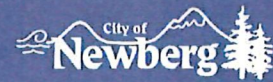


REQUEST FOR COUNCIL ACTION



Date Action Requested: March 17, 2025

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/>	
No. 2025-3961	
Subject: A Resolution to update the Master Fee Schedule including the re-establishment of a Demolition Permit Fee and addition of a Grant-writing Services Fee	Staff: Dan Keuler, Accounting Manager Department: Finance File No.
Business Session	Order On Agenda:
Hearing Type: Administrative	

Recommendation:

Adopt Resolution No. 2025-3961, a resolution updating the Master Fee Schedule for the City of Newberg.

Executive Summary:

The Master Fee Schedule (MFS) was established in April 2016 with Resolution 2016-3268 and last updated in March of 2024 via Resolution 2024-3920. The MFS does not include any franchise fees, city taxes, or pass-through fees collected for other entities. Various fees are tied to consumer price index (CPI) measurements. The fee-in-lieu of parking program fee is tied to the Engineering News Record Construction Cost Index for Seattle for December of each year, which for 2024 is 4.5%. All other rates subject to annual CPI increase use the CPI-U, which for December 2024 is 2.9%. These fees subject to the approval of the Master Fee Schedule will be effective on April 1, 2025.

Highlight of Fee Changes:

- **City Recorder:** The City Attorney research rate within the Public Records Request charges was increased from \$300.00 per hour to \$404.00 per hour to more accurately reflect legal costs charged through our legal contract for outside legal counsel.

A new fee is being added to the MFS to represent a new opportunity to give the public access to receive grant-writing services. The City's Digital Archivist and Grant Writer will be available to provide professional assistance including application writing/editing, identification of grantors, creation of project one-pagers, navigation of federal grant reporting requirements, etc. The rate set for this service will be \$50 per hour, which is the approximate loaded rate for this staff member.

- **Finance:** The Municipal Services Statement Fees were updated as presented on the MFS to appropriately reflect the increases that took place on January 1, 2025.
- **Library:** In November 2024 the Library Advisory Board approved a change to the Interlibrary Loan (ILL) Policy to charge library patrons \$5 per ILL beyond the first 12 free ILLs. Interlibrary Loans are loans from outside our library system of eighteen libraries in the Chemeketa Cooperative Regional Library Service, items for which the library often pays the cost of shipping items across the country. The change to \$5 better reflects what we are paying for the mailings.

- **Permit Center:** Building and Planning Fees subject to CPI adjustments were updated in accordance with the above-mentioned CPI-U, and the Fee-in-lieu of Parking rate updated using the Engineering News Record Construction Cost Index for Seattle.

The Demolition Permit Fee was previously removed from the Building Permit section of the MFS as it was determined to not have pertained to the Building Code Division and therefore not within the building department's scope of work. However, it is now being added back under the Engineering portion of the MFS as it was determined to be necessary for proper inspection and reporting requirements through engineering/public works. This fee, as it existed previously, will be re-established at the base inspection permit rate of \$108.22 and will be subject to annual indexing using the CPI-U as it did previously.

The business license and permit fees were reorganized and reclarified to be more in line with the code, present more clearly, and create a more complete presentation within their own fee category, rather than within planning. This included adding the Temporary Merchant Business license fee amount to the license fee list. This fee is in the code but has never been observed, pursuant to 5.05.040. We also have the Peddler/solicitor/street vendor business license fee called out, which is in the code but has never been officially observed, pursuant to 5.05.040.

- **Police:** There is no change to Police fees.
- **Public Works:** There is no change to Public Works fees.

Fiscal Impact:

Fees are necessary to help the City provide municipal services and recover resources used.

Strategic Assessment:

Resolution 2025-3961 helps the City to manage and operate the City government in an efficient and effective manner.

The City of Newberg Resolves as Follows:

1. To approve the grant-writing service fee, to be set at \$50.00 per hour.
2. To update the MFS by adding the type II middle housing land division fee.
3. To update the MFS by re-establishing the demolition permit fee within the Engineering fees.
4. To update the Master Fee Schedule approved via Resolution No. 2025-3961 for all city departments.
5. Have the fee schedule attached to this resolution as Exhibit A take effect April 1, 2025 with the exception of fees not subject to this approval process, as they are established separately via code or resolution.

Effective Date of this resolution is April 1, 2025.

Adopted by the City Council of Newberg, Oregon, this 17th day of March, 2025



Rachel Thomas, City Recorder

Attest by the Mayor this 17 day of March, 2025.



Bill Rosacker, Mayor

RESOLUTION No. 2025-3961



A Resolution to update the Master Fee Schedule including the re-establishment of a demolition permit fee and the addition of a grant-writing services fee.

Recitals:

1. The City performs and offers certain services, the cost of which are most reasonably borne by the resident, as opposed to paying for said services from general City funds.
2. In April, 2016, the City established a Master Fee Schedule via Resolution 2016-3268 to create transparency and increase efficiency in managing city services and was last updated via Resolution 2024-3920 in March of 2024.
3. On March 18, 2024 the City Council passed Resolution 2024-3920, which included the removal of the Demolition Permit Fee from Building Permits section of the Master Fee Schedule. Beginning April 1, 2025 the City will add the Demolition Permit Fee back but under the Engineering section of the MFS.
4. This past year the City added the Digital Archivist and Grant Writer position within the staff of the City of Newberg. This employee will be available for providing professional assistance including application writing/editing, identification of grantors, creation of project one-pagers, navigation of federal grant reporting requirements, etc. Beginning April 1, 2025 the City will offer these professional services to citizens or local organizations by appointment and will charge \$50 per hour.
5. Middle Housing Land Division is a permit type allowed under state law and therefore relevant to include under the City's Master Fee Schedule.
6. In November 2024 the Library Advisory Board approved a change to the Interlibrary Loan (ILL) Policy to charge library patrons \$5 per ILL beyond the first 12 free ILLs.
7. The City submitted Building fees on January 23, 2025 to the Oregon Building Codes Division and posted notice in the Newberg Graphic on January 30, 2025, per Oregon Administrative Rule 918-020-0220.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

