



# Fees and Charges Effective July 1, 2025

## 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
Promotional/Processional Event	\$50	per event	SMC 5.44; SMC 10.36
Event Street Marking	\$200	per event	Deposit
Transient Occupancy Tax	7%	of gross rent charged	SMC 3.06
Returned Payments	\$35	per item	Equal to the bank fee
All Other Services not Identified	actual cost		

## 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	
Copies of Digital Photos	\$1	per photo	
CD of Digital Photos	\$10	each CD	
Audio CD, DVD, or other 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. \$10 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	

## 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	
Collection	25% of assessed fine	

## Permits Issued by Police

	Fee	Unit	Notes
Carnival, Amusement Park & Concession	\$300	per year	SMC 5.08.150
Recurring Events	\$25	per event	
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	
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	
Change of Ownership	\$75	per incident	
License Privilege Change	\$75	per incident	

## Fines for Ordinance Violations

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 Alarm		SMS 8.08
<ul style="list-style-type: none"> <li>• First 5 Alarms</li> </ul>	\$0	
<ul style="list-style-type: none"> <li>• Alarms 6-15</li> </ul>	\$25	
<ul style="list-style-type: none"> <li>• Alarms 16+</li> </ul>	\$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

	<b>Fee</b>	<b>Notes</b>
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 Title 10 Not Specifically Listed	\$50	SMC 10

## COMMUNITY & ECONOMIC DEVELOPMENT

	Fee	Notes
<b>Land Use Applications</b>		
Pre-Application Meeting	\$500	
Minor modifications to Site Plan Review	\$900	staff review only
Major modification to Site Plan Review	\$1,700	Planning Commission decision
Site Plan Review	\$1,700	Planning Commission decision
Preliminary Partition Plan	\$1,700	Planning Commission decision
Preliminary Subdivision Plan 4 to 10 lots	\$2,000	Planning Commission decision
Preliminary Subdivision Plan >11 lots	\$2,500	Planning Commission decision
Master Plan Developments	\$2,500	
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	Planning Commission decision
Zone Map Amendment only	\$2,000	City Council decision
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	\$2,500	
Annexation (Major or Minor)	\$2,500	City Council decision (\$4,500 if voter approval is required)
Code Interpretation by Planning Commission	\$1,200	
Other Planning Commission Hearings	\$1,200	
Vacation of Streets and Alleys	\$1,500	deposit per application
<b>Appeals</b>		
Appeals of decisions made by Staff without a public hearing	\$250	per application
Appeals of decisions made by the Planning Commission	\$400	per application
<b>Other Permits, Licenses, and Fees</b>		
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)

<b>LIBRARY (SMC 2.48.1150)</b>			
	<b>Fee</b>	<b>Unit</b>	<b>Notes</b>
<b>Library Cards</b>			
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
<b>Other Fees</b>			
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	

## 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 for by 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.

Fee Notes

### New Infrastructure

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)	\$150	

### 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)	\$100	per permit
Type 3: Sidewalk, driveway approach and/or existing utility repair where street cut is needed (includes 4 inspections)	\$165	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	\$35	per inspection

Vehicles per hour	<a href="#">FEMA rate</a>	
3/4" Water Meter (including radio, valve, & installation)	\$543	
1" Water Meter (including radio, valve, & installation)	\$708	
Larger than 1"	actual cost	

**Permits**

Building Permits	varies	per <a href="#">Marion County fee schedule</a>
Building Structural Permit Driveway/Sidewalk Inspections	\$150	

**Systems Development Charges (SMC 13.12)**

Meter size	Wastewater	Mill Creek Wastewater*	Water	Parks	Transportation**	Stormwater***	Total SDC
3/4"	\$3,015	\$924	\$4,047	\$3,888	\$3,272	\$3,596	\$18,742
1"	\$5,036	\$1,543	\$6,759	\$3,888	\$3,272	\$3,596	\$24,094
1 ½"	\$8,978	\$3,074	\$13,477	\$3,888	\$3,272	\$3,596	\$36,285
2"	\$14,752	\$4,924	\$21,574	\$3,888	\$3,272	\$3,596	\$52,006
Multi-family (per unit)	\$2,411	\$740	\$3,237	\$3,888 Per unit	\$2,029 per unit	\$0.72/sq ft of imp surf	

\*The Mill Creek Sewer SDC will be assessed only for development located in the selected areas of the City.

