



Fiscal Year 2024-25 Fees and Charges

Exhibit A

ADMINISTRATIVE			
	2024-25 Fee	Unit	Notes (and Stayton Municipal Code references)
Lien Search	\$10	per search	
Returned Payments	\$35	per item	
Notary Public	\$5	per action	Subject to Notary availability, appointments recommended
Mobile Food Unit License Fee	\$40	per year	
Sidewalk Vendor License	\$2.50	per square foot	
Residential Rental Fee	\$10	per year	
Promotional/Processional Event	\$50	per event	SMC 5.44; SMC 10.36
Event Street Marking	\$200	per event	deposit
Solicitors License	\$150	per year	
Each Additional Employee	\$25	per year	
Renewal of Solicitor License	\$25	per year	
All Other Services not Identified	actual cost		

PUBLIC RECORDS			
	2024-25 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 15 minutes or less. Longer requests will be charged at actual staff cost for all staff involved in fulfilling the request.
Open Records Check	\$20	each	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged for additional staff time. \$10 non-refundable search fee included.

Police Reports	\$33 + \$.25 per printed page	per report	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged an additional \$33.00 per 30- minute increment. \$10 non-refundable search fee included. No charge for the victim's first copy.
Visa Letter	\$40	per letter	
Record Check Letter	\$15	per letter	
Permits Issued by Police			
	2024-25 Fee	Unit	
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)
Secondhand Business License	\$50	per year	SMC 5.32
Junk Dealers License	\$50	per year	SMC 5.36
OLCC / OHA License			
New OLCC/OHA License Fee	\$100	per application	
Change of Ownership	\$75	per application	
License Privilege Change	\$75	per application	
OLCC/OHA License Renewal	\$35	per year	
Temporary for non-OLCC Licensed Business	\$35	per application	
Temporary for OLCC Licensed Business	\$15	per application	
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	\$500	not to exceed	SMC 6.04.290
Nuisances	\$500 - \$1,000		SMC 8.04

	2024-25 Fee	Unit	
False Alarm			SMS 8.08
• First 5 Alarms	\$0	each	
• Alarms 6-15	\$25	each	
• Alarms 16+	\$50	each	
Any other Violation of SMC 8.08 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 plus actual 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
Parking for Certain Purposes Prohibited 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 SMC	\$50		SMC 10.12.080/ 10.12.090
Skateboards, Skis, Toboggans, and Sleds	\$25		SMC 10.40.1030
Violation of Bicycle SMC	\$25		SMC 10.28
Violation of Pedestrian SMC	\$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 Required/Wrong Direction	\$50		SMC 10.12.020

	2024-25 Fee	Unit	
Violation of Prohibited Parking contrary to a parking control device	\$50		SMC 10.12.040(g)
Other Violations of Title 10 Not Specifically Listed	\$50		SMC 10
Impound Charge per Day for City Owned Storage	\$50 + tow fees		SMC 10.16.430
Impound Tow Fee	\$125		

PLANNING			
Pre-Application Meeting	\$500	each	
Application that requires only Staff review	\$900	deposit	
Application requiring Planning Commission Hearing	\$1,700	deposit	
Applications Requiring Two Public Hearings			
Comprehensive Plan Map and Zone Map Amendment	\$2,000	deposit	
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	\$2,000	deposit	
Major Annexation	\$4,500	deposit	
Other Planning Department Applications			
Sign Permits	\$40	per application	
Temporary Sign	no charge	per application	
Change of Use Permits	\$25	per application	
Zone Verification Letter	\$75	per property	
Appeals			
Of decisions made by Staff without a public hearing	\$250	per application	
Of decisions made by the Planning Commission	\$400	per application	
Vacation of Streets and Alleys	\$700	deposit per application	

MUNICIPAL COURT

	2024-25 Fee	Unit	Notes
Payment Agreement Fee	\$30	each	
License Reinstatement Fee	\$30	each	
Failure To Appear for Arraignment	\$25	each	
Failure to Appear Trial	\$100	each	
Trial Fee	\$40	each	
Warrant Fee	\$55	each	
Appeal Filing	\$55	each	
Collection Fee	25% of assessed fine		

LIBRARY

Printing - Black & White	\$0.10	per page	
Printing - Color	\$0.25	per page	
Fees			
Interlibrary loan: mailing & loan cost	actual cost		
Damage or lost materials	actual cost + \$5 processing fee		
Lost or damaged DVD cases	\$ 1	per item	
Replace Damaged AV Cover	\$ 1	per cover	
Replace Audiobook	actual cost + \$5 processing fee		
Replace Audiobook Case	\$3	per case	
Replace Cultural Pass	price of membership		
Outside city of Stayton Library Card			
Non-Resident Full-Service Card			
• Annual Household	\$60		
• 6 mo. household	\$30		
Outside of CCRLS District Card			
• Annual Household	\$70		
• 6 mo. family	\$35		
Outside of CCRLS Child Card			
• One Card	\$12		
• Two Cards	\$20		
• Three Cards	\$28		

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.