CITY RECORDER	
PUBLIC RECORDS FEES – Initially set by Resolution 2008-2771	
<i>Research Requests – These fees are in addition to any copy, shipping, and handling fees. When research is less than 15 minutes, research fees may be waived. Research is charged at 1 hour minimum and billed in 15 minute increments after 1 hour.</i>	
General records research	\$60.00 per hour
City Attorney research	\$404.00 per hour
Paper Copies and prints – Fees noted are for one sided copies. For two-sided copies, fees are double those shown.	
Letter, legal, or tabloid size. Larger sizes charged at third copy party rate	25 cents per page, per copy
Copies by third party	Actual Cost
Shipping and Handling	Actual Cost
Other Records	
City of Newberg Street maps	\$3.00
Comprehensive Plan Map and Zoning Maps	\$15.00
Custom Maps – Engineering (GIS/Large)	\$15.00 per map plus \$62.00 per hour labor
OTHER CITY RECORDER / ADMIN FEES	
Notarization Fee (By appointment only)	\$10.00 per action
Grant writing services (by appointment only)	\$50.00 per hour

FINANCE	
GENERAL FEES	
Lien Search	\$27.00
NSF returned checks	\$25.00
MUNICIPAL SERVICES STATEMENT FEES - Administrative	
Late Fee	\$20.00 per meter
Water Connection Fee	\$20.00 per meter
Water Re-connection Fee	\$50.00 per meter

Resolution 2025-3961 Exhibit A
Master Fee Schedule

FINANCE	
MUNICIPAL SERVICES STATEMENT FEES - Public Safety Fees ¹	
Public Safety Fee ²	
5/8" or 3/4" meter	\$4.46
1" meter	\$11.15
1.5" meter	\$22.30
2" meter	\$35.68
3" meter	\$71.36
4" meter	\$111.50
8" meter	\$356.80
Communications Officer Public Safety Fee ²	
3/4" or 5/8" meter	\$2.70
1" meter	\$6.75
1.5" meter	\$13.50
2" meter	\$21.60
3" meter	\$43.20
4" meter	\$67.50
8" meter	\$216.00

¹ These fees are updated via a separate approval process.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

FINANCE		
MUNICIPAL SERVICES STATEMENT FEES - Transportation Utility Fee ¹		
Residential Land Uses		
Single Family Detached Housing	\$6.60	per dwelling unit
Multi-Family	\$4.46	per dwelling unit
Mobile Home	\$3.45	per dwelling unit
Non-Residential Land Uses		
Class 1 - Manufacturing	\$4.92	per 1000 sf
Class 2 - Office	\$19.38	per 1000 sf
Class 3 - Auto Repair, Clinic	\$28.23	per 1000 sf
Class 4 - Sit Down Restaurant	\$44.24	per 1000 sf
Class 5 - Convenience Store, Drive Thru	\$128.47	per 1000 sf
Class 6 - Others		
Senior Adult Housing Attached	\$2.70	per dwelling unit
Congregate Care	\$1.48	per dwelling unit
Assisted Living	\$1.94	per bed
Continued Care Retirement Community	\$1.76	per unit
Hotel	\$5.98	per room
Motel	\$4.13	per room
City Park	\$1.39	per acre
County Park, Farmland, Commercial Agriculture	\$1.65	per acre
Golf Course	\$26.14	per hole
Public Elementary School	\$0.48	per student
Public Middle/Junior High School	\$0.60	per student
Public High School	\$0.63	per student
Private School (K-12)	\$1.81	per student
Junior/Community College	\$0.90	per student
University/College	\$1.26	per student
Quick Lubrication Veh. Shop	\$17.02	per service position
Gas/serve Station	\$71.53	per fueling position
Gas/Serve Station with Conv. Market	\$52.41	per fueling position
Food Cart	\$63.02	per food cart

¹ These fees are updated via a separate approval process.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

FINANCE	
MUNICIPAL SERVICES STATEMENT FEES - Water Service Charges ¹	
Service Charge (\$/month)	\$3.79
Meter Charge (\$/month)	
3/4" meter	\$21.30
1" meter	\$36.21
1.5" meter	\$70.29
2" meter	\$112.89
3" meter	\$213.00
4" meter	\$355.71
6" meter	\$709.29
8" meter	\$1,135.29
10" meter	\$1,774.29
Nonpotable Meter Charge (\$/month)	
4" meter	\$62.21
8" meter	\$195.75
Volume Charge (\$/ccf)	
Single Family Residential	\$4.59
Multi-family Residential	\$3.88
Commercial	\$4.75
Industrial	\$5.58
Irrigation	\$8.77
Outside City	\$6.89
Public Agency	\$5.20
Non-Potable	\$3.10

¹ These fees are updated via a separate approval process.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

FINANCE	
MUNICIPAL SERVICES STATEMENT FEES - Wastewater Service Charges ¹	
Service Charge (\$/month)	\$32.51
Multi-family per unit Charge	\$25.52
Volume Charge (\$/ccf)	
Single Family Residential	\$10.57
Multi-family Residential	\$10.57
Commercial 1	\$10.57
Commercial 2	\$13.40
Commercial 3	\$21.78
Industrial	\$13.40
Outside City	\$10.57
Sewer Only (no water service) Flat Rate including monthly service charge	\$77.41
MUNICIPAL SERVICES STATEMENT FEES - Stormwater Service Charges ¹	
Service Charge (\$/month)	\$17.89

¹ These fees are updated via a separate approval process.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