\*\*Single family homes have 1.00 PM Peak Hour trips. The Transportation SDC is reduced to \$443 per PM Peak Hour Trip for developments in the Downtown Revitalization Area.

\*\*\*The Stormwater SDC is for a new home on a new street. For a new home on an existing street, the Stormwater SDC is \$2,470. For all other uses the Stormwater SDC is \$0.7056 per square foot of new impervious surface.

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

Type	Cost per Square Foot	Rates effective July 1, 2024. Rates are not developed or changed by the City
Residential	\$1.63	<ul style="list-style-type: none"> <li>All new or relocated single or multiple unit housing, including manufactured housing units</li> <li>Conversion of non-residential to residential</li> <li>Addition of living space to an existing residential structure</li> </ul>
Commercial	\$0.82	<ul style="list-style-type: none"> <li>\$40,800 Maximum</li> </ul>



## FACILITY RENTALS

Community Center	Resident	Non-Resident (those who live outside the Stayton city limits)	
Community Center Rental (Entire Building - Hourly)	\$50	\$62.50	An application is required for alcohol service
Community Center Rental Cleaning (per event)	\$200	\$250	\$50 cleaning fee per hour if cleaning exceeds 3 hours
Tables and Chairs Rental	\$100	\$125	19 - 6 ft. tables, 2 - 8 ft. tables, and 135 chairs
Community Center Key Deposit	\$25	\$25	per event
City Parks			
Pioneer Park – Jordan Bridge	\$50 per hr.	\$62.50 per hr.	Plus \$20 for electricity and bridge closure sign
Pioneer Park – Concession Stand	\$50 per hr.	\$62.50 per hr.	Plus a \$100 cleaning deposit and \$25 key deposit
Pioneer Park – North Covered Shelter (Freres Pavilion)	\$50 per hr.	\$62.50 per hr.	
Pioneer Park – South Covered Shelter	\$50 per hr.	\$62.50 per hr.	
All Pioneer Park	\$250 per hr.	\$312.50 per hr.	\$500 cleaning deposit
Santiam Park – Covered Shelter	\$50 per hr.	\$62.50 per hr.	
Community Center Tennis/Pickleball Courts (all three)	\$50 per hr.	\$62.50 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
Community Garden Plot Rental	\$25	per year	
SportSites Reservation	\$5	per reservation	For Park Facilities, Community Center, and Pool
Cancellation	\$25	per event	No refund if cancelled within 10 days of the event

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## 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
Initial hook up for New Service	\$40
Requested Service to turn Water Off or On During Business hours	\$40
Requested Service to turn Water Off or On or for Leak Repairs after hours (any single service call 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%

### Water Rates (SMC 13.16)

Residential, Commercial and Industrial	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>	
	\$19.06	0.75"	\$9.61	Class 1: 0-3,086 ft <sup>2</sup>	\$7.02	Single Family	\$1.66
		1"	\$24.09	Class 2: 3,087-12,345 ft <sup>2</sup>	\$29.89	Multi Family	\$1.65
		1.25"	\$35.98	Class 3: 12,346-27,777 ft <sup>2</sup>	\$201.20	City	\$2.31
		1.5"	\$48.04	Class 4: 27,778-49,392 ft <sup>2</sup>	\$478.74	Non-residential	\$1.65
		2"	\$76.74	Class 5: 49,393+ ft <sup>2</sup>	\$936.28	Irrigation	\$2.73
		3"	\$143.98				
		4"	\$239.97				
		6"	\$479.78				
		8"	\$791.71				
		10"	\$1,103.63				

