



The City of Corvallis is Reviewing Land Use Application Fees

Administrative Services Committee Meeting Public Comment Opportunity

The City of Corvallis charges fees for the review of land use applications. These fees may remain the same, or increase, as described below. In 2012, fees for Director-level actions (General Development) and fees for actions that go to the Planning Commission and/or the City Council (Special Development) were set to recover up to 70 percent of the Planning Division's actual cost of processing an individual application. The Planning Division budget for Fiscal Year 2012 - 2013 is not significantly different from the FY2011 - 2012 budget, and therefore, calculations from the 2012 Land Use Application Fee Review have been utilized to determine anticipated costs for 2013. The Council is considering maintaining fees at the current 70 percent cost recovery level. Brief descriptions of how fees are calculated, along with proposed new fees, are described below:

- State law allows the City to set land use application fees at either the actual or the average cost of processing an application.
- The costs are based on the Planning Division's budget for Current Planning services only. Costs for Long Range Planning services and other non-application related planning activities are not included in the calculations used to determine the fees.
- In 2012, fees were set to recover up to 70 percent of the Planning Division's cost of processing an individual application. The Council is considering maintaining the same 70 percent cost recovery level this year. A proposed 2013 fee schedule, which contains fees at the same levels as 2012, is attached to this notice. Where several land use applications are considered concurrently, the highest fee would be charged, and the fees for the additional applications would continue to be reduced to 75 percent of the adopted fee.
- Staff are recommending the addition of three new fees for the upcoming year:
 - A new survey review fee of \$100 is proposed in conjunction with Annexation application fees to recover the cost of the City Surveyor's time spent reviewing and verifying submitted annexation survey materials.
 - Two other new fees are proposed for inclusion: a Solar Access Permit fee and a Floodplain Development Permit Variance. Although Solar Access Permit provisions have been in the Land Development Code for several years, no fee has been established for the process. The recent adoption of Chapter 2.11 (Floodplain Development Permits) established a Floodplain Development Permit Variance process, for which a fee needs to be set. Fees for these application types were determined by reference to comparable land use application types.
- As established by City Ordinance in 2010, the Planning Division would continue to not charge fees for historic preservation permits.
- No changes are proposed for appeal fees.

**See Reverse Side for Information about the Administrative Services
Committee Meeting**

What is This? This is an **Administrative Services Committee** meeting. Its purpose is to provide an opportunity to review the information regarding the costs of providing the Community Development Department's review of land use applications and information regarding potential fee adjustments that reflect these costs.

Who is Invited? Everyone is welcome to participate.

Why is This Important? The public input received during this meeting will be evaluated by the Administrative Services Committee in relation to the cost of service information. A recommendation regarding fee-setting policies and adjustment of the fees will be forwarded to the City Council for its review and action.

When? The meeting will occur on **Wednesday, October 17, 2012, at 4:00 p.m.**

Where? Madison Avenue Meeting Room
500 SW Madison Avenue
Corvallis, OR

Where can I Find More Information? A staff report describing the issues to be addressed at this meeting is available from the Planning Division at City Hall, 501 SW Madison Avenue, or on the web at:

<http://archive.corvallisoregon.gov/0/doc/337439/Electronic.aspx>

How can I Participate? Written Comments can be mailed to: Kevin Young, Planning Division Manager; P.O. Box 1083; Corvallis, OR 97339. E-mails may be sent to kevin.young@corvallisoregon.gov Written or e-mail comments received by 5 p.m. on October 10, 2012, will be included with the staff report to the Administrative Services Committee. Comments submitted after that time, but before the meeting, will be distributed to committee members at the meeting. You may also give verbal or written testimony during the meeting.