LIBRARY	
Damage to Items	Time & Materials (up to replacement cost)
Lost or Destroyed Items	Price of the item. <i>Fines are set by CCRLS</i>
Computer Printing & Copies	20¢ each B & W 50¢ each Color
Exam Proctoring Fee	10¢ each B & W; 50¢ each color per page for printing \$5.00 per test
Inter Library Loan Fee	\$5 each after 12 items per year
Non-resident Library Card Fee	\$79 per year-Household \$40 for 6 months \$70 per year- Senior, \$35 for 6 months Free limited-access library cards available

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUILDING	
PERMIT CENTER FEES	
Building Permit Fees - Valuation Table^{1,2}	
\$1 - \$500	\$108.22
\$501 - \$2,000	\$108.22 for the first \$500 plus \$1.50 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$130.72 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$310.12 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$456.37 for the first \$50,000 plus \$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and above	\$651.37 for the first \$100,000 plus \$3.25 for each additional \$1,000 or fraction thereof
Fire Alarm Permit, Fire Sprinkler Permit – Commercial, Fire Suppression Permit – for Type 1 Hood	Use Building Valuation Table
Fire Sprinkler Permit – Residential Stand Alone	Not part of the plumbing system, requires a building permit and plumbing (backflow) permit
Solar	\$108.22 - Prescriptive Based on Building Value - Non-Prescriptive
Building Plan Review Fee	85% of the Building Permit Fee
Fire and Life Safety Plan Review Fee	60% of the Building Permit Fee
Community Development Fee¹	.75% of the project valuation

¹ See Glossary for Valuation Definitions

² See Glossary for ICC Valuation Data February 2025

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUILDING	
PERMIT CENTER FEES	
Grading Permit Fees - Valuation Table	
0 – 50 Cubic Yards	No permit required
51 - 100 Cubic Yards	\$108.22
101 - 1,000 Cubic Yards	\$108.22 for the first 100 Cubic Yards plus \$21.68 for each additional 100 Cubic Yards or fraction thereof
1,001 - 10,000 Cubic Yards	\$303.34 for the first 1,000 Cubic Yards plus \$29.48 for each additional 1,000 Cubic Yards or fraction thereof
10,001 – 100,000 Cubic Yards	\$568.66 for the first 10,000 Cubic Yards plus \$82.10 for each additional 10,000 Cubic Yards or fraction thereof
100,001 Cubic Yards and above	\$1,307.56 for the first 100,000 Cubic Yards plus \$45.23 for each additional 100,000 Cubic Yards or fraction thereof
Grading Plan Review Fee¹	85% of the Grading Permit Fee
Phased Permit Fees¹	\$339.57 plus 10% of the Building Permit Fee with a maximum of \$1,500 excluding Phase 1
Other Fees:	
Inspections Outside of normal business hours	\$108.22 per hour minimum of 2 hours
Additional plan review required by changes, additions or revisions to approved plans, Inspections for which no fee is specifically indicated, occupancy change permit	\$108.22 first hour, fraction thereof each ¼ hour, minimum of 1 hour
Reinspection Fee / Reinstatement Fee	\$108.22 each
Investigation Fee	\$108.22 per hour minimum ¼ hour
Deferred Submittal	\$279.80 for each deferred or 10% of the permit fee for the value of the deferred work, whichever is greater

¹ See Glossary for Valuation Definitions

Master Fee Schedule

BUILDING - Mechanical		
PERMIT CENTER FEES		
Furnace:	Res Fee	Com Est. Value
FAU/Gravity Furnace <100K BTU	\$26.68	\$2,019.92
FAU/Gravity Furnace > 100K BTU	\$26.68	\$2,330.69
Wall/Floor/Suspended/Mounted	\$26.68	\$2,019.92
Other Heating Units:		
Wood/Fireplace/Masonry/Factory Built	\$43.62	\$1,553.80
Room Heaters, Non-Portable	\$26.68	\$155.38
Appliance Vents and Air Ducts	\$14.81	\$932.28
Boilers/Compressors/Absorption Systems:		
1 - 100K BTU	\$24.99	\$2,019.92
101K – 500K BTU	\$40.53	\$3,573.71
501K – 1,000K BTU	\$55.46	\$4,816.73
1,001K – 1,750K BTU	\$80.87	\$7,147.61
> 1,750K BTU	\$131.68	\$10,410.34
Air Handler:		
1 - 10K CFM	\$19.92	\$2,330.69
>10K CFM	\$26.68	\$2,330.69
Evaporative Coolers	\$26.68	\$2,019.92
Ventilation and Exhaust:		
Ventilation Fan – Single Duct	\$14.81	\$932.28
Ventilation System	\$19.92	\$932.28
Exhaust Hoods	\$19.92	\$1,553.80
Incinerator:		
Domestic	\$30.08	N/A
Commercial/Industrial	N/A	\$9,633.48
Gas Piping:		
Gas Pipe Outlet 1-4	\$18.21	\$774.59
Gas Pipe Outlet Each Outlet over 4	\$8.03	\$155.38
Miscellaneous: Clothes Dryer/Water Heater/Etc.	\$19.92	N/A
Minimum Fee (<i>min fee is charged unless the calculated fee is greater</i>):	\$108.22	N/A

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUILDING - Mechanical	
PERMIT CENTER FEES	
Mechanical Permit Fee - Valuation Table – Commercial/Industrial	
\$1 - \$2,000	\$108.22
\$2,001 - \$5,000	\$108.22 for the first \$2,000 and \$2.30 for each additional \$100 or fraction thereof, to and including \$5,000
\$5,001 - \$10,000	\$177.22 for the first \$5,000 and \$1.80 for each additional \$100 or fraction thereof, to and including \$10,000
\$10,001 - \$50,000	\$267.22 for the first \$10,000 and \$1.50 for each additional \$100 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$867.22 for the first \$50,000 and \$1.25 for each additional \$100 or fraction thereof, to and including \$100,000
\$100,001 and above	\$1,492.22 for the first \$100,000 and \$1.10 for each additional \$100 or fraction thereof
Type 1 Hood	Use Mechanical valuation table
Mechanical Plan Review Fee	50% of the Mechanical permit fee

