

RESOLUTION NO. 2025-21

A Resolution adopting a Planning and Engineering Fee Schedule and repealing all previous resolutions adopting planning and engineering fee schedules at the time this fee schedule becomes effective.

RECITALS:

Whereas, the City of McMinnville collects permitting fees for land-use applications. Engineering design review, and project permitting to fund the review, management and inspection costs associated with new development projects; and

Whereas, per Resolution No. 2003-35, it is the belief of the City Council that developers and others using the services of the Planning and Engineering programs for development activities should pay their share of the costs associated with their projects; and

Whereas, the City has commissioned planning and engineering fee studies to evaluate full cost recovery for each permitting activity, and

Whereas, the City Council provided direction to update the planning and engineering fee schedules by CPI (Portland's CPE-W Index) every year; and

Whereas, the CPI increase from January 2024 to January 2025 is 2.9%.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MCMINNVILLE, OREGON as follows:

1. That the City of McMinnville's Planning and Engineering Fee Schedules will be as established by the fee schedules attached to this Resolution.
2. That these fee schedules will take effect August 1, 2025.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 10th day of June 2025 by the following votes:

Ayes: Cunningham, Tucholsky, Chenoweth, Payne, Geary, Peralta

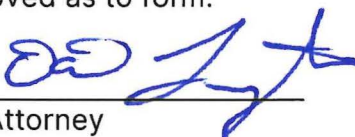
Nays: _____

Approved this 10th day of June 2025.



MAYOR

Approved as to form:



City Attorney

Attest:



City Recorder

EXHIBITS:

- A. Planning Fee Schedule, August 1, 2025
- B. Engineering Fee Schedule, August 1, 2025



City of McMinnville
Planning Division
 231 NE Fifth Street
 McMinnville, OR 97128
 (503) 434-7311

www.mcminnvilleoregon.gov

PLANNING FEE SCHEDULE (Effective 8/1/2025):

TYPE OF APPLICATION	FEE
Annexation	\$16,151.00
Appeal – First Appeal to a Hearings Body	\$250.00
Appeal – Hearings Body Decision	\$1350.00
Area Plan Review – Property Owner Initiated	\$32,259.00
Classification of an Unlisted Use*	\$2,802.00
Comprehensive Plan Map Amendment	\$8,209.00
Comprehensive Plan Map Amendment / Zone Map Amendment	\$12,103.00
Comprehensive Plan Text Amendment / Zoning Text Amendment	\$10,182.00
Conditional Use Permit	\$3,425.00
Downtown Design Standards and Guidelines – Administrative Approval*	\$653.00
Downtown Design Standards and Guidelines – Historic Landmarks Committee Approval	\$1,936.00
DMV Certificates	\$307.00
Expedited Land Use Division Application (Middle Housing Land Division)	
Partition	\$2,141.00
Subdivision ≤ 10 Lots	\$4,811.00
Subdivision (more than 10 lots)	\$8,395.00
Appeal Deposit	\$507.00a
Plus Per Lot Fees	\$41.00
Final Plat Review (Required for filing final plats)	\$1,386.00
Historic Landmarks – Certificate of Approval, Alteration	\$1,936.00
Historic Landmarks – Certificate of Approval, Demolition, Move	\$4,068.00
Historic Resources Inventory Amendment	\$2,591.00
Home Occupation	\$356.00
Annual Renewal Fee	\$107.00
Interpretation of Code by Director	\$1,338.00
Landscape Plan Review	\$2,115.00
Land Use Compatibility Statement – Regular	\$653.00
Land Use Compatibility Statement – Marijuana Change in Business Name	\$622.00
Land Use Compatibility Statement – Marijuana Dispensary	\$1,192.00
Land Use Compatibility Statement – Marijuana Producer / Wholesaler	\$871.00
Land Use Extension	\$1,021.00
Large Format Commercial Development Design Review	\$4,572.00
Large Format Commercial Development Design Review and Waiver	\$7,384.00
Manufactured Home Park	\$4,061.00
Manufactured Home Park Per Lot Fee	\$37.00
Master Plan	\$18,906.00
Minor Modification (or 50% of the application fee, whichever is lesser)	\$2,258.00