2024-25

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
Water Quality and Detention Plan and Calculation Review (infill lots only)	\$150	
Inspection fees – Payable at time of permit issuance to cover inspection costs during project construction.	4%	of public improvement construction costs including onsite grading

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 cut (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	FEMA rate
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	per Marion County fee schedule
Building Structural Permit Driveway/Sidewalk Inspections	\$150

System Development Charges

Size of meter	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 of Stayton and remitted to the North Santiam School District)

	Cost per Square Foot	Type
Residential	\$1.63	<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
Commercial	\$0.82	<ul style="list-style-type: none"> \$40,800 Maximum

FACILITY RENTALS

	2024-25	2024-25	Notes
Community Center	Resident	Non-Resident	
Community Center Rental (Entire Building - Hourly)	\$40	\$60	See below for alcohol service application
Tables and Chairs Rental Fee	\$100	\$100	19 - 6 ft. tables, 2 - 8 ft. tables, and 135 chairs
Community Center Rental Cleaning Fee (per event, up to three hours of cleaning)	\$150	\$150	\$35 additional hourly cleaning charge
City Parks			
Pioneer Park - Jordan Bridge	\$100 for 3 hrs then \$20/hr	\$125 for 3 hrs then \$25/hr	
Pioneer Park – Concession Stand	\$100 for 3 hrs then \$20/hr	\$125 for 3 hrs then \$25/hr	\$100 Cleaning deposit - reimbursed if costs are less
Pioneer Park – North Covered Shelter	\$100 for 3 hrs then \$20/hr	\$125 for 3 hrs then \$25/hr	
Pioneer Park – South Covered Shelter	\$100 for 3 hrs then \$20/hr	\$125 for 3 hrs then \$25/hr	
All Pioneer Park	\$500 for 3 hrs then \$100/hr	\$625 for 3 hrs then \$125/hr	\$500 Cleaning deposit - reimbursed if costs are less
Santiam Park – Covered Shelter	\$100 for 3 hrs then \$20/hr	\$125 for 3 hrs then \$25/hr	
Community Center Tennis/Pickleball Courts (all three)	\$100 for 3 hrs then \$20/hr	\$125 for 3 hrs then \$25/hr	
Other Facility Fees			
Community Center Key Deposit (cash or check only)	\$25	per key	
Jordan Bridge Electrical Panel Key/Bridge Closure Sign Deposit	\$25	per event	
Concession Stand Key Deposit (cash or check only)	\$25	per key	
Community Garden Plot Rental	\$25	per year	
Alcohol Beverage Service Permit	\$50	each event	
Alcohol Beverage Cleaning Fee (non-refundable)	\$300	each event	if cleaning costs exceed \$300 you will be billed for excess
Cancellation Fee	\$25	each event	no refund if canceled less than 10 days prior to the event

UTILITY RATES

Utility Fees				
Water Service Deposit (refundable)				\$100
Wastewater Service Deposit (refundable)				\$100
Late Payment Fee				\$35
Processing Delinquent Shut-off Fee for Non-Payment of Bill				\$50
Penalty for tampering with water meter once City turns water off				\$350
Initial hook up for new service				\$40
Requested Water Off and On Service Fee During Business hours				\$40
Requested Water Off or On or leak repairs after hours (any single service call out)				\$200
Water Rates				
Residential, Commercial and Industrial	The monthly water rate is the addition of the base, meter size, fire standby, and the usage.			
	<u>Base +</u> \$18.50	<u>Meter size +</u>	<u>Fire Standby Fee +</u>	<u>Usage per 1,000 gallons</u>
		.75" \$9.33	Class 1: 0-3,086 ft ² \$6.82	Single Family \$1.66
		1" \$23.39	Class 2: 3,087-12,345 ft ² \$29.02	Multi Family \$1.65
		1.25" \$34.93	Class 3: 12,346-27,777 ft ² \$195.34	City \$1.95
		1.5" \$46.64	Class 4: 27,778-49,392 ft ² \$464.80	Non-residential \$1.65
		2" \$74.51	Class 5: 49,393 + ft ² \$909.01	Irrigation \$2.14
		3" \$139.78		
		4" \$232.98		
		6" \$465.80		
	8" \$768.65			
	10" \$1,071.49			
Stormwater Rates				
Residential	Storm Drainage Maintenance Fees by Type of Residence:			
	Type of Residential Use		Monthly Fee	
	Single Family Dwelling		\$12.64	
	Duplex		\$12.64	
	Mobile Home Park (per unit)		\$12.64	
	Apartment (per unit)		\$7.59	
	Assisted Living Care Facility (per unit)		\$7.59	