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUILDING - Plumbing	
PERMIT CENTER FEES	
1 & 2 Family New:	
1 Bath	\$262.48
2 Bath	\$347.17
3 Bath	\$431.86
Each additional bath/kitchen	\$108.22
1 & 2 Family Alteration	
Per Fixture	\$25.42
1 & 2 Family Fire Sprinkler system – multi-purpose (is part of the plumbing system):	
0 - 2,000 Square Feet	\$108.22
2,001 - 3,600 Square Feet	\$144.26
3,601 - 7,200 Square Feet	\$180.35
>7,201 Square Feet	\$252.48

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUILDING - Plumbing	
PERMIT CENTER FEES	
Commercial:	
Per Fixture	\$25.42
Water/Sanitary/ Sewer:	
First 100 Feet	\$108.22
Each additional	\$42.36
1 & 2 Family Rain Drains: Downspouts	\$108.22
Miscellaneous:	
Alternative Water Heating	\$108.22
Backflow Device	\$108.22
Minimum Fee: Minimum Fee is charged unless the calculated fee is greater	\$108.22
Medical Gas Permit Fee - Valuation Table	
\$1 - \$25,000	\$340.29
\$25,001 - \$50,000	\$340.29 for the first \$25,000 + \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$486.54 for the first \$50,000 + \$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and above	\$681.54 for the first \$100,000 + \$3.25 for each additional \$1,000 or fraction thereof
Plumbing Plan Review Fee	50% of the Plumbing Permit Fee
Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)	5% of the permit amount

Master Fee Schedule

BUILDING - Manufactured Parks									
PERMIT CENTER FEES									
Manufactured Dwelling Park Permit Fee – Table 1									
Park Class	\$1 - \$500					\$15.00			
	\$501 - \$2,000					\$15.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000			
	\$2,001 - \$25,000					\$45.00 for the first \$2,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$25,000			
	\$25,001 - \$50,000					\$252.00 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000			
	\$50,001 - \$100,000					\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000			
	\$100,001 - \$500,000					\$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000			
	\$500,001 - \$1,000,000					\$2,039.50 for the first \$500,000 plus \$2.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000			
	\$1,000,001 and above					\$3,039.50 for the first \$1,000,000 plus \$2.00 for each additional \$1,000 or fraction thereof			
	Manufactured Dwelling Park Valuation Fee - Table 2 ¹								
Spaces Per Acre									
	4	5	6	7	8	9	10	11	12
A	23,326.60	21,808.64	20,543.69	19,531.73	18,519.74	17,760.77	17,254.79	16,963.50	16,748.83
B	21,757.25	20,653.60	18,974.36	17,962.38	16,950.43	16,191.44	15,685.48	15,432.47	15,037.18
C	20,988.70	19,875.62	18,215.39	17,203.40	16,875.31	15,432.47	14,926.49	14,673.49	14,420.48

¹ See glossary for definitions

Master Fee Schedule

BUILDING - Manufactured Parks	
PERMIT CENTER FEES	
Formula for Manufactured Dwelling Park Permit and Plan Review Fee:	
1. Square Feet of Area being developed ÷ 43,560 (43,560 = 1 acre)	
2. Number of spaces ÷ number of acres = valuation in Table 2	
3. Valuation in Table 2 x Number of spaces = Permit Fee in Table 1	
4. The Permit Fee is taken from Table 1	
5. The Plan Review Fee is 85% of the Permit Fee	

BUILDING - Recreational Parks	
PERMIT CENTER FEES	
Recreational Park Permit Fee – Table 1	
\$1 - \$500	\$15.00
\$501 - \$2,000	\$15.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$45.00 for the first \$2,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$252.00 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 - \$500,000	\$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 - \$1,000,000	\$2,039.50 for the first \$500,000 plus \$2.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and above	\$3,039.50 for the first \$1,000,000 plus \$2.00 for each additional \$1,000 or fraction thereof

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUILDING - Recreational Parks										
PERMIT CENTER FEES										
Park Class	Recreational Park Valuation Fee ¹ - Table 2									
	Spaces Per Acre									
	6	8	10	12	14	16	18	20	22	
	A	2,637	2,470	2,320	2,189	2,074	1,978	1,907	1,849	1,798
	B	2,483	2,317	2,176	2,035	1,920	1,824	1,754	1,696	1,645
C	1,792	1,626	1,485	1,344	1,229	1,133	1,062	1,005	954	
Formula for Recreational Park Permit and Plan Review Fee: 1. Square Feet of Area being developed ÷ 43,560 (43,560 = 1 acre) 2. Number of spaces ÷ number of acres = valuation in Table 2 3. Valuation in Table 2 x Number of spaces = Permit Fee in Table 1 4. The Permit Fee is taken from Table 1 5. The Plan Review Fee is 85% of the Permit Fee										

BUILDING - Manufactured Building	
PERMIT CENTER FEES	
Manufactured Building Permit Fees:	
Manufactured Building in a Park	\$778.35 Flat Fee
Manufactured Building Elsewhere	\$962.40 Flat Fee
Manufactured Building Commercial	Based on Building Value