Model Home Permit	\$1,972.00
NE Gateway Design Standards and Guidelines – Administrative Approval*	\$714.00
NE Gateway Design Standards and Guidelines – Waiver Request	\$1,050.00
Parking Lot Review	\$1,927.00
Parking Variance for Historic Structure – Administrative Approval*	\$2,440.00
Parking Variance for Historic Structure – Planning Commission Approval	\$2,519.00
Partition of Land (Tentative)*	\$2,014.00
Planned Development (In addition to any applicable zone change fee):	\$7,304.00
Residential Rate (per dwelling unit)	\$63.00
Commercial Rate (per 1000 sf of building)	\$63.00
Industrial Rate (per 1000 sf of building)	\$63.00
Planned Development Amendment –Major Amendment (Planning Commission)	\$7,495.00
Planned Development Amendment – Minor Amendment (Administrative)	\$4,225.00
Property Line Adjustment*	\$1,948.00
Public Hearing Request	\$500.00
Recreational Vehicle Park Permit*	\$4,061.00
Resident Occupied Short Term Rental*	\$1,781.00
Annual Renewal Fee	\$252.00
Short Term Rental*	\$1781.00
Annual Renewal Fee	\$252.00
Sign Permit – Temporary	\$85.00
Sign Permit – Permanent	\$198.00
Sign Standards Exception (Variance)	\$2,514.00
Site and Design Review – Commercial	\$3,799.00
Site and Design Review – Multi-Family	\$3,799.00
Solar Collection System Variance	\$2,514.00
Street Tree Removal	\$171.00
Street Vacation	\$3,098.00
Subdivision (less than or equal to 10 lots)*	\$4,976.00
Plus per lot fee	\$37.00
Subdivision (more than 10 lots)	\$9,195.00
Plus per lot fee	\$37.00
Temporary Living Unit Permit	\$1,492.00
Semi-Annual Renewal Fee	\$1,134.00
Three Mile Lane Design Overlay – Administrative Approval*	\$3,853.00
Traffic Impact Analysis Review	\$1,544.00
Transitional Parking Permit	\$2,184.00
Urban Growth Boundary Amendment	\$32,259.00
Variance (Administrative)*	\$2,075.00
Variance (Land Division)	\$3,425.00
Variance (Zoning)	\$3,722.00
Wireless Communication Facility Review	\$5,213.00
Zone Map Amendment	\$7,523.00
Zoning/Compliance Letters	\$144.00

*Applications are subject to Director’s decision. If a public hearing is requested, the fee for the public hearing request will be applied.

LAND-USE APPLICATIONS NOT SPECIFIED

TYPE OF APPLICATION	FEE
TYPE I: Administrative Decision w/out Notification (permits) not on fee schedule	\$653.00
TYPE II: Administrative Decision w/Notification (land-use) not on fee schedule	\$2,258.00
TYPE III: Planning Commission Decision - not on fee schedule	\$3,722.00
TYPE IV: City Council Decision – not on fee schedule	\$8,209.00

WIRELESS – SMALL CELL FACILITIES

TYPE OF APPLICATION	FEE
Wireless – Small Cell (Initial Fee for Five Small Wireless Facilities)	\$617.00
Wireless – Small Cell (Initial Fee – Each Greater than Five)	\$125.00
Wireless – Small Cell (Annual Recurring Fee for Each Facility)	\$309.00
Wireless – Small Cell “Make Ready” Cost Recovery. (Recovery of any specific costs incurred by the City by the attacher for work within the right-of-way and/or to enable the siting of a Small Wireless Facility on a municipally-owned structure in the right-of-way.	Full Cost Recovery Plus Administrative Fees

Per Resolution No. 2019-24

BUILDING PERMIT REVIEW*

*Can be requested prior to submitting for building permits.

TYPE OF APPLICATION	FEE
Commercial/Industrial Building Permit Review	
Value < \$100,000	\$372.00
Value \$100,000 - \$500,000	\$670.00
Value > \$500,000	\$1,424.00
Residential Building Permit Review	
Value < \$100,000	\$143.00
Value > \$100,000	\$372.00
Multifamily > \$100,000	\$1,372.00
Residential Design Standards Review*	
Single, Duplex, Triplex, Quadplex, Townhome, ADU*	\$1,297.00
Cottage Cluster, Single Room Occupancy – Small Housing*	\$1,435.00
Apartments, Single Room Occupancy – Large Housing+	\$2,061.00
Revision Review	50% of original fee

+In addition to Residential Building Permit Review fees.

ADMINISTRATIVE FEES

TYPE OF APPLICATION	FEE
Copy fees	\$0.10 per copy
Comprehensive Plan Map (24" x 36")	\$10.00
Development Inspection for Conformance with Approval, Each Inspection after First Inspection	\$77.00
General Records Request	\$79.00/hour
Hourly Rate	\$79.00/hour
Neighborhood Meeting Mailing List	\$79.00
Notarization Fee	\$25.00
Pre-Development / Pre-Application Meeting	\$300.00
Refund Processing Fee	\$87.00
Research / Staff Time	\$79.00/hour
Return Check Fee (NSF)	\$36.00
Withdrawn Application (Prior to Complete)	Reimburse 75% of Fee
Withdrawn Application (Prior to Notice)	Reimburse 50% of Fee
Withdrawn Application (After Noticed)	No Refund
Zone Map (24" x 36")	\$10.00

DOCUMENT REVIEW

TYPE OF APPLICATION	FEE
Private Development Agreement	\$724.00
Public Facility Improvement Agreement	\$724.00
Easement Agreement	\$724.00
Stormwater Maintenance Agreement	\$220.00
Waiver of Remonstrance	\$220.00
Maintenance Agreement	\$220.00
Quitclaim / Bargain Sale and Deed	\$220.00
Reimbursement District	\$1,029.00

CODE COMPLIANCE

TYPE OF APPLICATION	FEE
Appeal to City Manager	\$250.00
Appeal to Hearings Officer	\$1,250.00

Planning permit fees for qualifying affordable housing projects per McMinnville Municipal Code, Section 3.10.060, are reduced by 50% (Resolution No. 2016-81).