Commercial and Industrial		<i>Impervious Surface size</i>	<i>Monthly Fee</i>
		up to 2,500 sq ft impervious surface	\$12.64
		2,501 to 5,000 sq ft impervious surface	\$18.96
		5,001 to 10,000 sq ft impervious surface	\$37.93
		10,001 to 15,000 sq ft impervious surface	\$63.22
		15,001 to 20,000 sq ft impervious surface	\$88.49
		20,001 to 30,000 sq ft impervious surface	\$126.42
		30,001 to 40,000 sq ft impervious surface	\$177.03
		40,001 or more sq ft impervious surface	\$227.56

Street Maintenance Fee

Residential	Transportation Maintenance Fees by Type of Residence	
	<i>Type of Residential Use</i>	<i>Monthly Fee</i>
	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) 3.30060 for a listing of each category for non-residential developed property.	
	<i>Category</i>	<i>Monthly Fee</i>
	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											
Residential	All residential wastewater customers pay a monthly flat rate of \$73.16 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:										
	<table border="1"> <thead> <tr> <th><i>Average Monthly Use</i></th> <th><i>Monthly Fee</i></th> </tr> </thead> <tbody> <tr> <td>Up to 4,000 gallons</td> <td>\$56.65</td> </tr> <tr> <td>4,001 to 6,000 gallons</td> <td>\$75.82</td> </tr> <tr> <td>6,001 to 10,000 gallons</td> <td>\$141.53</td> </tr> <tr> <td>Above 10,000 gallons</td> <td>\$14.16 / 1,000 gallons</td> </tr> </tbody> </table>	<i>Average Monthly Use</i>	<i>Monthly Fee</i>	Up to 4,000 gallons	\$56.65	4,001 to 6,000 gallons	\$75.82	6,001 to 10,000 gallons	\$141.53	Above 10,000 gallons	\$14.16 / 1,000 gallons
<i>Average Monthly Use</i>	<i>Monthly Fee</i>										
Up to 4,000 gallons	\$56.65										
4,001 to 6,000 gallons	\$75.82										
6,001 to 10,000 gallons	\$141.53										
Above 10,000 gallons	\$14.16 / 1,000 gallons										

SWIMMING POOL

	2024-25 Resident Fees	2024-25 Non-Resident Fees	Unit	Notes
Drop-In				
Adult	\$6.25	\$8.50	per visit	
Youth (1-17 years old) / Seniors (59+)	\$4.25	\$5.75	per visit	
Family (2-5 individuals from the same household)	\$19.00	\$26.25	per visit	
Each additional family member above 5	\$2.00	\$3.00	per visit	
Punch Cards (10 Visits)				
Adult	\$56.75	\$76.75	per card	
Youth (1-17 years old) / Seniors (59+)	\$37.75	\$51.50	per card	
Children under age 1	free	free		
Monthly Memberships				
Adult	\$52.50	\$71.00	per month	
Youth (1-17 years old) / Seniors (59+)	\$31.50	\$42.50	per month	
Family (2+ individuals from the same household)	\$89.25	\$120.50	per month	
Private Pool Rentals				
Pool Rental 2 guards (0-25 people)	\$115.50	\$156.00	per hour	
Pool Rental 3 guards (0-50 people w/slide)	\$136.50	\$184.25	per hour	
Pool Rental 4 guards (51-75 people w/slide)	\$157.50	\$212.75	per hour	
Pool Rental 5 guards (up to 100 people w/slide)	\$178.50	\$241.00	per hour	
Locker Rates				
Monthly	\$19.00	\$25.25	per locker	

Yearly	\$193.25	\$260.50	per locker	
Swimming Lessons				
1 Swimmer (30 minutes per session/8 sessions class)	\$47.25	\$63.75		
Each Additional Swimmer (from same household)	\$31.50	\$42.50		
Private lesson	\$47.25	\$63.75	per swimmer	