¹ See glossary for definitions

Resolution 2025-3961 Exhibit A
Master Fee Schedule

PLANNING	
PERMIT CENTER FEES	
Pre-Application Review	\$100.00
Type I (Administrative Review):	
Any Type I action not specifically listed in this section	\$214.00
ADU Design Review	\$214.00
Cottage Cluster Design Review	\$429.00
Property Consolidation	\$214.00
Code Adjustment	\$536.00
Design Review – (Commercial/Industrial minor addition review)	0.3% of project value, \$536 minimum
Minor modification or extension of Type I decision	\$214.00
Major modification of Type I decision	50% of original fee
Partition final plat	\$1,078 + \$92 per parcel
Property line adjustment	\$1,078.00
Sign review	\$93 + \$1 per sq. ft. of sign face
Subdivision, PUD or Condominium final plat	\$2,161 + \$92 per lot or unit
Type II (Land Use Decision):	
Any Type II action not specifically listed in this section	\$1,078.00
Minor modification or extension of Type II decision	\$214.00
Major modification of Type II decision	50% of original fee
Design Review (Including Mobile/Manufactured Home Parks)	0.6% of total project cost, \$1,078 minimum
Middle Housing Land Division	\$1,078 + \$92 per parcel
Partition preliminary plat	\$1,078 + \$92 per parcel
Subdivision preliminary plat	\$2,161 + \$92 per lot
Variance	\$1,078.00
Type III (Quasi-Judicial Review)	
Any Type III action not specifically listed in this section	\$2,290.00
Annexation	\$3,010 + \$286 per acre
Comprehensive plan amendment (Site specific)	\$2,821.00
Conditional Use Permit	\$2,290.00
Minor modification or extension of Type III decision	\$214.00
Major modification of Type II decision	50% of original fee

Resolution 2025-3961 Exhibit A
Master Fee Schedule

PLANNING	
PERMIT CENTER FEES	
Historic Landmark establishment or modification	\$0.00
Historic Landmark elimination	\$2,626.00
Planned Unit Development	\$4,574 + \$92 per unit
Subdivision preliminary plat	\$2,161 + \$92 per lot
Zoning Amendment (site specific)	\$2,852.00
Type IV (Legislative amendments)	
Comprehensive plan text amendment or large scale map revision	\$3,244.00
Development Code text amendment or large scale map revision	\$3,244.00
Appeals	
Type I or II Appeal to Planning Commission	\$618.00
Type I or II Appeal to City Council	\$1,120.00
Type III Appeal to City Council	\$1,316.00
Type I Adjustments or Type II variances that are not designed to regulate the physical characteristics of a use permitted outright	\$345.00
Exhibitor license fee appeal to the City Council	50% of Exhibitor License Fee
Other Fees:	
Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)	5% of the permit amount
Expedited Land Division	\$8,038 + \$92 per lot or unit
Urban Growth Boundary amendment	\$5,136.00
Vacation of Public Right-of-Way	\$2,131.00
Fee-in-lieu of Parking Program	\$17,028 per vehicle space
Bike Rack Cost Sharing Program	\$100 per rack
Vertical Housing Development Zone fees	\$600.00 certification and application fee \$400.00 annual monitoring fee

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUSINESS LICENSES AND PERMITS	
Yearly Business Licenses	
General	\$50.00 per year
Home Occupation	\$25.00 per year
Peddler/Solicitor/Street Vendor	\$25.00 per 6 mo only
Perpetual Temporary Merchant in Operations more than 45 days	\$75.00 per year
Exhibitor License	\$156.00
Business Permits - one time fee	
Temporary Merchant in Operations from 4 to 45 days	\$126.00
Temporary Merchant in Operations more than 45 days	\$426.00
Peddler/Solicitor/Street Vendor License	No additional fees

POLICE	
Alarm Permit: False alarms – First 2 free, 3 to 9 false alarms	\$50.00 per incident per calendar year
Alarm Permit: False alarms – Over 10	\$100 per incident per calendar year
Dance Permit	\$10.00
Liquor License Applications	\$25.00
Dog Impound Fees	
Kenneling Fees	\$25.00 per day, plus required medical costs associated with
Subsequent impound citation – 2nd violation	\$75.00 per incident per calendar year
Subsequent impound citation – 3rd + violations	\$150.00 per incident per calendar year
Police Public Records	
Certified Background Check	\$35.00 per person
Photographs	\$15.00 per link
Reports	\$15.00
Research	\$27.18/hour labor over ½ hour
Tapes: Audio	\$37.00 per link
Body Cam (USB)	\$70.00 plus \$35.00 per half hour of redaction prep past first hour
USB	\$39.00

Resolution 2025-3961 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Operations	
Newgrow Compost (Bulk)	Fees set by City Manager
Sawdust	\$30.00 per cubic yard
Septic Drop-off (permitted septic companies only)	\$.15 per gallon
Recreational Vehicle Waste	\$5.00 per vehicle

PUBLIC WORKS - Maintenance	
Hydrant Meter Fees¹	
Non-refundable Application Fee	\$150.00
Water usage fee > 10,001 gallons	Charged at the current industrial volume rate (\$5.58 @ 100CCF)
Billing Fee	\$10/month
Rental Fee	\$5/day
Monthly Stormwater Service Charge	Charged at the current monthly rate (\$17.89/mo)
Refundable Meter & Valve Deposit	\$1,500.00

¹ These fees are updated via a separate approval process.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Engineering		
PERMIT CENTER FEES		
System Development Charges ²		
Wastewater Development Fee ¹ :		
For the first 18 fixture units	\$6,039.00	
Per each fixture unit over 18	\$335.50	
Water Development Fee ¹ :	Potable	Nonpotable
3/4" meter	\$7,846.12	\$4,066.00
1" meter	\$13,338.40	\$6,912.20
1.25" meter	\$19,615.30	\$10,165.00
1.5" meter	\$25,892.19	\$13,417.80
2" meter	\$41,584.43	\$21,549.80
3" meter	\$78,461.19	\$40,659.99
4" meter	\$131,030.19	\$67,902.19
6" meter	\$258,921.94	\$134,177.98
8" meter	\$415,844.32	\$215,497.97
Storm System Development Fee: ¹		
Single Family - Equivalent Dwelling Unit (EDU) ¹	\$629.57 flat fee	
Other than Single Family	(Impervious Area/2877) x \$629.57	

¹ See glossary for definitions and summaries of the incentive programs allowing for various waivers or discounts.