ENGINEERING FEE SCHEDULE (EFFECTIVE 8/1/2025)

Updated: May 28th, 2025

DESCRIPTION	FEE
Public Improvements - Construction Project Agreement (CPA) *1	
First \$100,000 Eng Cost Estimate	5%
> 100,000	3%
Right-of-Way Excavation / Work Review and Permitting	
Utility Permit - Plan Review and Permit	\$ 563.59
ROW Minor (50 Ft lot frontage and local street classification) - Plan Review and Permit	\$ 1,046.66
ROW Major (more than one lot frontage or higher than local street classification) - Plan Review and Permit	\$ 3,205.54
Sidewalk and Driveway Permit (per 50 LF of sidewalk and/or per of driveways) - Plan Review and Permit *3	\$ 805.12
	\$ -
Early Grading Plan Review and Permitting	\$ -
Early Grading and Drainage Plan Review	\$ 5,038.24
Early Grading and Drainage Permit - less than one acre	\$ 805.12
Early Grading and Drainage Permit -more than one acre	\$ 1,582.93
	\$ -
Erosion Control Permit	\$ -
Less than One Acre - Plan Review and Permit	\$ 875.19
More than One Acre - Plan Review and Permit	\$ 1,653.00
Simplified Single Family Residential - Plan Review and Permit *3	\$ 371.23
	\$ -
On-Site Development Review and Permitting	\$ -
On-Site Plan Review - Based on Size of Project	\$ -
Adds 10,000sf or more of impervious surface	\$ 5,805.46
Adds less than 10,000sf of impervious surface	\$ 2,349.42
On-Site Development Permit - Less than One Acre	\$ 1,610.25
On-Site Development Permit - More than One Acre	\$ 3,220.49
	\$ -
Misc. Engineering Fees	\$ -
Temporary Street/ROW Use Permit *3	\$ 1,595.74
Revocable Agreement	\$ 650.11
Private Development agreements	\$ 2,832.77
Public Facility Improvement Agreement	\$ 1,037.10
Easement Agreement	\$ 2,386.75
Stormwater Maintenance Agreement	\$ 1,079.76
Waiver of Remonstrance	\$ 1,063.83
Maintenance Agreement	\$ 1,868.95
Quitclaim/Bargain and Sale Deed	\$ 918.74
Reimbursement District	\$ 5,361.80
System Development Charge/Reimbursement Agreement	\$ 4,473.34
System Impact Analysis - City Consultant Fee Plus 25% for Admin	Calculated
Completeness Check	\$ 1,415.59
Supplemental Review (more than 3 reviews - per sheet)	\$ 325.05
Addition Inspections or Permits for which No Fee is Indicated	Actual Hr. Rate
Miscellaneous Engineering Fees	Actual Hr. Rate
	\$ -

Planning Fees Supported by Engineering	\$ -
Area Plan Review – Property Owner Initiated	\$ 6,501.05
Annexation	\$ 3,538.98
Comprehensive Plan Map Amendment	\$ 2,127.66
Comprehensive Plan Map Amendment / Zone Map Amendment	\$ 2,127.66
Comprehensive Plan Text Amendment / Zoning Text Amendment	\$ 2,127.66
Conditional Use Permit	\$ 1,415.59
Land Division Application:	\$ -
Partition	\$ 2,725.73
Subdivision ≤ 10 lots	\$ 2,725.73
Subdivision (more than 10 lots)	\$ 4,853.38
Expedited Land Division Application - 50% additional Over Published Fee	Calculated
Landscape Review Plan *2	\$ 1,006.14
Large Format Commercial Development	
Design Review	Actual Hr. Rate
Partition of Land (Tentative)	Actual Hr. Rate
Property Line Adjustment	Actual Hr. Rate
Traffic Impact Analysis Review	Actual Hr. Rate
Revision Review 50% of Original Fee	Calculated

*1 CPA Fee is an existing fee. It covers management of the CPA and does include some cost recovery for public improvement plan review and inspection.

*2 Engineering only adds fee to Landscape review when reviewing landscaping for engineered stormwater facilities

*3 75% fee reduction to fees that have direct impact on residents. Language on how to administratively apply this potential reduction will be incorporated into the Engineering Design Standards and managed by administrative rule at the discretion of the City Engineer. The following language to be utilized till the Engineering Design Standards are developed and adopted:

*The Sidewalk and Driveway Permit is eligible for a 75% reduction if the applicant can show the proposed improvement will be installed at their residence. If the permit applicant is a licensed professional applying on behalf of the resident where the proposed improvement will be installed, this discount can also be applied.

*The Sidewalk and Driveway Permit fee can be waived at the discretion of the City Engineer under the circumstance where it is determined that installed public improvements have contributed to the need for the sidewalk or driveway to be replaced to meet current standards.

*4 All Fees are potentially eligible for a 50% reduction if affordable housing criteria are met as defined in Resolution 2016-81.