



# Master Fee Schedule

Adopted: Resolution 1132  
December 2, 2024



**ADMINISTRATION FEE SCHEDULE**

<b>Business License</b>	
Initial Use Fee (3 Employees or Fewer)	\$84.00
Initial Use Fee (Each Additional Employee Over 3)	\$6.00
Initial Use Fee (Outside of Phoenix)	\$60.00
Renewal Fee (3 Employees or Fewer)	\$60.00
Renewal Fee (Each Additional Employee Over 3)	\$6.00
Renewal Fee (Outside of Phoenix)	\$60.00
Temporary Business License (3 days)	\$20.00
<b>Liquor License</b>	
Original Application	\$50.00
Change in Ownership	\$50.00
Change in Location	\$50.00
Change in Privilege	\$50.00
Renewal of License	\$35.00
Temporary License	\$25.00
<b>Public Record Request</b>	
Copies	\$0.25/Page
Returned/NSF Checks	\$25.00
Faxes	\$5.00 (First Page, \$1,00 Thereafter)
Research Fee	Cost + Overhead
<b>Lien Search</b>	
Lien Search	\$25.00
<b>Municipal Code</b>	
Delayed Payment (1-14 Days)	\$10.00
Delayed Payment (15-30 Days)	\$20.00
Delayed Payment (Over 30 Days)	\$50.00



**PLANNING FEE SCHEDULE**

<b>Technical Review/Public Notice</b>	
Engineering Review (Type III/IV)	\$1,000.00
Engineering Review (Type II)	\$350.00
Public Notice	\$163.00
<b>Pre-Application</b>	
Conference (required for land division)	\$300.00
Meeting	\$150.00
<b>Land Divisions - Partitions</b>	
Tentative Plan	\$800.00
Final Plat	\$515.00
<b>Land Divisions - Subdivision</b>	
Tentative Plan	\$2500.00 + \$100.00/lot > 10
Final Plat	\$350.00 + \$50.00/lot (maximum \$750.00)
<b>Lot Line Adjustment</b>	
Lot Line Adjustment	\$300.00
<b>Site Development Plan Review</b>	
Site Plan Review (Type I)	\$500.00
Site Plan Review (Type II)	\$1,000.00
Site Plan Review (Type III)	\$2,500.00
<b>Planned Unit Development</b>	
Planned Unit Development	\$4,200.00
<b>Temporary Use Permits</b>	
Temporary Use Review	\$156.00
Temporary Use Renewal	\$58.00
<b>Conditional Use Permit</b>	
Conditional Use Permit	\$2500.00
<b>Variances</b>	
Variance (Type II)	\$600.00
Variance (Type III)	\$2500.00
<b>Home Occupations</b>	
Home Occupations	\$75.00
Home Occupations - Low Impact	\$15.00
<b>Tree Removal Permit</b>	
Tree Removal Permit	\$50.00
<b>Other Applications</b>	
Address Assignment	\$150.00
Cannabis Facility License - Initial Application	\$1100.00
Cannabis Facility License - Annual Review	\$300.00
Access Permit - Public Street	\$50.00
Architectural Review	\$222.00
Floodplain Development Permit (City Engineering Review)	\$2000.00
Floodplain Development Permit (Staff Review)	\$500.00
Street Naming Approval Fee	\$285.00
Vacation of Right-of-Way	\$1000.00 + public noticing and recording costs
<b>Other Applications</b>	
Code Interpretation (Planning Director)	\$0.00
Code Interpretation (Planning Commission)	\$300.00
Minor Modification to Approval	\$350.00
Major Modification to Approval	\$1000.00
Zoning Information Letter	Hourly
Extension of Time	\$250.00
Fence Permit	\$50.00
Special Use Permit	\$58.00
Mobile Food/Temporary Vendor	\$75.00
Street Name Review	\$250.00
Land Use Compatibility Statement	\$50.00 (Fee waived if no research involved)
Improvement Plan Review/Inspection	2% Plan Check / 3% Inspection
Temporary Use Permit	\$150.00
Sign Permit	\$130.00

Sign Permit - Master Sign Program	\$500.00
Sign Permit - Temporary Sign	\$50.00
Riparian Mitigation Plan	\$116.00
Park Memorial Review	\$150.00
<b>Amendments</b>	
Annexation	\$1,000.00
Zone/Comprehensive Plan Map Change	\$5,000.00
Comprehensive Plan Amendment (text only)	\$5,000.00
Development Code Amendment	\$5,000.00
<b>Appeals</b>	
Appeal to Planning Commission	\$250 + 1/2 of original fee
Appeal to City Council	\$250 + 1/2 of original fee
LUBA Remand	1/2 of original fee
<b>Hourly Billing Rates</b>	
Community Development Director	\$70.00
Senior Planner	\$50.00
Planner	\$44.00
<b>Mapping &amp; Miscellaneous Items</b>	
Color Maps (8.5x11)	\$2.00
Color Maps (11x17)	\$2.00
Large Format Prints	\$25.00
B&W Copies	No Charge
Recorded Documents	All applicable Jackson County Recording Fees