² These fees are established via a separate approval process - Refer to Ordinance No. 2024-2922. Fees are calculated based on the Permit Issuance Date - Ordinance 2023-3887.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Engineering			
PERMIT CENTER FEES			
Transportation Development Fee²:			
Single Family / ADU ¹ / Duplex / Triplex / Quadplex / Cottage Cluster– per unit,	\$6,266.08		
Multi Family – per unit	\$4,115.95		
Manufactured Home – in a park	\$3,010.17		
Manufactured Home – Elsewhere	\$6,266.08		
Commercial/Industrial	See Transportation SDC Calculation Formula in the Glossary.		
Wastewater Connection Fee	Actual costs		
Water Connection Fee	Actual costs		
Signalization Fee - Single Family	\$278.10		
	BASE	ADDITIONAL	PER
Sidewalk or Driveway approach permit and inspection	\$35.95	\$0.34	Square Feet
Public street ADA ramp review and inspection	\$42.73	N/A	Each ramp
Land Use Review Fees:	BASE	ADDITIONAL	PER
Planning review, Partition, Subdivision, and Planned Unit Development (Type II/III applications)	\$350.67	\$15.58	lot after 19 2-19 lots
Final plat review, partition and subdivision	\$350.67	\$8.81	each lot
Development Review for public improvements on Commercial, Industrial, Institutional zone, and Multifamily developments	\$490.42	\$280.13	Additional first acre

¹ See glossary for definitions and summaries of the incentive programs allowing for various waivers or discounts.

² These fees are established via a separate approval process. The City of Newberg has many incentive programs to encourage business development. These can be found within Ordinance 2024-2922. Fees are calculated based on the Permit Issuance Date - Ordinance 2023-3887.

The formula used to calculate the fee is: $SDC\ Fee^1 = UNIT \times ITE\ PMPH\ Vehicle\ Trip\ Rate \times 1.68 \times \$3,656.67$

The conversion of PM peak hour vehicle trip-ends (PMPHVT) to PM peak hour person trip-end (PMPHPT) is: $PMPHVT \times 1.68$
 $PMPHPT/PMPHVT = PMPHPT$.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Engineering			
PERMIT CENTER FEES			
Construction/Site Development Plan Review and Inspection Fees	BASE	ADDITIONAL	PER
Erosion Control Plan review and inspection:			
500 To 5000 Square Feet disturbed	\$209.59	N/A	each permit
5001 Square Feet to less than 1 acre disturbed	\$490.42	N/A	each permit
1 acre and larger disturbed	By DEQ permit	N/A	N/A
Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)	5% of the permit amount		
Site Improvement:			
Public Improvement site development permit – refer to application form for additional fee details	5%	N/A	Public construction cost estimate
Single Family house Site Plan Review, stormwater review and Engineering Building permit final	\$209.59	N/A	EACH PERMIT
Stormwater: Commercial/Industrial/Multi Family private facility storm drainage plan review and final inspection for water quality/quality facilities	\$419.87 First Acre	\$105.12 Additional Developed Acre	
Reinspection Fee	\$70.55		
Demolition Permit	\$108.22 flat fee – Complete Based on building value – Partial		
Hardship Requests	\$280.13		
Utility Right of Way Non-refundable Application Fee	\$500.00		
Right of Way, Easement Review	\$350.67		
Subsurface Permit for Franchise	\$209.59		
Stormwater Fee in lieu - Private	\$1.50/SF		
Stormwater Fee in lieu - Public	\$2.00/SF		

Building Permit Fees - Building Valuation Table (see page 24): The Fee complies with the definition of “valuation” in Section 423 of the State of Oregon Structural Specialty Code and includes Architectural, Structural, Electrical, Plumbing, Heating, Ventilation Devices and Equipment. The valuation also includes the contractor’s profit which should not be omitted. The determination of value or valuation under any provisions of this code shall be made by the Building Official. The value shall be the estimated amount from the City of Newberg building valuation data table or the estimated value including all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical , plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment, whichever is greater.

The square foot construction costs table determines the cost of the project by the building use and type of construction. To calculate the valuation, the cost per square foot is multiplied by the projects total square footage. For projects where square footage is not added, the value is calculated by multiplying product value by 1.6 to determine valuation.

Refund Fee Schedule	
Refund Type	Refund
Outside City Limits	100%
Permit Submitted/Plan Review Not Started	80%
Permit Submitted/Plan Review Started/Completed	Building Plan Review Not Refundable
Permit Submitted/ Plan Review Completed/ Permit Issued	Not Refundable
	Building / Plumbing / Mechanical Plan Review Fees
	80% Refundable
	Permit Fees (Building/Plumbing/Mechanical) / Community Development /
	State Surcharge (Building/Plumbing/Mechanical) / Technology (Building/Plumbing/Mechanical)
	100% Refundable
	Third Party Fees - Chehalem Park & Recreation / School CET