### Stormwater Rates (SMC 13.32)

Residential	Storm Drainage Maintenance by Type of Residence:	
	<i>Type of Residential Use</i>	<i>Monthly</i>
	Single Family Dwelling	\$13.02
	Duplex	\$13.02
	Mobile Home Park (per unit)	\$13.02
	Apartment (per unit)	\$7.82
	Assisted Living Care Facility (per unit)	\$7.82

Commercial and Industrial		<b><i>Impervious Surface size</i></b>	<b><i>Monthly</i></b>
		up to 2,500 sq ft impervious surface	\$13.02
		2,501 to 5,000 sq ft impervious surface	\$19.53
		5,001 to 10,000 sq ft impervious surface	\$39.07
		10,001 to 15,000 sq ft impervious surface	\$65.12
		15,001 to 20,000 sq ft impervious surface	\$91.14
		20,001 to 30,000 sq ft impervious surface	\$130.21
		30,001 to 40,000 sq ft impervious surface	\$182.34
		40,001 or more sq ft impervious surface	\$234.39
<b>Street Maintenance Fee (SMC 3.30)</b>			
Residential	Transportation Maintenance Fees by Type of Residence		
		<b><i>Type of Residential Use</i></b>	<b><i>Monthly</i></b>
		Single Family Residence	\$10.00
		Multi Family - Apartment (per unit)	\$5.60
		Mobile Home in a MH Park	\$5.20
		Assisted Living Care Center (per unit)	\$2.50
Commercial and Industrial	See Municipal Code (SMC) 3.30.060 for a listing of each category for non-residential developed property.		
		<b><i>Category</i></b>	<b><i>Monthly</i></b>
		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
		single tenant office with apartment	\$30.60
		in home business	\$35.00
		single business with 2 apartments	\$36.20
		special business with apartment	\$55.60
		multi business with home	\$60.00
		multi business with 2 apartments	\$61.20
		multi business with 2+ apartments	\$105.60

**Wastewater Rates (SMC 13.24)**

Residential

All residential wastewater customers pay a monthly flat rate of \$75.35 per residential unit.

Commercial and Industrial

Commercial and Industrial rates are based on the average monthly water usage from October through March. These months have been chosen because less water going into the City's wastewater facilities is registered. The following rate schedule is used:

<b><i>Average Monthly Use</i></b>	<b><i>Monthly</i></b>
Up to 4,000 gallons	\$60.48
4,001 to 6,000 gallons	\$80.94
6,001 to 10,000 gallons	\$151.08
Above 10,000 gallons	\$15.11 / 1,000 gallons

## SWIMMING POOL

	Resident	Non-Resident*	Notes
<b>Drop-In</b>			
Adult	\$6.50	\$9.00	per visit
Youth (1-17 years old) / Seniors (59+)	\$4.50	\$6.25	per visit
Family (2-5 individuals from the same household)	\$20.00	\$28.00	per visit
Each additional family member above 5	\$2.00	\$3.00	per visit
<b>Punch Cards (10 Visits)</b>			
Adult	\$59.50	\$83.25	per card
Youth (1-17 years old) / Seniors (59+)	\$39.75	\$55.75	per card
Children under age 1	Free	free	
<b>Monthly Memberships</b>			
Adult	\$55.25	\$77.25	per month
Youth (1-17 years old) / Seniors (59+)	\$33.00	\$46.25	per month
Family (2+ individuals from the same household)	\$93.75	\$131.25	per month
<b>Private Pool Rentals</b>			
Pool Rental 2 guards (0-25 people)	\$121.25	\$169.75	per hour
Pool Rental 3 guards (0-50 people w/slide)	\$143.25	\$200.50	per hour
Pool Rental 4 guards (51-75 people w/slide)	\$165.50	\$231.75	per hour
Pool Rental 5 guards (up to 100 people w/slide)	\$187.50	\$262.50	per hour
<b>Locker Rates</b>			
Monthly	\$20.00	\$28.00	per locker
Yearly	\$203.00	\$284.25	per locker
<b>Swimming Lessons</b>			
Eight 30-minute sessions	\$50.00	\$67.00	per swimmer
Additional Swimmers (from same household)	\$31.50	\$48.50	per swimmer
Private lesson	\$50.00	\$67.00	per swimmer

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