10.12.180 & 10.16
Other Violations of SMC 10 Not Specifically Listed	\$50	SMC 10

LIBRARY (SMC 2.48.1150)			
Library Cards	Fee	Unit	Notes
Resident Full-Service	Free		Residents are those who live inside the Stayton city limits
Non-Resident Full-Service Family	\$60	annual	
Non-Resident Full-Service Family	\$30	six months	
Non CCRLS District Full-Service Family	\$70	annual	
Non CCRLS District Full-Service Family	\$35	six months	
Non CCRLS District Full-Service Child	\$12		\$8 for each additional card
Other Fees			
Lost or Damaged DVD Case	\$1	per case	
Lost or Damaged AV Cover	\$1	per cover	
Lost or Damaged Audiobook Case	\$3	per case	
All Other Lost or Damaged Materials	actual cost + \$5 processing		
Replace Cultural Pass	price of membership		
Interlibrary Loan	actual cost		
Printing - Black & White	\$0.10	per page	
Printing - Color	\$0.25	per page	

COMMUNITY & ECONOMIC DEVELOPMENT

Land Use Applications	Fee	Notes
Pre-Application Meeting	\$500	
Minor modifications to Site Plan Review	\$900	
Major modifications to Site Plan Review*	\$1,700	Plus City Engineer and Transportation Review deposits below
Site Plan Review*	\$1,700	Plus City Engineer and Transportation Review deposits below
Preliminary Partition Plan*	\$1,700	Plus City Engineer and Transportation Review deposits below
Preliminary Subdivision Plan 4 to 10 lots*	\$2,000	Plus City Engineer and Transportation Review deposits below
Preliminary Subdivision Plan >11 lots*	\$2,500	Plus City Engineer and Transportation Review deposits below
Master Plan Developments*	\$2,500	Plus City Engineer and Transportation Review deposits below
Conditional Use	\$1,200	
Variance	\$1,200	(not associated with other applications)
Variance submitted with Land Use application	\$500	(for same property)
Comprehensive Plan Map and Zone Map Amendment	\$2,500	
Zone Map Amendment only	\$2,000	City Council decision
Annexation (Major or Minor)	\$2,500	City Council decision (\$4,500 if voter approval is required)
Annexation with Subdivision, Master Plan Development, Site Plan Review*	\$2,500	Plus City Engineer and Transportation Review deposits below
Code Interpretation by Planning Commission	\$1,200	
Other Planning Commission Hearings	\$1,200	
Vacation of Streets and Alleys	\$1,500	deposit per application
*City Engineer Review	\$1,000	Refundable deposit toward actual costs (added to Site Plan Review, Subdivision, and Master Plan Development applications)
*Transportation Review	\$1,000	Refundable deposit toward actual costs (added to Site Plan Review, Subdivision, and Master Plan Development applications)
Appeals		
Appeals of decisions made by Staff without a public hearing	\$250	per application
Appeals of decisions made by the Planning Commission	\$400	per application

Other Permits, Licenses, and Fees			
Sign Permits	\$40	per application	
Temporary Sign	no charge	per application	
Change of Use Permits	\$40	per application	
Zone Verification Letter	\$75	per property	
Mobile Food Unit License	\$40	per year	SMC 5.48
Secondhand Business License	\$50	per year	SMC 5.32
Junk Dealers License	\$50	per year	SMC 5.36
Solicitors' License Application	\$125	per business	SMC 5.20
Solicitor's License per Employee	\$25	per person per year	(includes background check)

PUBLIC WORKS

Site Development Permit: Engineering and Plan Review (for on-site and off-site public improvements) and ROW permit. Prior to permit issuance, actual plan review costs will be paid by the applicant. Inspection services will be paid by the applicant after project completion and prior to Notice of Final Completion and Acceptance from the City. Permit reviews include water, wastewater, storm drainage, and street improvements where excavation or utility cuts of pavement are required.