NEWBERG MASTER FEE GLOSSARY FOR 2025-26

Valuation Table ICC Valuation Data February 2025

SQUARE FOOT CONSTRUCTION COSTS		TYPE OF CONSTRUCTION								
GROUP	(INTERNATIONAL BUILDING CODE)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	ASSEMBLY, THEATERS, WITH STAGE	337.41	325.40	315.80	303.35	283.46	275.24	292.98	264.14	254.04
A-1	ASSEMBLY, THEATERS, WITHOUT STAGE	309.77	297.76	288.16	275.71	256.07	247.85	265.35	236.75	226.65
A-2	ASSEMBLY, NIGHTCLUBS	269.42	261.52	253.31	243.65	228.21	222.01	235.29	207.53	199.66
A-2	ASSEMBLY, RESTAURANTS, BARS, BANQUET HALLS	268.42	260.52	251.31	242.65	226.21	221.01	234.29	205.53	198.66
A-3	ASSEMBLY, CHURCHES	314.40	302.40	292.80	280.35	260.82	252.61	269.98	241.51	231.40
A-3	ASSEMBLY, GENERAL, COMMUNITY HALLS, LIBRARIES, MUSEUMS	264.03	252.03	241.42	229.98	209.33	202.12	219.61	190.01	180.91
A-4	ASSEMBLY, ARENAS	308.77	296.76	286.16	274.71	254.07	246.85	264.35	234.75	225.65
B	BUSINESS	298.43	287.83	277.50	265.76	242.70	234.06	255.55	216.90	206.96
E	EDUCATIONAL	282.06	272.26	263.65	252.74	235.87	223.82	244.04	206.65	200.02
F-1	FACTORY AND INDUSTRIAL, MODERATE HAZARD	164.17	156.25	146.41	140.89	125.45	119.36	134.33	104.02	96.87
F-2	FACTORY AND INDUSTRIAL, LOW HAZARD	163.17	155.25	146.41	139.89	125.45	118.36	133.33	104.02	95.87
H-1	HIGH HAZARD, EXPLOSIVES	153.17	145.25	136.41	129.89	115.76	108.67	123.33	94.33	N.P.
H234	HIGH HAZARD	153.17	145.25	136.41	129.89	115.76	108.67	123.33	94.33	86.17
H-5	HPM	298.43	287.83	277.50	265.76	242.70	234.06	255.55	216.90	206.96
I-1	INSTITUTIONAL, SUPERVISED ENVIRONMENT	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
I-2	INSTITUTIONAL, HOSPITALS	469.18	458.58	448.25	436.51	411.45	N.P.	426.30	385.65	N.P.
I-2	INSTITUTIONAL, NURSING HOMES	323.68	313.08	302.75	291.01	269.45	N.P.	280.80	243.65	N.P.
I-3	INSTITUTIONAL, RESTRAINED	314.93	304.33	294.00	282.26	261.70	252.06	272.05	255.55	223.96
I-4	INSTITUTIONAL, DAY CARE FACILITIES	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
M	MERCANTILE	201.08	193.18	183.97	175.31	159.52	154.32	166.95	138.84	131.97
R-1	RESIDENTIAL, HOTELS	278.14	268.29	258.82	249.16	227.83	221.78	248.64	205.46	198.22
R-2	RESIDENTIAL, MULTIPLE FAMILY	232.26	222.41	212.94	203.28	183.19	177.15	202.77	160.82	153.58
R-3	RESIDENTIAL, ONE- AND TWO-FAMILY	215.90	210.16	205.11	200.73	194.02	187.11	204.78	180.41	169.09
R-4	RESIDENTIAL, CARE/ASSISTED LIVING FACILITIES	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
S-1	STORAGE, MODERATE HAZARD	152.17	144.25	134.41	128.89	113.76	107.67	122.33	92.33	85.17
S-2	STORAGE, LOW HAZARD	151.17	143.25	134.41	127.89	113.76	106.67	121.33	92.33	84.17
U	UTILITY, MISCELLANEOUS	117.65	110.72	103.00	98.58	87.79	82.02	93.83	69.49	66.20
A. PRIVATE GARAGES AND COVERED DECKS, USE UTILITY, MISCELLANEOUS										
B. UNFINISHED BASEMENTS (GROUP R-3) = \$31.50 PER SQ. FT.										
C. FOR SHELL ONLY BUILDINGS DEDUCT 20 PERCENT										
D. N.P. = NOT PERMITTED										
E. CARPORT, COVERED PORCH, PATIO, OR DECK SQUARE FOOTAGE SHALL BE CALCULATED SEPARATELY AT 50% OF THE VALUE OF A PRIVATE GARAGE FROM THE ICC BUILDING VALUATION DATA TABLE CURRENT AS OF APRIL 1 – OAR 918-050-0100										

Community Development Fee: Revenues are used to cover the costs of operating the Permit Center. The Permit Center provides services including customer information, planning and zoning, and engineering review that are necessary prior to building plan review, and are not covered under Building Plan Review Fees.

Grading Plan Review Fee: The fee for Grading Permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

Manufactured Dwelling Park Valuation Fee – Table 2 Definitions

- * Deduct 10% from the valuation of parks constructed east of the cascade summit
- * Class A Parks contain paved streets, curbs and sidewalks
- * Class B Parks contain no paved streets, no curbs but have sidewalks on one side of each street
- * Class C Parks contain no paved streets, no curbs but have sidewalks on one side of each street
- * Parks containing spaces in more than one class, figure the spaces in each class; then add them together to obtain the total valuation for the park.
- * The Area Development Permit does not include permits or related fees for buildings, manufactured dwelling installations, accessory buildings or structures, mechanical, plumbing or electrical systems, boiler, or elevated or permits required by other agencies.
- * See Oregon Administrative Rule (OAR) 918-600-030 for plan review and inspection fees based on this valuation

Phased Permit Fees: in each phase of Building, Phase 1 – Foundation, Phase 2 – Building “Shell”, Phase 3 – Completion, Building Permits may be obtained as phased permits under the following conditions: 1) In each phase there must be sufficient information provided in order to allow a complete review of the plans. 2) Plans shall be prepared by a licensed Oregon architect or engineer. 3) Deferral of any submittal items shall have prior approval of the Building Official. The licensed Oregon architect or engineer of record shall list the deferred submittals on the plans and shall review the deferred submittal documents for compatibility with the design of the building prior to submittal to the Building Official for review. 4) The City of Newberg will accept plans submitted in the sequence listed for phased development. 5) Grading and site utilities are not part of the phase program.