DRAFT - 2013 Land Use Application Fees¹ (Effective January 1, 2013)

Table 1: Special Development (70% Cost Recovery, unless otherwise noted)		Base Fee	Per Unit Add-on
Appeal			
	<i>Appeal of Administrative-Level Decision</i>	\$250	
	<i>General</i>	10% of Base Fee ²	
	<i>Recognized Neighborhood Association</i>	5% of Base Fee ²	
Annexation (with per acre add-on and \$100 survey verification fee³)			
	<i>Major</i>	\$9,173	\$132
	<i>Minor (including Health Hazard)</i>	\$2,708	
Comprehensive Plan Amendment		\$11,084	
Conditional Development (including Willamette River Greenway CD)			
	<i>Residential (per lot add-on)</i>	\$6,857	\$41
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$6,857	\$8
	<i>Modification</i>	\$2,796	
District Change			
	<i>Standard</i>	\$5,216	
	<i>Minor Annexation (including Health Hazard)</i>	\$1,304	
	<i>Historic Preservation Overlay (0% cost recovery/5-yr. average)</i>	no fee	
	<i>Administrative</i>	\$2,608	
Planned Development			
Conceptual Development Plan			
	<i>Residential (per acre add-on)</i>	\$7,347	\$81
	<i>Non-residential (per acre add-on)</i>	\$7,347	\$81
Detailed Development Plan			
	<i>Residential (per lot add-on)</i>	\$7,838	\$47
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$7,838	\$9
Conceptual and Detailed Development Plan			
	<i>Residential (per lot add-on)</i>	\$8,328	\$50
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$8,328	\$10
Major Modification to P.D.			
	<i>Residential (per lot add-on)</i>	\$7,347	\$44
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$7,347	\$9
P.D. Nullification		\$5,216	
Minor Modification		\$3,260	
Subdivision Tentative Plat			
	<i>Non-residential</i>	\$6,857	\$41
	<i>Modification</i>	\$3,260	
	<i>Major Replat</i>	\$7,809	\$1
	<i>Residential (Admin.)</i>	\$6,368	\$38
Historic Preservation Permit			
	<i>HRC-level (0% cost recovery/5-yr. average)</i>	no fee	
	<i>Director-level (0% cost recovery/5-yr. average)</i>	no fee	
Director's Interpretation		\$1,956	
Land Development Code Text Amendment		\$5,216	
Extension of Services		\$9,128	

Table 2: General Development (70% Cost Recovery)		
Minor Replat	\$1,304	
Lot Development Option (Minor)	\$1,304	
Lot Development Option (Major)	\$3,912	
Lot Line Adjustment	\$326	
Partition	\$3,260	
Plan Compatibility Review	\$652	
Vacation	\$1,301	
Sign Permit	\$62	
Sign Variance	\$3,254	
Solar Access Permit ⁴	\$652	
Floodplain Development Permit Variance ⁵	\$3,912	

Notes

1. Deposit - With the exception of appeal fees and historic preservation permits, Special Development land use applications (Table 1) shall be submitted with a \$1,000 deposit. General Development land use applications (Table 2) shall be submitted with a \$100 deposit. Following a determination of the actual extent of the request, the remainder of the fees shall be charged to the applicant. Applications shall be deemed incomplete until all fees have been paid.

Concurrent Application Fees - Where development requires concurrent actions, the largest of the fees determined from Table 1 or Table 2 shall be charged, and 75 percent of the fee for each additional action shall be charged.
2. For appeals of concurrent applications, a percentage of the single highest base fee shall be charged, without inclusion of add-on fees.
3. Beginning in 2013, a survey review fee of \$100 will be charged in conjunction with each Annexation application to fund the City Surveyor's time needed to review and confirm surveyed boundaries of each annexation.
4. Beginning in 2013, a fee has been established for review of a Solar Access Permit. Although Solar Access Permit provisions have been in the Land Development Code for several years, no fee had ever been established for the process.
5. With adoption of Chapter 2.11 - Floodplain Development Permits, in 2011, there is a need for a fee for a Floodplain Development Permit Variance (no fees are charged for Floodplain Development Permits).