New Infrastructure	Fee	Notes
Site Development Permit Review – Residential	\$750	Deposit
Site Development Permit Review – Commercial, Industrial, Multi-family	\$1,500	Deposit
Site Development Permit Review – Minor Partition (1 – 3 lots)	\$750	Deposit
Site Development Permit Review – Subdivision (4 – 10 lots)	\$2,500	Deposit
Site Development Permit Review – Subdivision (11+ lots) or Master Planned Development	\$4,500	Deposit
Site Development Permit Inspection - costs during project construction (% of public improvement construction costs including onsite grading)	4%	Based on approved engineers estimate of public improvements
Stormwater Review - Water Quality and Detention Plan and Calculation Review (infill lots only)	4%	
Right of Way (ROW) Permits		
Type 1: Street tree replacement or installation	no charge	
Type 2: Repair/replace sidewalk and/or driveway approach with no street cutting (includes 3 inspections)	\$125	per permit
Type 3: Sidewalk, driveway approach and/or existing utility repair where street cut is needed (includes 4 inspections)	\$200	per permit
Type 4: Franchise Utility (NW Natural, SCTC, PacifiCorp, etc.)	\$40	unless specified in franchise agreement
Type 5: Encroachment Permit to use Public ROW (for a long-term use: awning, billboard, structure, etc.)	\$65	per permit
Additional Inspections over the permit type allotment	\$40	per inspection
Water Meters		
3/4" Water Meter (including radio, valve, & installation)	\$600	
1" Water Meter (including radio, valve, & installation)	\$750	
Larger than 1"	actual cost	
Vehicles per hour	FEMA rate	www.fema.gov/assistance/public/tools-resources
Building Permits	varies	per Marion County fee schedule
Building Structural Permit Driveway/Sidewalk Inspections	\$150	

SYSTEMS DEVELOPMENT CHARGES (SMC 13.12)

Wastewater - Stayton SDC (shared and Stayton only)									
Meter size	3/4"	1"	1 1/2"	2"	3"	4"	6"	8"	
Reimbursement	\$7,535	\$12,558	\$25,116	\$40,186	\$80,372	\$125,582	\$251,163	\$401,861	
Improvement	\$4,130	\$6,883	\$13,767	\$22,027	\$44,053	\$68,832	\$137,665	\$220,264	
Compliance	\$78	\$130	\$260	\$416	\$832	\$1,300	\$2,600	\$4,160	
Total	\$11,743	\$19,571	\$39,143	\$62,629	\$125,257	\$195,714	\$391,428	\$626,285	
Wastewater - Sublimity SDC (shared system)									
Meter size	3/4"	1"	1 1/2"	2"	3"	4"	6"	8"	
Reimbursement	\$4,812	\$8,021	\$16,041	\$25,666	\$51,332	\$80,205	\$160,410	\$256,657	
Improvement	\$1,455	\$2,425	\$4,850	\$7,761	\$15,521	\$24,252	\$48,503	\$77,605	
Compliance	\$42	\$68	\$137	\$219	\$437	\$683	\$1,367	\$2,187	
Total	\$6,309	\$10,514	\$21,028	\$33,646	\$67,290	\$105,140	\$210,280	\$336,449	
Water									
Meter size	3/4"	1"	1 1/2"	2"	3"	4"	6"	8"	Multi fam/unit
Reimbursement	\$1,409	\$2,353	\$4,692	\$7,511	-	-	-	-	\$1,127
Improvement	\$2,735	\$4,568	\$9,108	\$14,581	-	-	-	-	\$2,188
Total	\$4,144	\$6,921	\$13,800	\$22,092	-	-	-	-	\$3,315
Stormwater									
New dwelling on existing (2009) street based on assumed avg impervious area of 3500 sq ft.								\$2,580	
New dwelling on new street (built after 2009) based on assumed avg impervious area of 5020 sq ft.								\$3,682	
All other additional new impervious surfaces (per sq ft)								\$0.74	
Transportation									
\$4,701 per PM Peak trip end – contact Public Works for full Transportation SDC Schedule based on ITE code									
Single family (detached)								\$7,441/unit	
Multi-family (low rise)								\$2,269/unit	
Parks		per residential unit							
Reimbursement		\$251							
Improvement		\$3,730							
Total		\$3,981							

For informational purposes only – the total SDC for a typical single family detached home in Stayton would be:

	Wastewater	Water	Stormwater	Transportation	Parks	Total
¾" meter, home on new street	\$11,743	\$4,144	\$3,682	\$7,441	\$3,981	\$30,991
¾" meter, new home on "existing" street	\$11,743	\$4,144	\$2,580	\$7,441	\$3,981	\$29,889