Recreational Park Valuation Fee - Table 2 Definitions

- * Deduct 10% from the valuation of parks and camps constructed east of the cascade summit
- * Class A Parks and camps contain paved streets and electric, water and sewer service to each R.V or camping space
- * Class B Parks and camps contain electric, water and sewer service to each R.V. or camping space, but do not have paved streets
- * Class C Parks and camps contain a combination of no more than two services involving electric, water or sewer and do not have paved streets
- * When a park or camp contains spaces in more than one class, figure the spaces in each class, then add them together to obtain the total valuation

Recreational Park Valuation Fee - Table 2 Definitions (continued)

* The area developed permit does not include permits or related fees for buildings, manufactured dwelling installations, accessory buildings or structures, mechanical, plumbing or electrical systems, boiler, or elevators, or permits required by other agencies

* See Oregon Administrative Rule (OAR) 918-600-030 for plan review and inspection fees based on this valuation

PERMIT CENTER –ENGINEERING**SYSTEM DEVELOPMENT CHARGES DEFINITIONS**

Efficiency Dwelling Unit (EDU): A Studio or one bedroom Accessory Dwelling Unit (ADU) with less than 600 square feet floor area and one bathroom. The unit is located on a lot with other dwelling units or primary uses.

Accessory Dwelling Unit (ADU): An interior, attached or detached residential structure that is used in connection with or that is accessory to a single-family dwelling. An Accessory Dwelling Unit may not exceed 50 percent of the size of the primary unit, up to a maximum of 1,000 square feet. See Newberg Municipal Code 15.05.030.

Dwelling Unit: a single unit of one or more habitable rooms providing complete independent facilities for occupants, including permanent provisions for living, sleeping, eating, cooking and sanitation. See Newberg Municipal Code 15.05.030.

Wastewater System Development Fee: Revenues are used to maintain the City's Wastewater System. This fee is collected for any new connections to the City's Wastewater System and is determined by the number of fixture units i.e. sink, bathtub, etc. in the unit.

Water System Development Fee: Revenues are used to maintain the City's Water System. This fee is collected for each new connection to the City's water system and is determined by the size of the water meter. Standard single family meter size is $\frac{3}{4}$ ".

Storm System Development Fee: Revenues are used to maintain the City's Stormwater System. This fee is collected for each new development that connects to or otherwise uses the City Stormwater System and is determined by the square feet of impervious area. Impervious surface is the hard surface area which either prevents or retards entry of water into the soil mantle and/or causes water to run off the surface in greater quantities or at an increased rate of flow from that present under natural conditions. Impervious surface areas include, but are not limited to, rooftops, concrete or asphalt paving, walkways, patios, driveways, parking lots or storage areas and trafficked gravel or other surfaces which impede the natural infiltration or runoff of surface water. An equivalent dwelling unit (EDU) is equal to 2,877 square feet of impervious area.

Transportation System Development Fee: Revenues are used for future expansion of the City's Streets. This fee is collected for each new development that connects to the City's current street system and is determined by a methodology utilizing a PM peak hour person trip-end (PMPHPT) basis for calculating future trip growth. The transportation charge is calculated based on the "land use", "units", and trips during pm peak hours both in a vehicle and as a pedestrian. Land use references the type of development, from a hotel to a golf course to a library to a single-family home, and so on. Units are determined by the

land use – municipalities can calculate units based on square footage size, the amount of acreage, or on the number of rooms. The City of Newberg uses the Institute of Transportation Engineers Trip Generation Manual (ITE) to determine trip rates for peak hours. Therefore, different types of development are charged different rates per square foot, or other Unit, as defined in the ITE. The ITE typically provides PM peak hour vehicle trip-ends for the various types of land use categories, or ITE Code designations.

The formula used to calculate the fee is: $\text{SDC Fee1} = \text{UNIT} \times \text{ITE PMPH Vehicle Trip Rate} \times 1.68 \times \$3,656.67$

The conversion of PM peak hour vehicle trip-ends (PMPHVT) to PM peak hour person trip-end (PMPHPT) is: $\text{PMPHVT} \times 1.68 \text{ PMPHPT/PMPHVT} = \text{PMPHPT}$.

**INCENTIVE PROGRAMS TO ENCOURAGE DEVELOPMENT – Refer to Ordinance 2024-2922 Attachment B
Pending amendments to Newberg Municipal Code (NMC) Section 13.05**

13.05.040 (C)

C. For residential developments where dwelling units, as defined by the Oregon Residential Specialty Code, are one thousand square feet or less, except for multifamily housing as defined in ORS 456.515(8), the city will, at the election of the developer, modify the system development charge owed by applying a factor of twenty percent to the system development charge computed for the development. For multi-parcel developments, a factor of twenty percent may be applied only to those parcels whose only above grade improvements are single-family houses with dwelling units that are 1000 square feet or less. Developers that claim this system development charge modifier cannot claim any other waiver or discount for system development charges.

13.05.120 (D)

D. No transportation system development charges shall be charged for applications that only request a change in use for improvements existing at the time of application submission.

13.05.120 (E)

E. Development of child care facilities as defined by ORS 329A.250(5) and certified per ORS 329A.300 are exempt from all system development charges established under this Chapter.

13.05.125 (B)

B. Partial waivers of twenty-five percent for each category of system development charge shall be applied to developments starting or expanding enterprises that provide family wage jobs as further described in this subsection. No developer may claim any other waiver, modifier, or discount for system development charges in addition to the partial waiver described in this subsection. No partial waiver shall be applied unless the city council affirmatively finds that:

1. The enterprise will create at least twenty family wage jobs.
2. The developer will also be the employer of each individual receiving a family wage job.

13.05.125 (B) (Continued)

3. The family wage jobs will not pay less than one hundred and fifty percent of the applicable minimum wage rate provided under ORS 653.025(1).
4. The enterprise has been reviewed and endorsed by the Strategic Economic Development Corporation of the Mid-Willamette Valley, Oregon or another outside Oregon economic development agency.
5. The duration of each family wage job is permanent in nature and will likely last three or more years.
6. A staff report by the city's community development department supports the award of a partial waiver.