**PUBLIC WORKS FEE SCHEDULE**

<b>Street User Fees</b>	
Single Family	\$2.40
Multi Family (per unit)	\$1.63
Mobile Home Park (per unit)	\$1.21
Churches, Schools, Commercial and Industrial	Based on ITE (PM Peak Hours Trip Generation)
Highway 99 Maintenance Fee	\$0.75 Per Unit (Based on Trip Generation)
<b>Park User Fees</b>	
Park Maintenance (per unit)	\$2.00
<b>Public Safety User Fees</b>	
Public Safety (per unit)	\$3.00
<b>Water Late/Disconnection Fee</b>	
Service Deposit	\$40.00
Late Fee	\$10.00
Return Check (NSF Fee or Closed Account)	\$25.00
After Hours Callout	\$100.00
Nonpayment Shutoff Notice (Door Hanger)	\$5.00
Nonpayment Shutoff Notice	\$30.00
Service Reconnection	\$40.00
Service Connection - Without Authority	\$100.00
<b>Water Service Connection (meter cost only)</b>	
5/8" x 3/4"	\$174.29
1"	\$286.25
1 1/2"	\$1523.51
2"	\$1757.89
3"	\$2226.67
4"	\$3867.36
6"	\$6679.97
<b>Rental Fees and Charges</b>	
Sweeping	\$125/Hour (1 Hour Minimum)
Flushing	\$125/Hour (1 Hour Minimum)
Backhoe	\$95/Hour (1 Hour Minimum)
Labor	\$35/Hour (Average of Salary & Benefits)
<b>Hydrant Meter/Backflow Setup Fee</b>	
Deposit	\$2500.00
Installation	\$35.00
Relocation	\$35.00
Daily Rental	\$5.00 (minimum \$150.00 / 30 days)
Consumption Charges (inside)	TIER 3: \$3.04/1000 Gallons
Consumption Charges (outside)	TIER 3: \$4.56/1000 Gallons
Backflow Testing	\$35.00
<b>Encroachment Permit</b>	
Encroachment Permit	\$135.00



**PARK FEE SCHEDULE**

<b>Park Rental</b>	
Blue Heron Community Stage	\$50.00/4 Hours
Blue Heron North Picnic Shelter	\$50.00/4 Hours
Blue Heron South Picnic Shelter	\$50.00/4 Hours
Colver Park Concession Stand	\$50.00/Day
Colver Park Large Picnic Shelter	\$50.00/4 Hours
Renewal Fee (Outside of Phoenix)	\$60.00
<b>Phoenix Plaza Civic Center (Weekdays)</b>	
Multi-Purpose (East of West) - Non Profit/Civic	\$35.00/Hour
Multi-Purpose (East of West) - Private Event	\$45.00/Hour
Multi-Purpose (East of West) - Commercial Use	\$60.00/Hour
Multi-Purpose (East and West) - Non Profit/Civic	\$50.00/Hour
Multi-Purpose (East and West) - Private Event	\$60.00/Hour
Multi-Purpose (East and West) - Commercial Use	\$85.00/Hour
Kanner's Korner - All Users	\$15.00/Hour
Kitchen Charge	\$60.00/Hour (Plus Cleaning Fee)
Kitchen Cleaning Fee	\$55.00
Cleaning Deposit	\$110.00
Alcohol Security	\$500.00
<b>Phoenix Plaza Civic Center (Weekend)</b>	
Multi-Purpose (East of West) - Non Profit/Civic	\$35.00/Hour
Multi-Purpose (East of West) - Private Event	\$60.00/Hour
Multi-Purpose (East of West) - Commercial Use	\$85.00/Hour
Multi-Purpose (East and West) - Non Profit/Civic	\$50.00/Hour
Multi-Purpose (East and West) - Private Event	\$85.00/Hour
Multi-Purpose (East and West) - Commercial Use	\$110.00/Hour
Kanner's Korner - All Users	\$15.00/Hour
Kitchen Charge (Non Profit/Civic)	\$60.00/Hour (Plus Cleaning Fee)
Kitchen Charge (Private Event)	\$110.00/Hour (Plus Cleaning Fee)
Kitchen Charge(Commercial Use)	\$160.00/Hour (Plus Cleaning Fee)
Kitchen Cleaning Fee	\$55.00
Cleaning Deposit	\$110.00
Alcohol Security	\$500.00
<b>Other Fees/Discounts</b>	
Amplified Sound Permit	\$25.00
Special Use Permit	Based on Actual Costs
Cancellation Fee	\$10.00 or Half of the Permit Fee
Impact Fee	\$100.00/Hour (Time to Restore)
Disabled Veteran Discount	50% Off Reservation Fee



**POLICE FEE SCHEDULE**

<b>Administrative</b>	
Police Reports/Research	\$10.00 (First 30 Minutes)
Report/Call Logs (Pages 1-24)	\$10.00
Report/Call Logs (Pages 25-49)	\$15.00
Report/Call Logs (Pages 50+)	\$20.00
Digital Audio/Photos	\$15.00 (Per Disk)
Impound Release	\$125.00