School Construction Excise Tax (collected by the City and remitted to the North Santiam School District)

Type	Cost per Square Foot	Rates are set by the North Santiam School District.
Residential	\$1.70	<ul style="list-style-type: none"> • All new or relocated single or multiple unit housing, including manufactured housing units • Conversion of non-residential to residential • Addition of living space to an existing residential structure
Non - Residential	\$0.85	<ul style="list-style-type: none"> • \$42,400 Maximum

FACILITY RENTALS

Community Center			
	Resident	Non-Resident (those who live outside the Stayton city limits)	
Community Center – meeting room (479 capacity with chairs or 223 with tables), kitchen, lobby, restrooms	\$200 plus \$50 per hr.	\$280 plus \$70 per hr.	Includes cleaning fee. (+\$50 hourly if cleaning exceeds 3 hours). An application is required for alcohol usage. Call 503-769-2919
Tables and Chairs Rental	\$100	\$140	19 - 6 ft. tables, 2 - 8 ft. tables, and 135 chairs
Community Center Key – Refundable deposit	\$25	\$25	per event
City Parks			
Pioneer Park – Jordan Bridge	\$50 per hr.	\$70 per hr.	Plus refundable deposits of \$50 for electricity key and bridge closure signs. Call 503-769-2919
Pioneer Park – Kitchen Facility	\$50 per hr.	\$70 per hr.	Plus \$100 cleaning fee and \$25 refundable key deposit. Call 503-769-2919
Pioneer Park – North Covered Shelter (Freres Pavilion)	\$50 per hr.	\$70 per hr.	
Pioneer Park – South Covered Shelter (near playground)	\$50 per hr.	\$70 per hr.	
All Pioneer Park	\$250 per hr.	\$350 per hr.	Plus a \$1,000 deposit. Call 503-769-2919
Santiam Park – Covered Shelter	\$50 per hr.	\$70 per hr.	
Community Center Tennis/Pickleball Courts (all three)	\$50 per hr.	\$70 per hr.	
Other Fees	Fee	Unit	Notes
Alcohol Beverage Service Permit	\$50	per event	
Alcohol Beverage Cleaning (non-refundable)	\$300	per event	Costs over \$300 will be billed to you if necessary
Cancellation	\$25	per event	No refund if cancelled within 10 days of the event

UTILITY RATES

Utility Fees

Deposit for Water Service (refundable)	\$100
Deposit for Wastewater Service (refundable)	\$100
Electronic (Paperless) Billing Discount per month	(\$1.00) monthly credit
Autopay Billing Discount per month	(\$1.00) monthly credit
New Account (starting or changing a utility account)	\$40
Requested Service to turn Water Off or On During Business hours	\$40
Requested Service to turn Water Off or On after hours (any single service calls out)	\$200
Late Payment	\$35
Processing Delinquent Shut off for Non-Payment of Bill	\$50
Penalty for Tampering with Water Meter (estimated at least \$500)	labor & materials + 10%
Temporary Hydrant Usage (also requires a \$1,000 refundable deposit)	\$90 + \$2.73 per 1,000 gal
Water rate for Filling Station or Hydrant meter (water for purchase)	\$90 + \$2.73 per 1,000 gal

Water Rates (SMC 13.16)

Residential, Commercial, and Industrial all have fixed fees and variable (usage) fees	The monthly water rate is the addition of the base, meter size, fire standby, and the usage.			
	<u>Base +</u>	<u>Meter size +</u>	<u>Fire Standby +</u>	<u>Usage per 1,000 gallons</u>
	\$19.63	0.75" \$9.90	Class 1: 0-3,086 ft ² \$7.23	Multi Family \$1.65
		1" \$24.81	Class 2: 3,087-12,345 ft ² \$30.78	Non-Residential \$1.65
		1.25" \$37.06	Class 3: 12,346-27,777 ft ² \$207.23	Single Family \$1.66
		1.5" \$49.48	Class 4: 27,778-49,392 ft ² \$493.10	City \$2.73
		2" \$79.04	Class 5: > 49,392 ft ² \$964.37	Irrigation \$3.41
		3" \$148.30		
		4" \$247.16		
		6" \$494.17		
	8" \$815.46			
	10" \$1,136.74			

Stormwater Rates (SMC 13.32)

Residential

Storm Drainage Maintenance by Type of Residence:

<i>Type of Residential Use</i>	<i>Monthly</i>
Apartment (per unit)	\$8.05
Assisted Living Care Facility (per unit)	\$8.05
Single Family Dwelling	\$13.41
Duplex	\$13.41
Mobile Home Park (per unit)	\$13.41

Commercial and Industrial

<i>Impervious Surface size</i>	<i>Monthly</i>
up to 2,500 sq ft impervious surface	\$13.41
2,501 to 5,000 sq ft impervious surface	\$20.12
5,001 to 10,000 sq ft impervious surface	\$40.24
10,001 to 15,000 sq ft impervious surface	\$67.07
15,001 to 20,000 sq ft impervious surface	\$93.87
20,001 to 30,000 sq ft impervious surface	\$134.12
30,001 to 40,000 sq ft impervious surface	\$187.81
> 40,000 sq ft impervious surface	\$241.42

Wastewater Rates (SMC 13.24)

Residential

All residential wastewater customers pay a monthly flat rate of \$77.61 per residential unit.

Commercial and Industrial

Commercial and Industrial wastewater rates are based on the average monthly water usage from December through February. These three months are when the highest percentage of used water enters the City’s wastewater facilities. The following rate schedule is used:

<i>Average Monthly Use</i>	<i>Monthly</i>
Up to 4,000 gallons	\$64.56
4,001 to 6,000 gallons	\$86.40
6,001 to 10,000 gallons	\$161.28
> 10,000 gallons	\$16.13 / 1,000 gallons

Street Maintenance Fee (SMC 3.30)

Residential

Street Maintenance Fees by Type of Residence

<i>Type of Residential Use</i>	<i>Monthly</i>
Assisted Living Care Facility (per unit)	\$2.50
Mobile Home Park (per unit)	\$5.20
Apartment (per unit)	\$5.60
Single Family Residence	\$10.00

Commercial and Industrial

See SMC 3.30.060 for a listing of each category for non-residential developed property.

<i>Category</i>	<i>Monthly</i>
Single Tenant Office with Apartment	\$30.60
In Home Business	\$35.00
Single Business with two Apartments	\$36.20
Special Business with Apartment	\$55.60
Multi Business with Home	\$60.00
Multi Business with two Apartments	\$61.20
Multi Business with > two Apartments	\$105.60
Up to 15 trips/1000 sq ft of building space	\$25.00
16 to 799 trips/1000 sq ft of building space	\$50.00
> 800 trips/1000 sq ft of building space	\$100.00
4 trips per acre of land used for the state purpose	\$100.00
160 trips per fueling station	\$100.00
10 trips per rental room	\$100.00
1.5 trips per student	\$100.00

POOL RATES		
	Resident	Non-Resident*
Drop-In		
Adult	\$7.00	\$9.75
Youth (1-17 years old) / Seniors (59+)	\$4.75	\$6.75
Family (2-5 individuals from the same household)	\$21.00	\$29.50
Each additional family member above 5	\$2.25	\$3.25
Punch Cards (10 visits)		
Adult	\$62.50	\$87.50
Youth (1-17 years old) / Seniors (59+)	\$41.50	\$58.00
Children under age 1	free	free
Monthly Memberships		
Adult	\$58.00	\$81.25
Youth (1-17 years old) / Seniors (59+)	\$34.75	\$48.75
Family (2+ individuals from the same household)	\$98.25	\$137.50
Private Pool Rentals (hourly rate)		
Pool Rental 2 guards (0-25 people)	\$127.25	\$178.75
Pool Rental 3 guards (0-50 people w/slide)	\$150.25	\$210.25
Pool Rental 4 guards (51-75 people w/slide)	\$173.50	\$243.00
Pool Rental 5 guards (up to 100 people w/slide)	\$196.50	\$275.00
Swimming Lessons		
Eight 30-minute sessions	\$52.00	\$73.00
Private lesson	\$52.00	\$73.00

*Non-Residents are those who live outside the Stayton city limits.